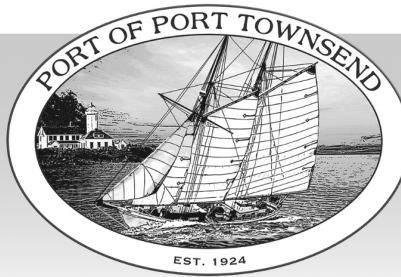


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**Commission Meeting  
2nd Monthly Meeting Agenda  
Wednesday, March 27, 2024, 5:30 p.m.**

**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 .....3--6
- IV. Consent Agenda
  - A. Approval of Workshop & Business Meeting Minutes from March 13, 2024 .....7-12
  - B. Approval & Ratification of Warrants .....13-21
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
  - A. Waitlist Updates including amended Rates, updated assignment process and elimination of the 52'+ list .....22-28
  - B. Boatyard Stormwater Project & Budget Update .....29-33
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings:  
  
Wednesday, April 10, 2024 Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and  
  
Meetings where a quorum of the Commission may attend are Wednesday, April 17, 2024 Short Farm Community Visioning Meeting at 5:30 p.m. and Thursday, April 18, Farm Steering Committee Meeting at 5:30 p.m. both at the Kivley Center  
  
Save the Date! Point Hudson Breakwater Reopening Event: April 24, 2024, 1:00-3:00 P.M.
- XI. Executive Session – Discussions with legal counsel about current or potential litigation as allowed under RCW 42.30.110(1)(i)
- XII. Adjournment
- Informational Items .....34**
  - Port Contracts Update .....35
  - Letter of Support for SR20 Mill Road Intersection .....36

- 2023 Port Townsend MainStreet Program Presentation .....37-58
- Commission Meeting Schedule.....59-61

**Joanna Sanders**

---

**Subject:** FW: Quilcene Marina restrooms, the public needs to have access

**From:** k2 ----- <[kkennell@gmail.com](mailto:kkennell@gmail.com)>  
**Sent:** Sunday, March 17, 2024 1:00 PM  
**To:** Pete Hanke <[phanke@portofpt.com](mailto:phanke@portofpt.com)>  
**Cc:** Carol Hasse <[Carol@portofpt.com](mailto:Carol@portofpt.com)>; Pam Petranek <[Pam@portofpt.com](mailto:Pam@portofpt.com)>  
**Subject:** Quilcene Marina restrooms, the public needs to have access

I am urging the Port to restore the use of the Beck Marina restrooms as a free community asset.

I was upset the moment they were locked and no longer accessible to the wider community. I realize there were some problems with vandalism but many residents live off the grid and rely on catchment water. The answer I got was that people could buy access with an annual pass, but that is not the answer when you are living in simple circumstances and trying to get by without much jingle in your jeans.

Talk to people here and they will tell you they have enjoyed open access to those paid showers for over 30 years, I know I have. Our joke is that it's a "two quarter kind of shower day" when the work has been particularly hard outdoors.

The use of the restrooms, for the many people in Quilcene, who do not have hot water at home, is a vital to bridge the economic inequality gap and provide access to proper hygiene.

People in South County already feel like they get a bum deal when you compare how much we pay into the Port and how our projects are always set onto the back burner. Imagine how we feel when we see the quality of the restrooms in PT compared to Quilcene Marine, it is night and day.

From PDN article today:

A remodel of the marina bathroom that is used by marina tenants and campground visitors is part of the overall marina project and will likely occur in 2026, Klontz said. In addition to an overall upgrade, the bathroom will be ADA compliant. Klontz said the port has not yet made a decision about whether it will open the bathroom to the general public.

Thank you,

K. Kennell, PO Box 598- Quilcene, WA 98376



bathroom will be ADA compliant. Klontz said the port has not yet made a decision about whether it will open the bathroom to the general public.

Thank you,

K. Kennell, PO Box 598- Quilcene, WA 98376



Point Hudson • 419 Jackson Street, Port Townsend, WA 98368  
www.seamarineco.com • (360)385-4000 • (800)952-6962

13 March 2024

Port Townsend Commissioners, Director, and Staff

On behalf of SEA Marine and Westside Marine I am writing in support of Leah Kefgen and Best Coast Canvas. Not only are Leah and Best Coast established in the Port Townsend's marine trades they are part of the community. She is without a doubt a contributor to what makes Port Townsend and the trades themselves so unique and valuable.

We lease space in the same building as Best Coast Canvas and on some level actually compete with her. The simple abundance of experienced skills in so many areas is what we need to keep the trades strong. We need the choice for customers to see Port Townsend as destination for their marine services.

We would wager that there is not a single tenant of the Armory Building who would differ in the opinion that Leah and Best Coast Canvas are an important and contributing member to the fabric of Port Townsend.

We understand that the port is currently in the process of writing a new 2022 to 2027 Strategic Plan replacing the most recent 2010 to 2015 plan. We would encourage the Commission to cement their commitment to the trades in Point Hudson including Best Coast Canvas and the other trades tenants by including them in the strategic plan with the equivalent weight and emphasis that is currently and rightly so on the Boat Haven. This is particularly relevant in Objective 3.5; *"Prioritize sustaining the inter-generational viability of **Boat Haven marine trades** businesses, recognizing that practical skills and knowledge are vital to community well-being now, and in a potentially less complex and more local future."* Why not add Point Hudson specifically and the other marine trades businesses in the county at large.

We ask that we collectively work to foster the retention of the marine trades currently in place and expand the opportunities for growth for those businesses and new ones.

Thank You

A handwritten signature in black ink, appearing to read "Chris Bakken". The signature is fluid and cursive, written over the printed name.

Chris Bakken

General Manager

SEA Green Partners DBA SEA Marine and Westside Marine

PORT COMMISSION WORKSHOP MEETING – Wednesday, March 13, 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 Hanke, Hasse and Petranek  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Finance Director Connie Anderson  
 Operations Manager Chris Sparks  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Manager of Capital Projects Dave Nakagawara  
 Project Administrator Natalie Toews  
 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. HERB BECK MARINA UPDATE (00:02:30)

Director of Capital Projects and Port Engineer Matt Klontz and Manager of Capital Projects Dave Nakagawara led the Commission through a review/discussion of Concepts 1, 2, and 3 as presented at the Quilcene Community Meeting. Overall comments are still being tallied, but Concept 2 was the preferred launch configuration. They intend to conduct an additional survey targeting launch ramp users and a two to three-year strategy is needed for dredge permitting.

Commission suggestions related to using the shrimp opening to collect input and to consider moving the handling float from the south to the north side.

The Port continues to work with the PUD on improving the RV area and septic system permitting. Restroom improvements might include adding washer/dryer and family shower facility.

III. COMMISSION ROUNDTABLE (01:13:10)

Commissioner Hasse reported on her desire to meet with tribes to discuss a range of multi-tribal cultural structures at Point Hudson from a simple carving shed to a long house. Commissioner suggestions were to partner with the Northwest Maritime Center and to consider incorporating small boats and canoes for the Port benefit.

Commissioner Hanke noted the deteriorating commercial basin breakwater condition. Staff noted Mott McDonald was chosen to provide engineering options. Presidential authorization is \$800K and \$1.3M mitigation credits from Point Hudson would be used.

IV. PUBLIC COMMENT (Rec. 01:26:44)

Scott Abbott commented on launch use and offered to provide a tour of the Quilcene boat launch.

Ann Ricker supported the idea about a launch ramp user survey.

- V. EXECUTIVE SESSION (Rec. 01:32:00) – pursuant to (RCW 42.30.110(1)(b)) Consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price.

At 11:02 a.m., the Commission went into Executive Session with no action expected.

At 11:20 a.m., the Commission came back into open session.

- VI. ADJOURNMENT (Rec. 01:32:45): The meeting adjourned at 11:22 a.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 REGULAR BUSINESS MEETING – Wednesday, March 13, 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 Connie Anderson  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Operations Manager Chris Sparks  
 Lease & Contracts Administrator Sue Nelson  
 Project Administrator Natalie Toews  
 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. 00:00:38)  
 There was no objection to reordering the agenda to address Item D first under Regular Business.
- III. PUBLIC COMMENTS – GENERAL (Rec. 00:00:52)  
 Scott Walker asked for a \$1,500 Port sponsorship for the April 19 Transportation Conference.  
 Inger Rankin spoke of several concerns: renewal of the Best Coast Canvas lease, marina affordability, and increasing property taxes. She also had questions about parking at Point Hudson, business moorage slips, the operation of the pump out station at the linear dock, and some Point Hudson tenants being held to one-year leases while others receive 10-years.  
 Leah Kefgen of Best Coast Canvass provided written comment about her lease renewal and asked to renew for 5-yrns with an option for another 5-year renewal.
- IV. SPECIAL PRESENTATION: (Rec. 00:11:46)  
 Chris Sparks recognized Laura Snodgrass, Maintenance Tech II, for 15 years of excellent work at the Port.
- V. CONSENT AGENDA (Rec. 00:14:00)
  - A. Approval of Business Meeting Minutes from February 28, Retreat Minutes February 29/March 1, 2024 and Special Meeting Minutes of March 6, 2024
  - B. Approval & Ratification of Warrants
    - Warrants #068154 through #068159 and Electronic Payments in the total amount of \$282,633.16
    - Warrants #068160 through #068224 in the amount of \$141,869.21
    - Warrants #068174 in the amount of \$30 is declared void
  - C. Write Off Register

D. Hudson Point Café Lease Assignment, Assumption & Amendment

**The Consent Agenda was approved by unanimous consent with minor changes to the minutes of February 28, 2024. Public comment by Marshall Brennan would reflect “Lifeboat Fund” versus Light Boat Fund. Under Item IX, the text in sentence four was changed to read “She met separately with Celeste Dybeck and Walter McQuillen exploring working together on a carving shelter. She spoke with Walter about the canoe being welcome back at Point Hudson. Their family may have plans to take the canoe instead to Neah Bay.”**

VI. SECOND READING - None

VII. FIRST READING - None

VIII. REGULAR BUSINESS (Rec. 00:17:17)

A. Lower Hadlock Float (Rec. 00:17:19)

Executive Director Eron Berg explained the exploration of options for an agreement allowing float access to expand the school’s in-water advanced learning at the Northwest School of Wooden Boatbuilding (NWSWB).

