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**Commission Meeting  
2nd Monthly Meeting Agenda  
Wednesday, February 28, 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
- IV. Consent Agenda
  - A. Approval of Workshop & Business Meeting Minutes from February 14, 2024 .....3-9
  - B. Approval & Ratification of Warrants .....10-19
  - C. Resolution 815-24 Authorizing the Sale of Vessel (Cabe – Mai Mi Ti) .....20-23
  - D. IDD Reach Back Estimates – Amended .....24-25
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
  - A. December 2023 Year-to-Date Financials .....
  - B. Pavilion Audio Visual Upgrade.....26-29
  - C. Point Hudson Jetty Update .....none
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings: Commission Retreat on February 29/March 1, 2024 starting each day at 10 a.m. Wednesday, March 7, 2024 Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom.
- XI. Executive Session – None
- XII. Adjournment

**Informational Items**

- December 2023 Detailed Financials .....
- Port Contracts Update .....33
- Commission Meeting Schedule.....34-36



## PORT COMMISSION WORKSHOP MEETING – Wednesday, February 14, 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  
 Harbormaster Kristian Ferrero  
 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 Hanke called the meeting to order at 9:30 a.m.

### II. COMMISSION RETREAT PREPARATION (Rec. 00:01:00)

Executive Director Eron Berg reviewed the draft agenda. Several suggestions were made, including adding the Sims Way Project and West Boat Yard Expansion. Airport Master Planning may be a March workshop topic along with the Quilcene Herb Beck Marina.

### III. WEST BOAT YARD EXPANSION (Rec. 00:23:00)

Executive Director Eron Berg spoke about Recompete funding effort for this project. Director of Capital Projects and Port Engineer Matt Klontz displayed several aerials of the full boatyard expansion and stormwater areas using still shots. Deputy Director Eric Toews spoke about renewing the contract with Reid Middleton to assist with additional engineering and environmental application sections of the Recompete application.

Significant discussion ensued about the timeline and format of future discussions for the expansion with a 35-foot notch. Staff will invite the larger based marine trades to discuss the expansion grant opportunity.

### IV. COMMISSIONER ROUNDTABLE

There was some discussion about tomorrow's Intergovernmental Collaborative Group Meeting topics: raising the height limitations in the Boat Yard, the potential for industrial development at JCIA, the meeting schedule conflict with WPPA meetings, and Charles Marone of *Stronger Towns* being a future speaker.

### V. PUBLIC COMMENT There was none.

### VI. EXECUTIVE SESSION – PURSUANT TO RCW 42.30.110(1)(G) TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE At 10:55 – 25 mins.

At 10:57 a.m. the meeting recessed into Executive Session.

At 11:23 a.m., the Commission came back into open session.

VII. ADJOURNMENT (Rec. 01:27:53): The meeting adjourned at 11:23 a.m., there being no further business before the Commission.

ATTEST:

\_\_\_\_\_  
Pamela A. Petranek, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

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

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, February 14, 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  
 Operations Manager Chris Sparks  
 Harbormaster Kristian Ferrero  
 Lease & Contracts Administrator Sue Nelson  
 Port Recorder Joanna Sanders  
 Via Zoom: Attorney Seth Woolsen

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)  
 Commissioner Hanke 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)
- IV. SPECIAL PRESENTATION (Rec. 00:01:44)
  - A. Recognition: Retirement of Abigail Berg, Director of Finance and Administration  
 Many kudos were given by the Commission and Staff for considerable contributions over the last eight years of service.
  - B. Recognition: 5 years of service for Justin Taylor Maintenance Tech/Mechanic II.  
 Operations Manager Chris Sparks spoke about Justin’s contributions to the vessel maintenance program.
- V. CONSENT AGENDA (Rec. 00:16:53)
  - A. Approval of Workshop and Business Meeting Minutes from January 24, 2024
  - B. Approval & Ratification of Warrants
    - i. Warrant #068014 in the total amount of \$16,356,260
    - ii. Warrant #068015 through 068020 in the amount of \$37,551.73 and Electronic Payments in the total amount of \$281,332.59
    - iii. Warrant #068021 through #068115 and Electronic Payments in the total amount of \$239,065.87

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

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

## VIII. REGULAR BUSINESS

### A. Quarter 4 2023 IDD Report (Rec. 00:17:49)

Out-going Director of Finance and Administration Abigail Berg gave the staff report providing an overview of the project expenditures totaling \$1.5 million. A copy of the IDD funded projects from the 2023 budget was distributed at the meeting for comparison.

### B. Authorizing Use of IDD Funds (Rec. 00:20:20)

Executive Director Eron Berg explained and requested authorization to use IDD funds instead of what was paid from the Capital Reserve fund. IDD-eligible projects would be reassigned from one reserve fund to the other.

