

2701 Jefferson Street
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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, February 14, 2024, 1:00 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Special Presentation:
 - A. Recognition of 5 years of service Justin Taylor Maintenance Tech/Mechanic II
 - B. Recognition: Retirement of Abigail Berg, Director of Finance and Administration
- V. Consent Agenda
 - A. Approval of Business Meeting Minutes from January 24, 2024 and Special Meeting Minutes of February 7, 20243-6
 - B. Approval & Ratification of Warrants7-9
 - C. Resolution 814-24 Adopting Signature Authority for the Port of Port Townsend ..10-12
- VI. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
 - A. Q4 2023 IDD Report13-16
 - B. Authorizing Use of IDD Funds17-19
 - C. Harbormaster Report.....20-26
 - D. Point Hudson Jetty Update
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Meetings are:
 - A. Intergovernmental Collaborative Group on Thursday, February 15, 2024 at 5:00 p.m.
 - B. Regular Business Meeting on Wednesday, February 28, 2024; 5:30 p.m.
- XII. Executive Session – None.
- XIII. Adjournment
- Informational Items27**
 - Port Contracts Update28
 - Port Lease Brief29-35

- NOAA Letter of Collaboration and Support Climate Resilience36-37
- Commission Calendar38-41

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 24, 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
 Director of Finance and Administration Abigail Berg
 Director of Finance and Administration Connie Anderson
 Director of Capital Projects and Port Engineer Matt Klontz
 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. APPROVAL OF AGENDA (Rec. 00:00:35)
 There were none.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:00:46)
 Emiliano Mareno provided written comment and offered assistance in conducting an opening ceremony that is planned to celebrate re-opening the Point Hudson marina after completion of the South Jetty project.
 Neville Pearsall provided written comment regarding concerns about gunshots on the Short Farm and a request to move the duck-hunting blinds to a different area of the property.

IV. CONSENT AGENDA (Rec. 00:04:24)
 A. Approval of Workshop and Business Meeting Minutes from January 10, 2024
 B. Approval & Ratification of Warrants
 Warrant #067957 in the total amount of \$844.71
 Warrant #067957 in the total amount of \$3,743.68
 Warrant #067959 through 067960 and Electronic Payments in the total amount of \$144,291.26
 Warrant #067961 in the amount of \$810.00
 Warrant #067962 through #068013 in the amount of \$357,215.39
 Warrant #067871 in the amount of \$810.00 is declared void
 Electronic Debit in the amount of \$2,778.45

The Consent Agenda was approved as written by unanimous consent.

V. SECOND READING - None

VI. FIRST READING (Rec. 00:00:00) - None

VII. REGULAR BUSINESS

A. November Year-to-Date Financials (Rec. 00:04:49)

Director of Finance and Administration Abigail Berg gave the staff report. Actual expenditures are 66% of budget. Ending cash balances are healthy and are up 25% over last year. Also reviewed was debt service and remaining debt in the long-term government obligation bonds. Operating revenues are up 6% over the prior year.

Staff responded to Commissioner questions about leasehold tax, the reasons behind revenue increases, and their desire for additional reporting about the financial status of projects. In looking at the budget detail, there was interest in adding two columns to show the comparison of year-to-date by month Nov. 2022 versus Nov. 2023 to show how we are doing seasonally. Commissioners agreed to set up one-on-one meetings with the Finance Director.

B. Point Hudson Jetty Update (Rec. 00:28:27)

Director of Capital Projects and Port Engineer Matt Klontz reported that Monday the consultant reached a milestone with their last in-water workday. The Port received an extension until February 15 for any limited in-water work, such as retrieving rocks dropped while being placed on the top of the structure. February 6 is the first anticipated day to begin installing the walkway. March 15 is the anticipated grand opening preceding the boats returning to the marina. In late April, a separate ribbon-cutting would occur to include project sponsors and would be the first event to acknowledge the Port's 100 year anniversary. Overall project feedback is positive, and this is the last week where night work would occur.

VIII. STAFF COMMENTS (Rec. 00:36:41)

Executive Director Eron Berg reported on a Port of Port Angeles tour this morning. The marina opening date has not been set. Commissioners Hasse and Hanke might be attending WPPA Port Day in Olympia with him. Port submitted projects to the legislators include the Point Hudson energy efficiency and maintenance and Union Wharf electrification. Camplife RV reservations opened yesterday with 600 successful bookings and staff were pleased with the software functioning. As of today, there are 800 bookings. Point Hudson Moorage reservations are delayed and will open February 8. Park Mobile app will go live March 1 at Point Hudson.

Director of Finance and Administration Abigail Berg has been working on a transition plan with new director Connie Anderson.

Director of Finance and Administration Connie Anderson is enjoying the time learning from Abigail Berg.

Director of Capital Projects and Port Engineer Matt Klontz reported the project administrator position has been advertised.

IX. COMMISSIONER COMMENTS (Rec. 00:45:00)

Commissioner Hasse reported on meeting with Emeliano Mareno to consider a ceremony along with the reopening of Point Hudson marina. May and September ICG meetings are at the same time as the WPPA spring meeting and environmental seminar. She will meet with a GIS mapping volunteer Susie Brunsel on her mapping project at the Northwest School of Wooden Boatbuilding and also mapping boatyards.

Commissioner Petranek reported on her attendance at the Food Coop meeting last evening and noted their quarterly newsletter features the Shipwrights Coop. *Our Working Waterfront* focused on the Marina Café and other Port businesses.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:54:00)

Wednesday, February 7, 2024 at 2pm Farm Steering Committee (Quorum of Commission) at the Short Farm Tour; Wednesday, February 14, 2024 at Pavilion Building and via Zoom with 9:30 a.m. Workshop, and Regular Business Meeting at 1:00 p.m. and ICG February 15, 2024 at 5pm.

XI. EXECUTIVE SESSION - none

XII. ADJOURNMENT (Rec. 00:57:31): Meeting adjourned at 6:25 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

PORT COMMISSION SPECIAL BUSINESS MEETING – Wednesday, February 7, 2024

The Port of Port Townsend Commission met for a special business session at the Short Farm at 1594 Center Road, Chimacum, Washington.