NWSWB Betsy Davis and Kevin Ritz were present to review their interest in securing dock space to teach in-water marine systems work at the school.

Commission direction and options discussed were to gate the southern 40 ft. for the school and meet with the school to consider the cost for the use. Regarding the ongoing concern of abandoned boats and boats not paying for dock use, the Port would consider rounding up abandoned vessels.

B. Pavilion Audio Visual Upgrade (Rec. 00:40:05)

Administrative Assistant Joanna Sanders reviewed research from other jurisdictions about their audio/video recording systems. The Commission had requested a comparison of systems out of concern about the cost of high-end systems. High ceiling height in the Pavilion is a challenge with the simpler, low-cost technology and no amplification for audio recordings and in-room participation.

Executive Director Eron Berg summarized the primary solution being proposed and addressed questions about recouping costs from other jurisdictions using the technology, gaps to address audio concerns and lack of in-room amplification for different types of meetings held in the Pavilion.

**Approval of motion to adopt the \$71,000 proposal for audio/video system for Pavilion.** Opposed by Commissioner Petranek.

C. Harbormaster Report (Rec. 01:07:24)

Executive Director Eron Berg noted the report was presented in hard copy. There was a brief discussion and Commission interest in a revision of the waitlist rules, which would be scheduled for the next meeting.

D. Off-Port Blocking Rate (Rec. 01:12:04)

Executive Director Eron Berg reviewed materials on the Port established off-Port blocking rate.

**Unanimous approval of Motion to amend the 2024 Yard Rate card to amend the Off-Port Blocking monthly rates to daily rates as described in this memo, effective April 1, 2024.**

IX. STAFF COMMENTS (Rec. 01:14:38)

Executive Director Eron Berg reported that there being no Commission objection, he would approve the T-Lab funding request. He also addressed each of Inger Rankin's questions and concerns.

Deputy Director Eric Toews reported on the Farm Steering Committee existing conditions report, and upcoming meetings. An additional meeting may be scheduled to provide the Committee an opportunity for more discussion. He reported on the March Joint Growth Management Steering Committee. There is a scheduled meeting tomorrow afternoon with PTMTA marine trades on the Recompete West Boatyard expansion project.

Finance Director Connie Anderson: spoke about successful implementation of CampLife and Park Mobile technologies.

Operations Manager Chris Sparks reported getting close to completing work on the linear float, and the yard is getting busy.

Lease and Contracts Administrator Sue Nelson recognized the passing of long-term JCIA tenant Dennis Broderson. She is pleased about the approval of Hudson Café lease and noted there are a number of long-term leases expiring within the year in the Armory Building.

Project Administrator Natalie Toews expressed excitement and eagerness to work with the Port.

X. COMMISSIONER COMMENTS (Rec. 01:29:15)

Commissioner Hasse gave a boatyard tour to Kirsten Neuschafer who won the around-the-world Gloden Globe race. Her Cape George 36 was built by Cape George Marine Works. She and staff would be providing a boatyard tour to Ms. Castaneta who is interested in Marine trades maritime education as well as a tour of the Northwest School of Wooden Boatbuilding.

Commissioner Petranek reported on her attendance at meetings of the Economic Development Council and Short Farm Steering Committee.

Commissioner Hanke: Spoke about attending a breakfast in honor of the late Dennis Broderson who was a stable character at JCIA.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:32:44)  
Regular Business Meeting on Wednesday, March 27, 2024; 5:30 p.m.

XII. EXECUTIVE SESSION (Rec. 01:33:05)

At 2:33 p.m. the Commission recessed into session for 15 minutes anticipating action following the meeting.

At 2:52 p.m., the Commission came back into open session.

**Unanimously approved a motion to give Executive Director Eron a performance merit increase for 2024 of \$10,000.**

XIII. ADJOURNMENT (Rec. 01:35:14): The meeting adjourned at 2:54 p.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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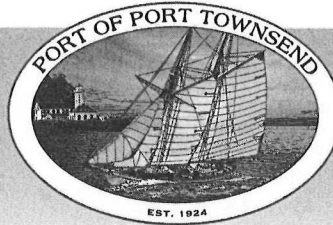
Pamela A. Petranek, President

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Carol L. Hasse, Vice President



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## **ELECTRONIC DEBIT – Kitsap Bank**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$6,328.64 is ratified.**

**Signed and Authenticated** on this **27th** day of **March**, **2024**.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***February, 2024*** in the amount of  
***\$6,328.64***

\_\_\_\_\_  
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 **0-038-954-762**

Below is information from your Monthly Return for the period ending February 29, 2024

<b>Filing Date</b>	March 12, 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>	March 25, 2024
<b>Total Tax</b>	7,680.85
<b>Total Credits</b>	1,352.21
<b>Total Due</b>	6,328.64

# Combined Excise Tax Return

BOAT HAVEN FUEL DOCK  
 161-000-044

**Filing Period:** February 29, 2024

**Due Date:** March 25, 2024

**Filing Frequency:** Monthly

## Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	61,735.22	0.00	61,735.22	0.004710	290.77
Service and Other Activities (\$1 million or greater in prior year)	51,204.02	0.00	51,204.02	0.017500	896.07
<b>Total Business &amp; Occupation</b>					<b>1,186.84</b>

## State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	61,735.22	0.00	61,735.22	0.065000	4,012.79
Use Tax	5,399.25	0.00	5,399.25	0.065000	350.95
<b>Total State Sales and Use</b>					<b>4,363.74</b>

## Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	6,216.20	0.00	6,216.20	0.019260	119.72
Water Distribution	907.66	0.00	907.66	0.050290	45.65
<b>Total Public Utility Tax</b>					<b>165.37</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	1,186.84
Main Street Credit	165.37

## Submission

**Confirmation #:** 0-038-954-762  
**Prepared By:** Donna Frary  
**Phone Number:** (360) 379-5217  
**Email Address:** donna@portofpt.com  
**Submitted Date:** Mar-12-2024

## Payment

**Amount Due:** \$6,328.64  
**Amount Paid:** \$6,328.64  
**Effective Date:** Mar-25-2024  
**Method:** Bank Account (ACH Debit)

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	61,735.22	0.026000	1,605.12
<b>Total Local City and/or County Sales Tax</b>			<b>1,605.12</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	5,399.25	0.026000	140.38
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>140.38</b>

**Transient Rental Income**

Location	Income	
1601 - PORT TOWNSEND	10,970.00	
<b>Total Transient Rental Income</b>		<b>10,970.00</b>

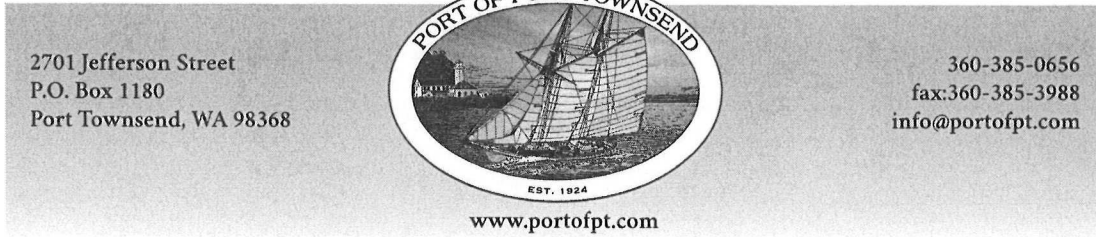
**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	10,970.00	0.020000	219.40
<b>Total Special Hotel/Motel</b>			<b>219.40</b>

---

<b>Total Tax</b>	<b>7,680.85</b>
<b>Total Credits</b>	<b>1,352.21</b>
<b>Subtotal</b>	<b>6,328.64</b>
<b>Total Amount Owed</b>	<b>6,328.64</b>





**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 068225 through No. 068227 generated on March 15, 2024 in the amount of \$5,427.08 and Electronic Payment in the amount of \$133,003.02, for a total amount of \$138,430.10 is ratified.

