

**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, October 11, 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 .....3
- IV. Special Presentation: Recognition of 5 Years' Employment for Chris Sparks Operations Manager.....None
- V. Consent Agenda
  - A. Approval of Minutes from September 27, 2023 Regular Business Meeting .....4-7
  - B. Approval & Ratification of Warrants .....8-24
  - C. Resolution 798-23 Authorizing Sale of Vessels – Life's Dream (Johnson) and Wendy/Monocracy (McCartney) ..... 25-28
  - D. Accounts Receivable Write-off/Collection Register .....29
  - E. Resolution 799-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal .....30-32
- VI. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
  - A. Discussion Enduris Insurance Policy, Risk, and Coverage.....None
  - B. 2nd Draft of 2024 Budget, Capital Improvement Program (CIP) and Proposed Rates .....33-67
  - C. Point Hudson Jetty Update .....None
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Meetings
  - Short Farm Community Drop-In Open House Wednesday, October 18 at 5:30 p.m.  
(Special Commission Business Meeting)
  - Special Business Meeting Tuesday, October 24, 2023 at 5:30 p.m.
  - Cancelled Meeting Wednesday, October 25

XII. Executive Session

XIII. Adjournment

Informational Items

- Lease Brief .....68-74
- Letter of Support Recompete .....75-76
- Short Farm Open House.....77
- Port Commission Schedule .....78-80

**Joanna Sanders**

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**From:** etbjtb@broadstripe.net  
**Sent:** Thursday, October 5, 2023 12:49 PM  
**To:** Public Comments  
**Subject:** Moorage Increase

Dear Port of PT,

I would like to voice my support for maintaining a steady 3% rate increase (if you must) for the next five years instead of being jerked around every year because of random fluctuations in the CPI.  
Thank you.

Jack & Elizabeth Becker  
D Dock

# PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 27, 2023

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

Present: Commissioners Petranek, Hanke and Hasse  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Finance and Administration Abigail Berg  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Recorder Joanna Sanders  
 Via Zoom: Attorney Seth Woolson

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

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

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:15)

Eric Taylor provided written comments with concerns about the airport land lease rates.

Dan Gatchet provided written comments in support of constructing an RV campground in Quilcene.

Mark Knudsen provided written comments in support of the proposed Quilcene RV campground.

Tom Ehrlichman provided written comment speaking in support of Resolution 797-23 and for developing a steering committee for the Short Farm. He made suggestions for transparency, downstream water quality, and recognizing air, noise, and light impacts.

Public Comment:

Eric Taylor, President of A Hangar Condo spoke of concern about the increase in land lease rates.

Mark Knudsen spoke in support of developing the underutilized land into an RV camping area in Quilcene.

Ann Ricker agreed with Mark Knudsen's remarks and expressed appreciation for the Port's efforts.

Gary Lanthrum, H Hangar group, spoke about the market rate adjustments and his interest in seeing an updated rate survey. He is happy about the Port's improvements to date.

Pete Langley distributed written comments on the topic of the Recompete Act funds. He supports the Port's proposal for JCIA and shipyard projects.

Chris Bakken of SEA Marine spoke of their gratitude for accomplishing their new lease.

Mike Payne, Director of the PT Aero Museum spoke of the unreasonableness of the lease rate increase of 35% for the non-profit museum.

Geoff Pentz, boat owner and airplane owner, echoed the concerns, noting if residents received a property tax bill increase of 35%-60%, the room would be filled.

IV. CONSENT AGENDA (Rec. 00:30:05)

- A. Approval of Workshop & Business Meeting Minutes from September 13, 2023, and Special Meeting Minutes of August 11 and August 15, 2023
- B. Approval & Ratification of Warrants
  - Warrant #067429 through 067431 and Electronic Payment in the total amount of \$129,640.25
  - Warrant #067432 through #067482 in the amount of \$135,165.20
- C. Authorize the Executive Director to execute the lease with Shannon Partners LLC and SEA Green Partners LLC.
- D. Authorize the Port's Executive Director to enter into an agreement with Reid Middleton, Inc. for the professional engineering design services for the Herb Beck Marina Boat Ramp Replacement project.

**The Consent Agenda was approved as written by unanimous consent.** One concern related to changes made to the SEA Marine lease term sheet since its review by the Commission.

V. SECOND READING ~ none

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 00:33:41)

- A. Authorize Staff to Proceed with Design, Permitting and Construction of the Herb Beck Marina RV Campground (Rec. 00:06:04)

Executive Director Eron Berg and Deputy Director Eric Toews solicited Commission input following the concerns relayed at the community meeting. This project is an opportunity to deliver additional benefits to the community.

Public Comment: Anne Ricker said the public's concern is over paving the grass and taking up open space. Any efforts to clear up confusion would be appreciated.

Commissioners were supportive of the partnership with the PUD as well as improving public access. It was noted that Phil Andrus suggested opening some of the areas to tent camping as well as open space areas.

**Unanimous approval of motion to authorize staff to proceed with design, permitting and construction of the Herb Beck Marina RV Campground.**

- B. Resolution 797-23 Adopting Objectives to Guide the Short Farm Planning Process; Adopting a Farm Planning Process and Schedule; and, establishing a Steering Committee to Develop the Farm Plan (Rec. 00:47:44)

Deputy Director Eric Toews gave the staff report on the resolution, including a timeline. The farm steering committee was modified at the request of the Commission to have a position for Jefferson Land Works Collaborative (NOSC, PT Food Coop, Conservation District, WSU, NODC). Friday, November 10 would be the deadline for applications and then the Commission would affirm the selection at the following meeting.

Commissioners: There was discussion and questions about Commission involvement/participation at the October 18 community meeting. Public comment should be anticipated, especially related to the involvement by the University of Washington.

**Unanimous approval of motion to approve Resolution 797-23 Adopting Objectives to Guide the Short Farm Planning Process; Adopting a Farm Planning Process and Schedule; and Establishing a Steering Committee to Develop the Farm Plan.**

C. 1st Draft of 2024 Budget with Capital Improvement Program (CIP) and Proposed Rates (Rec. 01:20:40)

Director of Finance and Administration Abigail Berg gave the budget briefing from the detailed informational memorandum provided in the agenda packet on issues, goals, and assumptions along with review of the 1<sup>st</sup> draft of the budget. The next draft would include the departmental budgets as well as the cashflow that will follow the CIP. Reviewing the Capital Improvement Program, Director of Capital Projects and Port Engineer Matt Klontz reviewed project cost estimates noting the significant increase of the Five-year CIP of \$48 million in the 2022 budget versus \$138 million in the 2023 budget, adding a parallel taxiway, Boat Haven breakwater and stormwater treatment program, the sea-level rise project, and unplanned or emergency projects.

Commissioners: Comments were made about the increase in projects and the staffing needed to manage those projects. Regarding the airport lease rate increases, discussion centered on whether the airport terminal project could be postponed, new opportunities explored more self-sustainability, and/or if an informal airport market rate study/comparison could be conducted to better inform tenants. There was a concern about the 10-year trend of spending and the need to keep expenses closer to the 5.3% projected increase in revenues so that expenses do not out-pace revenues over time.. The Point Hudson rate card does not include an increase in event facility rate increase. Another rate that did not change was covered storage in the Yard. Staff explained why these were not increased and noted that a scheduled Coast Guard training is expected to generate revenue in Spring 2024. This additional revenue will be added to the 2<sup>nd</sup> draft and the Port would also work on marketing for the Pavilion.

At 7:47 p.m., Commissioner Hanke left the meeting.

D. Point Hudson Jetty Project Update (Rec. 02:18:00)

Director of Capital Projects and Port Engineer Matt Klontz reported that Orion has mobilized to the site. Activities include shoring on the west side of the south breakwater. Unless the north jetty impact hammers were needed to drive sheet piles for shoring to dig out obstructions and the project schedule has been delayed. The in-water work is scheduled to end January 7-8. Once the et piles are in, the contractor would begin excavating the breakwater.

VIII. STAFF COMMENTS (Rec. 02:40:42)

Executive Director Eron Berg reminded that the Boatyard Barbeque is tomorrow. A committee will soon interview applicants for the Finance Director position.

IX. COMMISSIONER COMMENTS (Rec. 02:27:55)

Commissioner Hasse reported on a busy week of discussions with moorage tenants and as well as about Short's Farm. She will attend an NODC meeting tomorrow evening and will relay concerns she is hearing about the Recompete funding. She asked whether an airport eco-industrial park might be a better fit. Eron Berg led a discussion of Recompete funding.

Commissioner Petranek commented that the Recompete grant was discussed at the September 21 Intergovernmental Collaborative Group meeting. EDC Team Jefferson is holding a great business workshop series by Douglas Hammel on October 16. The Mystic Seaport Marine Coastal and Ocean Studies Program would tour the Boatyard on October 2 with KPTZ's Chris Bricker accompanying.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:28:40)

Next Meetings: Public Workshop and Regular Business Meeting: Wednesday, October 11, 2023, at Pavilion Building and via Zoom, with Public Workshop at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.

XI. EXECUTIVE SESSION. There was none.

XII. ADJOURNMENT (Rec. 02:30:18)

The meeting adjourned at 8:15 p.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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



## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 066551 in the amount of \$534.04 is declared void on this on this 11th day of October, 2023.

For: **Accounts Payable**

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

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

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

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S. Abigail Berg, Director of Finance  
And Administration



Manual Check and Payment Register

Journal Posting Date: 10/4/2023

Register Number: MC-000343

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
0000066551 CK000006655101	REV 3/22/2023	PRI001 The Printery			534.04-
	3/22/2023	534.04-	0.00		
	G/L Account: 781-4125-28	OPERATING SUPPLIES: EXEC		534.04-	
	Bank W Total:	534.04-	0.00	534.04-	534.04-
	Report Total:	534.04-	0.00	534.04-	534.04-



## **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 **067483** generated on September 22nd, 2023 in the amount of **\$25,000.00 is ratified.**

**Signed and Authenticated** on this **11th** day of **October**, 2023.

For: **Accounts Payable**

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

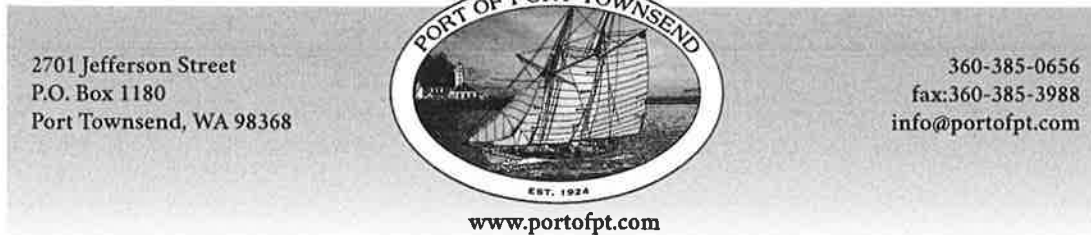
\_\_\_\_\_  
Commissioner Carol Hasse

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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
0000067483	9/22/2023	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
			4529	1/31/2023	6,250.00	0.00	6,250.00
			4576	2/28/2023	6,250.00	0.00	6,250.00
			4723	4/30/2023	6,250.00	0.00	6,250.00
			4785	5/31/2023	6,250.00	0.00	6,250.00
Check 0000067483 Total:					25,000.00	0.00	25,000.00
Report Total:					25,000.00	0.00	25,000.00



## **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 067484 generated on September 27th, 2023 in the amount of \$105.75 is ratified.

**Signed and Authenticated** on this 11th day of October, 2023.

**For: Accounts Payable**

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

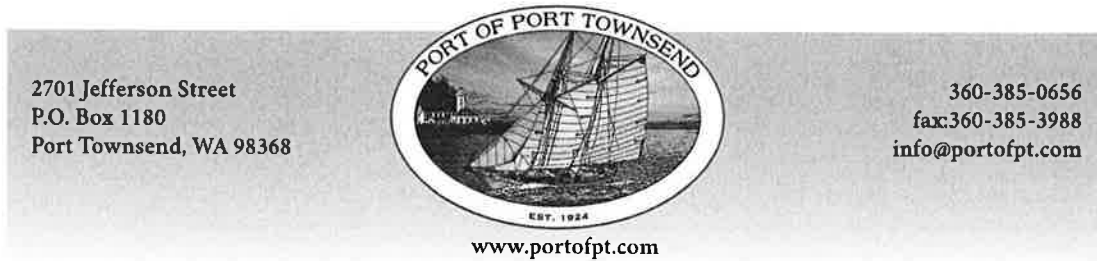
\_\_\_\_\_  
Commissioner Carol Hasse

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Commissioner Pete W. Hanke

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S. Abigail Berg, Director of Finance  
And Administration

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
0000067484	9/27/2023	CIT010	City of Port Townsend				Check Entry Number: 001
			HPC23-020	9/27/2023	105.75	0.00	105.75
Report Total:					105.75	0.00	105.75



## **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 067485 through No. 067489 generated on September 29th, 2023 in the amount of \$32,055.82 and Electronic Payment in the amount of \$198,222.66, for a total amount of \$230,278.48 is ratified.