Deputy Director Eric Toews noted a draft security agreement is in process of being prepared after which the Port can place an order for the new 300-ton Travelift. Delivery is expected 9-12 months after the order and the final price would be a 3-5% cost escalation from the original amount. The project would still be 80% federally funded through American Rescue Plan Act Funds.

**Unanimously approved 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.**

### C. Harbormaster Report (Rec. 00:30:28)

Harbormaster Kristian Ferrero reported on the current haulout and occupancy counts in the 75 and 300-ton lifts, as well as Boat Haven transient counts, long-term tenancy occupancy, and Point Hudson transient R/V and vessels. This information will be reported monthly.

Some discussion ensued with staff responding to questions about the marine trade liveboards, the maximum number allowed. There was general continued Commission support of this program.

### D. Point Hudson Jetty Update (Rec. 00:56:00)

Director of Capital Projects and Port Engineer Matt Klontz reported the project is progressing with the expected marina opening of March 1. This week, the consultant is finishing the north and south breakwater with additional rock to further bolster any settling over time. The in-water work deadline is tomorrow, after which they will begin installing the walkway before doing some upland work. Following a discussion about plans for a Seafarer's Memorial, several project photographs were shown, including an aerial photograph of the jetty provided by Commissioner Hanke.

## IX. STAFF COMMENTS (Rec. 01:09:44)

Executive Director Eron Berg reported on his attendance at a Jefferson Timber Collective meeting on utilization of wood in the community and the possibility of locating their business at JCIA. April 24 from 1-3pm is the scheduled 100<sup>th</sup> anniversary and opening of the Point Hudson Marina. Boarding by Commission and Staff on the Puget Sound Express *Saratoga* is at 12:45 p.m. Invitations will be sent.

Deputy Director Eric Toews expressed appreciation for Commission attendance at the Farm tour. The next meeting is February 21 at 5:30 p.m. and is intended to review organizational

matters and provide an overview of the planning work. Students are drafting an existing conditions report for presentation in March.

Out-going Director of Finance and Administration Abigail Berg expressed appreciation for being able to work at the Port.

Director of Finance and Administration Connie Anderson announced the project administrator position and a conditional offer is awaiting acceptance to begin in April. The Park Mobile kick off is March 1.

Operations Manager Chris Sparks reported on the linear dock work status. Electrician Marty Phipps will be retiring in June so his position would be advertised. Back 40 parking construction is occurring. The Travelift will be down next week for ARCIS recertification. A bid is about to be awarded on the Cupola HVAC system.

Harbormaster Kristian Ferrero reported that he is working on the NWMC agreement for dock attendance and a senior dock attendant may be added. The pump out boat will operate five days a week starting mid-June.

Director of Capital Projects and Port Engineer Matt Klontz reported the Historic Preservation Commission (HPC) reviewed the roof type for Point Hudson buildings. They were unanimous that standard seamed metal roofing would be acceptable and allow the Port to advance the roofing project.

Lease and Contracts Administrator Sue Nelson reported working on two to three potential leases and a couple of rental agreements. Three different tenant leases in the Sail Loft would be up for renewal by end of summer. The applied CPI rent increase for 2024 is 5.8%, as compared to the increase applied in 2023 of 9%.

Administrative Assistant Joanna Sanders said she has received proposals for an AV upgrade in the Pavilion. Proposals are under review by staff.

#### X. COMMISSIONER COMMENTS (Rec. 01:43:50)

Commissioner Hasse reported on the WPPA opportunity to apply for a \$1,500 scholarship for a Port-related field of study or continuing education for Port employees. MRC will be looking for an executive director. The interspace exploration team is seeking a derelict marine gear grant. She reported the Climate Action Committee wants a plan of action to achieve 95% of net zero by 2050. The other 5% would be based on a forest offset. On Friday, she will meet with four elders of the Chemakum, Jamestown S’Klallam, Chinook tribe, and another party representing the desire for a carving shed. Emeliano Merino would assist with a soft opening on March 1 at 7 a.m. with a row into the marina and a blessing. An announcement may be sent from the Port to publicize the event.

Commissioner Petranek reported the current *Our Working Waterfront* featured the *Hawaiian Chieftan*. The vessel will remain after their launch for continued in-water work by Shipwrights Co-op before returning to Lechaina. She acknowledged the passing of another shipwright, George Maynard.

#### XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:56:60)

Intergovernmental Collaborative Group on Thursday, February 15, 2024 at 5:00 p.m. Farm Steering Committee on February 21 at 5:30 p.m. Regular Business Meeting on Wednesday, February 28, 2024; 5:30 p.m. Retreat on February 29/March 1, 2024 at 10:00 a.m. each day.

XII. EXECUTIVE SESSION - none

XIII. ADJOURNMENT (Rec. 01:59:02): Meeting adjourned at 2:59 p.m., there being no further business before the Commission.

ATTEST:

\_\_\_\_\_  
Pamela A. Petranek, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

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

PORT COMMISSION SPECIAL BUSINESS MEETING – Wednesday, February 21, 2024

The Port of Port Townsend Commission scheduled a special business session because of a potential quorum at the WSU Extension Meeting Facilities at Kivley Center, 97 Oak Bay Road, Port Hadlock, Washington.