**Signed and Authenticated** on this 27th day of March, 2024.

**For: Payroll and Benefits**

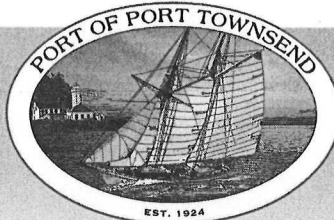
\_\_\_\_\_  
Commissioner Pete W Hanke

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

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

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

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



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

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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 068228 through No. 068277, are approved for payment in the amount of \$220,798.69 on this 27th day of March, 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
0000068228	3/27/2024	48N010	48 North				<b>Check Entry Number: 001</b>
			105834	3/20/2024	1,775.00	0.00	1,775.00
0000068229	3/27/2024	A&A010	A&A Appliance Service Inc				<b>Check Entry Number: 001</b>
			WO-6466	2/27/2024	474.29	0.00	474.29
0000068230	3/27/2024	ADL050	Ironclad Environmental				<b>Check Entry Number: 001</b>
			207985-0010	3/8/2024	2,134.38	0.00	2,134.38
0000068231	3/27/2024	ALL085	Alliance Technical Group, LLC				<b>Check Entry Number: 001</b>
			2402506	3/6/2024	740.52	0.00	740.52
			2403059	3/11/2024	477.00	0.00	477.00
			<b>Check 0000068231 Total:</b>		1,217.52	0.00	1,217.52
0000068232	3/27/2024	APE030	Aperture EQ				<b>Check Entry Number: 001</b>
			2363	3/7/2024	700.00	0.00	700.00
0000068233	3/27/2024	BAN005	Bank of America				<b>Check Entry Number: 001</b>
			3/5/2024 STATEMENT	3/5/2024	10,481.50	0.00	10,481.50
0000068234	3/27/2024	BLU020	Blue Coast Engineering				<b>Check Entry Number: 001</b>
			970	3/8/2024	4,494.00	0.00	4,494.00
0000068235	3/27/2024	CED005	CED				<b>Check Entry Number: 001</b>
			5948-1049262	3/6/2024	872.23	0.00	872.23
			5948-1050875	3/7/2024	263.76	0.00	263.76
			5948-1050897	3/13/2024	166.92	0.00	166.92
			5948-1051156	3/13/2024	54.55	0.00	54.55
			<b>Check 0000068235 Total:</b>		1,357.46	0.00	1,357.46
0000068236	3/27/2024	CEN010	Central Welding Supply				<b>Check Entry Number: 001</b>
			0002009752	3/7/2024	105.77	0.00	105.77
			0002012997	3/13/2024	7.11	0.00	7.11
			<b>Check 0000068236 Total:</b>		112.88	0.00	112.88
0000068237	3/27/2024	CEN030	CenturyLink				<b>Check Entry Number: 001</b>
			3/1/24 STATEMENT	3/1/2024	220.00	0.00	220.00
0000068238	3/27/2024	CEN035	CenturyLink				<b>Check Entry Number: 001</b>
			3/5/24 STATEMENTS	3/5/2024	375.87	0.00	375.87
0000068239	3/27/2024	CHE020	Chemoptix				<b>Check Entry Number: 001</b>
			K2311326	11/9/2023	450.00	0.00	450.00
0000068240	3/27/2024	CHM030	CSD Attorneys at Law				<b>Check Entry Number: 001</b>
			2/2024 STATEMENT	3/21/2024	1,504.00	0.00	1,504.00
0000068241	3/27/2024	COA050	Mott MacDonald				<b>Check Entry Number: 001</b>
			107620-17	3/15/2024	12,915.00	0.00	12,915.00
			108461-05	3/15/2024	1,595.00	0.00	1,595.00
			<b>Check 0000068241 Total:</b>		14,510.00	0.00	14,510.00
0000068242	3/27/2024	COO070	Coon Plumbing				<b>Check Entry Number: 001</b>
			36230A	3/18/2024	1,607.69	0.00	1,607.69
0000068243	3/27/2024	COW020	Cowling and Co LLC				<b>Check Entry Number: 001</b>
			1308	1/31/2024	2,647.40	0.00	2,647.40
0000068244	3/27/2024	DIR070	DirecTV				<b>Check Entry Number: 001</b>
			075436554X240228	3/18/2024	438.75	0.00	438.75
0000068245	3/27/2024	EDE005	Edensaw Woods, LTD				<b>Check Entry Number: 001</b>
			00004649553-001	3/6/2024	15.26	0.00	15.26
0000068246	3/27/2024	FAM001	Ferguson Enterprises #3007				<b>Check Entry Number: 001</b>
			0032805	3/14/2024	2,878.15	0.00	2,878.15
			2405538-1	3/12/2024	855.73	0.00	855.73

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
<b>Check 0000068246 Total:</b>					3,733.88	0.00	3,733.88
0000068247	3/27/2024	FAS020	Fastenal				<b>Check Entry Number: 001</b>
			WAPOR96326	3/6/2024	161.18	0.00	161.18
			WAPOR96380	3/13/2024	303.13	0.00	303.13
<b>Check 0000068247 Total:</b>					464.31	0.00	464.31
0000068248	3/27/2024	FER001	Ferrellgas				<b>Check Entry Number: 001</b>
			5008375067	2/26/2024	582.08	0.00	582.08
0000068249	3/27/2024	FIS020	Fish N Hole				<b>Check Entry Number: 001</b>
			5607745	3/14/2024	36.79	0.00	36.79
0000068250	3/27/2024	GOL010	Gold Star Marine				<b>Check Entry Number: 001</b>
			6078	3/7/2024	176.88	0.00	176.88
0000068251	3/27/2024	GOO002	Good Man Sanitation				<b>Check Entry Number: 001</b>
			3000684	3/13/2024	491.46	0.00	491.46
0000068252	3/27/2024	HEN004	Port Townsend Garden Center				<b>Check Entry Number: 001</b>
			203346	2/29/2024	786.49	0.00	786.49
0000068253	3/27/2024	JC0003	Jefferson County - Public Work				<b>Check Entry Number: 001</b>
			2/2024 STATEMENT	3/6/2024	673.02	0.00	673.02
0000068254	3/27/2024	KPF050	KPFF				<b>Check Entry Number: 001</b>
			511225	3/14/2024	40,190.90	0.00	40,190.90
0000068255	3/27/2024	LES050	Les Schwab				<b>Check Entry Number: 001</b>
			37900594344	3/15/2024	468.86	0.00	468.86
			37900594799	3/18/2024	125.45	0.00	125.45
<b>Check 0000068255 Total:</b>					594.31	0.00	594.31
0000068256	3/27/2024	MAY020	Mayda				<b>Check Entry Number: 001</b>
			0000079982	3/1/2024	62,299.56	0.00	62,299.56
0000068257	3/27/2024	OLY003	Olympic Springs, Inc.				<b>Check Entry Number: 001</b>
			2/29/2024 STMNT	2/29/2024	19.53	0.00	19.53
			2/29/24 STATEMENT	2/29/2024	109.59	0.00	109.59
<b>Check 0000068257 Total:</b>					129.12	0.00	129.12
0000068258	3/27/2024	OLY035	Olympic Peninsula Communications LLC				<b>Check Entry Number: 001</b>
			41	3/12/2024	6,627.40	0.00	6,627.40
0000068259	3/27/2024	PEN005	Peninsula Fire				<b>Check Entry Number: 001</b>
			71445	3/4/2024	140.68	0.00	140.68
0000068260	3/27/2024	PET025	Petrick Lock & Safe				<b>Check Entry Number: 001</b>
			21996	3/13/2024	164.22	0.00	164.22
0000068261	3/27/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			91215	3/10/2024	41.50	0.00	41.50
0000068262	3/27/2024	POR005	Port Townsend Leader				<b>Check Entry Number: 001</b>
			208037	3/13/2024	155.85	0.00	155.85
0000068263	3/27/2024	POR065	Port of Port Townsend				<b>Check Entry Number: 001</b>
			BROWN PH	3/12/2024	1,034.16	0.00	1,034.16
0000068264	3/27/2024	PRE010	Precision Approach Engineering				<b>Check Entry Number: 001</b>
			6282	1/31/2024	2,612.20	0.00	2,612.20
0000068265	3/27/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			3/11/24 STATEMENTS	3/11/2024	27,994.95	0.00	27,994.95
0000068266	3/27/2024	QUI001	Quill Corporation				<b>Check Entry Number: 001</b>
			37441793	2/27/2024	35.23	0.00	35.23
			37460308	2/27/2024	246.74	0.00	246.74
			37464828	2/27/2024	32.45	0.00	32.45



**Port of Port Townsend (PTA)**

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
<b>Check 0000068266 Total:</b>					314.42	0.00	314.42
0000068267	3/27/2024	REI002	Reid Middleton Co				<b>Check Entry Number: 001</b>
			2403031	3/13/2024	10,375.25	0.00	10,375.25
			2403045	3/15/2024	7,436.03	0.00	7,436.03
<b>Check 0000068267 Total:</b>					17,811.28	0.00	17,811.28
0000068268	3/27/2024	SAN035	Joanna Sanders				<b>Check Entry Number: 001</b>
			1/24 EXPENSE	3/12/2024	41.93	0.00	41.93
			2/24 EXPENSE	3/11/2024	34.13	0.00	34.13
<b>Check 0000068268 Total:</b>					76.06	0.00	76.06
0000068269	3/27/2024	SNO030	Laura Snodgrass				<b>Check Entry Number: 001</b>
			3/24 UNIFORM EXP	3/14/2024	129.90	0.00	129.90
0000068270	3/27/2024	SOU070	Sound Storage GC				<b>Check Entry Number: 001</b>
			3/26/24-2/26/25	3/12/2024	3,088.80	0.00	3,088.80
0000068271	3/27/2024	SUM040	Summit Law Group PLLC				<b>Check Entry Number: 001</b>
			152975	3/19/2024	2,476.00	0.00	2,476.00
0000068272	3/27/2024	SUN020	Sunrise Coffee				<b>Check Entry Number: 001</b>
			20240218	3/1/2024	63.75	0.00	63.75
0000068273	3/27/2024	TOE050	Natalie Toews				<b>Check Entry Number: 001</b>
			3/24 EXPENSE	3/20/2024	327.30	0.00	327.30
0000068274	3/27/2024	TRA055	Trasportation Lab				<b>Check Entry Number: 001</b>
			5	3/14/2024	1,500.00	0.00	1,500.00
0000068275	3/27/2024	ULI040	ULINE				<b>Check Entry Number: 001</b>
			175136362	3/4/2024	1,362.09	0.00	1,362.09
0000068276	3/27/2024	VEN070	VenTek International				<b>Check Entry Number: 001</b>
			142651	3/1/2024	103.65	0.00	103.65
0000068277	3/27/2024	WES060	West Marine Pro				<b>Check Entry Number: 001</b>
			007030	3/12/2024	99.68	0.00	99.68
<b>Report Total:</b>					<u>220,798.69</u>	<u>0.00</u>	<u>220,798.69</u>

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	March 27, 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. A. Waitlist Updates including amended Rates, updated assignment process and elimination of the 52'+ list
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Draft Waitlist Rues

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 3/27/2024  
**TO:** Commission  
**FROM:** Eron Berg, Executive Director & Kristian Ferrero, Harbormaster  
**SUBJECT:** Waitlist updates

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### **ISSUES**

Should the Port amend the 2024 Moorage Rate card to increase waitlist fees and vary fees by slip size?