Present: Commissioners Hasse, Hanke (left at 2:15pm) and Petranek
Executive Director Eron Berg
Deputy Director Eric Toews

I. CALL TO ORDER

Meeting began at 2 p.m.

II. REGULAR BUSINESS

Commissioners participated in a tour of the Short Family Farm, touring the quarry, Chimacum creek crossing, and the main farm “campus.”

III. ADJOURNMENT

The meeting adjourned at 4:30 p.m., there being no further business before the Commission.

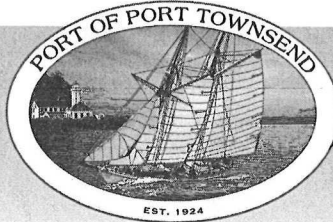
ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

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 **068014** generated on January 29th, 2024 in the amount of **\$16,356.260 is ratified.**

Signed and Authenticated on this **14th** day of **February**, 2024.

For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

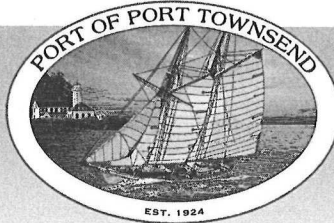
Connie Anderson, Director of
Finance And Administration

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	Check Entry Number: 001
0000068014	1/29/2024	WAR075	Shawn Warner	1/23/2024	16,356.26	0.00	16,356.26	
			REFUND 1/23/24					
				Report Total:	<u>16,356.26</u>	<u>0.00</u>	<u>16,356.26</u>	

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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 068015 through No. 068020 generated on February 1, 2024 in the amount of \$37,551.73 and Electronic Payment in the amount of \$243,780.86, for a total amount of \$281,332.59 is ratified.

Signed and Authenticated on this 14th day of February, 2024.

For: Payroll and Benefits

Commissioner Pete W Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And
Administration

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2024
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	V. C. Resolution 814-24, Adopting Signature Authority for the Port of Port Townsend
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Resolution 814-24

This matter is before the Commission to update the signature authority for the Port's banks and financial institutions.

RESOLUTION NO. 814-24

A Resolution of the Commission of the Port of Port Townsend

**RESOLUTION ADOPTING SIGNATURE AUTHORITY FOR
THE PORT OF PORT TOWNSEND**

WHEREAS, recent changes in executive management staff necessitate that the staff members authorized to sign check and warrants be changed; and

WHEREAS, the Commission directed staff to prepare the necessary signatory authority documentation for checks and warrants as required by the Port's banks and other relevant financial institutions; and

WHEREAS, the Commission's prior Signatory Authority Resolution, No. 717-20, is now obsolete due to changes in executive management staff and, accordingly, should be repealed and replaced;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Port of Port Townsend, as follows:

1. The following named individuals shall be authorized signatures on checks and warrants for the Port of Port Townsend in instances where two (2) signatures are required:
Eron Berg, Executive Director;
Eric Toews, Deputy Director;
Connie Anderson, Director of Finance & Administration; and/or
Donna Frary, Accounts Payable/Payroll Accountant.
2. Commission Resolution No. 717-20 (March 25, 2020) is hereby repealed and replaced by this Resolution No. 814-24.

ADOPTED this 14th day of February 2024, 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:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

Carol L. Hasse,, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VIII. A. Quarter 4, 2023 IDD Levy Project Funding Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum IDD Levy Quarter-to-date Report

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/30/2024
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: IDD Levy Financial Report, YTD Qtr. 4, 2023

ISSUE

Provide a quarterly report to the Commission on IDD receipts and projects YTD, and levy to date.

BACKGROUND/DISCUSSION

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

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

Monthly IDD-funded capital expenses are paid from the Port's general fund, and the general fund is reimbursed from the IDD reserve after the quarterly reconciliations are prepared and executed. When the quarter-end reconciliation is created and the transfer (reimbursement) is made to the general fund, those figures are entered into this report and reported to the Commission.

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

FISCAL IMPACT

The largest project planned for use of IDD levy funding this year is the Point Hudson Jetty replacement, in the 2nd year of this 2-year phased project, which is 71% of the IDD levy funded 2023 capital budget. Projects worked on this quarter include the reconstruction of the old Coast Guard Building, the BH Stormwater Compliance project, the Northwest Yard Expansion project, the Herb Beck Marina Boat Launch Replacement project, the Cupola Building remodel at Point Hudson (part of the budgeted Point Hudson Building Preservation), as well as the two (2) Sperry buildings in Boat Haven, TAKU and Key City Fish, that are slated for capital maintenance work this year. For the year ending 2023, total IDD expenditures were \$1,698,062.

RECOMMENDATION

NA

IDD Tax Levy Activity

as of end of Quarter 4, 2023

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

Approved by voters November 5, 2019

First year of collection 2020

Base Year AV 2019

Annual maximum millage rate per \$1,000

total estimated IDD Levy (updated April 2023)

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

Annual millage rate	0.135	0.254	0.371	0.306
Cumulative Receipts since start of levy ^(a)	\$ 868,941	\$ 2,543,225	\$ 5,375,711	\$ 8,582,985
Cumulative Budgeted since start of levy ^(a)	\$ 809,354	\$ 2,443,643	\$ 5,077,932	\$ 7,712,221
Estimated remaining balance to tax	\$ 16,093,413	\$ 14,459,124	\$ 11,824,835	\$ 9,190,546