Present: Commissioner Petranek  
Executive Director Eron Berg  
Deputy Director Eric Toews

I. CALL TO ORDER

Meeting began at 5:30 p.m.

II. REGULAR BUSINESS

Commissioner Petranek attended the Short Family Farm Steering Committee Meeting. No quorum of the Commission was present.

III. ADJOURNMENT

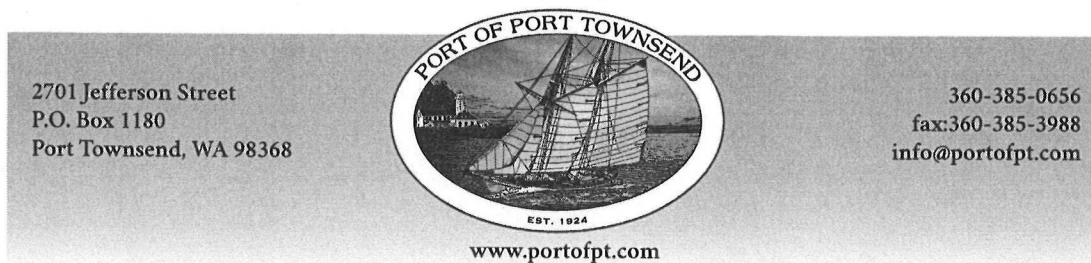
The meeting adjourned at 7:35 p.m., there being no further business before the Commission.

ATTEST:

\_\_\_\_\_  
Pamela A. Petranek, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

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



## **WARRANT/ELECTRONIC PAYMENT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 068116 through No. 068118 generated on February 15, 2024 in the amount of \$5,467.08 and Electronic Payment in the amount of \$139,230.81, for a total amount of \$144,697.89 is ratified.

**Signed and Authenticated** on this 28th day of February, 2024.

**For: Payroll and Benefits**

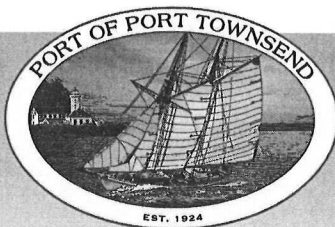
\_\_\_\_\_  
Commissioner Pete W Hanke

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

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

\_\_\_\_\_  
Connie Anderson, Director of  
Finance And  
Administration

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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 **068119** generated on February 20th, 2024 in the amount of **\$99.00 is ratified.**

**Signed and Authenticated** on this **28th** day of **February**, 2024.

**For: Accounts Payable**

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

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

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

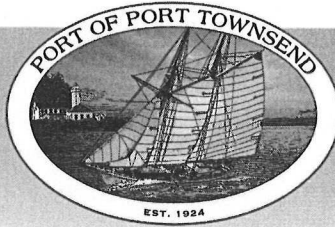
\_\_\_\_\_  
Connie Anderson, Director of  
Finance and Administration

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
0000068119	2/20/2024	CIT010	City of Port Townsend				
			BLD22-053.2	2/20/2024	99.00	0.00	99.00
				Report Total:	99.00	0.00	99.00

Check Entry Number: 001

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## WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 068120 through No. 068153, are approved for payment in the amount of \$187,619.22 on this 28th day of February, 2024.

**For: Accounts Payable**

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

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

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

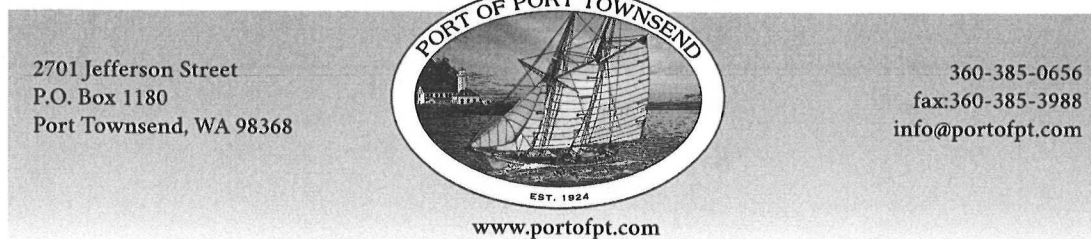
\_\_\_\_\_  
Connie Anderson, Director of  
Finance And Administration