Should the Port delete the 52'+ waitlist and refund fees paid?

Does the commission have comments or concerns about the draft rules?

### **BACKGROUND**

The commission asked for updated waitlist rules and fees at the retreat and again at the March 13, 2024 meeting. The purpose is to better support the maritime culture by accurately reflecting demand and more efficiently placing boats in slips. Attached are draft revised rules and two proposals that require commission action: updated fees and the removal of the 52'+ list with authorization to refund fees paid by those on that list.

### **DISCUSSION**

The revised rules address several concerns, including the following:

1. Deleting the internal request to move list. This allows someone to be placed in the marina based on the shortest waitlist and then request to move to a new size slip at the top of the new size list. Requests like this would now require placement on the appropriately sized waitlist.
2. Placement would be faster by allowing a prospective licensee 48 hours from email and phone notification to take the slip that is offered. A failure to respond or pass would result in relocating to the bottom of the list.
3. Recreational vessels owned by corporate entities would clearly be treated the same as vessels owned by people. This addresses the ability of a boat owner to take a slip in the name of a corporate entity and then sell the entity which would effectively sell the boat and transfer the slip.
4. The T-Bird exception is clearly spelled out.
5. Long term absences were deleted prior – this is a rule clean up.
6. Special requests are more clearly spelled out. This provision is intended to allow discretion to address operational issues (such as a harbormaster desire to relocate vessels due to beam or access issues, for example, where such change would result in a changed slip size).

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## AMENDMENT TO PORT RULES & REGULATIONS

ISSUED BY: Eron Berg, Executive Director

DATED: March 27, 2024

EFFECTIVE: April 1, 2024

SUMMARY: This amendment updates the waitlist process and deleting sections of the rules that are unused in current practice.

RULE:

### **4.04.010 Statement of policy.**

Moorage at the Port's marinas is open to all on equal terms, and shall be available on a first-come, first-served basis. As the demand for moorage is greater than the availability, it is normally necessary to go on a waiting list to receive a regular moorage berth. [Reissued by Exec. Dir. 10/15/13. Formerly #32]

### **4.04.020 Prospective ~~tenants~~ licensees - Waiting list - Moorage assignments.**

A "Moorage Waiting List" shall be maintained for prospective ~~tenants~~ licensees seeking moorage space. The waiting list shall be processed by date of application, the earliest date receiving first consideration. Moorage shall be assigned in that order with consideration given to overall length, beam and operating characteristics of the vessel. [Reissued by Exec. Dir. 10/15/13. Formerly #32.1]

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#### **4.04.030 — Existing tenants - Requests to move – Moorage reassignments.**

~~In addition to the Moorage Waiting List described in 4.04.020, above, a “Requests to Move List” shall be maintained to accommodate those existing moorage tenants that are seeking re-assignment (i.e. upgrade or downgrade size) of moorage space. The list shall have priority in berth assignments, based on seniority date and request to move date. To receive a slip transfer from the list, a tenant’s existing account(s) with the Port must be paid up to current status. [Reissued by Exec. Dir. 10/15/13. Formerly #32.1]~~

#### **4.04.040 All applications – Required information – Updating information.**

A. Applicants for moorage space must fill out the Moorage Waiting List form and indicate the LOA of vessel including bowsprits, dinghies and other appurtenances. Applicants shall designate preferred slip size(s) whether or not they presently have a boat as they will be placed on a single list, by size.

B. Applicants are responsible for keeping the Port advised of current address, telephone numbers, emergency contacts, and informing the Port in writing of any changes in any information on the application. If information is incorrect when an assignment is available, applicant may be skipped. will be dropped to the bottom of the list[Reissued by Exec. Dir. 10/15/13. Formerly #32.2 and #32.5]

#### **4.04.050 Fees – Moorage waiting and reassignment applications.**

A. Except for undesirable moorage spaces, a nonrefundable Moorage Waiting List administrative fee shall be required in order to be placed on a waiting list. —This fee will be applicable to moorage upon assignment and acceptance of a slip.

B. The wait list fee shall be renewed annually, in the first week of each year. If said fee is not paid by March 1st of that year, the application shall be considered abandoned, and the applicant will be removed from the waiting list with no further rights to moorage under said

application. Applicants that sign up on or after June 1st of the current year will not be assessed renewal fees until the second January following their list date. ~~Renewal fees are not applicable to accepted moorage.~~

~~C. Waitlist Signup fees will be based on size category on the rate card and approved by the commission, on a yearly basis~~

~~C. The "Request to Move" list fee shall be a one-time fee per listing. This fee is the same amount as the original Moorage Waiting List application fee. [Reissued by Exec. Dir. 11/28/23(1); Reissued by Exec. Dir. 10/15/13. Formerly #32.3 and #32.4]~~

#### **4.04.060 Moorage assignments and reassignments – Process.**

A. Assignments of moorage shall be from the "Moorage Waiting List" ~~and "Request to Move List",~~ by taking the top name from the Moorage Waiting List ~~and alternating thereafter with the top name on the Request to Move list.~~ for the slip size category of which there is a slip available.

B. If a person ~~on either of~~ the lists declines the offered space, the space shall be offered to the next person on the same list until accepted by someone on that list. ~~If one of the lists is exhausted without an acceptance, the Port staff may offer space to the top name on the other list.~~

C. When a waiting list applicant is notified of an available slip, they shall have 48 hours to respond. Port staff will email and call the applicant using the email and phone number on file. If no response is received by Port staff, the next person on the list shall be notified and offered the available slip. ~~The first person contacted shall be given three (3) opportunities to accept an offered slip. If, after the third offer, they fail to accept the offered slip, they shall be moved to the bottom of the list. No~~ response after 48 ~~hours~~ will result in the applicant being dropped to the bottom of the waitlist and that date will become their new waitlist date. See also, [§4.04.090](#), below. [Reissued by Exec. Dir. 10/15/13. Formerly #32.6 and 32.7]



#### **4.04.090 Non-acceptance of offered slips - Effect on Waiting List position.**

~~Applicants shall not be required to accept an offered slip. An applicant who is offered and declines a slip may pay a \$25.00 "pass fee" to retain his/her position on the Waiting List. An applicant may decline an offered slip and pay the pass fee for up to three (3) consecutive slip offerings; however, if said applicant declines an offered slip a fourth time, they shall lose their Waiting List position and be moved to the bottom of said list. [Reissued by Exec. Dir. 10/15/13. Formerly #32.9] If the applicant declines an offered slip, they can either elect to drop to the bottom of the list or be removed altogether. If they elect to drop to the bottom of the list, the date of that election will become their new waitlist date.~~

#### **4.04.100 Simultaneous availability of multiple slips – Assignment process.**

If more than one moorage of the same length and type is available at the same time, the appropriate number of applicants will be ~~sent letters of availability and emailed and called for~~ assigmented on a first-come, first-served basis consistent with 4.04.060, above. [Reissued by Exec. Dir. 10/15/13. Formerly #32.10]

#### **4.04.150 Slip transfers.**

A. ~~Tenants-Licensees~~ wishing slip transfers of a different size must apply for the new waiting list.

B. ~~Tenants-Licensees~~ wishing slip transfers of the same size will notify the Port in writing. When the next slip becomes available that meets their requirements, the Port will notify the tenant-licensee by email and phone call and they will have 48 hours to make the change.

C. Thunderbirds. In an effort to maintain the rich history of the one-class design Thunderbird fleet, moorage may transfer with the sale of a Thunderbird, provided that the new moorage licensee may only use the slip as moorage for a Thunderbird.

D. Corporations, LLCs and other entities with recreational moorage must provide the moorage office with all necessary documents to indicate underlying ownership at time of assignment. Corporate entities shall be disregarded for purposes of slip transfer. Slips shall not transfer with the change of ownership of an entity (i.e., an LLC that owns a recreational vessel must relinquish the slip at the time of sale of the LLC, just as an individual owner would at the time of the sale of a vessel).

EC. In the event that a tenant licensee shall die, the moorage may be transferred to the individual who has legally inherited the vessel, provided that appropriate proof of inheritance and ownership is supplied. [Reissued by Exec. Dir. 10/15/13. Formerly #34.1-34.3]

#### **~~4.04.160~~ — Long-term absences.**

~~A regular moorage tenant requiring an extended absence or who is between boats may relinquish a slip for up to two (2) years and retain the tenant's original waiting list date or first date of assignment, whichever is earlier. — The tenant's slip will then be reassigned and the tenant shall have up to two (2) years to again be placed on the wait list using their original seniority date. — All other relevant provisions of this Chapter 4.04 shall then apply (i.e., §§4.04.020 to 4.04.130, above). — If at the end of the two (2) year period the tenant shall have declined to again be placed on the waiting list, the tenant's seniority date shall be forfeited. — [Reissued by Exec. Dir. 10/15/13. Formerly #75]~~

#### **4.05.020 Special ~~interest group~~ requests.**

Subject to the approval of the Executive Director, the Harbormaster will consider each special ~~interest group~~ request individually and will make a decision concerning the request based upon its importance on Port operations. [Reissued by Exec. Dir. 10/15/13. Formerly #73]

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	March 27, 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. Boatyard Stormwater Project & Budget Update
<b>STAFF LEAD</b>	Matt Klontz, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Informational Memo Select Pages of Capital Budget

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 3/27/2024  
**TO:** Commissioners  
**FROM:** Matt Klontz  
**CC:** Eron Berg, Eric Toews, Connie Anderson  
**SUBJECT:** Boatyard Stormwater Project & Budget Update

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### **ISSUE**

Should the Port Commission revise the Port's *2024 Operating and Capital Budget* to account for new funding and a new schedule for the Boat Haven Stormwater Treatment project?