**Signed and Authenticated** on this 11th day of October, 2023.

For: **Payroll and Benefits**

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

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

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

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



## **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 067490 through No. 067558, are approved for payment in the amount of \$141,577.51 on this 11th day of October, 2023.

**For: Accounts Payable**

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

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Commissioner Carol Hasse

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Commissioner Pete W. Hanke

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

## Check Register

Journal Posting Date: 10/11/2023

Register Number: CD-001030

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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0000067490	10/11/2023	ADL050	Ironclad Environmental				Check Entry Number: 001
			207985-0004	9/22/2023	2,139.58	0.00	2,139.58
0000067491	10/11/2023	AIR070	Airside Solutions, Inc				Check Entry Number: 001
			37964D	9/27/2023	2,184.06	0.00	2,184.06
0000067492	10/11/2023	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			9/28/23 STATEMENT	9/28/2023	454.44	0.00	454.44
0000067493	10/11/2023	BAI090	William Bailey				Check Entry Number: 001
			1988 HM GPR	10/11/2023	900.00	0.00	900.00
0000067494	10/11/2023	BER010	William Berninger				Check Entry Number: 001
			9/2023 EXPENSE	10/3/2023	46.64	0.00	46.64
0000067495	10/11/2023	BER040	Abigail Berg				Check Entry Number: 001
			3RD QTR EXPENSE	10/3/2023	38.54	0.00	38.54
0000067496	10/11/2023	BER045	Eron Berg				Check Entry Number: 001
			9/2023 EXPENSE	10/2/2023	74.68	0.00	74.68
0000067497	10/11/2023	BRO075	Sheri Broeder				Check Entry Number: 001
			REFUND 9/19/23	9/19/2023	282.12	0.00	282.12
0000067498	10/11/2023	CAR001	Carl's Building Supply				Check Entry Number: 001
			9/30/23 STATEMENT	9/30/2023	1,127.28	0.00	1,127.28
0000067499	10/11/2023	CED005	CED				Check Entry Number: 001
			5948-1043014	9/28/2023	1,139.00	0.00	1,139.00
			5948-1043305	9/28/2023	216.04	0.00	216.04
			5948-1043316	9/21/2023	942.62	0.00	942.62
			59481043366	9/28/2023	218.42	0.00	218.42
			59481043381	9/26/2023	832.32	0.00	832.32
Check 0000067499 Total:					1,463.16	0.00	1,463.16
0000067500	10/11/2023	CEN010	Central Welding Supply				Check Entry Number: 001
			PT151458	9/21/2023	20.54	0.00	20.54
0000067501	10/11/2023	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			8/20233 STATEMENT	9/20/2023	2,816.00	0.00	2,816.00
0000067502	10/11/2023	CHY001	Chyna Sea Ventures, LTD				Check Entry Number: 001
			2023396	6/22/2023	1,680.00	0.00	1,680.00
0000067503	10/11/2023	CIT001	City Of Port Townsend				Check Entry Number: 001
			9/2023 STATEMENTS	9/30/2023	13,301.82	0.00	13,301.82
0000067504	10/11/2023	COO050	Cooper Fuel				Check Entry Number: 001
			9/26/23 STATEMENT	9/26/2023	5,498.26	0.00	5,498.26
0000067505	10/11/2023	COU035	Coultas Construction Managment Solutions, LLC				Check Entry Number: 001
			23-08P	9/22/2023	4,655.00	0.00	4,655.00
			23-09P	10/2/2023	17,550.00	0.00	17,550.00
Check 0000067505 Total:					22,205.00	0.00	22,205.00
0000067506	10/11/2023	DOY090	William Doyle				Check Entry Number: 001
			REFUND 9/8/23	9/8/2023	221.48	0.00	221.48
0000067507	10/11/2023	FAL040	Neil Falkenburg				Check Entry Number: 001
			REFUND 9/11/23	9/11/2023	69.08	0.00	69.08
0000067508	10/11/2023	FAS020	Fastenal				Check Entry Number: 001
			WAPOR94836	9/13/2023	172.01	0.00	172.01
			WAPOR94910	9/20/2023	61.06	0.00	61.06
Check 0000067508 Total:					233.07	0.00	233.07
0000067509	10/11/2023	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1389195	8/1/2023	178.38	0.00	178.38
			1410000	10/1/2023	184.86	0.00	184.86

Run Date: 10/5/2023 3:27:44PM

A/P Date: 10/11/2023

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User Logon: DLF



## Check Register

Journal Posting Date: 10/11/2023

Register Number: CD-001030

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
			1410001	10/1/2023	114.56	0.00	114.56
			1410002	10/1/2023	278.21	0.00	278.21
			1410003	10/1/2023	545.50	0.00	545.50
			1410004	10/1/2023	196.38	0.00	196.38
			1410005	10/1/2023	204.24	0.00	204.24
Check 000067509 Total:					1,702.13	0.00	1,702.13
0000067510	10/11/2023	HAR008	Harbor Saw & Supply, Inc.				Check Entry Number: 001
			769724	9/21/2023	1,941.84	0.00	1,941.84
0000067511	10/11/2023	HAS020	Carol Hasse				Check Entry Number: 001
			9/2023 EXPENSE	9/27/2023	58.95	0.00	58.95
0000067512	10/11/2023	HAV050	Haven Boatworks LLC				Check Entry Number: 001
			8429	9/18/2023	2,948.92	0.00	2,948.92
0000067513	10/11/2023	HEN002	Henery Hardware				Check Entry Number: 001
			759875	8/30/2023	47.99	0.00	47.99
			759941	8/31/2023	114.52	0.00	114.52
			759974	8/31/2023	4.78	0.00	4.78
			760200	9/5/2023	285.82	0.00	285.82
			760238	9/5/2023	16.33	0.00	16.33
			760280	9/6/2023	56.71	0.00	56.71
			760283	9/6/2023	57.33	0.00	57.33
			760309	9/6/2023	109.09	0.00	109.09
			760324	9/6/2023	20.71	0.00	20.71
			760334	9/6/2023	18.54	0.00	18.54
			760357	9/7/2023	63.89	0.00	63.89
			760386	9/7/2023	22.89	0.00	22.89
			760387	9/7/2023	41.45	0.00	41.45
			760392	9/7/2023	10.89	0.00	10.89
			760445	9/8/2023	37.05	0.00	37.05
			760471	9/8/2023	28.36	0.00	28.36
			760477	9/8/2023	6.76	0.00	6.76
			760676	9/12/2023	45.81	0.00	45.81
			760728	9/13/2023	108.84	0.00	108.84
			760816	9/14/2023	136.50	0.00	136.50
			760818	9/14/2023	26.16	0.00	26.16
			760878	9/15/2023	72.33	0.00	72.33
			760946	9/18/2023	38.17	0.00	38.17
			760950	9/18/2023	15.26	0.00	15.26
			760951	9/18/2023	10.80	0.00	10.80
			760955	9/18/2023	25.06	0.00	25.06
			761031	9/19/2023	66.07	0.00	66.07
			761046	9/19/2023	46.89	0.00	46.89
			761063	9/19/2023	10.90	0.00	10.90
			761096	9/20/2023	34.87	0.00	34.87
			761102	9/20/2023	133.09	0.00	133.09
			761172	9/21/2023	16.35	0.00	16.35
			761181	9/21/2023	17.45	0.00	17.45
			761234	9/22/2023	27.25	0.00	27.25
			761249	9/22/2023	23.99	0.00	23.99
			761407	9/25/2023	19.62	0.00	19.62
			76591	9/11/2023	49.07	0.00	49.07

Run Date: 10/5/2023 3:27:44PM

A/P Date: 10/11/2023

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## Check Register

Journal Posting Date: 10/11/2023

Register Number: CD-001030

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
<b>Check 000067513 Total:</b>					1,867.59	0.00 1,867.59
000067514	10/11/2023	HEN006	Quilcene Henery's Hardware			<b>Check Entry Number: 001</b>
			9/25/23 STATEMENT	9/25/2023	44.96	0.00 44.96
000067515	10/11/2023	HEN007	Henery Hardware & Building Supply			<b>Check Entry Number: 001</b>
			9/25/23 STATEMENT	9/25/2023	1,315.52	0.00 1,315.52
000067516	10/11/2023	HIG020	Highway Specialties LLC			<b>Check Entry Number: 001</b>
			0009395-IN	9/22/2023	272.75	0.00 272.75
			0009511-IN	9/29/2023	903.35	0.00 903.35
			0009513-IN	9/29/2023	283.66	0.00 283.66
			0009514-IN	9/29/2023	600.05	0.00 600.05
<b>Check 000067516 Total:</b>					2,059.81	0.00 2,059.81
000067517	10/11/2023	HRA030	HRA VEBA Trust			<b>Check Entry Number: 001</b>
			YA20407 10/23 KF	10/11/2023	852.72	0.00 852.72
			YA20407 10/23 BB	10/11/2023	812.42	0.00 812.42
<b>Check 000067517 Total:</b>					1,665.14	0.00 1,665.14
000067518	10/11/2023	INS070	Insight Strategic Partners, LLC			<b>Check Entry Number: 001</b>
			5015	9/30/2023	6,250.00	0.00 6,250.00
000067519	10/11/2023	JAM040	Jamestown Networks			<b>Check Entry Number: 001</b>
			INV-10193	10/1/2023	530.00	0.00 530.00
000067520	10/11/2023	JC1003	Jefferson Co Treasurer			<b>Check Entry Number: 001</b>
			2023 PROP TAX SF	10/11/2023	125.08	0.00 125.08
000067521	10/11/2023	MAR096	Marian Roh			<b>Check Entry Number: 001</b>
			230926	10/11/2023	82.50	0.00 82.50
000067522	10/11/2023	MCI070	Sailor McIntyre			<b>Check Entry Number: 001</b>
			UNIFORM EXP	9/22/2023	204.59	0.00 204.59
000067523	10/11/2023	MUR002	Murrey's Disposal Co. Inc.			<b>Check Entry Number: 001</b>
			9/23 STATEMENTS	10/1/2023	10,087.69	0.00 10,087.69
000067524	10/11/2023	NAT020	National Fisherman Magazine			<b>Check Entry Number: 001</b>
			INV201817718	9/27/2023	2,350.25	0.00 2,350.25
000067525	10/11/2023	NOR098	Northwest School of Wooden Boatbuilding			<b>Check Entry Number: 001</b>
			22-07 #342	9/26/2023	1,500.00	0.00 1,500.00
000067526	10/11/2023	OES001	OESD 114			<b>Check Entry Number: 001</b>
			9992400010	9/30/2023	4,526.80	0.00 4,526.80
000067527	10/11/2023	OLS045	Mark (William) Olson			<b>Check Entry Number: 001</b>
			REFUND 9/22/23	9/22/2023	62.55	0.00 62.55
000067528	10/11/2023	OLY002	The Home Depot Pro Institutional			<b>Check Entry Number: 001</b>
			763200672	8/31/2023	1,367.68	0.00 1,367.68
			763939758	9/6/2023	119.41	0.00 119.41
			765205117	9/13/2023	1,386.44	0.00 1,386.44
<b>Check 000067528 Total:</b>					2,873.53	0.00 2,873.53
000067529	10/11/2023	OLY006	Olympic Crane LLC			<b>Check Entry Number: 001</b>
			2416	9/18/2023	450.00	0.00 450.00
000067530	10/11/2023	PAC004	Pacific Office Equipment Co			<b>Check Entry Number: 001</b>
			10/1/23 STATEMENT	10/1/2023	441.93	0.00 441.93
000067531	10/11/2023	PAC075	Pacific Fishing LLC			<b>Check Entry Number: 001</b>
			11631	9/15/2023	1,269.00	0.00 1,269.00
000067532	10/11/2023	PAP020	Pape Machinery			<b>Check Entry Number: 001</b>
			14808437	9/28/2023	143.82	0.00 143.82
			14811677	9/28/2023	157.99	0.00 157.99