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
0000068120	2/28/2024	A+E001	A+ Equipment Rentals, Inc			Check Entry Number: 001
			96132-1	2/11/2024	38.18	38.18
0000068121	2/28/2024	BER040	Abigail Berg			Check Entry Number: 001
			2023 & 2024 EXPENSE	2/16/2024	43.62	43.62
0000068122	2/28/2024	BOT040	Botero & Son Electrical LLC			Check Entry Number: 001
			24-2552	2/14/2024	16,717.61	16,717.61
0000068123	2/28/2024	CAR006	Carrot-Top Industries			Check Entry Number: 001
			124091	12/7/2023	1,074.03	1,074.03
0000068124	2/28/2024	CED005	CED			Check Entry Number: 001
			5948-1049407	2/12/2024	261.84	261.84
			5948-1049569	2/14/2024	284.75	284.75
			5948-1049700	2/14/2024	281.48	281.48
			5948-1050112	2/20/2024	162.56	162.56
Check 0000068124 Total:					665.51	665.51
0000068125	2/28/2024	CEN030	CenturyLink			Check Entry Number: 001
			2/1/2024 STATEMENT	2/1/2024	210.00	210.00
0000068126	2/28/2024	CEN035	CenturyLink			Check Entry Number: 001
			2/8/2024 STATEMENTS	2/8/2024	375.81	375.81
0000068127	2/28/2024	CHM030	CSD Attorneys at Law			Check Entry Number: 001
			1/2024 STATEMENT	2/20/2024	1,978.00	1,978.00
0000068128	2/28/2024	COA050	Mott MacDonald			Check Entry Number: 001
			107620-16	2/19/2024	17,985.46	17,985.46
			108461-04	1/15/2024	200.00	200.00
Check 0000068128 Total:					18,185.46	18,185.46
0000068129	2/28/2024	COU035	Coultas Construction Managment Solutions, LLC			Check Entry Number: 001
			24-01P	2/12/2024	25,500.00	25,500.00
0000068130	2/28/2024	DBT030	DBT Transportation Services, LLC			Check Entry Number: 001
			2553107	2/12/2024	1,194.25	1,194.25
0000068131	2/28/2024	DCB050	DC Backflow Service			Check Entry Number: 001
			14056	2/9/2024	1,339.00	1,339.00
0000068132	2/28/2024	DLL010	D L Logos			Check Entry Number: 001
			4540	2/19/2024	7.69	7.69
0000068133	2/28/2024	GRE015	Greentree Communications Co			Check Entry Number: 001
			10616	2/1/2024	392.76	392.76
0000068134	2/28/2024	GUA080	Guardian Security Systems, Inc.			Check Entry Number: 001
			1460382	2/1/2024	184.86	184.86
			1460383	2/1/2024	114.56	114.56
			1460384	2/1/2024	278.21	278.21
			1460385	2/1/2024	545.50	545.50
			1460386	2/1/2024	196.38	196.38
			1460387	2/1/2024	204.24	204.24
Check 0000068134 Total:					1,523.75	1,523.75
0000068135	2/28/2024	JC1003	Jefferson Co Treasurer			Check Entry Number: 001
			2024 PROP TAX	2/28/2024	1,595.33	1,595.33
0000068136	2/28/2024	KIT030	Kitsap Sun			Check Entry Number: 001
			0006161296	1/31/2024	360.20	360.20
0000068137	2/28/2024	KPF050	KPFF			Check Entry Number: 001
			506030	2/12/2024	39,093.62	39,093.62
0000068138	2/28/2024	O'RE030	O'Reilly Auto Parts			Check Entry Number: 001
			3939-195886	2/9/2024	136.38	136.38

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
0000068139	2/28/2024	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			1/31/2024 STMNT	1/31/2024	51.00	0.00	51.00
			1/31/24 STATEMENT	1/31/2024	29.29	0.00	29.29
			Check 0000068139 Total:		80.29	0.00	80.29
0000068140	2/28/2024	OLY035	Olympic Peninsula Communications LLC				Check Entry Number: 001
		40		2/10/2024	3,450.00	0.00	3,450.00
0000068141	2/28/2024	PEN005	Peninsula Fire				Check Entry Number: 001
		71196		2/7/2024	2,988.74	0.00	2,988.74
		71205		2/9/2024	245.97	0.00	245.97
		71208		2/9/2024	68.73	0.00	68.73
			Check 0000068141 Total:		3,303.44	0.00	3,303.44
0000068142	2/28/2024	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
		68953		2/8/2024	436.40	0.00	436.40
0000068143	2/28/2024	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
		90741		2/18/2024	56.99	0.00	56.99
		90744		2/18/2024	41.50	0.00	41.50
			Check 0000068143 Total:		98.49	0.00	98.49
0000068144	2/28/2024	POR005	Port Townsend Leader				Check Entry Number: 001
		114054		12/1/2023	960.00	0.00	960.00
		114256		2/1/2024	1,404.40	0.00	1,404.40
			Check 0000068144 Total:		2,364.40	0.00	2,364.40
0000068145	2/28/2024	POR085	Port Townsend Foundry LLC				Check Entry Number: 001
		6415		2/15/2024	473.13	0.00	473.13
0000068146	2/28/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
		07279095		2/6/2024	190.00	0.00	190.00
		17279096		2/6/2024	190.00	0.00	190.00
		2/12/24 STATEMENTS		2/12/2024	32,875.69	0.00	32,875.69
			Check 0000068146 Total:		33,255.69	0.00	33,255.69
0000068147	2/28/2024	QUI001	Quill Corporation				Check Entry Number: 001
		35708071		12/21/2023	24.10	0.00	24.10
		36350464		12/14/2023	118.66	0.00	118.66
			Check 0000068147 Total:		94.56	0.00	94.56
0000068148	2/28/2024	SAF001	Safeway, Inc.				Check Entry Number: 001
		2/21/24 STATEMENT		2/21/2024	1,984.25	0.00	1,984.25
0000068149	2/28/2024	SET015	Seton Construction				Check Entry Number: 001
		PAY EST #3		2/20/2024	24,266.56	0.00	24,266.56
0000068150	2/28/2024	SOU045	Sound Maintenance, Inc				Check Entry Number: 001
		1675		2/17/2024	5,822.20	0.00	5,822.20
0000068151	2/28/2024	SOU055	Sound Publishing, Inc				Check Entry Number: 001
		8126213		1/31/2024	33.74	0.00	33.74
0000068152	2/28/2024	SUM040	Summit Law Group PLLC				Check Entry Number: 001
		152088		2/21/2024	1,169.50	0.00	1,169.50
0000068153	2/28/2024	TAC001	Tacoma Screw Products, Inc				Check Entry Number: 001
		140101636-00		2/7/2024	355.37	0.00	355.37
			Report Total:		187,619.22	0.00	187,619.22