	2020	2021	2022	2023	
Revenues	actuals	actuals	actuals	annual budget	ytd actual
Total IDD Revenue	868,941	1,674,283	2,832,486	2,634,289	3,207,275
CAPITAL EXPENDITURES					
Jefferson County Int'l Airport					
JCIA Underground Fuel Tank Replacement				10,000	
Boat Haven					
Boat Haven Linear Dock Electrical (55%)	22,899				
Main Stormwater Pump Station Repairs		53,497			
Sperry Bldgs. Capital Maintenance		30,117	30,783	50,000	5,493
Work & Boat Yard Electrical Design/Construction	-				
Reconstruct Old Coast Guard Bldg. (Moorage/Yard office)		4,396	215,146	150,000	274,678
NORTHwest Yard Expansion (25-feet)			66,586	104,000	15,982
70/75 Ton & 300 Ton Yard Electrical Design					
70/75 Ton & 300 Ton Yard Electrical Infrastructure					
BH Stormwater Treatment Compliance Upgrade			6,334	111,955	163,693
BH Linear Dock Replacement				85,000	
BH Navigation Channel Marina Dredging				25,000	
Point Hudson					
PH Replacement of North & South Jetties	194,646	191,369	66,543	2,925,000	972,169
PH Bldg. Preservation (Cupola Bldg. Remodel) ^(b)				450,000	54,341
Quilcene					
Quilcene Dredging Design	-				
Herb Beck Marina Boat Launch Replacement ^(c)			16,412		16,856
Herb Beck Marina Maint. Dredge ^(c)			20,062	20,000	6,000
Other Projects					
Port-wide Piling Replacement ^(d)		8,622		150,000	
Mats Mats Bay Facilities & Boat Ramp Rehab				30,000	
Waterwalk project ^(e)				250,000	
total IDD Capital Expenses	217,545	288,001	421,866	4,360,955	1,509,212
Unused Current Year Remaining Levy To Date	651,396	1,386,282	2,410,620	(1,726,666)	1,698,062
Ending IDD Reserve Account Balance	651,396	\$ 2,037,679	\$ 4,448,298		\$ 6,146,361

IDD Tax Levy Activity Notes
Quarter 4, 2023, page 2

Notes:

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

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

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

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

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

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VIII. B. Authorizing Use of IDD Funds
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum IDD Reach Back Estimates

Motion: Move to approve the attached reach-back calculation of IDD eligible projects to fund the 300-ton variable travelift grant match, as well as other future capital projects to be paid out of the port-wide capital reserve.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 2/8/2024
TO: Commission, Executive Staff
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: Potential IDD Reach-back

ISSUE:

Should the Commission approve the reach-back for IDD funds to pay for projects previously funded by Port net operating income (NOI).

BACKGROUND:

Since the voters of Jefferson approved the IDD levy in November 2019, the Port Commission has annually approved the capital budget to include the use of IDD funds to pay for much needed projects. Another funding source used was the Port's NOI, both of which are primarily used to supplement grant funding, and state and federal appropriations obtained. The most recent grant award is the EDA grant for the 300-ton variable width travelift in the amount of \$2,345,833. The match on this purchase is estimated at \$586,459, though we anticipate that it will be higher due to continuing inflation.

DISCUSSION

Attached is a reach-back calculation that includes the portion of the Port's cost (NOI) for several projects spanning the years 2020 through 2023; the amount of projects paid for with IDD funding during this time totals \$2,436,624. We estimate that by reaching back and paying for projects that are eligible for IDD use, we could capture \$910,499. These funds would then be available to pay the grant match on the new travelift, with any remaining amounts to fund the port-wide capital reserve.

FISCAL IMPACT

By reaching back to pay for these IDD eligible projects, the port would reduce the IDD reserve by \$910,499 and increase the port-wide capital reserve by that same amount. Subsequently, those funds can be used to pay for grant match on the new 300-ton variable width travelift, as well as other port projects.

RECOMMENDATIONS

1. Motion to approve the attached reach-back calculation of IDD eligible projects to fund the 300-ton variable travelift grant match, as well as other future capital projects to be paid out of the port-wide capital reserve.

IDD Reach-Back Estimates

as of January 31, 2024

Details: The first calculations below include the total estimated IDD Levy receipts as of April 2023, followed by the actual IDD funded project expenditures each year. Next are the total budgeted IDD projects for 2024-2027, and the potential reach-back of funds. Most of the reach-back projects were slated for payment with Net Operating Income (NOI), and some are the Port's match to projects partially funded with grant funds. Those match amounts are eligible for reimbursement to the Port's General Fund retro-actively with IDD levy funds. These are detailed in the table below.

total estimated IDD levy receipts (as of April 2023)	\$	16,902,767
IDD funds used to pay 2020 projects		(217,545)
IDD funds used to pay 2021 projects		(288,001)
IDD funds used to pay 2022 projects		(421,866)
IDD funds used to pay 2023 projects		(1,509,212)
budgeted for 2024-2027		(9,857,662)
potential reachback (see details in table below)		(910,499)
remaining balance of IDD funds	\$	3,697,982

Potential Projects to reach-back and pay with IDD

2020	Port funded Expenses
Small Cap. Proj. - BH Linear Dock Electrical	\$ 42,324
2021	
Pavilion Remodel	200,845
Nomura Bldg. Remodel	54,355
Portwide Dock Renovations	29,187
2022	
JCIA - Runway Rehab - Port funded costs 2020-2022	299,467
2023	
JCIA - New Connector Taxiway - Port funded 2022 to 2023	115,965
BH Bldg/Facility preservation - BH Enviro/BR Roof/Painting	26,790
PW Dock Renovo - City Dock/Union Wharf Rehab	141,566
PW Dock Renovo - D Dock Transformer Retrofit	16,103
total potential reach-back	\$ 910,499

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VIII. C. Harbormaster Report
STAFF LEAD	Kristian Ferrero, Harbormaster
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum Reports on 75&300T Hauls and Occupancy

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

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DATE: 2/14/2024
TO: Port Commission
FROM: Kristian Ferrero, Harbormaster
SUBJECT: Harbormaster Report

BACKGROUND

Operational Data compiled from 2017 to present

DISCUSSION

Boatyard:

75T haul out numbers have returned to pre-covid totals with 758 lifts in 2023. 75T yard occupancy is decreased from this time last year but still higher than pre-covid numbers by vessel count. The haul out schedule for March-May is rapidly filling up and it is expected that the occupancy for those months will increase to 80-90%, allowing for scheduling 3-4 weeks ahead of time. The 300T is seeing greater flexibility in scheduling this year compared to last but is picking up significantly as we approach Spring.

Conversations with fishing vessel owners are alluding to shorter or deferred haul outs this year due to a poor 2023 commercial season and an uncertain 2024 season.

Boat Haven:

Permanent moorage occupancy is inflated during the Point Hudson breakwater replacement project as expected. With the conclusion of this project around the corner, assignments are being made for 16 slips ranging in size from 25' to 45'. Ideal year-round occupancy is about 95-98% and with the current assignments, and a likely second round, this should be seen by March/April.