Run Date: 10/5/2023 3:27:44PM

A/P Date: 10/11/2023

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## Check Register

Journal Posting Date: 10/11/2023

Register Number: CD-001030

## Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 0000067532 Total:					301.81	0.00	301.81
0000067533	10/11/2023	PEN003	Peninsula Daily News				Check Entry Number: 001
			2023 RENEWAL	10/11/2023	150.80	0.00	150.80
0000067534	10/11/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			87909	9/24/2023	35.00	0.00	35.00
0000067535	10/11/2023	POR005	Port Townsend Leader				Check Entry Number: 001
			113370	9/27/2023	234.00	0.00	234.00
0000067536	10/11/2023	POR023	Port Townsend Main Street Program				Check Entry Number: 001
			2023 CONT	9/28/2023	15,000.00	0.00	15,000.00
0000067537	10/11/2023	PRI001	The Printery				Check Entry Number: 001
			REISSUE 3/8/23 STMNT	10/11/2023	534.04	0.00	534.04
0000067538	10/11/2023	PRO050	The Production Alliance				Check Entry Number: 001
			1155	10/2/2023	5,500.00	0.00	5,500.00
0000067539	10/11/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			9/18/23 STATEMENT	9/18/2023	595.83	0.00	595.83
			9/25/23 STATEMENT	9/25/2023	313.54	0.00	313.54
Check 0000067539 Total:					909.37	0.00	909.37
0000067540	10/11/2023	QUI001	Quill Corporation				Check Entry Number: 001
			2172857	9/18/2023	32.68	0.00	32.68
			34633297	9/15/2023	45.39	0.00	45.39
			5782,2078,8970	9/14/2023	438.71	0.00	438.71
			9338,6054,3224	9/15/2023	372.55	0.00	372.55
Check 0000067540 Total:					823.97	0.00	823.97
0000067541	10/11/2023	REB020	Rebecca Dean PLLC				Check Entry Number: 001
			1419	10/1/2023	3,562.50	0.00	3,562.50
0000067542	10/11/2023	REI002	Reid Middleton Co				Check Entry Number: 001
			2309132	9/30/2023	239.00	0.00	239.00
0000067543	10/11/2023	ROD030	Rodda Paint				Check Entry Number: 001
			44179341	9/20/2023	1,084.72	0.00	1,084.72
0000067544	10/11/2023	ROL010	Aubri Rollins				Check Entry Number: 001
			UNIFORM EXP	9/23/2023	109.09	0.00	109.09
0000067545	10/11/2023	SAF001	Safeway, Inc.				Check Entry Number: 001
			9/21/23 STATEMENT	9/21/2023	3,316.83	0.00	3,316.83
0000067546	10/11/2023	SCH086	Rolf Schumann				Check Entry Number: 001
			REFUND 9/22/23	9/22/2023	25.81	0.00	25.81
0000067547	10/11/2023	SHO010	Shold Excavating Inc				Check Entry Number: 001
			77089	9/29/2023	4,601.84	0.00	4,601.84
0000067548	10/11/2023	SNE020	S-Net Communications				Check Entry Number: 001
			190554	10/1/2023	579.34	0.00	579.34
0000067549	10/11/2023	STI040	Kirk Stickels				Check Entry Number: 001
			REFUND 9/19/23	9/19/2023	301.98	0.00	301.98
0000067550	10/11/2023	TAR020	Tara Dunford, CPA				Check Entry Number: 001
			2393	10/2/2023	1,225.00	0.00	1,225.00
0000067551	10/11/2023	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			23-07335	9/25/2023	1,674.00	0.00	1,674.00
0000067552	10/11/2023	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9944522145	9/15/2023	597.52	0.00	597.52
0000067553	10/11/2023	WA1901	State of Washington				Check Entry Number: 001
			L156565	9/12/2023	256.20	0.00	256.20
0000067554	10/11/2023	WAR050	Michael Warren				Check Entry Number: 001

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A/P Date: 10/11/2023

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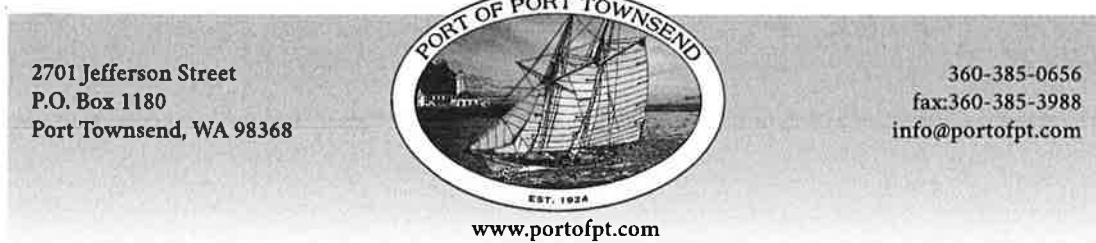
## Check Register

Journal Posting Date: 10/11/2023

Register Number: CD-001030

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
			REFUND 9/8/23	9/8/2023	71.94	0.00	71.94
0000067555	10/11/2023	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0010396	9/24/2023	104.67	0.00	104.67
0000067556	10/11/2023	WEB030	Kimberlie Webber				Check Entry Number: 001
			9/2023 EXPENSE	9/28/2023	522.77	0.00	522.77
0000067557	10/11/2023	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			9/25/23 STATEMENT	9/25/2023	297.08	0.00	297.08
0000067558	10/11/2023	WES060	West Marine Pro				Check Entry Number: 001
			002968	9/21/2023	78.56	0.00	78.56
			003011	9/22/2023	17.98	0.00	17.98
			003094	9/25/2023	177.65	0.00	177.65
			003096	9/25/2023	61.62	0.00	61.62
			2489	9/8/2023	67.89	0.00	67.89
Check 0000067558 Total:					403.70	0.00	403.70
Report Total:					141,577.51	0.00	141,577.51



## **ELECTRONIC DEBIT – Kitsap Bank**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$19,041.62 is ratified.**

**Signed and Authenticated** on this **11th** day of **October**, 2023.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***August, 2023*** in the amount of  
***\$19,041.62***

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

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

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

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

**Washington State Department of Revenue**

Your Return has been submitted and your confirmation number is **0-035-744-990**

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

<b>Filing Date</b>	September 25, 2023
<b>Account ID</b>	161-000-044
<b>Primary Name</b>	BOAT HAVEN FUEL DOCK
<b>Payment Method</b>	Bank Account (ACH Debit)
<b>Payment Effective</b>	September 25, 2023
<b>Total Tax</b>	19,041.62
<b>Total Due</b>	19,041.62



## Combined Excise Tax Return

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

**Filing Period:** August 31, 2023

**Due Date:** September 25, 2023

**Filing Frequency:** Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	143,178.46	0.00	143,178.46	0.004710	674.37
Service and Other Activities (\$1 million or greater in prior year)	199,079.48	0.00	199,079.48	0.017500	3,483.89
<b>Total Business &amp; Occupation</b>					<b>4,158.26</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	143,178.46	0.00	143,178.46	0.065000	9,306.60
Use Tax	49.25	0.00	49.25	0.065000	3.20
<b>Total State Sales and Use</b>					<b>9,309.80</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	10,769.10	0.00	10,769.10	0.019260	207.41
Water Distribution	826.49	0.00	826.49	0.050290	41.56
<b>Total Public Utility Tax</b>					<b>248.97</b>

### Deductions

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Motor Vehicle Fuel Tax	0.00
<b>State Sales and Use</b>		
Retail Sales	Motor Vehicle Fuel Sales	0.00

### Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	143,178.46	0.026000	3,722.64
<b>Total Local City and/or County Sales Tax</b>			<b>3,722.64</b>

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

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

**Transient Rental Income**

Location	Income
1601 - PORT TOWNSEND	80,033.65
	</

**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	80,033.65	0.020000	1,600.67
<b>Total Special Hotel/Motel</b>			<b>1,600.67</b>

<b>Total Tax</b>	<b>19,041.62</b>
<b>Subtotal</b>	<b>19,041.62</b>
<b>Total Amount Owed</b>	<b>19,041.62</b>

<b>Prepared By:</b>	Donna Frary
<b>E-Mail Address:</b>	donna@portofpt.com
<b>Submitted Date:</b>	9/25/2023
<b>Confirmation #:</b>	0-035-744-990
<b>Payment Type:</b>	Bank Account (ACH Debit)
<b>Amount:</b>	\$19,041.62
<b>Effective Date:</b>	9/25/2023



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 11, 2023
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent Agenda
<b>AGENDA TITLE</b>	V. C. Resolution 798-23 Authorizing Sale of Vessels – Life’s Dream (Johnson) and Wendy/Monocracy (McCartney)
<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 798-23

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

Alternative: Remove from the Consent Agenda for discussion. Action: Move to Approve Resolution 798-23 Authorizing Sale of Vessels.

**RESOLUTION NO. 798-23**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF  
PORT TOWNSEND AUTHORIZING 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**, the owners of the vessels listed on Exhibit "A" owe the Port of Port Townsend charges. These charges are listed on Exhibit "A" and have not been paid.

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

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

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

1. 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.

2. 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.

3. 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 27th day of September 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:

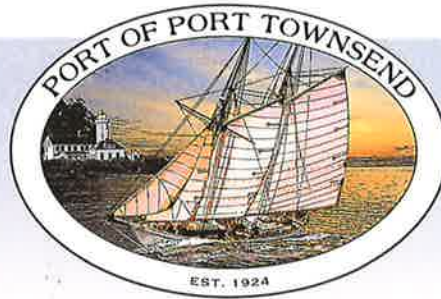
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Port Attorney

**EXHIBIT A**

<u>VESSEL NAME</u>	<u>OWNER NAME</u>	AMOUNT OWING
Life's Dream	Lorna Johnson	17,345.82
Wendy (Monocracy)	Chris McCartney	11,289.65

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



www.portofpt.com

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

Name, Vessel	Department	Amount	Reason for write off
Michael Alderson, <i>Sophia Grace</i>	Boat Haven	\$958.34	Non-responsive to Port staff. Repeated attempts to contact and certified letter sent to last address on file.
Mark Paicurich	Herb Beck Marina	1,127.36	Non-responsive to Port staff. Repeated attempts to contact and certified letter sent to last address on file.
Katherine O'Leary-Cole	Herb Beck Marina	799.05	Non-responsive to Port staff. Repeated attempts to contact via email and certified letter sent to last address on file.
	Total	\$2,884.75	

Approved on Oct. 11, 2023

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

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

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

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

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

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 11, 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>	V. E. Resolution #799-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance & Administration
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>Resolution 799-23</li> </ul>

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

Alternate action: Remove from the Consent Agenda. Move to approve Resolution #799-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal

**RESOLUTION NO. 799-23**

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

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

**WHEREAS:** The Port of Port Townsend has in its possession a satellite maintenance shed, as described in Exhibit A and attached to this resolution; and

**WHEREAS:** due to continual usage, age and inadequate capacity, this equipment is of little or no value to the Port, and is therefore no longer needed for Port purposes; and

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

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

**ADOPTED** this 11<sup>th</sup> day of October 2023 by the **Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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

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

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

APPROVED AS TO FORM:

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

**EXHIBIT “A”****CERTIFICATE  
THAT CERTAIN PORT DISTRICT PROPERTY IS SURPLUS**

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

**EQUIPMENT TO SURPLUS:**

Location:	Item	Specifications	Make/Model
Maintenance	Satellite Shed	Size 24'wide x 30'long x 24' high	Unknown

**DATED this 11th<sup>th</sup> day of October 2023.**

---

Eron Berg, Executive Director



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 11, 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>	VIII. B. 2nd Draft of 2024 Budget with 1 <sup>st</sup> Draft of 2024 Budget with Capital Improvement Program (CIP) and Proposed Rates
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance and Administration
<b>REQUESTED</b>	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"><li>• Info Memo</li><li>• Operating Budget</li><li>• CIP</li><li>• Rates</li></ul>

**DATE:** 10/11/2023  
**TO:** Port Commission  
**FROM:** Abigail Berg, Director of Finance & Administration & Eron Berg, Executive Director  
**SUBJECT:** 2nd Draft of 2024 Consolidated & Departmental Operating Budgets with Capital Improvement Program (CIP), Cashflow, 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 this 2<sup>nd</sup> Draft budget.*

## **ISSUE**

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

## **BACKGROUND**

The Commission adopted the 2024 Budget schedule on July 12, 2023, which included a subsequent workshop to discuss potential issues, goals, and assumptions to consider when developing the budget. The approved schedule included the 2<sup>nd</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 1<sup>st</sup> draft budget that shows actual activity for 2021 and 2022, the 2023 budget, the 2023 YTD July with remaining budget, and the 2024 projections.