### **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 **\$5,078.91 is ratified.**

**Signed and Authenticated** on this **28th** day of **February**, 2024.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***January, 2024*** in the amount of  
***\$5,078.91***

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

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

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

\_\_\_\_\_  
Connie Anderson, Director of  
Finance and Administration

**Washington State Department of Revenue**

Your Return has been submitted and your confirmation number is **0-038-516-086**

Below is information from your Monthly Return for the period ending January 31, 2024

<b>Filing Date</b>	February 23, 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>	February 23, 2024
<b>Total Tax</b>	6,505.76
<b>Total Credits</b>	1,426.85
<b>Total Due</b>	5,078.91

## Combined Excise Tax Return

BOAT HAVEN FUEL DOCK  
 161-000-044

**Filing Period:** January 31, 2024

**Due Date:** February 26, 2024

**Filing Frequency:** Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	55,055.15	0.00	55,055.15	0.004710	259.31
Service and Other Activities (\$1 million or greater in prior year)	60,099.01	0.00	60,099.01	0.017500	1,051.73
<b>Total Business &amp; Occupation</b>					<b>1,311.04</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	55,055.15	0.00	55,055.15	0.065000	3,578.58
<b>Total State Sales and Use</b>					<b>3,578.58</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	4,201.00	0.00	4,201.00	0.019260	80.91
Water Distribution	694.05	0.00	694.05	0.050290	34.90
<b>Total Public Utility Tax</b>					<b>115.81</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	1,311.04
Main Street Credit	115.81
<b>Total Credits</b>	<b>1,426.85</b>

### Submission

**Confirmation #:** 0-038-516-086  
**Prepared By:** Donna Frary  
**Phone Number:** (360) 379-5217  
**Email Address:** donna@portofpt.com  
**Submitted Date:** Feb-23-2024

### Payment

**Amount Due:** \$5,078.91  
**Amount Paid:** \$5,078.91  
**Effective Date:** Feb-23-2024  
**Method:** Bank Account (ACH Debit)

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Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	55,055.15	0.026000	1,431.43
<b>Total Local City and/or County Sales Tax</b>			<b>1,431.43</b>

**Transient Rental Income**

Location	Income
1601 - PORT TOWNSEND	3,445.00
Total Transient Rental Income	
	3,445.00

**Special Hotel/Motel**

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Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	3,445.00	0.020000	68.90
<b>Total Special Hotel/Motel</b>			<b>68.90</b>

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<b>Total Tax</b>	<b>6,505.76</b>
<b>Total Credits</b>	<b>1,426.85</b>
<b>Subtotal</b>	<b>5,078.91</b>
<b>Total Amount Owed</b>	<b>5,078.91</b>

<b>MEETING DATE</b>	February 28, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent Agenda
<b>AGENDA TITLE</b>	IV. C. Resolution 815-24 Authorizing the Sale of Vessel (Cabe – Mai Mi Ti)
<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>	Resolution 815-24

**RESOLUTION NO. 815 - 24**

**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 28th day of February 2024, 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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Pamela A. Petranek, Secretary

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Peter W. Hanke, 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
Mai Mi Ti	Brian Cabe	\$4,994.57

<b>MEETING DATE</b>	February 28, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. D. IDD Reach Back Estimates - Amended
<b>STAFF LEAD</b>	Connie Anderson, Director of Finance and Administration
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	IDD Reach Back Estimates - Amended

A financial calculation error was noted in the last report. Attached is the amended IDD levy to date report showing the strikethrough changes and the amended amounts.

