

2701 Jefferson Street  
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Port Townsend, WA 98368



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**Commission Meeting  
2nd Monthly Meeting Agenda  
Wednesday, January 24, 2024, 5:30 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments ..... None
- IV. Consent Agenda
  - A. Approval of Workshop & Business Meeting Minutes from January 10, 2024 .....2-7
  - B. Approval & Ratification of Warrants ..... 8-25
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
  - A. November Year-to-Date Financials.....26
  - B. Point Hudson Jetty Update .....
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings: Wednesday, February 7, 2024 at 2pm Short Farm Steering Committee Tour (Special Business Meeting Due to Quorum of Commission), Wednesday, February 14, 2024 Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom, Intergovernmental Collaborative Group February 15, 2024 at 5pm
- XI. Executive Session – None
- XII. Adjournment
- Informational Items .....27
  - November 2023 Detailed Financials .....None
  - Port Contracts Update .....28
  - Commission Meeting Schedule.....29-32

## PORT COMMISSION WORKSHOP MEETING – Wednesday, January 10, 2024

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

Present: Commissioners Petranek, Hasse, and Hanke  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Finance and Administration Abigail Berg  
 Director of Finance and Administration Connie Anderson  
 Operations Manager Chris Sparks  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Manager of Capital Projects/Engineer Dave Nakagawara  
 Port Recorder Joanna Sanders

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

Commissioner Petranek called the meeting to order at 9:36 a.m.

### II. REPORTS AND TIMELINE ON SEA-LEVEL RISE AND SIMS GATEWAY PIF PROJECTS (00:00:03)

Capital Projects Manager Dave Nakagawara gave the staff report. The funding season will kick off in 2024 with a preapplication due in July and a full application in October. A decision on the project would occur in January 2025. As part of application, a preliminary schedule may be available for presentation in March 2024. There might be synergy with the City related to the Shoreline Master Program.

Questions from the Commission centered on the structure of the funding, who would be applicant/sub-applicants, how much staff time is being invested/devoted on this project, inflation impacts, and connection to the larger shoreline as part of the All-Hazard Mitigation Plan. There was interest in keeping WPPA apprised. Some additional discussion ensued about storm season protocols in the Boat Yard in the meantime. Staff noted that a stormwater analysis would be part of the design solution.

Sims Gateway Project presentation was provided by Director of Capital Projects and Port Engineer Matt Klontz. He reviewed expansion options and focused on the final recommendation by the City/Port stakeholder process for a full expansion. He fielded questions about Port responsibility to pick a final design of trees and plants along with the City Parks Recreation Trees and Trails Advisory Board. The landscape architect would come up with fence/wall recommendations with final approval by the Port. The Staff presentation included cost and funding comparisons and estimates.

Commissioners discussed the maps, including one of a rerouted Larry Scott Trail adjacent to the west boatyard and the professional services agreement in today's regular meeting packet for Macleod Reckord as landscape architect. There was a request for a project timeline, including when the poplars would be removed. Staff noted the permit application would be submitted soon and the goal is to remove trees in late spring.

### III. COMMISSION ROUNDTABLE (01:14:37)

President Petranek reviewed topics discussed at the December 13 Commission workshop. Commissioner Hasse suggested working with Executive Director Eron Berg and Jo Blair of Native Connections Group on crafting a First Nations land acknowledgement. to be read at the beginning of each Commission meeting. Another topic was to consider Port goals to limit the effects of climate change.

IV. 2024 ORGANIZATIONAL TOPICS FOR DISCUSSION (01:23:160)

This topic is on today's business meeting agenda and there was no discussion.

V. PUBLIC COMMENT (01:24:50)

There was none.