#### OPERATING REVENUES:

1. As discussed at the last Commission meeting, we've implemented a 4.6% increase on most revenues port wide; this amount is the June-to-June 2023 CPI for Seattle-Tacoma-Bellevue. There are some rates proposed to remain the same from 2023; a more detailed discussion is included with the Rate Cards later in this memo.
2. The good news is the Point Hudson Jetty replacement project will be completed in early 2024, so Point Hudson revenues will begin to return to normal. This can be seen by 2024 projections being closer to 2021 actuals which were prior to the start of the jetty project.
3. Winter 2022, and spring 2023 proved quite successful in the Work Yard after the seasonal discount was ceased in early 2022. Not only did revenues increase, but more importantly, customers were better served and there was greater customer satisfaction. In addition, mid-year 2023 the Long-Term Yard was opened up to active projects and electric access was added. This increase in revenues should help mitigate a small loss in Yard revenue with the up-coming North Yard Expansion project construction in 2024. The 2024 projections have an increase of \$250,000 compared to the 2023 budget, and a \$72,000 increase compared to 2023 YTD July plus remaining budget.
4. At this juncture, there are no other significant operating revenues initiatives or changes to note.
5. **During the 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.**

**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.

**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. 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)
<b>total</b>	<b>\$ -</b>	<b>\$ -</b>

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

#### **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.)
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.

#### **PORT RATES – No changes from 1<sup>st</sup> draft, except as noted below.**

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

##### **BOAT HAVEN:**

1. Remove the “Over Wide Vessels (18’ +)” rate since it doesn’t support the shipyard traffic.
2. Hold on increase to Temporary Tie Ups.
3. Increase Permanent Moorage, just like the rest of moorage, by 4.6%. There’s been some customers wanting a third year in a row at only a 3% increase, however, this doesn’t appear

fiduciarily 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.**
6. Hold on increase for Live-aboard Background Check Fee.
7. Temporary Tie Ups were kept at the same rate as the prior year.
8. Hold on increases to Nightly Electric, and Metered Electric Base Fee since these are in alignment with surrounding marinas.
9. Removed Dory on Dock rate since this location has no room for that option.
10. Added Mast Up on Trailer Storage rate.

#### YARD:

1. Hold on the Roundtrip Rate for Hang Overnight.
2. Increase the Environmental Fee to \$1.00/ft/mo with a minimum charge of \$25.00.
3. 70/75 Ton Repair Storage rates were not increased last year when the seasonal discount was ceased in March 2022. Here we’ve increased these rates to \$0.86/ft/day, and \$0.69/ft/mo; this is a 4.6% increase.
4. Maintaining the same fee for Covered Storage because the usage doesn’t appear to be as frequent as initially contemplated. A second year at the same rate provides the opportunity to market the option.
5. Trailer Vessel – Non-working is a revived (and renamed) rate for the occasional trailered vessels parked in the Yard.
6. Removed the Trimaran Hulls rate since it doesn’t take more to haul these as any other wide vessel.
7. Under “Other Fees”, we added the word “Workyard” to the “Misc. Storage” rate. This serves to clarify between non-lease related storage.
8. Off Port Property Tarp fees were rounded up to be more in alignment with the size availability and the cost.

#### POINT HUDSON

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

6. Change name of “Dry Camp” rate to “Partial Hookup”.

#### *HERB BECK MARINA*

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

#### *JCIA*

1. Hold on Prevailing Ground Lease Rate.
2. Hold on Overnight Tie Down rate.
3. Hold on all Vehicle Parking – weekly, monthly, annual.

#### *UNION WHARF, CITY DOCK & EVENT FACILITIES*

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

#### *MISCELLANEOUS RATES & FEES*

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

Please provide any feedback on the 2<sup>nd</sup> draft budget (both consolidated and departmental), CIP, and Rate Cards for inclusion in the 3<sup>rd</sup> draft of the 2024 Budget to be presented for your review and consideration on October 24<sup>th</sup>.

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2021 Actual	2022 Actual	2023 Budget	2023 Budget to Actual YTD July	2024 Budget	2023 YTD-2024 Bdgt 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 Fee	60	480	-	189	198	9
PTBH - Work Float/Lift Pier Usage	15,698	8,816	252	13,404	14,021	617
PTBH - Misc. 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>Boat Haven Moorage</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>
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 Infractions & Clean-Up	1,300	(24)	412	358	100	(258)
<b>Yard Operations</b>	<b>2,306,196</b>	<b>2,645,795</b>	<b>2,578,591</b>	<b>2,828,119</b>	<b>2,942,641</b>	<b>114,522</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, SW	-	27,287	30,602	31,036	32,464	1,428
Pt Hudson - Permanent Moorage	157,330	104,511	133,347	119,682	152,330	32,648
Pt Hudson - Liveaboard Fee	8,743	5,381	9,129	420	8,500	8,080
Pt Hudson - Liveaboard Backgrnd Ck	2,700	1,980	945	1,125	2,100	975
Pt Hudson - Monthly Guest	126,449	93,274	97,427	15,301	121,000	105,699
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
Union Whrf - Cruise Ship Garbage	2,085	1,039	1,269	1,123	1,175	52
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



Port of Port Townsend  
**SOURCES AND USES OF CASH**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2023 Budget to					2023 YTD-2024
	2021 Actual	2022 Actual	2023 Budget	Actual YTD July	2024 Budget	Bdgt Variance
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 - Keys & Fobs	-	-	-	265	500	235
Pt Hudson - Passenger Fee	19,544	20,595	14,568	17,578	21,554	3,976
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>Point Hudson Marina/RV/Prop.</b>	<b>1,690,255</b>	<b>1,532,331</b>	<b>1,521,485</b>	<b>1,501,411</b>	<b>1,760,272</b>	<b>258,861</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	-	38,381	23,297	32,476	33,970	1,494
PTBH Prop - Stormwater Fees	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>Boat Haven Properties</b>	<b>819,708</b>	<b>808,584</b>	<b>922,134</b>	<b>969,673</b>	<b>1,050,151</b>	<b>80,478</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>Quilcene Herb Beck Marina</b>	<b>172,256</b>	<b>175,104</b>	<b>175,567</b>	<b>188,055</b>	<b>188,558</b>	<b>503</b>
JCIA - Lease Revenue	120,582	136,074	135,560	141,657	153,367	11,710
JCIA - Hangar Revenue	34,414	38,890	39,449	41,951	41,028	(923)
JCIA - Fuel Lease Revenue	2,159	2,054	1,699	1,543	1,699	156
JCIA - Electric	1,570	1,220	1,746	703	-	(703)
JCIA - Vehicle Parking Revenue	736	800	1,062	1,242	1,062	(180)
JCIA - Aircraft Parking	1,402	1,588	1,100	2,662	2,642	(20)
JCIA - Miscellaneous Revenue	6,133	4,746	630	905	905	-
<b>Jefferson County Intl Airport</b>	<b>166,996</b>	<b>185,371</b>	<b>181,246</b>	<b>190,663</b>	<b>200,703</b>	<b>10,040</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>Ramp Use</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>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>\$ 8,343,820</b>	<b>\$ 561,574</b>

**OPERATING EXPENDITURES**

<b>Salaries &amp; Wages</b>	2,339,530	2,656,298	2,897,787	2,831,091	3,115,997	284,906
<b>Payroll Taxes</b>	234,924	274,816	304,268	314,919	330,296	15,377
<b>Employee Benefits</b>	811,661	836,047	832,286	867,783	876,672	8,889

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2023 Budget to					2023 YTD-2024
	2021 Actual	2022 Actual	2023 Budget	Actual YTD July	2024 Budget	Bdgt Variance
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	497,586	45,066
Computer Supplies	19,169	26,118	16,771	14,728	17,861	3,133
Operating supplies	79,899	130,187	78,914	96,106	102,353	6,247
Enviro - materials/supplies	10,612	17,189	14,821	10,072	14,821	4,749
Tarp Pool Expense	26,682	35,824	31,627	39,477	42,043	2,566
Exec - Emp Recog/Relations	2,297	9,224	9,277	7,433	9,277	1,844
Postage	5,996	8,109	5,720	5,742	6,115	373
Janitorial supplies	21,111	22,156	28,144	23,236	28,144	4,908
Fuel & Lubricants	39,279	63,270	50,620	49,326	52,532	3,206
Permits & Licenses	6,487	9,389	8,213	12,467	13,277	810
Equip.Purch. & Rental	32,106	95,877	34,619	76,425	80,425	4,000
Claims & Damages	1,136	9,459	515	6,349	5,000	(1,349)
Membership & Dues	36,385	33,309	35,116	42,407	43,000	593
Bank Charges	134,942	190,394	157,859	139,255	168,120	28,865
Excise Tax	30,955	29,378	30,360	29,182	30,360	1,178
Miscellaneous Expense	3,870	1,021	2,453	3,335	2,353	(982)
Repair/Maint. - Mat./Supplies	220,289	354,875	263,353	278,816	300,816	22,000
<b>Facilities &amp; Operations</b>	671,215	1,035,778	768,382	834,356	916,498	82,142
<b>Utilities</b>	605,456	648,719	631,227	660,245	660,351	106
Advertising (legal)*	6,234	11,683	12,392	11,350	8,766	(2,584)
Marketing	43,541	39,861	45,663	61,412	65,404	3,992
Promotion	2,832	11,161	11,410	22,327	20,375	(1,952)
<b>Marketing &amp; Advertising</b>	52,608	62,705	69,465	95,089	94,545	(544)
<b>Economic Development</b>	15,000	30,000	65,000	46,295	42,000	(4,295)
<b>Travel &amp; Training</b>	15,387	38,985	35,214	26,433	34,738	8,305
<b>Community Relations</b>	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>\$ 7,079,118</b>	<b>\$ 461,894</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>\$ 1,264,703</b>	<b>99,681</b>
<b>OTHER INCREASES IN FUND RESOURCES</b>						
Retainage Collected	1,970	12,456	9,414	9,814	9,414	(400)
Yard Dep. Collected	56,317	2,000	32,389	39,232	32,389	(6,843)
PTBH Prop Lease Dep. Collected	36,135	17,542	15,000	4,461	15,000	10,539
PH Prop Lease Dep. Collected	11,087	9,173	5,000	7,799	5,000	(2,799)
JCIA Lease Dep. Collected	-	-	-	334	-	(334)
PH Marina/RV Dep. Collected	7,488	(2,832)	18,451	20,919	18,451	(2,468)
<b>Deposits &amp; Retainage Collected</b>	112,997	38,338	80,254	82,559	80,254	(2,305)
Sales Tax Collected	93,434	93,898	85,861	104,073	109,073	5,000
Leasehold Tax Collected	571,241	615,489	598,758	619,205	633,498	14,293
Hotel/Motel Tax Collected	9,151	6,505	6,389	8,230	9,330	1,100
<b>Taxes Collected</b>	673,826	715,892	691,008	731,508	751,901	20,393
Grant - FAA	344,779	118,093	671,000	619,000	379,800	(239,200)
Grant - WA State	68,198	104,038	268,000	2,761,927	479,254	(2,282,673)
Grant - EDA Pt. Hudson Jetties	-	-	2,925,000	2,924,583	800,000	(2,124,583)
Grant - Fed. Indirect	-	29,512	528,045	699,192	578,000	(121,192)
Grant - FEMA Public Assistance	-	36,575	-	65,051	-	(65,051)