### **BACKGROUND**

The Boat Haven boatyard has a stormwater system consisting of various drainage treatment elements implemented over the years to meet the Washington State Department of Ecology boatyard general permit (BYGP) standards. However, to meet new BYGP benchmarks, updated in September of 2022, the Boat Haven's stormwater system needs improvement.

The Port has prepared a concept level design that would construct a new biofiltration system. This system would be in a centralized location near the southwest perimeter of the boat yard and would utilize a series of filter media devices or structures to treat stormwater.

### **DISCUSSION**

The state legislature recently programmed an additional \$3,100,000 of capital funding to support the design, permitting, and construction of the Boat Haven's new stormwater treatment system. This new funding would be combined with \$1,988,500 in America Rescue Plan Act State & Local Fiscal Recovery (APRA SLFR) funding and the Port's funding match of \$661,500 in Industrial Development District (IDD) Levy funds. The resulting total available funding for the project is \$5,750,000.

The Port's capital project budget currently indicates \$5,168,000 for the stormwater project. The design phase was slated for 2024 and 2025 with an estimated expenditure of \$500,000. The project's construction phase was slated for 2026 with an estimated expenditure of \$4,668,000.

The capital budget's timeline for project delivery was dictated by the project's need for \$2.5 million of additional funding. Because the Port was uncertain about when these funds would be secured, the delivery was spread out over multiple years. However, with the required additional funding now secured, the project budget can be revised.

### **FISCAL IMPACT**

Most importantly, the project's timeline should be revised. At the end of this year the ARPA SLFR funds will be reappropriated unless the Port takes on an obligation that commits the

funds. In other words, to avoid losing the ARPA funding at the end of year, the Port will need to diligently work to complete the final design advertise for construction bids, award the project, and execute a construction agreement with a contractor. Meeting these milestones is possible but will require adhering to a schedule that has little float to accommodate delays.

**ATTACHMENTS**

Attachment 1 - Select Pages from Capital Budget

**RECOMMENDATION**

Motion to authorize revision of the *2024 Operations and Capital Budget* for the Boat Haven Stormwater project to reflect \$5,650,000 of funding for year 2024.

# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
<b>JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)</b>							
Airport Terminal	a	140,000	-	-	-	-	140,000
Fuel System Improvement							
<i>Phase 1 Design</i>		200,000	-	-	-	-	200,000
<i>Phase 2 Construction</i>		-	572,000	-	-	-	572,000
Airport Master Plan Update		222,000	111,000	-	-	-	333,000
Eco-Industrial Park - <i>Design/Engineering/Permitting</i>		450,000	-	-	-	-	450,000
Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	556,000	-	-	-	556,000
Shift/Widen Parallel Taxiway							
<i>Phase 1 Environmental Assessment</i>		-	-	333,000	-	-	333,000
<i>Phase 2 Design</i>		-	-	-	300,000	-	300,000
<i>Phase 3 Construction (2028 - \$6.1M)</i>		-	-	-	-	6,100,000	6,100,000
Renovate Port Owned Hangars	a	-	-	-	225,000	-	225,000
Maintenance Storage Building/County Building relocate	a	-	200,000	-	-	-	200,000
JCIA Stormwater Management	a	25,000	25,000	25,000	25,000	25,000	125,000
<b>BOAT HAVEN</b>							
BH Main Breakwater Project							
<i>Permitting &amp; Design</i>		500,000	500,000	-	-	-	1,000,000
<i>Construction</i>		-	-	6,700,000	-	-	6,700,000
BH Stormwater Treatment Compliance Upgrade							
<i>Permitting &amp; Design</i>		250,000	250,000	-	-	-	500,000
<i>Construction</i>		-	-	4,668,000	-	-	4,668,000
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	100,000	100,000	100,000	-	300,000
Northwest Boat Yard Expansion (along Sims Way -- Boat Yard Construction)		1,000,000	-	-	-	-	1,000,000
Southwest Boat Yard Expansion and Structures (near shipyard)							
<i>Permitting &amp; Design</i>		500,000	500,000	-	-	-	1,000,000
<i>Construction</i>		-	-	8,600,000	-	-	8,600,000
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)	a	50,000	75,000	25,000	-	-	150,000
BH Building/Facility Preservation	a	25,000	25,000	100,000	100,000	100,000	350,000
BH Linear Dock Replacement							
<i>Design</i>		400,000	125,000	-	-	-	525,000
<i>Construction</i>		-	1,000,000	1,200,000	-	-	2,200,000
BH Marina Dredging		-	-	-	-	700,000	700,000

Capital Funding Sources, page 3

FUNDING SOURCES	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
<b>Unsecured Anticipated Grants and other funding</b>							
Eco-Industrial Park - Design/Engineering/Permitting (PIF)		(350,000)	-	-	-	-	(350,000)
BH Breakwater - design (Congressional Designated Spending)		-	(500,000)	-	-	-	(500,000)
BH Breakwater project - construction		-	-	(6,700,000)	-	-	(6,700,000)
BH Stormwater Treatment Compliance Upgrade - construction		-	-	(2,506,500)	-	-	(2,506,500)
Southwest Boat Yard Expansion and Structures (near shipyard)		(500,000)	(500,000)	(8,600,000)	-	-	(9,600,000)
BH Marina Dredging		-	-	-	-	(700,000)	(700,000)
PH-RV Park Restoration	<i>Seeking RCO grant for \$1M for these projects combined.</i>	-	(500,000)	(500,000)	-	-	(1,000,000)
PH Utility Rehabilitation (Mains)		-	-	-	-	-	-
PH Pavement Preservation (Grind & Overlay)		-	-	-	-	-	-
PH Cantilevered Esplanade		-	-	-	(375,000)	(3,275,000)	(3,650,000)
Sea Level Rise Project		-	(550,000)	(4,300,000)	(5,250,000)	(56,500,000)	(66,600,000)
Quilcene Marina Revetment Repair		-	(100,000)	(200,000)	(1,000,000)	-	(1,300,000)
Quilcene Marina Dredging		(40,000)	(105,000)	(105,000)	-	-	(250,000)
Port Equipment/Vehicle Replacement - grant for New 300T lift		(2,345,833)	-	-	-	-	(2,345,833)
Port Equipment/Vehicle Replacement - match for grant for New 300T lift		(587,167)	-	-	-	-	(587,167)
Boat Haven Bulkhead Repair/Replacement		(200,000)	(300,000)	(4,000,000)	-	-	(4,500,000)
Boat Haven Pavement Repair		(100,000)	-	-	-	-	(100,000)
Point Hudson Shoreline Repair		(150,000)	(250,000)	(2,600,000)	-	-	(3,000,000)
Point Hudson Marina Revetment Repair		(150,000)	(250,000)	(1,600,000)	-	-	(2,000,000)
City Dock Repair		(150,000)	(350,000)	(3,500,000)	-	-	(4,000,000)
Mats Mats Bulkhead Repair		-	(100,000)	(200,000)	(1,200,000)	-	(1,500,000)
<b>Total Unsecured Anticipated Grants</b>		<b>(4,573,000)</b>	<b>(3,505,000)</b>	<b>(34,811,500)</b>	<b>(7,825,000)</b>	<b>(60,475,000)</b>	<b>(111,189,500)</b>
<b>Total Funding Sources Secured &amp; Unsecured</b>		<b>(11,640,000)</b>	<b>(9,171,500)</b>	<b>(40,983,500)</b>	<b>(9,625,000)</b>	<b>(67,810,000)</b>	<b>(139,230,000)</b>

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	March 27, 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>• Port Contract Update</li> <li>• Letter of Support for SR20 Mill Road Intersection</li> <li>• 2023 Port Townsend MainStreet Program Presentation</li> <li>• Commission Meeting Schedule</li> </ul>



## PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** March 21, 2024

**TO:** Commissioners

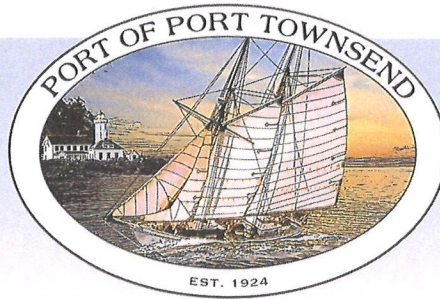
**FROM:** Sue Nelson, Lease & Contracts Administrator

**CC:** Eron Berg, Executive Director

**SUBJECT:** **March 27, 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

Name	Dates	Description	Amount Not to Exceed:
Landau & Assoc. (Part of 2/13/23 On-call contract)	3/11/2024-12/31/2024	TO #2: Quilcene Dredging Material Mgmt. Prog.	\$29,700.00
Coultas Construction (PH Breakwater management), Amend 1	9/29/2022-	Contract increased by \$22,000	\$267,000.00
Pitney Bowes	3/20/2024-3/19/2029	Postage machine	\$163.51/mo \$490.53/quarterly

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



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info@portofpt.com

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March 15, 2024

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

Jefferson County  
1820 Jefferson Street  
Port Townsend, WA 98368

**RE: Support for SR20/Mill Road intersection improvements**

Dear Jefferson County and City of Port Townsend:

On behalf of the Port of Port Townsend, I write to support Jefferson County and the City of Port Townsend in making improvements to the SR20/Mill Road intersection area. The SR20/SR19 Corridor Improvement Project is a high priority for the Port of Port Townsend as intersection failures between Chimacum and Port Townsend are increasingly impacting traffic flow, freight mobility, bike and pedestrian safety and travel times. The Port is home to hundreds of tenants and the vibrant marine trades which represent 20% of Jefferson County's economy. We need the SR20/SR19 corridor to work.