VI. ADJOURNMENT (Rec. 01:27:53): The meeting adjourned at 11:05 a.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 10, 2024

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, Hasse, and Hanke  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Finance and Administration Abigail Berg  
 Director of Finance and Administration Connie Anderson  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Capital Projects Manager Dave Nakagawara  
 Operations Manager Chris Sparks  
 Harbormaster Kristian Ferrero  
 Lease and Contracts Administrator Sue Nelson  
 Port Recorder Joanna Sanders  
 Via Zoom: Attorney Seth Woolsen

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:10)  
 Commissioner Petranek called the meeting to order at 1:00 p.m.
- II. OATH OF OFFICE, COMMISSIONER PAM PETRANEK (Rec. 00:02:10)
- III. APPROVAL OF AGENDA (Rec. 00:04:07)  
 There were none.
- IV. PUBLIC COMMENTS – GENERAL (Rec. 00:04:25)  
 There were none.
- V. CONSENT AGENDA (Rec. 00:05:08)
  - A. Approval of Workshop and Business Meeting Minutes from December 13, 2023
  - B. Approval & Ratification of Warrants  
 Warrant #067841 through 067842 and Electronic Payments in the total amount of \$140,508.44  
 Warrant #067843 through #067893 in the total amount of \$192,035.28  
 Warrant #067894 through 067898 Electronic Payments in the total amount of \$242,586.05  
 Warrant #067899 through #067956 in the amount of \$240,546.54  
 Electronic Debit in the amount of \$5,607.26  
 Electronic Debit in the amount of \$4,546.65  
 Electronic Debit in the amount of \$36,091.44  
 Electronic Debit in the amount of \$4,499.60
  - C. Resolution 811-24 Authorizing the Sale of Vessels – 73’ Hull/Mold (Scherer) and 26’ S/V (Gabriel Maldonado Lopez)
  - D. Authorize Executive Director to Execute a Professional Service Agreement with Macleod Reckord for the Sims Way Gateway and Boat Yard Expansion Project



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

VI. SECOND READING

A. **Organizational Topics** (Rec. 00:06:28)

**Unanimous motion to approve a slate with Pete Hanke as President, Carol Hasse as Vice President and Pam Petranek as Secretary to serve through 2024.**

Commissioner Hanke assumed the role of presiding officer over the meeting.

There was a brief discussion about a change in the number of meetings Commissioners are paid from 96 to 120 beginning in 2026 with newly elected Commissioners.

**Unanimous approval of a motion adopting the list of Committee Assignments for 2024 as written.**

**Unanimous approval of Resolution 809-24 readopting the Commission Meeting Procedures so that the number of meetings compensated per year will remain the same as for 2023 (96 versus 120 meetings).**

**Unanimous approval of Resolution 810-24 delegating administrative powers and duties of the Executive Director.**

Discussion ensued about the list of possible topics for the Commission/Staff retreat (February 29 and March 1): Department updates, how the Commission can best stay apprised on the funding and schedule of Port projects, financial updates/nature of reporting, strategic planning, Port involvement in Jefferson County Comprehensive Planning and text amendments regarding JCIA, 2024 Intergovernmental Collaborative Topics/speakers for 2024 pertaining to Agriculture in Jefferson County/Short Farm (or schedule to discuss at Commission workshop), and long-range Port visioning (5-10 years).

VII. FIRST READING (Rec. 00:04:48) - None

VIII. REGULAR BUSINESS

A. Resolution 812-24 appointing the Port's Director of Finance and Administration to be the Investment Officer (Rec. 00:43:39)

Staff noted that language reflects the name of the position versus the specific individual in both resolutions.

**Unanimous approval of Resolution 812-24 appointing the Port's Director of Finance and Administration to be the Investment Officer**

B. Resolution 813-24 appointing the Port's Director of Finance and Administration as Agent to Receive any Claims for Damages to the Port (Rec. 01:27:50)

**Unanimous approval of Resolution 813-24 appointing the Port's Director of Finance and Administration as Agent to Receive any Claims for Damages to the Port**

C. Point Hudson Jetty Update (Rec. 00:47:32)

Director of Capital Projects and Port Engineer Matt Klontz reported that in order to stay on schedule for the in-water work, the contractor is on double shifts.

IX. Recess to a Meeting of the Industrial Development Corporation (Rec. 00:56:40)

At 1:57 p.m., the Port Commission recessed to a meeting of the Industrial Development Corporation.

At 2:02 p.m., the meeting was adjourned and the Commission meeting was called back to order.

X. STAFF COMMENTS (Rec. 01:01:33)

Executive Director Eron Berg reported the packet included a Board of Clallam County Commissioners invitation to the Port to participate in Phase 2 of the Recompete application process. Eron Berg and Eric Toews would represent the Port in this process.