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

				2023 Budget to		2023 YTD-2024
	2021 Actual	2022 Actual	2023 Budget	Actual YTD July	2024 Budget	Bdgt Variance
Grant - WSDOT - JCIA	105	-	32,277	24,000	-	(24,000)
Grant - Jefferson County	-	-	40,000	40,000	450,000	410,000
<b>Capital Contributions/Grants</b>	413,082	288,217	4,464,322	7,133,753	2,687,054	(4,446,699)
ARRA Bond Interest Subsidy	49,427	32,951	32,000	32,476	32,952	476
Investment Interest	3,432	120,432	33,161	280,179	265,000	(15,179)
<b>Interest</b>	52,859	153,383	65,161	312,655	297,952	(14,703)
<b>Debt Proceeds-20/21 LOC</b>	-	-	-	-	-	-
Operating Tax Levy	1,046,794	1,067,059	1,071,500	1,083,995	1,134,000	50,005
IDD Tax Levy	1,674,137	2,770,055	2,634,289	2,980,888	2,634,289	(346,599)
State Forest Revenues	4,629	20,443	43,200	60,122	43,200	(16,922)
State Timber Excise Tax	28,755	42,240	27,000	41,250	27,000	(14,250)
Leasehold Excise Tax	10,203	12,793	9,072	10,392	9,072	(1,320)
<b>Property &amp; other taxes</b>	2,764,518	3,912,590	3,785,061	4,176,647	3,847,561	(329,086)
Insurance Recovery	-	-	-	140,632	-	-
Finance Charges	19,893	92,593	38,053	38,070	38,053	18,160
Other Non-Operating Revenues	37,322	30,362	17,500	17,441	19,000	(18,322)
<b>Misc. Incr. in Fund Resources</b>	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>						
Retainage Paid	3,906	1,970	3,903	1,903	5,900	3,997
Yard Deposits Refunded	3,080	62,922	38,900	6,000	10,000	4,000
PTBH Prop Lease Dep. Returned	14,937	25,224	7,398	22,048	7,398	(14,650)
PH Prop Lease Dep. Returned	2,886	2,153	4,963	6,756	2,900	(3,856)
PH Deposits Refunded	1,411	-	-	-	-	-
<b>Deposits &amp; Retainage Paid</b>	26,221	92,269	55,164	36,707	26,198	(10,509)
Sales Tax Remitted	97,440	94,319	78,056	95,014	104,500	9,486
Leasehold Tax Remitted	568,624	612,559	597,800	628,920	630,293	1,373
Hotel/Motel Tax Remitted	9,274	7,503	6,842	7,512	9,130	1,618
<b>Taxes Remitted</b>	675,339	714,381	682,698	731,446	743,923	12,477
Bond Principal Paid - 2020/2021 LOC	250,000	-	-	423,734	-	(423,734)
Bond Interest Paid - 2020/2021 LOC	1,565	-	-	16,481	-	(16,481)
Bond Principal - 2010 LTGO	310,000	320,000	335,000	335,000	350,000	15,000
Interest Expense - 2010 LTGO Bond	175,438	161,488	147,088	147,088	132,013	(15,075)
Bond Principal - 2015 LTGO	475,000	490,000	500,000	500,000	515,000	15,000
Interest Expense - 2015 LTGO Refund B	68,325	53,850	39,000	39,000	23,775	(15,225)
<b>Bond Principal &amp; Interest</b>	1,280,328	1,025,338	1,021,088	1,461,303	1,020,788	(440,515)
Bond Management Fees	1,014	1,141	1,400	1,570	1,600	30
Bond Issue Costs	9,300	-	-	-	-	-
Investment Fees	188	986	1,200	1,200	1,200	-
Other Decr. In Fund Resources	49,800	48,474	12,150	49,107	12,150	(36,957)
<b>Bond Mgmt, Issuance, Invstmnt</b>	60,302	50,601	14,750	51,877	14,950	(36,927)
<b>Capital Project Expenses</b>	4,491,246	1,847,887	10,069,000	9,011,000	6,777,709	(2,233,291)
<b>Election Expense</b>	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>\$ 8,599,068</b>	<b>\$ 2,049,959</b>
<b>Net Other Incr./Decr. In Fund Resources</b>	<b>\$ (2,474,613)</b>	<b>\$ 1,483,341</b>	<b>\$ (2,716,841)</b>	<b>\$ 1,325,432</b>	<b>\$ (877,293)</b>	<b>\$ (6,822,521)</b>
<b>Net Income/(Loss)</b>	<b>\$ (835,438)</b>	<b>\$ 2,497,263</b>	<b>\$ (1,729,116)</b>	<b>\$ 2,490,454</b>	<b>\$ 387,409</b>	<b>\$ (6,722,840)</b>

Port of Port Townsend  
**BOAT HAVEN MOORAGE**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2021 Actual	2022 Actual	2023 Budget	2023 Budget to Actual YTD July	2024 Budget	2023 YTD to 2024 Bdgt 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	80,439	9,554
Uniform Expense	668	1,963	1,200	1,458	1,650	192
Maint Salaries & Wages	28,808	29,410	34,412	31,453	34,274	2,821
Maint Payroll Taxes	3,295	3,562	3,613	3,857	3,633	(224)
Maint Employee Benefits	10,093	9,167	9,884	9,445	9,643	198
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	134,275	6,723
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	1,800	1,273
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	517,682	61,212
<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>\$ 1,867,467</b>	<b>\$ 180,966</b>
<b>NET OPERATING INCOME</b>	<b>\$ 427,552</b>	<b>\$ 488,926</b>	<b>\$ 400,003</b>	<b>\$ 371,420</b>	<b>\$ 285,118</b>	<b>\$ (86,302)</b>

Port of Port Townsend  
**70/75 TON & 300 TON YARDS**  
 2024 Budget with Comparison to Prior Years

2nd DRAFT

	2021 Actual	2022 Actual	2023 Budget	2023 Budget to Actual YTD July	2024 Budget	2023 YTD to 2024 Bdgt Variance
<b>OPERATING REVENUES</b>						
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)
<b>Total Operating Revenues</b>	<b>\$2,306,196</b>	<b>\$2,645,795</b>	<b>\$2,578,591</b>	<b>\$ 2,828,119</b>	<b>\$2,942,641</b>	<b>\$ 114,522</b>
<b>OPERATING EXPENSES</b>						
Yard Salaries & Wages	554,648	628,743	648,893	646,640	729,758	83,118
Yard Payroll Taxes	62,789	74,034	70,863	79,691	77,354	(2,337)
Yard Employee Benefits	197,397	196,144	186,371	195,478	205,314	9,836
Uniform Expense	4,281	6,260	6,650	5,296	4,800	(496)
Maint Salaries & Wages	60,119	93,220	103,235	82,351	74,779	(7,572)
Maint Payroll Taxes	6,847	10,976	10,840	12,609	7,927	(4,682)
Maint Employee Benefits	21,038	28,953	24,313	21,602	21,039	(563)
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	11,190	3,242
Contract Services	26,597	32,089	43,373	65,176	35,139	(30,037)
Insurance	86,891	107,963	101,580	101,580	107,473	5,893
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	2,300	1,295
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	707,684	111,845
<b>Total Operating Expenses</b>	<b>\$2,017,157</b>	<b>\$2,317,737</b>	<b>\$2,379,729</b>	<b>\$ 2,502,633</b>	<b>\$2,706,268</b>	<b>\$ 203,635</b>
<b>NET OPERATING INCOME</b>	<b>\$ 289,039</b>	<b>\$ 328,058</b>	<b>\$ 198,862</b>	<b>\$ 325,486</b>	<b>\$ 236,373</b>	<b>\$ (89,113)</b>

Port of Port Townsend  
**POINT HUDSON**  
 2024 Budget with Comparison to Prior Years

2nd DRAFT

	2021 Actual	2022 Actual	2023 Budget	2023 Budget to		2023 YTD to 2024
				Actual YTD July	2024 Budget	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	152,330	32,648
Pt Hudson - Liveaboard Fee	8,743	5,381	9,129	420	8,500	8,080
Pt Hudson - Liveaboard Backgrnd Ck Fc	2,700	1,980	945	1,125	2,100	975
Pt Hudson - Monthly Guest	126,449	93,274	97,427	15,301	121,000	105,699
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>\$ 1,760,272</b>	<b>\$ 258,861</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	56,858	(6,374)
Uniform Expense	300	987	800	1,221	600	(621)
Maint Salaries & Wages	110,051	124,710	137,647	124,832	124,631	(201)
Maint Payroll Taxes	13,444	16,442	14,453	16,443	13,211	(3,232)
Maint Employee Benefits	38,533	38,999	39,534	36,791	35,064	(1,727)
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	1,138	(247)
Contract Services	31,038	27,690	15,503	38,655	53,127	14,472
Insurance	56,117	71,013	88,196	88,196	103,412	15,216
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	423,333	101,667
<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>\$ 1,904,882</b>	<b>\$ 133,751</b>
<b>NET OPERATING INCOME</b>	<b>\$ (7,976)</b>	<b>\$ (202,058)</b>	<b>\$ (237,535)</b>	<b>\$ (269,720)</b>	<b>\$ (144,610)</b>	<b>\$ 125,110</b>

Port of Port Townsend  
**BOAT HAVEN PROPERTIES**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2023 Budget to					2023 YTD to
	2021 Actual	2022 Actual	2023 Budget	Actual YTD July	2024 Budget	2024 Bdgt Variance
<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	71,692	388
PTBH Property Payroll Taxes	5,399	6,316	2,366	4,669	7,599	2,930
PTBH Property Employee Benefits	21,300	21,901	20,704	21,590	20,170	(1,420)
Maint Salaries & Wages	72,403	76,839	96,353	77,427	81,010	3,583
Maint Payroll Taxes	10,574	10,523	10,117	10,036	8,587	(1,449)
Maint Employee Benefits	25,632	24,496	27,674	23,230	22,792	(438)
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	4,552	(1,119)
Contract Services	1,167	2,060	5,775	34,484	18,014	(16,470)
Insurance	26,061	34,738	45,100	45,100	53,850	8,750
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	221,618	11,103
<b>Total Operating Expenses</b>	<b>\$ 496,026</b>	<b>\$ 527,834</b>	<b>\$ 592,220</b>	<b>\$ 609,589</b>	<b>\$ 611,512</b>	<b>\$ 1,923</b>
<b>NET OPERATING INCOME</b>	<b>\$ 323,682</b>	<b>\$ 242,369</b>	<b>\$ 329,914</b>	<b>\$ 360,084</b>	<b>\$ 438,639</b>	<b>\$ 78,555</b>



## Port of Port Townsend

**QUILCENE**

## 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2023 Budget to					2023 YTD to 2024
	2021 Actual	2022 Actual	2023 Budget	Actual YTD July	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	21,455	3,961
Quilcene Uniforms	66	710	300	150	300	150
Maint Salaries & Wages	16,743	10,771	20,647	13,020	12,463	(557)
Maint Payroll Taxes	1,961	1,336	2,168	1,894	1,321	(573)
Maint Employee Benefits	5,819	3,511	5,930	4,856	3,506	(1,350)
Enviro Salaries & Wages	743	614	-	230	674	444
Enviro Payroll Taxes	89	83	-	34	71	37
Enviro Employee Benefits	263	187	-	73	190	117
Contract Services	8,843	8,240	8,917	17,586	10,207	(7,379)
Insurance	8,309	9,691	9,295	9,295	11,740	2,445
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	46,790	5,295
<b>Total Operating Expenses</b>	<b>\$ 168,630</b>	<b>\$ 160,395</b>	<b>\$ 197,178</b>	<b>\$ 218,845</b>	<b>\$ 231,159</b>	<b>\$ 12,195</b>
<b>NET OPERATING INCOME</b>	<b>\$ 3,626</b>	<b>\$ 14,710</b>	<b>\$ (21,611)</b>	<b>\$ (30,790)</b>	<b>\$ (42,601)</b>	<b>\$ (11,692)</b>



Port of Port Townsend  
**BOAT RAMPS**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2021 Actual	2022 Actual	2023 budget	2023 Budget to Actual YTD July	2024 Budget	2023 YTD to 2024 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	2,059	223
Maint Salaries & Wages	9,545	6,431	6,882	7,996	9,347	1,351
Maint Payroll Taxes	1,107	813	723	1,027	991	(36)
Maint Employee Benefits	3,341	1,860	1,977	2,432	2,630	198
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	948	5
Contract Services	3,241	3,159	2,510	3,541	2,968	(573)
Insurance	5,705	7,439	6,590	6,590	11,120	4,530
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	11,762	988
<b>Total Operating Expenses</b>	<b>\$ 53,593</b>	<b>\$ 53,145</b>	<b>\$ 52,616</b>	<b>\$ 54,874</b>	<b>\$ 63,421</b>	<b>\$ 8,547</b>
<b>NET OPERATING INCOME</b>	<b>\$ (1,156)</b>	<b>\$ (4,868)</b>	<b>\$ (249)</b>	<b>\$ (8,470)</b>	<b>\$ (14,512)</b>	<b>\$ (6,042)</b>