No action required if amendment is approved as part of the consent agenda.

Alternative Motion: Move to approve the attached amended 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)	\$	<b>16,902,767</b>	
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 <b>AMENDED</b> reachback (see details in table below)		<u>(910,499)</u>	(926,602)
remaining <b>AMENDED</b> balance of IDD funds	\$	<u><b>3,697,982</b></u>	<b>\$ 3,681,879</b>

**Potential Projects to reach-back and pay with IDD**

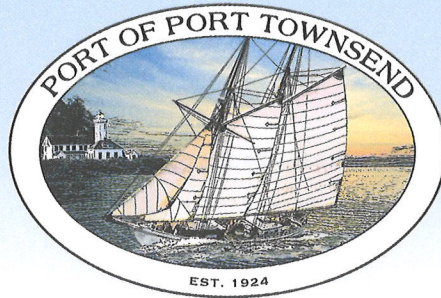
<b>2020</b>	<b>Port funded Expenses</b>	
Small Cap. Proj. - BH Linear Dock Electrical	\$	42,324
<b>2021</b>		
Pavilion Remodel		200,845
Nomura Bldg. Remodel		54,355
Portwide Dock Renovations		29,187
<b>2022</b>		
JCIA - Runway Rehab - Port funded costs 2020-2022		299,467
<b>2023</b>		
JCIA - New Connector 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
<b>total potential <b>AMENDED</b> reach-back</b>	<b>\$</b>	<b><u>910,499</u></b>
		<b>\$ 926,602</b>

\* Item omitted from original calculation

<b>MEETING DATE</b>	February 28, 2024
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. B. Pavilion Audio Visual Upgrade
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Informational Memoranda B. Room Schematic

Should staff proceed with contracting to improve the public address system, microphones, cameras, and assisted listening devices for the Pavilion.

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



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

Memorandum

[www.portofpt.com](http://www.portofpt.com)

To: Eron Berg      cc: Connie Anderson  
From: Joanna Sanders, Administrative Assistant/Public Records Officer  
Date: February 22, 2024  
Re: Update on Commission Digital Audio/Visual, Hearing Assistance Upgrade to Pavilion Building at Point Hudson

Thank you for your assistance in evaluating two of the three vendors who responded to the request for bid. After evaluating the proposals, we recommend proceeding with Justice AV Solutions (JAVs) for \$71,893. They are the apparent low bidder with a solid solution and customers on the Quimper and wider Olympic Peninsula for easier technical support and service.

The next step would be scheduling a site visit to make final camera, speaker, equipment placement adjustments. JAVs manufactures, designs, and engineers their own equipment, so product availability, delivery, setup, and training would be timely. We would also consider adding a lavalier mic and a more mobile (Donahue) microphone for larger meeting configurations.

Yearly ongoing service cost ranges from \$2,000 to \$8,600/year, depending on the service package. A classic warranty of \$8,600/yr would begin in year two (2025). This plan includes equipment warranty, a twice-a-year technical visit/check up, and unlimited service help desk support. An alternative is to purchase maintenance-only service at \$2,000 a year. The equipment would not be warranted, but there would be the twice a year check up and unlimited technical support and cost for time and materials if equipment replacement/service was needed.

This solution will provide a turnkey system as desired. Of more importance, however, is offering in-person and virtual attendees with a vastly improved audio experience.

Attachment:

December 7, 2023 Memorandum

JAVS Proposed Layout

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



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

Memorandum

[www.portofpt.com](http://www.portofpt.com)

To: Eron Berg  
cc: Abigail Berg  
From: Joanna Sanders  
Date: December 7, 2023  
Re: Commission Digital Audio/Visual, Hearing Assistance Upgrade to Pavilion Building at Point Hudson

As you are aware, we are seeking improvements to the in-room audio quality and hybrid Commission meeting experience at the Pavilion. Several add-on solutions have allowed us to bridge the technology gaps, including the Owl Pro cameras, speakers, and the recent addition of the string of microphones. More is needed to give us the results we are seeking.