Deputy Director Eric Toews reported meeting with the Recompete Jefferson County contingent. Another meeting is scheduled for Friday. Staff met with UW faculty and 42 UW students Monday. A selection of those students will participate in the Short Farm planning project.

Director of Finance and Administration Abigail Berg noted that a Project Administrator position will be posted this week. Staff is working on implementing Camplife to replace Molo for the Point Hudson location.

Director of Finance and Administration Connie Anderson is happy to work with the Port. She and Abigail have a great list of topics to cover during the transition.

Operations Manager Chris Sparks stated that staff is preparing for upcoming storm events.

Harbormaster Kristian Ferrero reported the shift to the new RV reservations will now be January 23 versus January 16. The extra time will ensure staff can transition from Molo to Camplife for Point Hudson RVs as well as Point Hudson leases. Marina reservations will open January 30. The pump out boat is operational and is a great addition to the Port's infrastructure. ParkMobile will be deployed for the Landfall and Back 40 parking and will be location versus space-based. This technology may eventually replace Iron Rangers. January 13 is the last day for prepaying moorage for the 5% discount. Significant changes in numbers will be reflected in the next waitlist update.

Lease and Contracts Administrator Sue Nelson reported Quilcene Village Store has ended their Quilcene land rental for their kayak business. US Customs Officer Proffer has retired and the Port Angeles US Customs office is expected to assume local customs agent responsibilities. The Port is uncertain about their continued lease.

XI. COMMISSIONER COMMENTS (Rec. 01:19:29)

Commissioner Hasse reported on her attendance at the WPPA National Maritime Heritage Advisory Board. Their newsletters feature Pete Langley and Women on the Waterfront articles. She asked for a letter of support to the Port of Los Angeles in support of retaining Wayne Ettel's business Boatswain, which is being replaced by a cement company. The Commission also received an email from Pete Langley featured in *Classic Boat*. There was interest in first asking the WPPA National Maritime Heritage Advisory Board for a letter of support.

Commissioner Petranek reported working with Chris Bricker for *Our Working Waterfront* on various topics. She also attended the Recompete grant meeting this week and talked about EDC business development workshops "are you ready to start a business."

Commissioner Hanke reported on flooding at the Short Farm and asked about the potential impact of plans for the January 17 Farm Steering Committee meeting.

XII. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:30:40)

Wednesday, January 17 at 2pm at the Short Farm; Wednesday, January 24, 2024 at Pavilion Building and via Zoom with 9:30 a.m. Workshop, and Regular Business Meeting at 1:00 p.m.

XIII. EXECUTIVE SESSION - none

XIV. ADJOURNMENT (Rec. 01:31:02): meeting adjourned at 2:31 p.m., there being no further business before the Commission.

ATTEST:

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Pamela A. Petranek, President

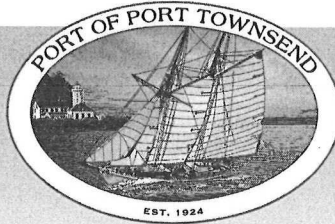
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Peter W. Hanke, Secretary

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Carol L. Hasse, Vice President

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## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No 067957 generated on January 5th, 2024 in the amount of \$844.71 is ratified.

**Signed and Authenticated** on this 24th day of January, 2024.

**For: Accounts Payable**

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

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

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

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

**Check Register**

Journal Posting Date: 12/31/2023

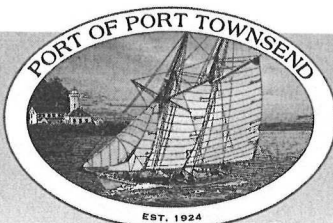
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**Port of Port Townsend (PTA)**

Bank Code: W - WARRANTS PAYABLE

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				<b>Report Total:</b>	<u>844.71</u>	<u>0.00</u>	<u>844.71</u>	

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**Signed and Authenticated** on this **24th** day of **January**, 2024.