Port of Port Townsend  
**JEFFERSON COUNTY INTERNATIONAL AIRPORT**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2021 Actual	2022 Actual	2023 Budget	2023 Budget to Actual YTD July	2024 Budget	2023 YTD to 2024 Bdgt Variance
<b>OPERATING REVENUES</b>						
JCIA - Lease Revenue	120,582	136,074	135,560	141,657	153,367	11,710
JCIA - Hangar Revenue	34,414	38,890	39,449	41,951	41,028	(923)
JCIA - Fuel Lease Revenue	2,159	2,054	1,699	1,543	1,699	156
JCIA - Electric	1,570	1,220	1,746	703	-	(703)
JCIA - Vehicle Parking Revenue	736	800	1,062	1,242	1,062	(180)
JCIA - Aircraft Parking	1,402	1,588	1,100	2,662	2,642	(20)
JCIA - Miscellaneous Revenue	6,133	4,746	630	905	905	-
<b>Total Operating Revenues</b>	<b>\$ 166,996</b>	<b>\$ 185,371</b>	<b>\$ 181,246</b>	<b>\$ 190,663</b>	<b>\$ 200,703</b>	<b>\$ 10,040</b>
<b>OPERATING EXPENSES</b>						
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	4,899	760
Maint Salaries & Wages	47,294	30,228	55,059	45,821	43,621	(2,200)
Maint Payroll Taxes	5,381	3,762	5,781	5,128	4,624	(504)
Maint Employee Benefits	16,517	9,353	15,815	12,602	12,273	(329)
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	948	(67)
Contract Services	19,084	21,120	20,683	17,893	14,235	(3,658)
Insurance	34,164	40,487	50,500	50,500	51,881	1,381
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	46,500	5,777
<b>Total Operating Expenses</b>	<b>\$ 209,201</b>	<b>\$ 188,005</b>	<b>\$ 232,599</b>	<b>\$ 230,774</b>	<b>\$ 230,804</b>	<b>\$ 30</b>
<b>NET OPERATING INCOME</b>	<b>\$ (42,206)</b>	<b>\$ (2,633)</b>	<b>\$ (51,353)</b>	<b>\$ (40,111)</b>	<b>\$ (30,101)</b>	<b>\$ 10,010</b>

Port of Port Townsend  
**MAINTENANCE - GENERAL**  
 2024 Budget with Comparison to Prior Years

**2nd DRAFT**

	2023 Budget to					2023 YTD to 2024
	2021 Actual	2022 Actual	2023 Budget	Actual YTD July	2024 Budget	Budget variance
<b>OPERATING EXPENSES</b>						
Salaries & Wages	187,865	226,207	234,000	225,440	243,031	17,591
Payroll Taxes	17,370	22,234	24,070	23,286	25,764	2,478
Employee Benefits	57,706	71,178	67,208	69,083	68,376	(707)
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	12,415	1,089
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	1,100	1,000
<b>Total Operating Expenses</b>	<b>377,478</b>	<b>493,703</b>	<b>401,542</b>	<b>426,475</b>	<b>484,392</b>	<b>57,917</b>

**5 Year Capital Improvement Program**  
**years 2024-2028**  
**as of September 21, 2023**

**10/11/2023 - 2nd Draft**

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year 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
Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	556,000	-	-	-	556,000
Shift/Widen Parallel Taxiway							
<i>Phase 1 Enviromental Assessment</i>		-	-	333,000	-	-	333,000
<i>Phase 2 Design</i>		-	-	-	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 September 21, 2023**

**10/11/2023 - 2nd Draft**

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year 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>							
Sealevel Rise Project							
<i>Planning/Engagement/Preliminary Design</i>		550,000	550,000	-	-	-	1,100,000
<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>		-	-	-	27,500,000	27,500,000	55,000,000
Gardiner Launch Ramp w/Seasonal Float - <i>Construction</i>		800,000	-	-	-	-	800,000
Mats Mats Bay Facilities & <del>Boat Ramp Rehab</del>	a	30,000	-	-	-	-	30,000
Port Wide - Piling Replacement		75,000	75,000	75,000	75,000	75,000	375,000
Port Wide - Dock Rennovations	a	250,000	250,000	250,000	250,000	250,000	1,250,000
Port Wide - Yard/Parking/RV Resurfacing	a	75,000	75,000	75,000	75,000	75,000	375,000
Port Equipment/Vehicle Replacement (Incl. New 300T-Lift)		3,068,000	-	120,000	100,000	160,000	3,448,000
<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>11,510,000</b>	<b>12,921,500</b>	<b>41,933,500</b>	<b>33,375,000</b>	<b>38,810,000</b>	<b>138,550,000</b>

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

**5 Year Capital Improvement Program**  
**years 2024-2028**  
**as of September 21, 2023**

**10/11/2023 - 2nd Draft**

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
<b>10/11/2023 - 2nd Draft</b>		2024	2025	2026	2027	2028	Total 5 year
<b>FUNDING SOURCES</b>	<b>note</b>	<b>estimate</b>	<b>estimate</b>	<b>estimate</b>	<b>estimate</b>	<b>estimate</b>	<b>estimate</b>
<b>GRANTS -- Secured</b>							
Fuel System Improvement							
<i>Phase 1 Design (FAA BIL funds)</i>		(180,000)	-	-	-	-	(180,000)
<i>Phase 2 Construction (FAA BIL funds)</i>		-	(514,800)	-	-	-	(514,800)
<i>WSDOT Construction match (to FAA BIL funds)</i>		-	(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							
<i>Phase 1 Environmental Assessment (FAA NPE funds)</i>		-	-	(299,700)	-	-	(299,700)
<i>Phase 2 Design (FAA NPE funds)</i>		-	-	-	(270,000)		(270,000)
<i>Phase 3 Construction (2028 - \$6.1M)</i>		-	-	-	-	(5,490,000)	(5,490,000)
<i>WSDOT Construction match (to FAA NPE funds)</i>		-	-	-	-	(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)
<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		(236,068)	-	-	-	-	(236,068)

**5 Year Capital Improvement Program**  
**years 2024-2028**  
**as of September 21, 2023**

**10/11/2023 - 2nd DRAFT**

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year 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)
BH Main Breakwater Project							
BH Stormwater Treatment Compliance Upgrade		(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		(35,932)	(765,000)	(816,000)	-	-	(1,616,932)
PH Building Preservation (including roofs)		(450,000)	(450,000)	(450,000)	(450,000)	(450,000)	(2,250,000)
PH North & South Jetties Replacement							
<i>Construction</i>		(600,000)	-	-	-	-	(600,000)
PH-RV Park Restoration	Seeking RCO grant for \$1M for these projects combined.	-	(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)
Mats Mats Bay Facilities		(30,000)	-	-	-	-	(30,000)
Port Wide - Piling Replacement		(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(375,000)
<b>TOTAL PROJECTED IDD LEVY FUNDS USE</b>		<b>(2,381,678)</b>	<b>(2,871,100)</b>	<b>(2,864,254)</b>	<b>(805,800)</b>	<b>(525,000)</b>	<b>(9,447,832)</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 Taxilanes ( <i>match to FAA NPE funds</i> )		-	(55,600)	-	-	-	(55,600)
Shift/Widen Parallel Taxiway							
<i>Phase 1 Environmental Assessment (match to FAA NPE funds)</i>		-	-	(33,300)	-	-	(33,300)
<i>Phase 2 Design (match to FAA NPE funds)</i>		-	-	-	(30,000)	-	(30,000)
<i>Phase 3 Construction (2028 - \$610K)</i>		-	-	-	-	(305,000)	(305,000)
JCIA Stormwater Management		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
BH Building/Facility Preservation		(25,000)	(25,000)	(100,000)	(100,000)	(100,000)	(350,000)
Quilcene Campground		(200,000)	-	-	-	-	(200,000)
Port Wide - Dock Renovations		(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(1,250,000)
Port Wide - Yard/Parking/RV Resurfacing		(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(375,000)
Port Equipment/Vehicle Replacement (Incl. New 300T-Lift)		(135,709)	-	(120,000)	(100,000)	(160,000)	(515,709)
Small Capital Projects		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)
<b>TOTAL PROJECTED NOI FUNDS USE</b>		<b>(832,909)</b>	<b>(541,700)</b>	<b>(703,300)</b>	<b>(680,000)</b>	<b>(1,015,000)</b>	<b>(3,772,909)</b>
<b>Total Funding Sources Secured</b>		<b>(6,737,709)</b>	<b>(5,666,500)</b>	<b>(6,172,000)</b>	<b>(1,800,000)</b>	<b>(7,335,000)</b>	<b>(27,711,209)</b>

Port of Port Townsend

**5 Year Capital Improvement Program**  
**years 2024-2028**  
**as of September 21, 2023**

**10/11/2023 - 2nd DRAFT**

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
<b>Total Funding Sources Secured</b>		<b>(6,737,709)</b>	<b>(5,666,500)</b>	<b>(6,172,000)</b>	<b>(1,800,000)</b>	<b>(7,335,000)</b>	<b>(27,711,209)</b>
<b>Unsecured Anticipated Grants and other funding</b>							
BH Breakwater - design (Congressional Designated Spending)		-	(500,000)				<b>(500,000)</b>
BH Breakwater project - construction		-	-	(6,700,000)	-		<b>(6,700,000)</b>
BH Stormwater Treatment Compliance Upgrade - construction		-	-	(2,506,500)	-	-	<b>(2,506,500)</b>
Southwest Boat Yard Expansion and Structures (near shipyard)		(500,000)	(500,000)	(8,600,000)	-	-	<b>(9,600,000)</b>
BH Marina Dredging		-	-	-	-	(700,000)	<b>(700,000)</b>
PH-RV Park Restoration	<i>Seeking RCO grant for \$1M for these projects combined.</i>	-	(500,000)	(500,000)			<b>(1,000,000)</b>
PH Utility Rehabilitation (Mains)		-					-
PH Pavement Preservation (Grind & Overlay)		-					-
PH Cantilevered Esplanade		-	-	-	(375,000)	(3,275,000)	<b>(3,650,000)</b>
Sealevel Rise Project		(550,000)	(4,300,000)	(5,250,000)	(29,000,000)	(27,500,000)	<b>(66,600,000)</b>
Quilcene Marina Revetment Repair		-	(100,000)	(200,000)	(1,000,000)	-	<b>(1,300,000)</b>
Quilcene Marina Dredging		(40,000)	(105,000)	(105,000)	-	-	<b>(250,000)</b>
Port Equipment/Vehicle Replacement - grant for New 300T lift		(2,345,833)	-	-	-	-	<b>(2,345,833)</b>
Port Equipment/Vehicle Replacement - match for grant for New 300T lift		(586,458)	-	-	-	-	<b>(586,458)</b>
Boat Haven Bulkhead Repair/Replacement		(200,000)	(300,000)	(4,000,000)	-	-	<b>(4,500,000)</b>
Boat Haven Pavement Repair		(100,000)	-	-	-	-	<b>(100,000)</b>
Point Hudson Shoreline Repair		(150,000)	(250,000)	(2,600,000)	-	-	<b>(3,000,000)</b>
Point Hudson Marina Revetment Repair		(150,000)	(250,000)	(1,600,000)	-	-	<b>(2,000,000)</b>
City Dock Repair		(150,000)	(350,000)	(3,500,000)	-	-	<b>(4,000,000)</b>
Mats Mats Bulkhead Repair		-	(100,000)	(200,000)	(1,200,000)	-	<b>(1,500,000)</b>
<b>Total Unsecured Anticipated Grants</b>		<b>(4,772,291)</b>	<b>(7,255,000)</b>	<b>(35,761,500)</b>	<b>(31,575,000)</b>	<b>(31,475,000)</b>	<b>(110,838,791)</b>
<b>Total Funding Sources Secured &amp; Unsecured</b>		<b>(11,510,000)</b>	<b>(12,921,500)</b>	<b>(41,933,500)</b>	<b>(33,375,000)</b>	<b>(38,810,000)</b>	<b>(138,550,000)</b>

5 Year Capital Improvement Plan Notes:

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



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

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

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

\*\*Subject to 9% WA State Sales Tax

Port of Port Townsend	
2023 Rate Schedule - FINAL	
<b>BOAT HAVEN</b>	
360.385.6211	
Service Rates – Effective January 1, 2023	
Approved by Port Commission on 11/09/2022	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2023 Rates
<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 - 2nd DRAFT		
BOAT HAVEN	4.6%	
360.385.6211		
Service Rates – Effective January 1, 2024		
Approved by Port Commission on xx/xx/2023		
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	new or additions to current removed or proposed removal	
	2023 Rates	increase
<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.		