Point Hudson:

Point Hudson saw an above average year in RV nights billed and a below average year in marina nights sold. With the marina being closed for 6 ½ months, the dip in nights sold was expected. With the marina being open for winter 2024 we should see an increase in nights sold from 2023 to 2024 and then another increase with a full year of operations in 2025. There is also optimism with the new CampLife program, that provides easier access to reservations and a smoother process, we may see an overall increase from any previous year in both the RV park and Marina.

FISCAL IMPACT

None.

RECOMMENDATION

For discussion, no recommendation.

ATTACHMENTS

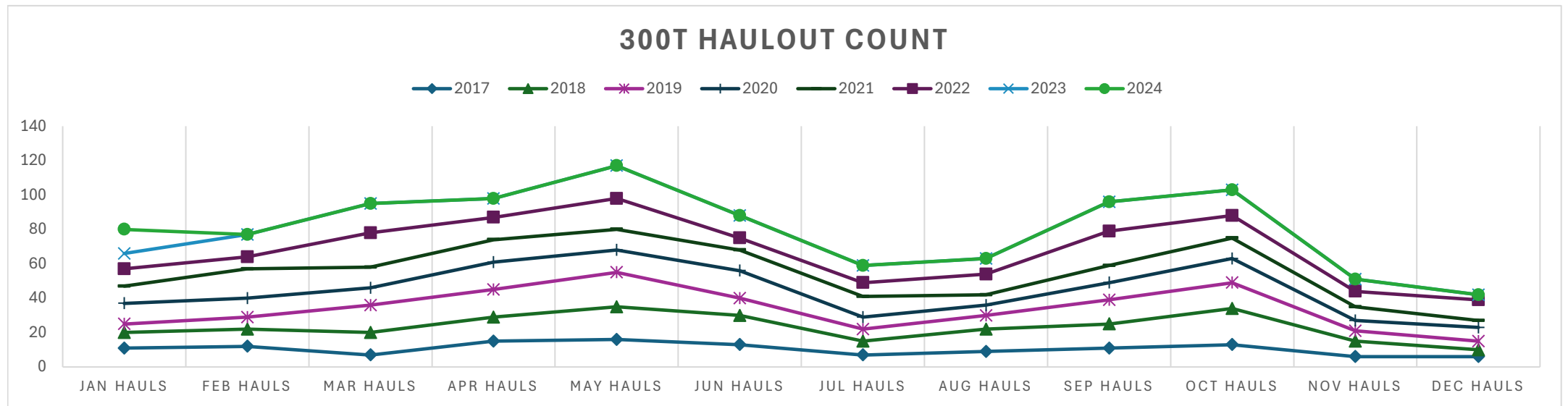
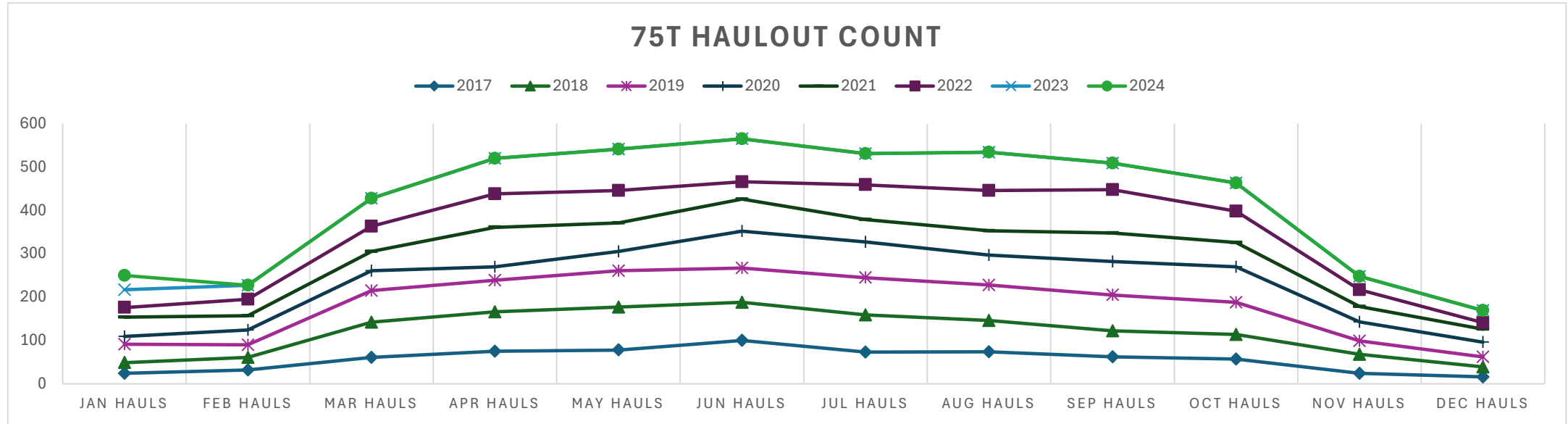
- 75T/300T Haul-out counts and occupancy
- Boat Haven Transient counts and long-term Tenancy occupancy
- Point Hudson Transient R/V and Vessel counts by year