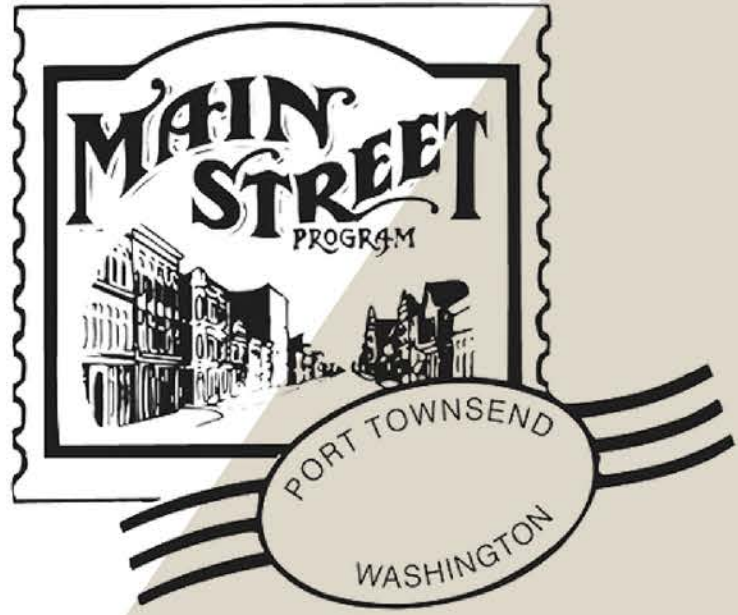
The highest priority intersection is the SR20/Mill Road intersection. The convergence of these streets as the entrance to Port Townsend is becoming increasingly challenging. Rehabilitation of this intersection as a full-scale roundabout able to accommodate large trucks, increasing traffic volume, and safe access to pedestrians and bicyclists is important. We really need to get this intersection done right.

We appreciate the County, City, and WSDOT are working together to secure funds and make improvements to the key location where the state highway, city streets, and county roads converge.

The port enjoys its close working relationship with the city and county and these projects are important to the port and its tenants.

Sincerely,

  
Eron Berg  
Executive Director



# 2023

*Port Townsend Main  
Street Annual Report*



# Who We Are

Port Townsend Main Street Program—our 501c3 nonprofit was founded in 1985; we are an accredited program with the National Main Street Center and one of 36 programs in WA State. • Main Streets are organized in 4 volunteer committees: Organization (Board), Promotion, Design and Economics

• Our mission is to preserve, promote and enhance the historic business districts of Port Townsend.

- President – Wendy Duede – 1st Security Bank
- Vice President – Melissa Moller – Sea Hags Driftwood Art
- Treasurer – Jen Rubinowitz – Coldwell Banker Best Homes
- Secretary – Nathan Barnett – Old Consulate Inn, Olympic Peninsula Steam
- Amber Bartl – The Old Whiskey Mill & Sirens Pub
- Simon Little – studioSTL
- Jennifer Wake – Lively Olive Tasting Bar
- Casey Hannam – Quimper Mercantile Co.
- Executive Director: Mari Mullen
- Program Coordinator: Eryn Smith





# ORGANIZATION

Main Street's committees are actively shaping our community's future through organization, promotion, design and economic activities. We collaborate with partners, businesses and sponsors, and 20+ nonprofits a year in support of our mission.

- We research and apply for grants, participate (nonvoting) on City of PT Lodging Tax Advisory Committee (LTAC), and attend quarterly networking meetings for the WA State Main Street Program
- Coordinate Creative District efforts
- Raise targeted funds for specific projects such as the Tyler Plaza Lighting Project, the Adams Street Park expansion/improvements, and the recent crowdfunding campaign to add to holiday lights/decorations.
- Our nonprofit raised \$175,000 through the Main Street Tax Incentive Program this year, thanks to generous business and City participation.
- Future file: implementation of the Creative District Arts and Culture Plan/Artist Directory.



# DESIGN

This year the Port Townsend Main Street Program continued work on beautifying the Downtown & Uptown Districts through

- Raingarden & street furniture maintenance
- Hanging flower basket program
- Adams Street Park/Parklet improvements and maintenance.
- We continued Winter Lighting project (thanks to LTAC).
- Looking ahead: Bike shelter project
- Enhanced downtown rain garden maintenance





# EARTH DAY DAY SPRING CLEAN UP

April 22, 2023



On Earth Day, Saturday, April 22nd, 2023, eighteen Main Street volunteers helped out to beautify our Downtown Historic district by weeding at Adams Street Park, planting fresh plants in the new pots at Adams Street Parklet and Tyler Plaza and cutting ivy off trees and fences.



# PROMOTIONS

- May is ArtWave
- Concerts on the Dock – showcasing local/regional talent
- Uptown Street Fair
- Soundcheck Music & Arts festival
- Girls' Night Out
- Haunted Histories & Mysteries
- Downtown Trick or Treat
- Small Business Saturday events
- Treelighting & Santa Visit

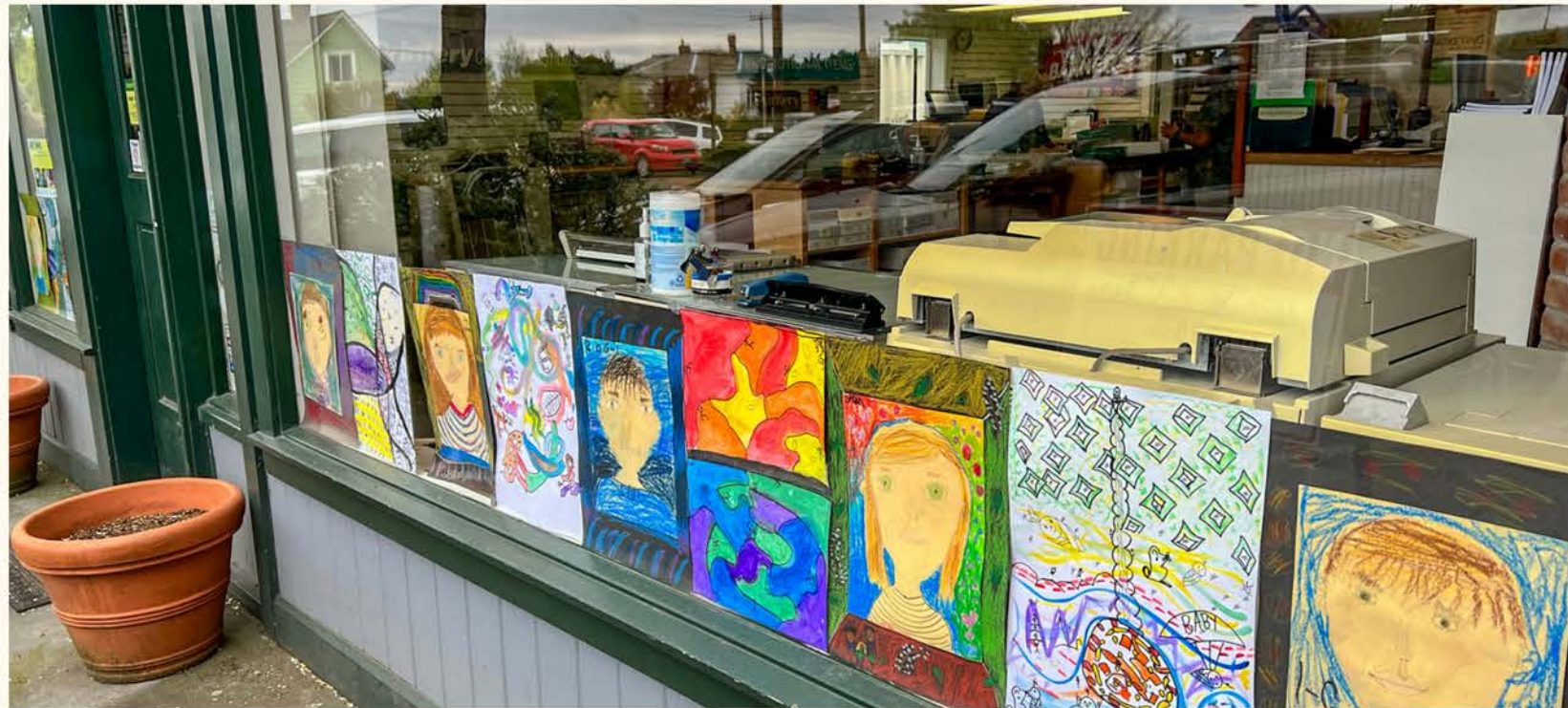


Photo Credit: Deja View Photography



# MAY IS ART WAVE!

During "Art Wave," merchants showcased 500+ pieces of student artwork created in the Port Townsend public schools. The "Art Wave" exhibit also raises donations for PT Artscape which supports the arts in the schools program.





# CONCERTS ON THE DOCK

Free community Concerts on the Dock broke attendance records in 2023! Generous business sponsors, talented performers, great vendors, bar staff and volunteers made it happen Thursdays in July/Aug. This event is a celebration of summer and what makes Port Townsend such a special place to be!