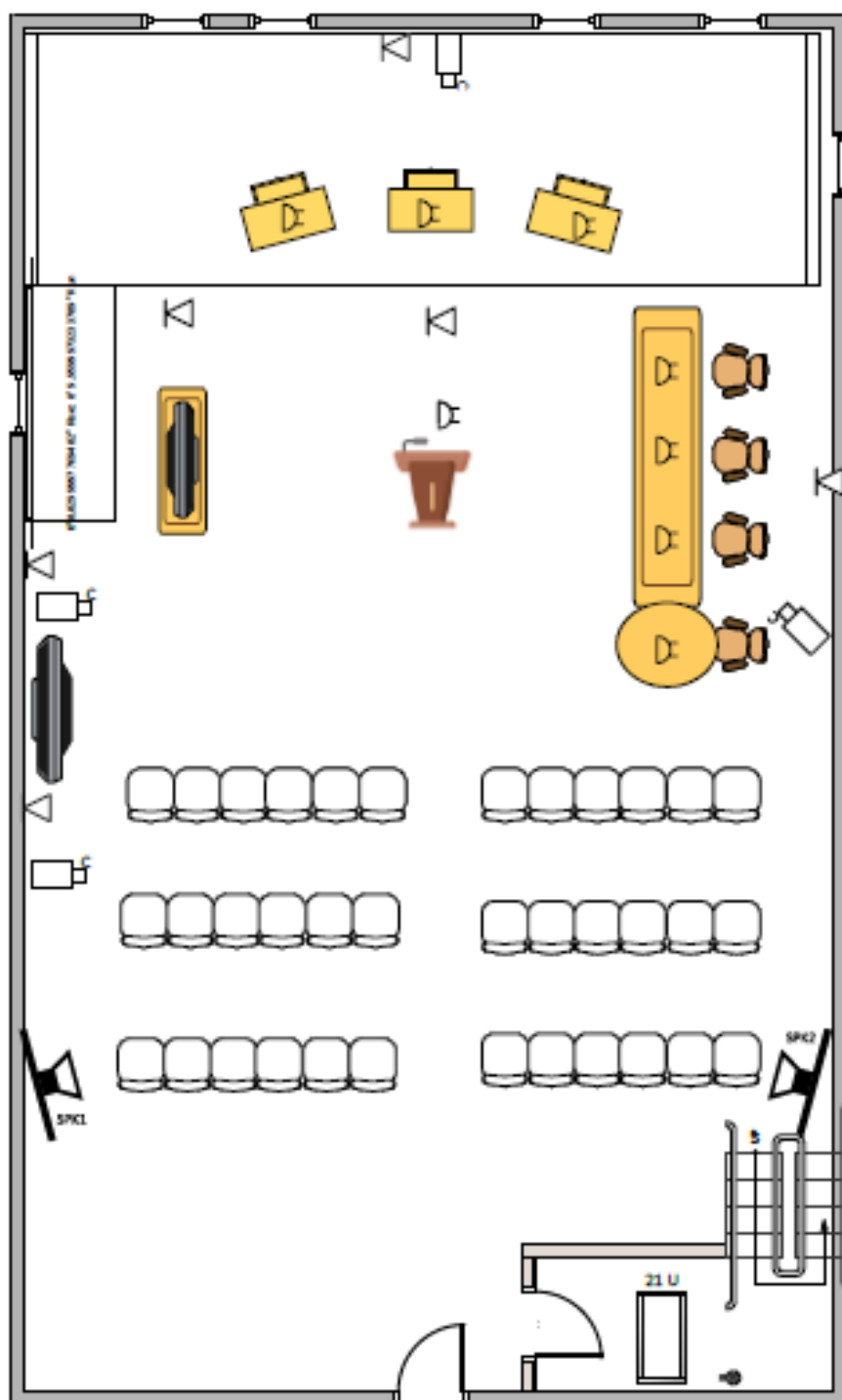
No competitive process in state statute or internal policy requires us to go to bid for the roughly \$25K-\$40K audio and video processing equipment. However, we want to solicit as many companies as possible to select the right solution. As mentioned previously, I contacted colleagues in other jurisdictions, including the University of Washington and asked what video conferencing and sound solutions they recommend to target seven companies (4 from state master contract that were competitively bid, two from the MRSC roster, one other as recommended). I believe we have structured a bid document that will get us solid proposals for room amplification, including a PA system and hearing assistance devices, service, training, and ongoing technical support.

Along with responding to some questions from interested bidders, they may request virtual or in-person site visits. If you wish to be included, I am happy to work with your schedule to include you. With the timeline/deadline for proposals being December 15, it may be that we will need to extend the timeframe or the reach (to all AV vendors on the MRSC Small Works Roster) to what has currently gone out to eight focused vendors. I propose we wait to see what we get in this first round before deciding to modify the proposal, extend this period, and/or decide to close the process and move forward with a contract with one of them.