	75T (Small Yard) Hauls and Occupancy															
	Year															
	2017	2018	2019	2020	2021	2022	2023	2024								
Jan Hauls	24	25	42	18	45	22	41	33								
Feb Hauls	32	29	29	34	33	38	32									
Mar Hauls	61	81	73	46	44	58	65									
Apr Hauls	75	91	73	31	91	77	82									
May Hauls	78	99	84	44	66	75	95									
Jun Hauls	100	88	79	85	74	40	99									
Jul Hauls	73	86	86	82	52	80	72									
Aug Hauls	74	72	82	69	56	93	88									
Sep Hauls	62	60	83	77	66	100	61									
Oct Hauls	57	57	74	82	56	72	65									
Nov Hauls	24	44	31	44	35	39	31									
Dec Hauls	16	23	23	34	30	15	28									
Year Total	676	755	758	646	648	709	758									
Jan Occ	N/A		44	37%	82	68%	98	82%	109	86%	112	88%	126	99%	102	70%
Feb Occ			108	90%	86	72%	109	91%	124	98%	126	99%	126	99%		
Mar Occ			61	51%	104	87%	116	97%	127	100%	127	100%	132	104%		120 Spots
Apr Occ			74	62%	112	93%	98	82%	127	100%	124	98%	143	98%		127 Spots
May Occ			74	62%	92	77%	91	76%	126	99%	127	100%	134	92%		146 Spots
Jun Occ			71	59%	85	71%	90	75%	127	100%	124	98%	136	93%		
Jul Occ			62	52%	84	70%	90	75%	118	93%	122	96%	136	93%		
Aug Occ			61	51%	84	70%	82	68%	100	79%	124	98%	130	89%		
Sep Occ			55	46%	90	75%	88	73%	102	80%	128	101%	126	86%		
Oct Occ			66	55%	113	94%	113	94%	126	99%	130	102%	124	85%		
Nov Occ	49	41%	77	64%	112	93%	116	97%	124	98%	124	98%	117	80%		
Dec Occ	42	35%	76	63%	100	83%	116	97%	109	86%	113	89%	111	76%		N/A

300T (Big Yard) Hauls and Occupancy								
Year								
	2017	2018	2019	2020	2021	2022	2023	2024
Jan Hauls	11	9	5	12	10	10	9	14
Feb Hauls	12	10	7	11	17	7	13	
Mar Hauls	7	13	16	10	12	20	17	
Apr Hauls	15	14	16	16	13	13	11	
May Hauls	16	19	20	13	12	18	19	
Jun Hauls	13	17	10	16	12	7	13	
Jul Hauls	7	8	7	7	12	8	10	
Aug Hauls	9	13	8	6	6	12	9	
Sep Hauls	11	14	14	10	10	20	17	
Oct Hauls	13	21	15	14	12	13	15	
Nov Hauls	6	9	6	6	8	9	7	
Dec Hauls	6	4	5	8	4	12	3	
Year Total	126	151	129	129	128	149	143	14
Jan Occ	N/A	56%	74%	82%	74%	72%	72%	72%
Feb Occ		76%	82%	88%	76%	76%	77%	
Mar Occ		83%	98%	92%	74%	88%	82%	
Apr Occ		81%	66%	122%	62%	84%	86%	
May Occ		73%	67%	115%	62%	82%	85%	
Jun Occ		44%	80%	116%	53%	77%	75%	
Jul Occ		19%	48%	89%	60%	56%	61%	
Aug Occ		26%	41%	78%	48%	63%	85%	
Sep Occ		48%	59%	54%	57%	72%	77%	
Oct Occ		76%	72%	65%	79%	75%	88%	
Nov Occ	36%	96%	65%	70%	74%	79%	80%	
Dec Occ	30%	86%	61%	85%	67%	68%	61%	

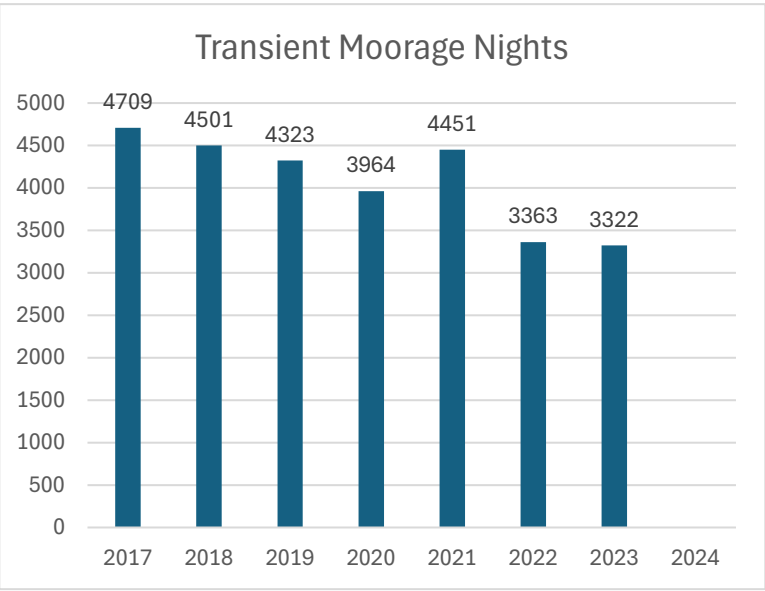
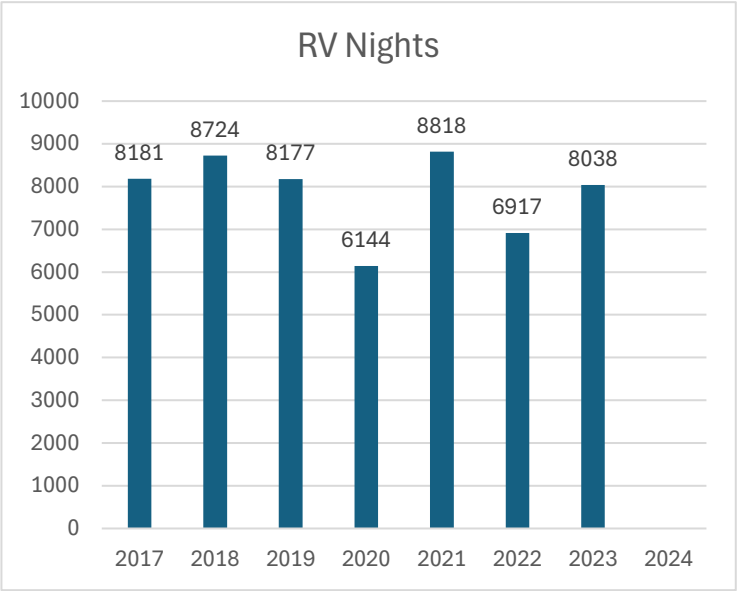
Shipyards, 22 spaces occupiable by only 300T Vessels