**For: Accounts Payable**

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

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

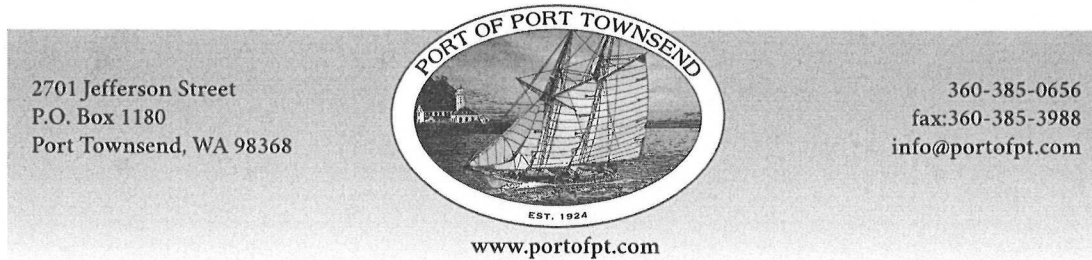
\_\_\_\_\_  
Commissioner Pete W. Hanke

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S. Abigail Berg, Director of Finance  
And Administration

**Check Register****Journal Posting Date: 12/31/2023****Register Number: CD-001053****Port of Port Townsend (PTA)**

Bank Code: W - WARRANTS PAYABLE

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				<b>Report Total:</b>	<u>3,743.68</u>	<u>0.00</u>	<u>3,743.68</u>	



## **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 067959 through No. 067960 generated on January 16, 2024 in the amount of \$5,470.61 and Electronic Payment in the amount of \$138,820.65, for a total amount of \$144,291.26 is ratified.

**Signed and Authenticated** on this 24th day of January, 2024.

**For: Payroll and Benefits**

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

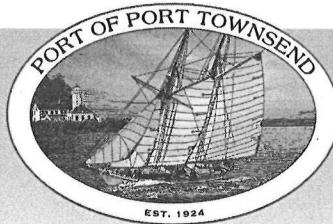
\_\_\_\_\_  
Commissioner Carol Hasse

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

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



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**Signed and Authenticated** on this **24th** day of **January**, 2024.

**For: Accounts Payable**

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

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

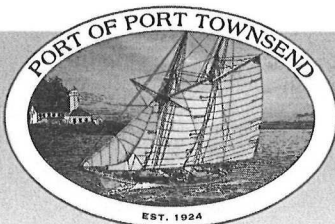
\_\_\_\_\_  
Commissioner Pete W. Hanke

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S. Abigail Berg, Director of Finance  
And Administration

Port of Port Townsend (PTA)

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				Check Entry Number: 001			

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**For: Accounts Payable**

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

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

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

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

## Check Register

Journal Posting Date: 12/31/2023

Register Number: CD-001056

Port of Port Townsend (PTA)

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0000067967	1/24/2024	COA050	Mott MacDonald				Check Entry Number: 001
			107621-15	1/15/2024	12,394.13	0.00	12,394.13
0000067968	1/24/2024	COO070	Coon Plumbing				Check Entry Number: 001
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0000067980	1/24/2024	ONI050	On IT Networks, Inc				Check Entry Number: 001
			4845	12/31/2023	165.83	0.00	165.83
0000067981	1/24/2024	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			1/2/2024 STATEMENT	1/2/2024	727.75	0.00	727.75
0000067982	1/24/2024	PRE010	Precision Approach Engineering				Check Entry Number: 001
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Run Date: 1/18/2024 2:18:59PM

A/P Date: 12/31/2023

Page: 1

User Logon: DLF

Port of Port Townsend (PTA)