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 - 2nd 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			

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\*\*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

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\*\* Subject to WA State Sales Tax of 9.1%

## Port of Port Townsend

## 2024 Rate Schedule - 2nd 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

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\*\* Subject to WA State Sales Tax of 9.1%

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

\*\*Subject to 9.1% WA State Sales Tax

Port of Port Townsend	
2023 Rate Schedule - FINAL	
POINT HUDSON	
360.385.2828	
Service Rates – Effective January 1, 2023	
Approved by Port Commission on 11/09/2022	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2023 Rates
<b>YEAR-ROUND NIGHTLY MOORAGE</b>	
Vessels under 18' in width	\$ 1.57 /ft/nt
Overwide Vessels (18'+)	\$ 2.16 /ft/nt
<b>TEMPORARY TIE-UP</b> (up to 4 hours)	
Boats under 35'	\$ 15.00
Boats over 35'	\$ 25.00
<b>WINTER MONTHLY MOORAGE</b> (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*
<b>LIMITED ACCESS MOORAGE</b>	\$ 8.73 /ft/mo*
<b>UNDESIRABLE MOORAGE</b>	\$ 7.10 /ft/mo*
<b>BUSINESS MOORAGE</b> same as Boat Haven permanent rate /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*
<b>FEES</b>	
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 - 2nd 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
<u>YEAR-ROUND NIGHTLY MOORAGE</u>		
Vessels under 18' in width	\$ 1.64 /ft/nt	\$ 0.07
Overwide Vessels (18'+)	\$ 2.26 /ft/nt	\$ 0.10
<u>TEMPORARY TIE-UP</u> (up to 4 hours)		
Boats 35' and under	\$ 15.00	\$ -
Boats over 35'	\$ 25.00	\$ -
<u>WINTER MONTHLY MOORAGE</u> (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
<u>LIMITED ACCESS MOORAGE</u>	\$ 9.13 /ft/mo*	\$ 0.40
<u>UNDESIRABLE MOORAGE</u>	\$ 7.43 /ft/mo*	\$ 0.33
<u>BUSINESS MOORAGE</u> same as Boat Haven permanent rate /ft/mo*		
<u>STORAGE ONLY</u>		
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
<u>FEES</u>		
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
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\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

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

## Port of Port Townsend

## 2024 Rate Schedule - 2nd 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

	\$	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
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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
(subject to change with utility rate increase) <b>INCR. EFF. 7/5/2023 TO \$0.1082</b>	
<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
(subject to change with utility rate increase)	
<b>LAUNCH RAMP</b>	
Launch ramp fee	\$ 15.00 per day**
(Daily Launch pass includes 1 day of boat trailer parking)	
Annual Ramp Pass (Rolling Calendar)	\$ 105.00 per year**
**Free with verified DVA determination	
<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
* 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 - 2nd DRAFT	
HERB BECK MARINA - QUILCENE	4.6%
360.765.3131 or 360.385.6211	new or additions to current
Service Rates – Effective January 1, 2024	removed or proposed removal
Approved by Port Commission on xx/xx/2023	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	

\*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>TIE-DOWNS</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	\$ 0.34
/1000 # of max loaded gross weight	
<b>VEHICLE PARKING</b>	
Weekly (7 or more days)	\$ 35.00 1.
(rate includes WA State Sales Tax)	
Monthly	\$ 80.00 *
(rate includes Leasehold Tax)	
Annual	\$ 420.00 *

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

1. Subject to WA State Sales Tax of 9.1%

**Port of Port Townsend**  
**2024 Rate Schedule - 2nd DRAFT**

**JEFFERSON COUNTY**  
**INTERNATIONAL AIRPORT**

**4.6%**

new or additions to current  
 removed or proposed removal

360.385.6211

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

	2024 Rates	increase
Prevailing Ground Lease Rate	\$ 0.08 /sq ft/mo*	\$ -
<b>TIE-DOWNS</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	\$ 0.36	\$ 0.02
/1000 # of max loaded gross weight		
<b>VEHICLE PARKING</b>		
Weekly (7 or more days)	\$ 35.00 1.	\$ -
(rate includes WA State Sales Tax)		
Monthly	\$ 80.00 *	\$ -
(rate includes Leasehold Tax)		
Annual	\$ 420.00 *	\$ -

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

1. Subject to WA State Sales Tax of 9.1%

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

\*\*Subject to 9% WA State Sales Tax.



Port of Port Townsend 2023 Rate Schedule - FINAL		Port of Port Townsend 2024 Rate Schedule - 2nd DRAFT		
<b>UNION WHARF, CITY DOCK &amp; EVENT FACILITIES</b>		<b>UNION WHARF, CITY DOCK &amp; EVENT FACILITIES</b>		<b>4.6%</b>
360-385-2828 or 360-385-6211		360-385-2828 or 360-385-6211		new or additions to current removed or proposed removal
Service Rates – Effective January 1, 2023 Approved by Port Commission on 11/09/2022		Service Rates – Effective January 1, 2024 Approved by Port Commission on xx/xx/2023		
	<b>2023 Rates</b>		<b>2024 Rates</b>	<b>increase</b>
<b>NIGHTLY MOORAGE (3 night maximum stay)</b>		<b>NIGHTLY MOORAGE (3 night maximum stay)</b>		
Vessels up to 35'	\$ 31.00 /night	Vessels <b>under 35'</b>	\$ 35.00 /night	\$ 4.00
Vessels 35'-79'	\$ 47.00 /night	Vessels 35'-79'	\$ 50.00 /night	\$ 3.00
Vessels over 80' (Union Wharf only, advanced notice required)	\$ 2.10 /ft/nt	Vessels over 80' (Union Wharf only, advanced notice required)	\$ 2.20 /ft/nt	\$ 0.10
<b>TEMPORARY TIE-UP (up to 4 hours)</b>		<b>TEMPORARY TIE-UP (up to 4 hours)</b>		
Under 35' length	\$ 10.00	Under 35'	\$ 10.00	\$ -
Over 35' length	\$ 20.00	<b>35' and over</b>	\$ 20.00	\$ -
<b>COMMERCIAL VESSEL PASSENGER FEES</b> - See Miscellaneous Rates		<b>COMMERCIAL VESSEL PASSENGER FEES</b> - See Miscellaneous Rates		
<b>EVENT FACILITIES RENTAL – UNION WHARF &amp; CITY DOCK</b>		<b>EVENT FACILITIES RENTAL – UNION WHARF OR CITY DOCK</b>		
Daily Rental Fee <sup>1</sup>	\$ 345.00 /day	Daily Rental Fee <sup>1</sup>	\$ 361.00 /day	\$ 16.00
<b>EVENT FACILITIES -POINT HUDSON MARINA ROOM</b>		<b>EVENT FACILITIES -POINT HUDSON MARINA ROOM</b>		
Daily <sup>1</sup> Rental Fee	\$ 150.00 /day	Daily Rental Fee <sup>1</sup>	\$ 157.00 /day	\$ 7.00
<b>EVENT FACILITIES - Point Hudson Pavillion</b>		<b>EVENT FACILITIES - Point Hudson Pavillion</b>		
5 Hour Rental	\$ 500.00	5 Hour Rental	\$ 500.00	\$ -
Full Day 8am-11pm	\$ 1,000.00	Daily Rental Fee <sup>1</sup>	\$ 1,000.00	\$ -
Damage & Cleaning Deposit (refundable) (All Pavilion rental rates for RV & Yacht groups 50%)	\$ 500.00	Damage & Cleaning Deposit (refundable) (All Pavilion rental rates for RV & Yacht Clubs 50%)	\$ 500.00	\$ -
<sup>1</sup> 8:00 a.m. to 11:00 p.m.		<sup>1</sup> 8:00 a.m. to 11:00 p.m.		

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\*\*Subject to 9% WA State Sales Tax.

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

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\*\*Subject to 9.1% WA State Sales Tax.

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

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

\*\*Subject to 9.1% WA State Sales Tax.

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 11, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Lease Brief</li> <li>• Letter of Support Recompete</li> <li>• Short Farm Open House</li> <li>• Port Commission Schedule</li> </ul>

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 10/5/2023  
**TO:** Commission  
**FROM:** Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** October 11, 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 41 land leases, 39 building leases, 39 rentals.

### DISCUSSION

Leases expiring in 2023:

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

*New Agreements:*

- Port Townsend Rigging, additional land, abutting current leasehold
- 9/27/23 Commission approved SEA MARINE, Point Hudson land lease

*Lease/Rental Amendments:*

*Exercising Options:*

*Assignments/Assumptions:*

*Terminated/Expired Agreements:*

*License & Use Agreements:*

- Port Angeles Marathon Assoc., "Run the Peninsula", Oct. 14, 2023

**August Rent Increases:**

- **CPI Increase (9%):** Marina Café (outdoor dining); Sunrise Coffee Co.; Scow Bay Boats; Port Townsend Brewing (outdoor dining area); Jefferson Co. Benedict Street location; Spruce Goose Café; Andersen Machine Shop; L-Hangar Condo Assoc.
- **Market Rate Increase:** Marine Resource Consultants, Inc.; Puget Sound Express (hangar)
- **Annual Increase:** US Coast Guard
- **Step Increase:**
- **Recurring Annual License Fee:**

*Miscellaneous:*

- Staff will be meeting soon with Dept. of Enterprise Services to discuss new terms for the WDFW lease at Point Hudson

**ATTACHMENTS**

1. 2023 Lease List

**RECOMMENDATIONS**

For information only.

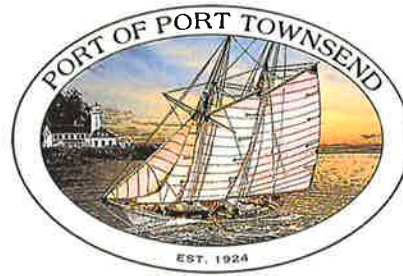
Boat Haven - PROPERTY		OCTOBER 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS
Admiral Ship Supply	2,027.54	1/31/2025*	2/1/2024	*One 5-yr option available.
Andersen Machine Shop	306.77	9/30/2027	10/1/2024	Land lease. <b>CPI applied</b>
Andersen Machine Shop	64.99	Mo/Mo	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	770.44	10/31/2026*	11/1/2023	*5-yr option available. 24-mo step to market.
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 CPI
Flye, Todd dba On The Flye	397.08	1/31/2025	2/1/2024	Land lease-temporary structure. No options remain.
Goolden, Leo (Sampson Boat Co)	1,132.90	Mo/Mo	5/1/2024	30-day notice for increases. ( M/V Tally Ho project-up to 2 yrs.)
Haven Boatworks	1,421.81	Mo/Mo	1/1/2024	Former J&S Bldg., Haines St. 30-day notice for rent increases.
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 firmed 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. <b>CPI applied</b>
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.
Marine Surveys & Assessments Cooperative	1,601.70	1/31/2028*	2/1/2024	* One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.
NW Maritime Center (Marine Thrift)	665.31	1/31/2024*	2/1/2024	*One-1-yr option remains.
NW School of Wooden BoatBuilding	606.22	6/30/2026*	7/1/2024	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use.
Octopus Gardens Diving	1,232.00	6/30/2026	7/1/2024	24 mo. stepped rent to achieve market rate.
Olympic Boat Transport LLC	54.72	Mo/Mo	2/1/2024	Relocated crane next to Pete's Marine.
Pete Stein & Compass Woodwork	107.17	Mo/Mo	6/1/2024	40'x8' land & 7'x8' land for equipment.
Pete's Marine Metals	1,706.29	7/31/2024*	8/1/2024	*One 1-yr option remaining.
Port Townsend Fuel Dock LLC	915.65	6/30/2024*	N/A	*One 5-yr term remains. 2% flowage fee pays rent.
PT Furniture Clinic	668.19	1/31/2024*	2/1/2024	*One 1-yr option remains.
PT Sailing Association	642.39	11/30/2027*	12/1/2023	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years.
Port Townsend Shipwrights, Inc.	8,299.11	7/31/2050	8/1/2024	MR incr 8/1/30-every 10 yrs/ann CPI. Amend 2: Adds land from Baird bldgs purchase
PT Rigging (Kulin & Vizzini)	557.35	3/31/2030	4/1/2024	Land lease.
PT Rigging	734.40	Mo/Mo	10/1/2024	2,720 sq ft of land, abutting leasehold for rigging work and relate 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.
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. <b>CPI applied</b>
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. <b>CPI</b>
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. <b>CPI applied</b>
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. <b>CPI applied.</b>
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	7/30/2024		Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24. <b>USCG rate.</b>
Walti, Rebecca	\$105.00/1xfee	7/31/24*		*auto-renews. Art installation, pocket park off of Benedict

Point Hudson - PROPERTY		OCTOBER 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. <b>MR applied.</b>
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	2,585.72	10/31/2026	11/1/2023	No options remain.
Shanghai Restaurant	174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	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	1,512.90	Mo/Mo	11/1/2023	Cupola Annex-storage.To be rolled in 3/31/24 with main lease at opt da
Washington Dept of Fish & Wildlife	15.32	Mo/Mo	6/1/2024	Small storage area in Sail Loft for spare boat motor.