Shipyards, 46 spaces occupiable by both 75T and 300T Vessels



	Boat Haven Permanents Assigned/Occupancy, Transient Nights Sold and Assignments from the Waitlist											
	2017	2018	2019	2020	2021		2022		2023		2024	
Jan	N/A	N/A	N/A	N/A	267	89%	277	93%	302	101%	279	93%
Feb					268	90%	276	92%	281	94%		
Mar					266	89%	277	93%	279	93%		
Apr					273	91%	280	94%	274	92%		
May					278	93%	275	92%	279	93%		
Jun					285	95%	277	93%	274	92%		
Jul					271	91%	274	92%	270	90%		
Aug					274	92%	270	90%	265	89%		
Sep					279	93%	289	97%	284	95%		
Oct					278	93%	290	97%	282	94%		
Nov					279	93%	289	97%	285	95%		
Dec					281	94%	294	98%	283	95%		
Total Transient Nights Billed	4436	3985	5301	4297	5297		5088		5273			
Waitlist Assignments	N/A	N/A	N/A	N/A	19		6		17		4	
Slips Currently Up for Assignment	16											

	Point Hudson Annual Nights Billed	
	RV Nights	Moorage Nights
2017	8181	4709
2018	8724	4501
2019	8177	4323
2020	6144	3964
2021	8818	4451
2022	6917	3363
2023	8038	3322
2024		



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Port Contracts Update • Port Lease Brief • NOAA Letter of Collaboration and Support Climate Resilience • Port Commission Schedule

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: February 14, 2024

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **February 7, 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

Name	Dates	Description	Amount Not to Exceed:
ParkMobile	1/23/2024-1/22/2025	On-demand parking system/payment facilitation	\$1,000 implementation fee + \$165/hr custom development
ZOOM	1/23/2024-1/22/2025	Cloud recordings, webinars	\$4,089.95
Windridge Solutions, LLC	2/1/2024-1/31/2025	Refresh/manage/maintain Port website	\$9,000.00
KPFF Consulting Engineers, Task Orders #1, #2 & #3	9/6/2023-3/31/2024 & 9/7/2023-3/31/2024	Amendment #1 to each, extends terms to 3/31/24	No changes to amount
Insight Strategic Partners, LLC	1/2/2024-1/1/2025	Counsel & support in obtaining capital project funding/legislative work	\$75,000.00
Hills & Valley Catering	2/15/2024	Berg Retirement Open House	\$1,468.50

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 2/7/2024
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: February 14, 2024 Lease Update

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 42 land leases, 40 building leases, 37 rentals.

DISCUSSION

New Agreements:

- Andrew Cashin, Month-to-month rental agreement: non-view Office #11, Main Bldg., Point Hudson

Lease/Rental Amendments:

Exercising Options:

- Hanson of Port Townsend exercised last remaining 1-year option. Lease expires May 31, 2025.

Assignments/Assumptions:

Terminated/Expired Agreements:

- Andrew Cashin terminated the rental agreement for the Archive Room, Point Hudson.
- Horus Horizon Marine, LLC, terminated their rental agreement for the former MRW site. Will continue working in the yard as an independent contractor. (Currently working on a new agreement for this site.)

License & Use Agreements:

February Rent Increases:

- **CPI Increase (5.8%):** Admiral Ship Supply; On the Flye; Olympic Crane; NWMC Marine Thrift; Stephens Marine; Port Townsend Furniture Clinic
- **Market Rate Increase:**
- **Step Increase:**
- **Recurring Annual License Fee:**

Miscellaneous:

ATTACHMENTS

1. 2024 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		FEBRUARY 2024		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS
Admiral Ship Supply	2,145.14	1/31/2025*	2/1/2025	*One 5-yr option available. CPI applied
Andersen Machine Shop	306.77	9/30/2027	10/1/2024	Land lease.
Andersen Machine Shop	64.99	Mo/Mo	6/1/2024	228 sf additional land for storage adjacent shop. 30 day notice for increases.
Armstrong Consolidated LLC (Washington)	10,986.85	Mo/Mo	1/1/2025	30-day notice for rate increases.
Armstrong Consolidated LLC (Washington)	539.98	Mo/Mo	1/1/2024	Additional space upstairs.
Armstrong Consolidated LLC (10th St)	3,422.92	8/31/2024*	N/A	Assignment. * Exercised last 1-yr option, exp 8/31/24.
Armstrong Consolidated LLC (10th St land)	795.79	Mo/Mo	9/1/2024	Land rental-ground in front of building.
Blue Moose Café	839.78	10/31/2026*	11/1/2024	*5-yr option available. 24-mo step to market.
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	420.11	1/31/2025		Land lease-temporary structure. No options remain. CPI applied
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	1,549.77	Mo/Mo	1/1/2025	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.
Jeremy Johnson Photography	186.53	Mo/Mo	9/1/2024	2nd floor office #2F, Nomura Building.
Jochems Property Mgmt.	355.85	10/31/2026	1/1/2026	Land lease. CPI every two years, next 1/1/2026.
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. Builindg & land lease. CPI-Yr2/MR-Yr 5
Key City Fish Co. (Haines PL-refrigeration)	929.31	11/30/2024*	12/1/2024	*Two 5-yr options available.
Kimmel's Crab Shack	2,472.02	4/30/2049	5/1/2024	Land lease.
Legato Maritime LLC	210.63	4/30/2024	N/A	Renting Nomura Bldg #2D thru 4/30/24 during Sail PT's off season.
Marine Surveys & Assessments Cooperative	1,601.70	1/31/2028*	2/1/2024	* One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.
NW Maritime Center (Marine Thrift)	703.90	1/31/2025*		Exercised last 1-year option. Would like new lease at end of term. CPI applied
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 Crane LLC	57.89	Mo/Mo	2/1/2025	Relocated crane next to Pete's Marine. CPI applied
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	6/30/2029	N/A	2% flowage fee pays rent. Last 5-yr option exercised 12/14/23
PT Furniture Clinic	706.95	1/31/2025*		*Exercised last one-year option. Would like new lease at end of term. CPI applied
PT Sailing Association	700.21	11/30/2027*	12/1/2024	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years.
Port Townsend Shipwrights, Inc.	8,299.11	7/31/2050	8/1/2024	MR incr 8/1/30-every 10 yrs/ann CPI. Amend 2: Adds land from Baird bldgs purchase
PT Rigging (Kulin & Vizzini)	557.35	3/31/2030	4/1/2024	Land lease.
PT Rigging	734.40	Mo/Mo	10/1/2024	2,720 sq ft of land, abutting leasehold for rigging work and related storage.
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.
Revision Marine	2,440.30	12/31/2024	N/A	Bldg/Land lease.
Sail Port Townsend	208.86	Mo/Mo	5/1/2024	Seasonal use-back in Nomura Office. Off-season, will return 5/1/24.
Sands, Guy & Kim (PT Brewing Co.)	3,746.09	5/31/2026*	6/1/2024	*Two 5-yr options remain. Bldg & Land.
Sands, Guy & Kim (PT Brewing Co)	176.58	Mo/Mo	10/1/2024	600 sf outdoor dining area.
Scow Bay Boats	568.26	9/30/2026	10/1/2024	Land lease-temporary structure. Exercised only 3-year option, 10/1/23-9/30-26.
Sea J's Café (Estate of Florence Jevne)	1,220.74	Mo/Mo	6/1/2024	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	174.65	Mo/Mo	6/1/2024	Mo/Mo building agreement for small office 2-H in Nomura Bldg..
Skookum Corporation	937.89	3/31/2026*	4/1/2024	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.
Stephens Marine	59.42	Mo/Mo	2/1/2025	Temp storage of equipment. Will move to Jochems building soon. CPI applied
Sunrise Coffee	207,666.00	9/30/2031*	10/1/2024	*Two 5-yr options available. Deposit balance-6 installments.
Takaki, Jennifer (Marina Café)	718.53	12/31/2026	1/1/2025	5-year lease.
Takaki, Jennifer (Marina Café)	116.54	Mo/Mo	10/1/2024	396 sf outdoor dining ara.
The Shop Cooperative	5,979.83	5/31/2026*	6/1/2024	*One 5-yr option. Assigned from Pete Stein & Compass Woodwork.
Tree Ring, LLC	142.44	Mo/Mo	3/1/2024	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	363.44	Mo/Mo	4/1/2024	Office 2-E, Nomura Bldg. Added 100 sf storage space.
U. S. Coast Guard	5,653.93	8/31/2024		Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24.
Welti, Rebecca	\$105.00/1xfee	7/31/24*		*5-yr option available. 24-mo step to market. A32:E59+E10