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			2401016	1/11/2024	154.00	0.00 154.00
0000067985	1/24/2024	RSI050	RSINet			Check Entry Number: 001
			7720	12/31/2023	180.00	0.00 180.00
0000067986	1/24/2024	SAN035	Joanna Sanders			Check Entry Number: 001
			12/2023	12/31/2023	82.56	0.00 82.56
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0000067988	1/24/2024	WA1803	State of Washington			Check Entry Number: 001
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0000067989	1/24/2024	WAS003	Washington Public Ports Assn.			Check Entry Number: 001
			023-776	12/31/2023	2,655.00	0.00 2,655.00
0000067990	1/24/2024	ZIM050	Lonnie Zimmerman			Check Entry Number: 001
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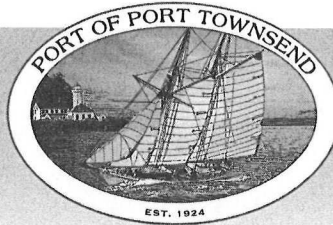
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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			1/1/24 STATEMENT	1/5/2024	9,005.25	0.00	9,005.25
0000067993	1/24/2024	BOT040	Botero & Son Electrical LLC				Check Entry Number: 001
			23-2545	1/10/2024	3,871.21	0.00	3,871.21
0000067994	1/24/2024	CED005	CED				Check Entry Number: 001
			5948-1047947	1/3/2024	488.77	0.00	488.77
0000067995	1/24/2024	CEN010	Central Welding Supply				Check Entry Number: 001
			0001954250	1/3/2024	368.92	0.00	368.92
			0001954250.2	1/3/2024	218.69	0.00	218.69
Check 0000067995 Total:					587.61	0.00	587.61
0000067996	1/24/2024	CEN035	CenturyLink				Check Entry Number: 001
			1/8/2024 STATEMENTS	1/8/2024	364.17	0.00	364.17
0000067997	1/24/2024	CIN020	Cintas				Check Entry Number: 001
			5192321556	1/10/2024	153.34	0.00	153.34
0000067998	1/24/2024	ECO002	EDC Team Jefferson				Check Entry Number: 001
			2024 QTR 1	1/24/2024	10,300.00	0.00	10,300.00
0000067999	1/24/2024	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			2093847-1	1/8/2024	1,180.74	0.00	1,180.74
			2163323	1/4/2024	727.40	0.00	727.40
Check 0000067999 Total:					1,908.14	0.00	1,908.14
0000068000	1/24/2024	FAR080	Farwest Steel Corporation				Check Entry Number: 001
			2061403	1/8/2024	988.14	0.00	988.14
			2061404	1/8/2024	52.90	0.00	52.90
Check 0000068000 Total:					1,041.04	0.00	1,041.04
0000068001	1/24/2024	GRE015	Greentree Communications Co				Check Entry Number: 001
			10610	1/1/2024	392.76	0.00	392.76
0000068002	1/24/2024	KEN010	Kendrick Equipment				Check Entry Number: 001
			U51588	1/3/2024	3,558.60	0.00	3,558.60
0000068003	1/24/2024	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			82089	1/9/2024	2,646.77	0.00	2,646.77
0000068004	1/24/2024	PET020	Peters Marine Services				Check Entry Number: 001
			335278	1/18/2024	1,024.59	0.00	1,024.59
0000068005	1/24/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			1/11/24 STATEMENTS	1/11/2024	27,502.05	0.00	27,502.05
0000068006	1/24/2024	SEC010	Security Services				Check Entry Number: 001
			133102	1/1/2024	202.30	0.00	202.30
0000068007	1/24/2024	SNO030	Laura Snodgrass				Check Entry Number: 001
			1/2024 UNIFORM EXP	1/17/2024	152.73	0.00	152.73
0000068008	1/24/2024	SPA070	Chris Sparks				Check Entry Number: 001
			YARD EXPENSE	1/9/2024	238.84	0.00	238.84
0000068009	1/24/2024	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			24-00195	1/11/2024	60.00	0.00	60.00
0000068010	1/24/2024	VEN070	VenTek International				Check Entry Number: 001
			141796	1/1/2024	103.65	0.00	103.65
0000068011	1/24/2024	VER020	Vernon Publications, LLC				Check Entry Number: 001
			2252	8/8/2023	1,610.00	0.00	1,610.00
0000068012	1/24/2024	WA0126	Washington State Bar Association				Check Entry Number: 001
			24 BERG, ERON	1/1/2024	473.00	0.00	473.00

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
			24 ERIC TOEWS	1/1/2024	473.00	0.00    473.00
			Check 0000068012 Total:		946.00	0.00    946.00
0000068013	1/24/2024	WAM010	WAMA			Check Entry Number: 002
			2024 DUES	1/1/2024	120.00	0.00    120.00
			Report Total:		68,412.20	0.00    68,412.20

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



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

www.portofpt.com

## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the 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. 067871 in the amount of \$810.00 is declared void on this on this 24th day of January, 2024.