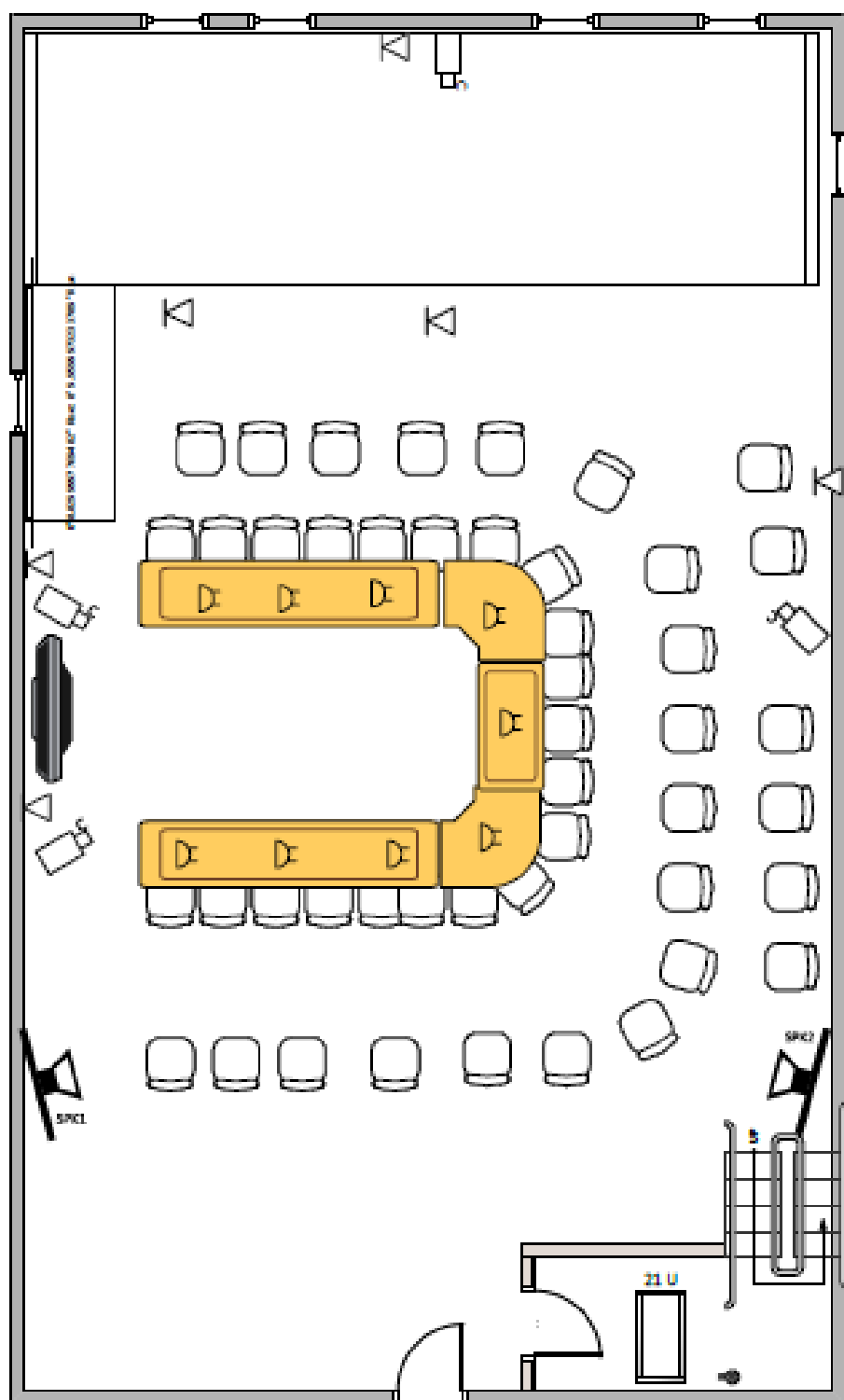
It is exciting to see the prospect of working with a stable sound system that will improve the Commission meeting experience as well as being flexible for hosting larger intergovernmental meetings, and Port trainings. I understand the financing would come under Executive Director purchasing authority. Once contracted, it appears the timeline could take anywhere from eight to 12 weeks.

Please let me know how you would like me to proceed.

## Layout 1



## Layout 2



<b>MEETING DATE</b>	February 28, 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>• December 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:** February 22, 2024

**TO:** Commissioners

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

**CC:** Eron Berg, Executive Director

**SUBJECT:** **February 28, 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. 810-24

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Name	Dates	Description	Amount Not to Exceed:
Blue Coast Engineering, LLC	2/9/2024-12/31/2026	Shoreline & Floodplain planning & eng. Services	\$50,000.00
SKRIVA, LLC	2/5/2024-8/31/2024	On-call grant writing services	\$15,000.00
The Production Alliance	2/22/2024-10/10/2024	Planning & production services for 4 events in 2024	\$35,000.00
Peninsula Pest Control	2/18/202-10/10/2024	Bi-monthly service, PH	\$627.33/bi-monthly

<b>Date/Time</b>		<b>Item/Topic</b>	<b>Location</b>	<b>Absent</b>
<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 Kivley Center	
<b>Wed., Mar. 13 9:30 am</b>	Workshop		Pav	
<b>Wed., Mar. 13 1 pm</b>	Meeting	ACI Lease Write Off Register YTD January 2024 Financial Report	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	YTD February 2024 Financial Report	Pav	
<b>Wed., Apr.17 5:30-7:30pm</b>	Meeting	Short Farm Community Visioning Meeting	WSU Kivley Center	
<b>Wed., Apr.18 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kivley 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 Kivley 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 Kivley Center	
<b>Wed., June 5 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kivley 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 Kivley 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</b>	Meeting	Cancelled	Pav	

<b>5:30 pm</b>				
<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	