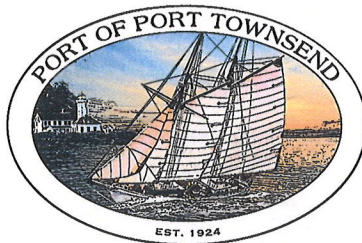
Point Hudson - PROPERTY	FEBRUARY 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	2,154.87	7/31/2024*	8/1/2024	Armory Bldg. *Exercised last 1-yr option thru 7/31/24.
Brion Toss Yacht Rigging	967.66	8/31/2024	9/1/2024	Armory Bldg. 5-yr lease, no options.
Brooks, 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
Cashin, Andrew	286.30	Mo/Mo	2/1/2025	Moved to office #11-private & smaller. Non-view, 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	5/31/2025*	N/A	Exercised last option. Term expires 5/31/25.
Hudson Point Café	1,727.14	6/30/2025*	7/1/2024	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	283.80	Mo/Mo	7/1/2024	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	270.60	Mo/Mo	7/1/2024	Main Bldg. Restaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Impact Naval Architects, LLC	283.80	Mo/Mo	9/1/2024	Office #1, Main Bldg. Moved from Duplex, due to upcoming renovations
Marine Resources Consultants Inc.	567.74	9/30/2024*	N/A	Armory Bldg. *Used last option.
Marine Science Center	105.00/1 x fee	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.
Mark Kielty Design	283.80	Mo/Mo	8/1/2024	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,444.50	6/30/2051	7/1/2024	Amend 1: begin construct by 6/30/2031, compl w/l 12 mos
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	1,261.57	12/31/2025	1/1/2025	No options remain.
Schooner Martha Foundation	913.54	12/31/2024*	N/A	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,508.25	4/30/2027*	5/1/2024	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	2,818.44	10/31/2026	11/1/2024	No options remain.
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	604.30	11/30/2024*	N/A	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	3/21/2029*	N/A	New lease 4/1/24-3/31/29 + one 5-yr option. When maintenance items are complet (sect 21) rent increases to \$10,166.08/mo.
Washington Dept. of Fish & Wildlife	1,649.06	Mo/Mo	11/1/2024	Cupola Annex-storage.
Washington Dept of Fish & Wildlife	15.32	Mo/Mo	6/1/2024	Small storage area in Sail Loft for spare boat motor.

JCIA - PROPERTY	FEBRUARY 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,263.37	11/20/2045	12/1/2024	Land lease. Hangars 'E' & 'F'. Amend 2 corrected land size.
Aurora Aircraft Maint &	596.85	10/31/2026*	11/1/2024	*One 5-yr option remains. Maintenance Hangar
Aurora Aircraft Maint &		Mo/Mo	N/A	Fuel Concession. Amendment #1: Mo/Mo agreement.
Broderon, 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	726.25	4/30/2053	12/1/2024	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.	777.74	11/30/2041	12/1/2024	11,369 sf, hangar site 'I'.
Jett. Co. Airport Condo Owners Assoc.	1,939.10	7/26/2057	3/1/2024	Assignment of NW Hangar's Lease for sites #7 & 8.
K-Hangar Assoc. @ JCIA	578.34	4/25/2049	5/1/2024	Land lease.
L Hangar Condo Assoc @JCIA	667.38	10/31/2048	10/1/2024	Land lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	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 (8¢/sf)
Morrison, Neil/Lark Leasing	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-North'.
Morrison, Neil	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-South'.
Northwest Custom Hangars, LLC(Ward)	500.00 fee	4/15/2024*	N/A	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- land lease .
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg- land lease (expan.).
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg- land lease .
Port Townsend Aero Museum	252.64	4/30/2053	5/1/2024	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2024	T-hangar pad, T-400(S).
Port Townsend Aircraft Services	319.47	6/30/2035*	7/1/2023	*Two 10-yr options.
Pratt Sr., David	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-401(N). 2023 adopted rate applied (8¢/sf)
Puget Sound Express-J Hangar Lease	400.00	10/1/2050	10/1/2024	Assignment-Land lease to Puget Sound Express.
Roethle, Garth	80.00		4/1/2024	Purchased T-hangar from Northup Estate. #406-M
Spruce Goose	249.21	9/30/2029*	10/1/2023	*Two 5-yr options. CPI/MR apply.
Station Prairie	610.40	4/30/2072	5/1/2024	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	JANUARY 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$ 6,264.98	12/31/2039	1/1/2025	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 561.35	10/31/2027*	11/1/2024	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>