For: **Accounts Payable**

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Commissioner Pete W. Hanke

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Commissioner Carol Hasse

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Commissioner Pam Petranek

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S. Abigail Berg, Director of Finance  
And Administration

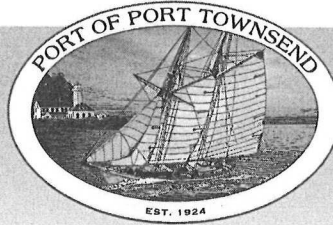


Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
0000067871	REV 12/20/2023	MOC020			
Mo-Chilli BBQ Inc					810.00-
Check Comment: Warrant Lost					
CK000006787101					
	12/20/2023	810.00-	0.00		
G/L Account:	781-4135-28	EXECUTIVE - EMP RECOG/RELATIONS		810.00-	
	Bank W Total:	810.00-	0.00	810.00-	810.00-
	Report Total:	810.00-	0.00	810.00-	810.00-

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



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## **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 **\$2,778.45 is ratified.**

**Signed and Authenticated** on this **24th** day of **January**, 2024.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***December, 2023*** in the amount of  
**\$2,778.45**

\_\_\_\_\_  
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 **0-037-654-901**

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

<b>Filing Date</b>	January 18, 2024
<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>	January 22, 2024
<b>Total Tax</b>	3,543.97
<b>Total Credits</b>	765.52
<b>Total Due</b>	2,778.45

## Combined Excise Tax Return

BOAT HAVEN FUEL DOCK  
 161-000-044

**Filing Period:** December 31, 2023 **Due Date:** January 25, 2024

**Filing Frequency:** Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	28,469.79	0.00	28,469.79	0.004710	134.09
Service and Other Activities (\$1 million or greater in prior year)	29,413.94	0.00	29,413.94	0.017500	514.74
<b>Total Business &amp; Occupation</b>					<b>648.83</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	28,469.79	0.00	28,469.79	0.065000	1,850.54
Use Tax	137.90	0.00	137.90	0.065000	8.96
<b>Total State Sales and Use</b>					<b>1,859.50</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	5,177.86	0.00	5,177.86	0.019260	99.73
Water Distribution	337.29	0.00	337.29	0.050290	16.96
<b>Total Public Utility Tax</b>					<b>116.69</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

### Credits

	Amount
Main Street Credit	648.83
Main Street Credit	116.69

### Submission

**Confirmation #:** 0-037-654-901  
**Prepared By:** Donna Frary  
**Phone Number:** (360) 379-5217  
**Email Address:** donna@portofpt.com  
**Submitted Date:** Jan-18-2024

### Payment

**Amount Due:** \$2,778.45  
**Amount Paid:** \$2,778.45  
**Effective Date:** Jan-22-2024  
**Method:** Bank Account (ACH Debit)

### Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	28,469.79	0.026000	740.21
Total Local City and/or County Sales Tax			740.21

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	137.90	0.026000	3.59
Total Local City and/or County Use Tax/Deferred Sales Tax			3.59

### Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	8,757.40
Total Transient Rental Income	8,757.40

### Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	8,757.40	0.020000	175.15
Total Special Hotel/Motel			175.15

Total Tax	3,543.97
Total Credits	765.52
Subtotal	2,778.45
Total Amount Owed	2,778.45

November Financials to be a Late Addition

<b>MEETING DATE</b>	January 24, 2024
<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>• November 2023 Detailed Financials (late materials to be added)</li> <li>• Contract Update</li> <li>• Commission Meeting Schedule</li> </ul>

## PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** January 19, 2024

**TO:** Commissioners

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

**CC:** Eron Berg, Executive Director

**SUBJECT:** **January 24, 2024, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 786-23

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Name	Dates	Description	Amount Not to Exceed:
University of Washington College of Built Environments	1/12/2024-summer of 2024	Professional Services Short Farm Planning	\$20,000.00