JCIA - PROPERTY	OCTOBER 2023			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,159.05	11/20/2045	12/1/2023	Land lease. Hangars 'E' & 'F'.
Aurora Aircraft Maint & Restoration	547.57	10/31/2026*	11/1/2023	*One 5-yr option remains.
Aurora Aircraft Maint & Restoration		12/31/2023	N/A	Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
Broderson, Dennis	63.53	2/28/2016	3/1/2024	T-hangar pad LEASE
Browning, Scott & Lori	100.00/yr	ann. auto renew	8/1/2024	Periodic tree & shrub removal.
Dow Jeffery & Jorja	394.76	12/31/2028	8/1/2024	Land lease. Hangar 'D'.
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. <b>CPI applied</b>
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 1-Exer. option by 4/15/24-then rent begins/50-yr lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 3-Exer. option by 4/15/24-then rent begins/50-yr lease.
Lemanski, Tom & Linda	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-405. 2023 adopted rate applied (8c/sf)
Morrison, Neil/Lark Leasing	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-North'.
Morrison, Neil	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-South'.
Northwest Custom Hangars, LLC(Ward)	500.00 fee	4/15/2024*	N/A	Site 2-Exer option by 4/15/24-then rent begins/50-yr lease
Port Townsend Aero Museum	430.98	7/31/2052*	5/1/2024	*One 25-yr option. Museum bldg- <b>land lease</b> .
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg- <b>land lease</b> (expan.).
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg- <b>land lease</b> .
Port Townsend Aero Museum	252.64	4/30/2053	5/1/2024	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2024	T-hangar pad, T-400(S).
Port Townsend Aircraft Services	319.47	6/30/2035*	7/1/2023	*Two 10-yr options.
Pratt Sr., David	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-401(N). 2023 adopted rate applied (8c/sf)
Puget Sound Express-J Hangar Lease	400.00	10/1/2050	10/1/2024	Assignment-Land lease to Puget Sound Express. <b>MR applied</b>
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. <b>CPI applied</b>
Station Prairie	610.40	4/30/2072	5/1/2024	Hangar site pad #5. Amend #1 incrsd premises. CPI 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		OCTOBER 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$5,747.69	12/31/2039	1/1/2024	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 515.00	10/31/2027*	11/1/2023	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>
Quilcene Village Store	\$ 130.88	Mo/Mo	9/1/2024	Rental of kayak rack & ground it sits on. Mo-to-mo.



**THE SHOP  
COOPERATIVE**



October 4, 2023

Economic Development Administration  
U.S. Department of Commerce  
1401 Constitution Avenue, NW, Suite 71014  
Washington, DC 20230

**Re: Western Boat Yard Expansion Project – NOPRC Recompete Plan**

To Whom It May Concern,

The Port of Port Townsend (the Port) is a Washington special purpose government that invests in infrastructure, equipment, and operations to provide a foundation for private sector businesses to succeed. The Port Townsend Marine Trades Association (PTMTA) is a non-profit volunteer advocacy organization that represents more than 100 businesses in Jefferson County. ACI Boats, Haven Boatworks, the Port Townsend Shipwrights, and the Shop Cooperative are all anchor tenants of the Port, collectively employing more than 160 people at the Port's Boat Haven facility. **Together, we strongly support the Port of Port Townsend's Western Boat Yard Expansion Project included as part of the North Olympic Peninsula Recompete Coalition's (NOPRC) application for a Recompete Plan Approval and Strategy Development Grant.**

The Boat Yard at Boat Haven is the cornerstone of Jefferson County's maritime economic sector, supporting scores of marine trades businesses that employ more than 450 skilled workers and craftspeople. Overall, the marine trades comprise approximately 20% of Jefferson County's total economic activity. This sector is a vital source of well-paying family-wage jobs and is central to the community's identity and character.

However, space in the Boat Yard is severely constrained, with roads and marine waters preventing expansion on three sides. A lack of land supplied with adequate infrastructure has hampered the Port's efforts to accommodate existing and anticipated future demand for marine trades workspace. The only remaining option to address this acute need is to expand the Boat Yard to the west, into an area historically used for stormwater detention.

The Western Boat Yard Expansion Project will directly contribute to bringing more than 70 prime age workers back into the labor force, contribute to the continuing vitality of the marine trades economic sector in Jefferson County, and increase our community's resilience in the face of relentless economic and environmental change. Please give this important proposal every consideration.

Sincerely,



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Eron Berg, Executive Director  
Port of Port Townsend



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Pete Langley, President  
Port Townsend Marine Trades Association



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Carrie Fiore, General Manager  
Armstrong Consolidated, LLC (ACI Boats)




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Blaise Holly, Owner/Manager  
Haven Boatworks, LLC



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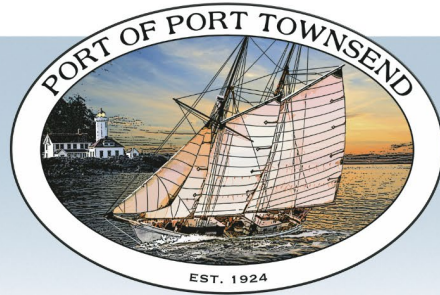
Christopher Sanok, Treasurer  
Port Townsend Shipwrights, Inc.



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Pete Stein, President  
The Shop Cooperative

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P.O. Box 1180  
Port Townsend, WA 98368



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## COMMUNITY DROP-IN OPEN HOUSE

**The Short Farm Project:**  
*Supporting Community Resilience & Prosperity*  
October 18, 2023 - 5:30 – 7:00 pm

**Tri-Area Community Center**  
10 West Valley Road, Chimacum, WA 98325

**Brief Port Staff Presentation on the Upcoming Short Farm Planning Process and Opportunities for Public Participation @ 6:00 pm**



**Specific topics will include:**

- **Status of Property Acquisition & Next Steps**
- **Planning Objectives Adopted by the Port Commission**
- **Overview of the Upcoming Process & How to be Involved**
- **Farm Steering Committee (FSC) – Application & Appointment Process**
- **Role of UW Graduate Students to Help Support the FSC**

This informal meeting with Port staff will be held in-person at the Tri-Area Community Center. There will also be meeting access via Zoom or phone. *Although this meeting is an informal Open House, it has also been noticed as a Commission Special Meeting, as a quorum of the Port Commission is expected to attend and observe.*

**Please join us to learn about the Short Farm Planning Process.** The meeting will provide an opportunity for Port staff outline the overall objectives of the effort, and the process and schedule for developing the Plan. Staff will also explain how you can apply to serve on the Farm Steering Committee or voice your views and concerns during the process.

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

<b>Date/Time</b>		<b>Item/Topic</b>	<b>Location</b>	<b>Absent</b>
<b>Wed., Oct. 18 5:30 pm</b>	Community Mtg. and Spec. Mtg	Short Farm Planning Update	Tri Area Comm. Ctr.	
<b>Tue., Oct. 24 5:30 pm</b>	Spec.Mtg.	Public Hearing Draft 2024 Operating & Capital Budget, Property Tax Levy and IDD tax levy Draft 2024 Rates Amendment #1 Professional Services Agreement for Mott McDonald Point Hudson Jetty Project Update	Pav	
<b>Wed., Oct. 25 5:30 pm</b>	Meeting	Cancelled/Rescheduled to 10/24/23	Pav	
<b>Oct. 26-27</b>		WPPA Small Ports' Seminar	Campbell's Resort	PH/PP
<b>Wed., Nov. 8 9:30 am</b>	Workshop	WPPA, Governance and Management Guide – Chapter 9 Port Purchasing and Contracting	Pav	
<b>Wed., Nov. 8 1 pm</b>	Meeting	2 <sup>nd</sup> Reading/Public Hearing Draft 2024 Operating and Capital Budget, rates, property tax levy and IDD tax levy (and associated resolutions) Contract Update/Lease Brief	Pav	
<b>Fri., Nov. 10</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Nov. 16 5 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Tues., Nov. 21 1 pm</b>	Meeting	Adopt 2024 Budget (and rates, resolutions), if not adopted in previous meeting Qtr. 3 IDD Levy report (tentative - may be pushed to 1 <sup>st</sup> meeting in December) Point Hudson Jetty Project Update Contract Update	Pav	
<b>Thur-Fri. Nov. 23-24</b>		<i>Holiday – Port Offices Closed</i>		
<b>Dec. 6-8</b>		WPPA Annual Meeting	Pav	
<b>Dec. 13 9:30 am</b>	Workshop	WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics	Pav	
<b>Dec. 13 1 pm</b>	Meeting	Point Hudson Jetty Project Update Contract Update/Lease Brief	Pav	

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

<b>Mon-Tues, Dec. 25-26</b>		<i>Holiday – Port Offices Closed</i>		
<b>Mon., Jan. 1</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Jan. 10 9:30 am</b>	Workshop		Pav	
<b>Wed., Jan. 10 1 pm</b>	Meeting		Pav	
<b>Mon., Jan. 15</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Jan 17 Time TBD</b>	Meeting	Short Farm Steering Committee	Chim.Grange	
<b>Wed., Jan. 24 5:30 pm</b>	Meeting		Pav	
<b>Wed., Feb. 14 9:30 am</b>	Workshop		Pav	
<b>Wed., Feb. 14 1 pm</b>	Meeting		Pav	
<b>Wed., Feb. 21 Time TBD</b>	Meeting	Short Farm Steering Committee	Chim.Grange	
<b>Wed., Feb. 28 5:30 pm</b>	Meeting		Pav	
<b>Wed., Mar. 13 9:30 am</b>	Workshop		Pav	
<b>Wed., Mar. 13 1 pm</b>	Meeting		Pav	
<b>Wed., Mar. 27 5:30 pm</b>	Meeting		Pav	
<b>Wed., Apr. 10 9:30 am</b>	Workshop		Pav	
<b>Wed., Apr. 10 1 pm</b>	Meeting		Pav	
<b>Wed., Apr.17/18 Times TBD</b>	Meeting	Short Farm Steering Committee	Chim.Grange	

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

<b>Wed., Apr. 24 5:30 pm</b>	Meeting		Pav	
<b>Wed., May 8 9:30 am</b>	Workshop		Pav	
<b>Wed., Mar. 8 1 pm</b>	Meeting		Pav	
<b>Wed., May 14 Time TBD</b>	Meeting	Short Farm Steering Committee	Chim.Grange	
<b>Wed., May 22 5:30 pm</b>	Meeting		Pav	
<b>Wed., May 29 Time TBD</b>	Meeting	Short Farm Steering Committee	Chim.Grange	
<b>Wed., June 5</b>	Meeting	Short Farm Steering Committee		
<b>Wed., Jun. 12 9:30 am</b>	Workshop		Pav	
<b>Wed., Jun. 12 1 pm</b>	Meeting		Pav	
<b>Wed., June 19 Time TBD</b>	Meeting	Short Farm U of W Student Presentation	Chim.Grange	
<b>Wed., June 26 5:30 pm</b>	Meeting		Pav	
<b>Wed., Jul. 10 9:30 am</b>	Workshop	Short Farm		
<b>Wed., Jul. 10 1 pm</b>	Meeting		Pav	
<b>Wed., Aug. 14 9:30 am</b>	Workshop		Pav	
<b>Wed., Aug. 14 1 pm</b>	Meeting		Pav	
<b>Wed., Aug. 28 5:30 pm</b>	Meeting	Cancelled		