CHIMACUM - PROPERTY

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



February 7, 2024

NOAA Selection Official
NOAA Office of Coastal Management
2234 South Hobson Avenue
Charleston, SC 29405-2413

RE: Letter of Collaboration and Support for the North Olympic Peninsula Climate Resilience

The Port of Port Townsend is pleased to commit as a collaborating member of the North Olympic Peninsula Climate Resilience Collaborative to support and execute the activities described in the North Olympic Peninsula Resource Conservation and Development Council's proposal to the NOAA Climate Resilience Regional Challenge Grant program. Capital Project Engineer Dave Nakagawara will be our project lead with principal responsibility for project activities.

The Port of Port Townsend owns and operates numerous facilities throughout Jefferson County with a key emphasis upon waterfront properties supporting a wide variety of job-creating and sustaining activities including manufacturing, maritime support services, tourism, recreation, transportation, and fisheries, to name a few. Climate change and sea level rise in particular pose an existential threat to the Port of Port Townsend.

The Port, in collaboration with Jefferson County and the City of Port Townsend, is currently in the preliminary design stages of a project that would provide sea level rise and storm surge protection for a particularly vulnerable low-lying section of the City of Port Townsend's coastline, about 1.5 miles in length, where the Port's Boat Haven Marina and Boatyard is located, along with other key community commercial and residential assets.

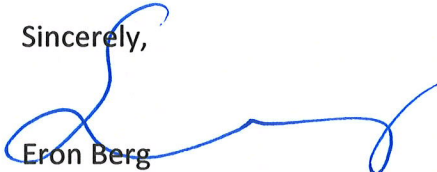
The region has a long history of collaborating on climate change planning and preparedness, with regional planning efforts in 2014-15 and 2020-2022, of which the Port has been a participant, that resulted in detailed plans and suggested actions and projects. However, in our rural, disadvantaged area, it has been difficult to sustain the effort over time.

The Port of Port Townsend supports the creation of a Climate Resilience Collaborative through the NOAA Climate Resilience Regional Challenge Grant program, and pledges to contribute to this vital effort as a program collaborator.

We urge NOAA to support this critically important project to the Port of Port Townsend, Jefferson County, and the Greater North Olympic Peninsula region.

Thank you very much for your consideration.

Sincerely,



Eron Berg
Executive Director

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

Date/Time		Item/Topic	Location	Absent
Thurs., Feb. 15 5pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Feb. 21 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., Feb. 28 5:30 pm	Meeting	ACI Lease Write Off Register YTD 2023 December Financial Report	Pav	
Thurs. Feb. 29 10am-3pm	Retreat		Pav	
Fri., Mar 1 10am-3pm	Retreat		Pav	
Wed., Mar 6 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., Mar. 13 9:30 am	Workshop		Pav	
Wed., Mar. 13 1 pm	Meeting	YTD January 2024 Financial Report	Pav	
Wed., Mar. 27 5:30 pm	Meeting		Pav	
Wed., Apr. 10 9:30 am	Workshop		Pav	
Wed., Apr. 10 1 pm	Meeting	YTD February 2024 Financial Report	Pav	
Wed., Apr.17 5:30-7:30pm	Meeting	Short Farm Community Visioning Meeting	WSU Kivley Center	
Wed., Apr.18 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., Apr. 24 5:30 pm	Meeting	Q1 2024 IDD Report	Pav	
Wed., May 8 9:30 am	Workshop		Pav	

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

Wed., May. 8 1 pm	Meeting		Pav	
Wed., May 15 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Thurs., May 16 5pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed/Th, May 15-17		WPPA Spring Meeting	Skamania Lodge, Stevenson WA	
Wed., May 22 5:30 pm	Meeting		Pav	
Wed., May 29 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., June 5 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., Jun. 12 9:30 am	Workshop		Pav	
Wed., Jun. 12 1 pm	Meeting		Pav	
Wed., June 19 Time TBD	Meeting	Short Farm U of W Student Presentation	WSU Kivley Center	
Wed., June 26 5:30 pm	Meeting		Pav	
Wed/Thurs June 26-28		WPPA Finance and Administration Seminar	AC Hotel by Marriott, Vancouver, WA	
Wed., Jul. 10 9:30 am	Workshop	Short Farm		
Wed., Jul. 10 1 pm	Meeting		Pav	
Wed/Thurs July 11-12		WPPA Finance and Administration Seminar	McMenamins, Kalama	

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

			Harbor Kalama	
Wed., Aug. 14 9:30 am	Workshop		Pav	
Wed., Aug. 14 1 pm	Meeting		Pav	
Wed., Aug. 28 5:30 pm	Meeting	Cancelled	Pav	
Wed., Sept. 11 9:30 am	Workshop		Pav	
Wed., Sept. 11 1 pm	Meeting		Pav	
Thur., Sept. 19 5:00 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Sept. 25 5:30 pm	Meeting		Pav	
Wed., Oct. 9 9:30 am	Workshop		Pav	
Wed., Oct. 9 1 pm	Meeting		Pav	
Wed., Oct. 23 5:30 pm	Meeting			
Wed/Thurs Oct. 24-25		WPPA Small Ports Seminar	Campbell's Resort, Lake Chelan	
Wed., Nov. 13 9:30 am	Workshop		Pav	
Wed., Nov. 13 1 pm	Meeting		Pav	
Wed., Nov. 21 5:00 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 26 1p,	Meeting		Pav	
Wed., Dec. 11	Workshop		Pav	

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

9:30 am				
Wed., Dec. 11	Meeting		Pav	
Wed/Fri, Dec 11-13		WPPA Annual Meeting	Hyatt Regency, Bellevue	