<b>Date/Time</b>		<b>Item/Topic</b>	<b>Location</b>	<b>Absent</b>
<b>Th/Fri, Feb 1-2</b>		WPPA Port and Maritime Day	Capital Bldg/Columbia Rm., Olympia	
<b>Wed., Feb. 7 2 pm</b>	Meeting	Short Farm Steering Committee – Farm Tour	Quarry, 1594 Center Rd, Chimacum	
<b>Thurs., Feb. 8 5-8pm</b>		(Tentative) Joint Growth Management	Pav	
<b>Wed., Feb. 14 9:30 am</b>	Workshop		Pav	
<b>Wed., Feb. 14 1 pm</b>	Meeting	Recognition of 5 years of service Justin Taylor Maintenance Tech/Mechanic II YTD 2023 December Financial Report Q4 2023 IDD Report	Pav	
<b>Thurs., Feb. 15 5pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Wed., Feb. 21 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kively Center	
<b>Wed., Feb. 28 5:30 pm</b>	Meeting	ACI Lease	Pav	
<b>Thurs. Feb. 29 10am-3pm</b>	Retreat		Pav	
<b>Fri., Mar 1 10am-3pm</b>	Retreat		Pav	
<b>Wed., Mar 6 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kively Center	
<b>Wed., Mar. 13 9:30 am</b>	Workshop		Pav	
<b>Wed., Mar. 13 1 pm</b>	Meeting	YTD January 2024 Financial Report	Pav	
<b>Wed., Mar. 27 5:30 pm</b>	Meeting		Pav	
<b>Wed., Apr. 10</b>	Workshop		Pav	

<b>9:30 am</b>				
<b>Wed., Apr. 10 1 pm</b>	Meeting	YTD February 2024 Financial Report	Pav	
<b>Wed., Apr.17 5:30-7:30pm</b>	Meeting	Short Farm Community Visioning Meeting	WSU Kively Center	
<b>Wed., Apr.18 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kively Center	
<b>Wed., Apr. 24 5:30 pm</b>	Meeting	Q1 2024 IDD Report	Pav	
<b>Wed., May 8 9:30 am</b>	Workshop		Pav	
<b>Wed., May. 8 1 pm</b>	Meeting		Pav	
<b>Wed., May 15 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kively Center	
<b>Thurs., May 16 5pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Wed/Th, May 15-17</b>		WPPA Spring Meeting	Skamania Lodge, Stevenson WA	
<b>Wed., May 22 5:30 pm</b>	Meeting		Pav	
<b>Wed., May 29 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kively Center	
<b>Wed., June 5 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kively Center	
<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	WSU Kively Center	
<b>Wed., June 26 5:30 pm</b>	Meeting		Pav	

<b>Wed/Thurs June 26-28</b>		WPPA Finance and Administration Seminar	AC Hotel by Marriott, Vancouver, WA	
<b>Wed., Jul. 10 9:30 am</b>	Workshop	Short Farm		
<b>Wed., Jul. 10 1 pm</b>	Meeting		Pav	
<b>Wed/Thurs July 11-12</b>		WPPA Finance and Administration Seminar	McMenamins, Kalama Harbor Kalama	
<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	Pav	
<b>Wed., Sept. 11 9:30 am</b>	Workshop		Pav	
<b>Wed., Sept. 11 1 pm</b>	Meeting		Pav	
<b>Thur., Sept. 19 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Wed., Sept. 25 5:30 pm</b>	Meeting		Pav	
<b>Wed., Oct, 9 9:30 am</b>	Workshop		Pav	
<b>Wed., Oct.9 1 pm</b>	Meeting		Pav	
<b>Wed., Oct. 23 5:30 pm</b>	Meeting			

<b>Wed/Thurs Oct. 24-25</b>		WPPA Small Ports Seminar	Campbell's Resort, Lake Chelan	
<b>Wed., Nov. 13 9:30 am</b>	Workshop		Pav	
<b>Wed., Nov. 13 1 pm</b>	Meeting		Pav	
<b>Wed., Nov. 21 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Tues., Nov. 26 1p,</b>	Meeting		Pav	
<b>Wed., Dec. 11 9:30 am</b>	Workshop		Pav	
<b>Wed., Dec. 11</b>	Meeting		Pav	
<b>Wed/Fri, Dec 11-13</b>		WPPA Annual Meeting	Hyatt Regency, Bellevue	