Above: Soundlab performing Concerts on the Dock, credit James Island



Below left to right: PTlocals dancing, Chris Kauffman of Barbarian Fine Cuisine, COD Bar Crew Nadine Jonietz. Photos by PTMS



# Uptown St. Fair



**August 19th, 2023**

The Uptown Street Fair brings fun throughout the day to Uptown:

- PT Arts and Crafts Show
- all day music,
- Farmer's Market/food trucks
- children's art activities
- and one of shortest and most colorful parades in the Pacific Northwest! Attendance: 3,545!
- Thanks to the City, our sponsors and Uptown businesses. Coordinated by PT Main Street Program volunteers/staff.



# Girls' Night Out

## Red Carpet Divas! Thursday, Oct. 5th, 2023



Girls' Night Out is a fun retail shopping event with a yearly theme that showcases local merchants. It also raises funds for the Port Townsend Main Street Program and Jefferson Healthcare to provide cancer screenings to local people in need. This year we were able to raise nearly \$6,000 for Jefferson Healthcare Foundation.



# Haunted Histories & Mysteries



This SPOOKtacular event took place Oct. 27th - 29th with paranormal investigations, sold-out tours, psychic readings and more. The goal is to bring visibility to our town's haunted, historic past and attract people to Port Townsend during 4th quarter.

Be open to the possibilities.





# Downtown Halloween Trick or Treat & Parade 10/31--

On Oct. 31st, 2023 at 4pm, PT Main Street kicked off the 27th downtown Halloween Trick or Treat with a parade of dancing witches, goblins and ghouls. This popular event was presented by PT Main Street, local sponsors, the City of PT, and the generous merchants who hand out candy for this community event





# Holidays in Port Townsend



**We decorated town, promoted PT, held the Merchant Window Contest, offered Small Business Saturday Saturday events, supported the Uptown Gingerbread Contest and coordinated the Treelighting & Santa visit. We partnered with the Jefferson County Chamber of Commerce and City LTAC to offer more holiday marketing, events and activities under the heated tent at Tyler Plaza.**





# Small Business Saturday

We invited the public to come downtown for a popular swag-making event under the heated Tyler Plaza tent to encourage early local shopping/dining in town. We held the Merchant Window contest which featured some outstanding displays. We promoted all the holiday activities via press releases, paid print advertising, radio underwriting on KPTZ, KWRM ads in Seattle, and a robust social media campaign.



# Dec. 2 Community Treelightening & Santa Visit

The treelightening attracted hundreds downtown to kick off the holidays in PT!



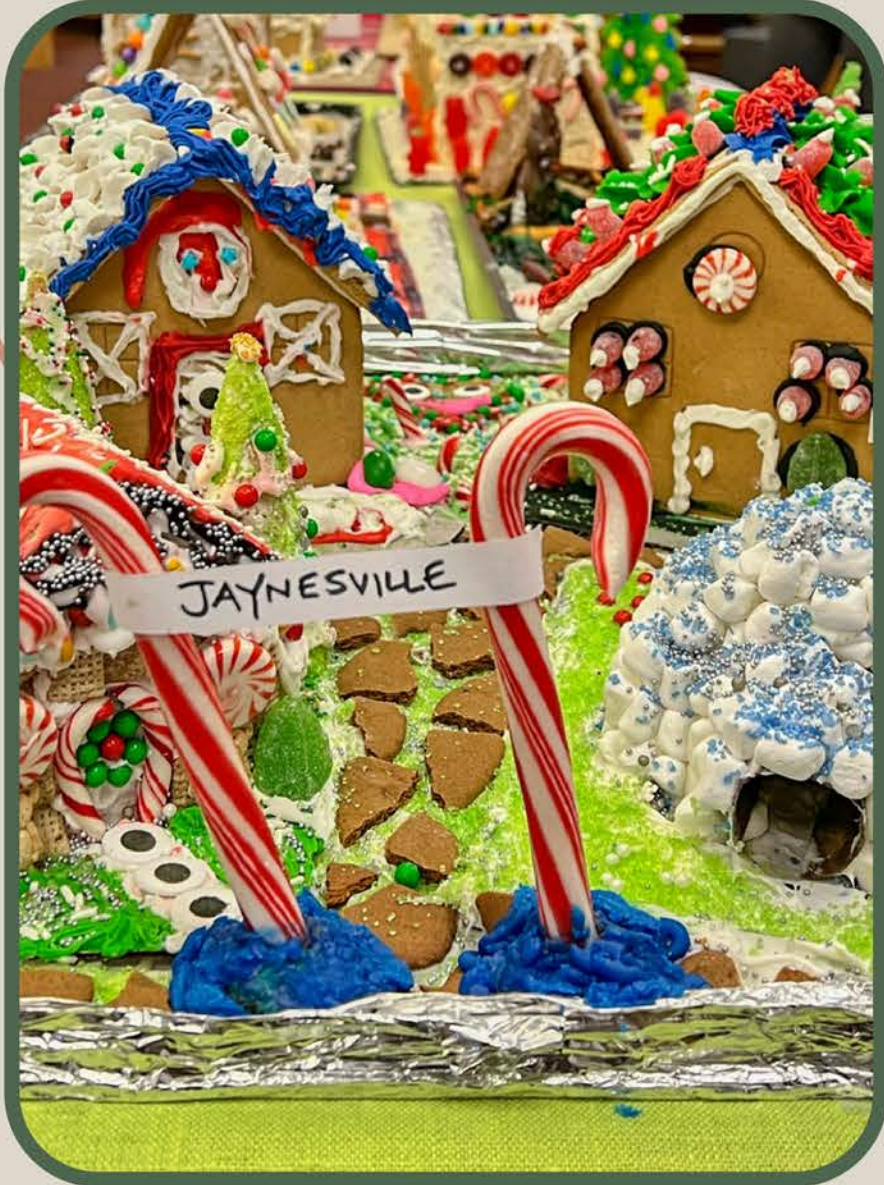


# More Holiday Merriment

Holiday Gift Wrapping with Olympic Neighbors



Take & Make Ornaments with PT Artscape



Uptown Gingerbread Contest at the Port Townsend Public Library



Tour the Winter Lights



# ECONOMICS

## LOAN PROGRAMS--RESOURCES

The Port Townsend Main Street Program offers two loan programs for the Commercial Historic Districts. HUD Low Interest Loans are available to rehab Commercial Buildings in Port Townsend's Commercial Historic Districts. LENT Low Interest Loan Program for Port Townsend Commercial Historic Districts, to offset some of the financial impacts businesses endure from emergency situations, though business development proposals will be considered. Deadlines: March 15 and Oct. 15. For details visit [ptmainstreet.org](http://ptmainstreet.org); click on the Resources tab.





# PT Creative District

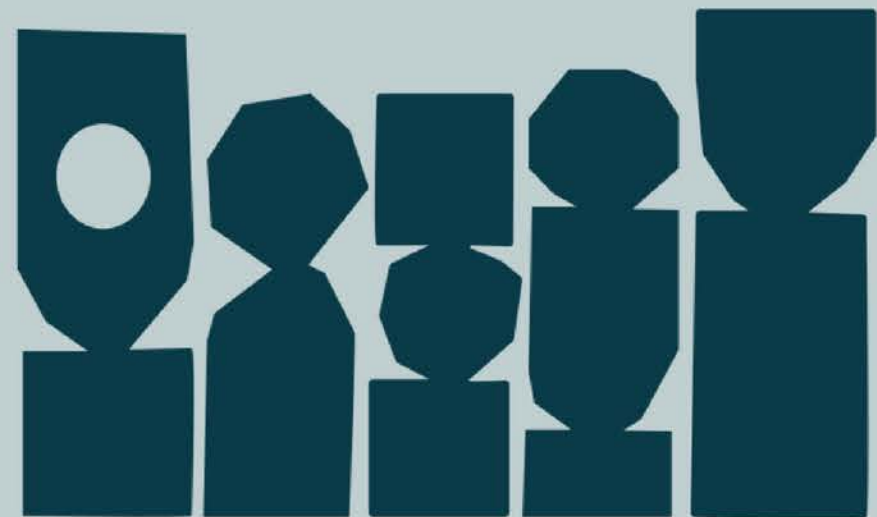
The Creative District had a very active year! In June, Port Townsend was chosen by ArtsWA to host its Annual Creative District Convening, where arts and culture leaders from across the state came to learn about the different Creative Districts and the programs and benefits they can bring to their communities.

The Creative District designation puts a spotlight on artists with a goal to supporting a year-round economy through the arts, opens up grant opportunities and marketing. We applied for funding, recently completed the Arts and Culture Plan process, and will launch the new Artist Directory in 1st quarter, 2024.

[Ptcreativedistrict.org](http://Ptcreativedistrict.org)



Port Townsend



creative district



# Soundcheck Music & Arts

The Creative District also continued working on SOUNDCHECK, a signature event that showcases the 5 disciplines of Port Townsend's district: Literary arts, performing arts, visual arts, culinary arts, and makers. This August event spotlights local artists and is a fundraiser for the activities of the Creative District.



Port Townsend  
  
creative district



# PTCD Arts & Culture Plan

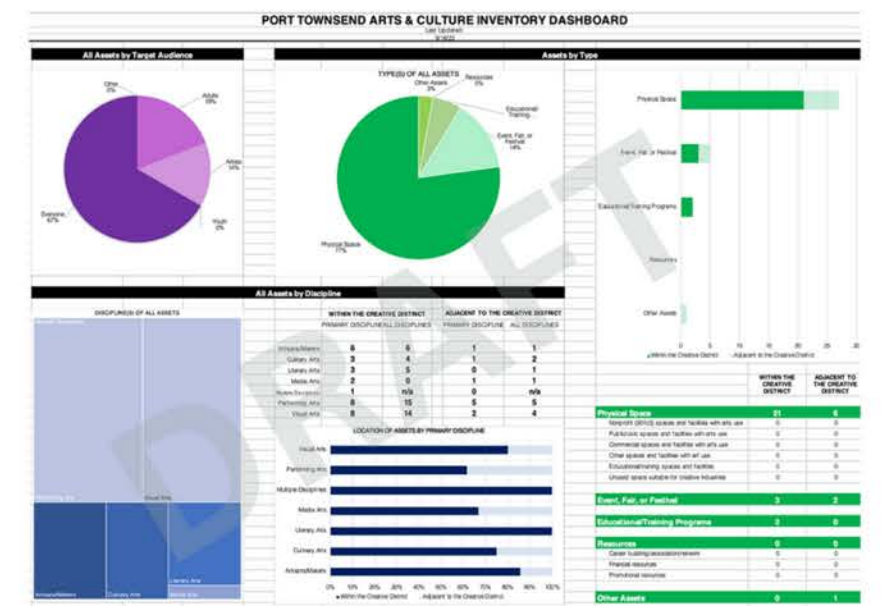
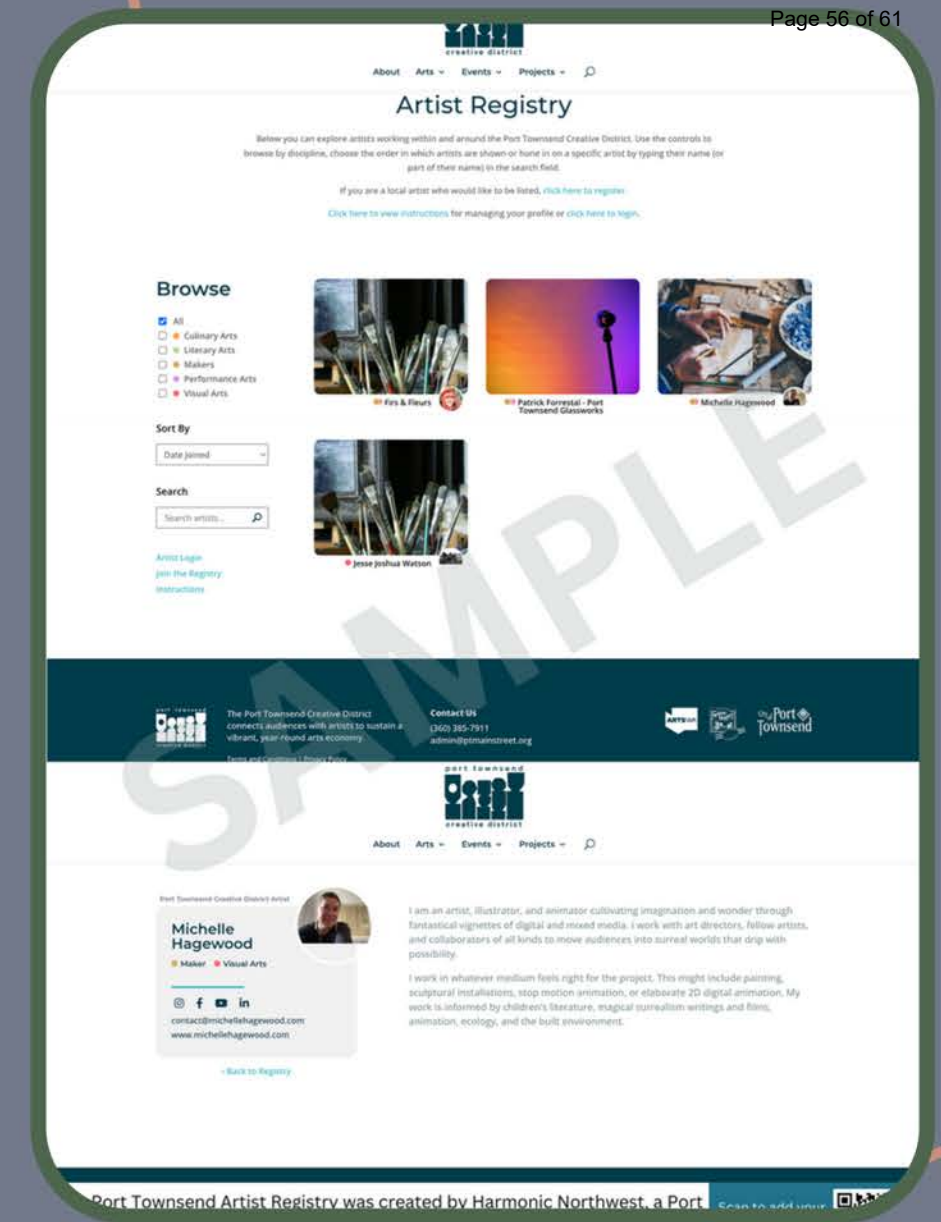
This year the Creative District undertook the creation of the Port Townsend Arts & Culture Plan. We hired AdvisArts to lead the process. The final Arts & Culture Plan will be revealed soon!



We held two community meetings to gather input on what participants would like to see from the Creative District Arts & Culture Plan. The meetings were very informative and well attended.

As part of the Arts & Culture Plan, we have developed two new tools for artists and arts organizations. With the help of Harmonic Northwest, the Creative District has developed an Artist Directory that is on the Creative District's website. The goal of the Artist Directory is connect artists with other artists and with audiences. If you would like to be in the Artist Directory, head to [ptcreativedistrict.org](http://ptcreativedistrict.org)

The second tool the Creative District has created is an Artist Inventory tool, which is a robust inventory of all things art related in Port Townsend and Jefferson County.



The Port Townsend Arts & Culture Inventory tool was developed for the Port Townsend Creative District by AdvisArts Consulting, with input from the members of the PT Creative District Arts & Culture Plan Working Group.



# Connect with Us

PT Main Street publishes a twice-monthly e-newsletter with business and nonprofit news, events, and resources. Our website at [ptmainstreet.org](http://ptmainstreet.org) lists grant and loan opportunities, commercial space vacancies, describes our program activities and includes information about membership, sponsorship, and community events.

Subscribe via [ptmainstreet.org](http://ptmainstreet.org) and send us your news/photos of interest to the historic districts downtown and uptown!





# JOIN US!

The Port Townsend Main Street Program is supported by memberships, business participation in the Main Street Tax Incentive Program, sponsorships, grants, earned income, and donations.

Our 501c3 nonprofit has two f/t staff, seasonal contractors and 25+ volunteers who contribute their time and talent on behalf of our town. Interested in volunteering? Please get in touch.

To find out more, visit [ptmainstreet.org](http://ptmainstreet.org), sign up for our newsletter or follow us on social media.

Thank you!

Mari Mullen, Executive Director

[director@ptmainstreet.org](mailto:director@ptmainstreet.org). 360-385-7911





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

<b>Date/Time</b>		<b>Item/Topic</b>	<b>Location</b>	<b>Absent</b>
<b>Wed., Apr. 10 9:30 am</b>	Workshop		Pav	
<b>Wed., Apr. 10 1 pm</b>	Meeting	YTD February 2024 Financial Report Harbormaster Report Lease/Contract Update	Pav	
<b>Wed., Apr.17 5:30-7:30pm</b>	Meeting	Short Farm Community Visioning Meeting	WSU Kivley Center	
<b>Thurs., Apr.18 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kivley Center	
<b>Wed., April 24 1-3PM</b>	Special Mtg.	Community Celebration	North Jetty, near 141 Hudson St.	
<b>Wed., Apr. 24 5:30 pm</b>	Meeting	Resolution Authorizing ALEA Grant for Point Hudson Q1 2024 IDD Report Contract Update	Pav	
<b>Wed., May 8 9:30 am</b>	Workshop		Pav	
<b>Wed., May. 8 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed., May 15 5:30-7:30pm</b>	Meeting	Short Farm Steering Committee	WSU Kivley Center	
<b>Wed/Th, May 15-17</b>		WPPA Spring Meeting (quorum of Commission expected)	Skamania Lodge, Stevenson WA	
<b>Wed., May 22 5:30 pm</b>	Meeting	Contract Update	Pav	
<b>Thurs., May 23</b>	Spec.Mtg	Intergovernmental Collaborative Group	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	

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

<b>Wed., Jun. 12 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	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	Contract Update	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	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed/Thurs July 22-24</b>		WPPA Commissioners Seminar	Courtyard by Marriott- Richland	
<b>Wed., Aug. 14 9:30 am</b>	Workshop		Pav	
<b>Wed., Aug. 14 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed., Aug. 28 5:30 pm</b>	Meeting	Cancelled	Pav	
<b>Wed., Sept. 11 9:30 am</b>	Workshop		Pav	
<b>Wed., Sept. 11 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Thur., Sept. 19 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Wed., Sept. 25 5:30 pm</b>	Meeting	Contract Update	Pav	
<b>Wed., Oct, 9 9:30 am</b>	Workshop		Pav	

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

<b>Wed., Oct.9 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed., Oct. 23 5:30 pm</b>	Meeting	Contract Update		
<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	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed., Nov. 21 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Tues., Nov. 26 1 pm</b>	Meeting		Pav	
<b>Wed., Dec. 11 9:30 am</b>	Workshop		Pav	
<b>Wed., Dec. 11</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed/Fri, Dec 11-13</b>		WPPA Annual Meeting	Hyatt Regency, Bellevue	