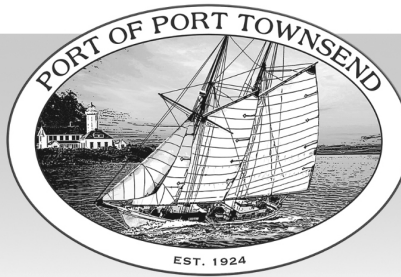


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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, April 10, 2024, 1:00 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Business Meeting Minutes from March 27, 2024..... 3-5
 - B. Approval & Ratification of Warrants 6-22
- V. Second Reading
 - A. Waitlist Updates including amended Rates, updated assignment process and elimination of the 52'+ list..... 23-30
- VI. First Reading ~ none
- VII. Regular Business
 - A. New 300T Travelift..... 31-32
 - B. YTD January 2024 Financial Report 33
 - C. Harbormaster Report..... 34
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings 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
 - Friday, April 19, 2024: Local 2020 Transportation Conference from 9a.m.-4p.m. at the American Legion
 - Point Hudson Breakwater Reopening Event: April 24, 2024, 1:00-3:00 P.M
 - Regular Business Meeting on Wednesday, April 24, 2024; 5:30 p.m.
- XI. Executive Session
- XII. Adjournment

Informational Items 35

- New Rule Point Hudson Breakwater Walkway..... 36
- NWMC Blue Schools Initiative Letter of support..... 37-39
- NWMC State of Washington Tourism Arts and Culture Grant 40
- January 2024 Detailed Financials.....
- Port Contracts Update 41
- Port Lease Brief 42-48
- Commission Calendar 49-51

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, March 27, 2024

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

Present: Commissioners Petranek, Hasse, and Hanke
 Executive Director Eron Berg
 Director of Capital Projects and Port Engineer Matt Klontz
 Harbormaster Kristian Ferrero
 Port Recorder Joanna Sanders
 Via Zoom: Attorney Seth Woolsen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:05)
 Commissioner Hanke called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:30)

There was no Commission objection to a proposed modification of the agenda to move Waitlist Updates from Regular Business to First Reading. Addressed first on the agenda was the Boatyard Stormwater.

III. REGULAR BUSINESS (Rec. 00:02:17)

A. Boatyard Stormwater Project & Budget Update

Director of Capital Projects and Port Engineer Matt Klontz explained the receipt of an additional \$3.1 million in State legislative funding for the Boat Haven Stormwater Treatment system. An aggressive timeline is needed to get from conceptual design to advertising the bid process in September in order not to lose the \$2 million American Rescue Plan Act funding. He recommended a budget modification to show a greater expenditure for 2024.

The Commission requested additional information on the Kennedy Jenks contract for design and permitting (\$600,000). There was also a concern about the estimate for the engineering cost, as well as the overall project cost, and staging the yard for the disruption.

Unanimous approval of motion to authorize revision to the Boat Haven Stormwater project to reflect \$661,500 of IDD funding and \$5,088,500 of grant funding in year 2024.

IV. PUBLIC COMMENTS – GENERAL (Rec. 00:26:34)

K. Kennell provided written comment about the Quilcene marina restroom.

Chris Bakken of Sea Marine also provided written comment regarding Leah Kefgen and the lease renewal for Best Coast Canvas in the Armory Building.

V. CONSENT AGENDA (Rec. 00:27:55)

A. Approval of Workshop and Business Meeting Minutes from March 13, 2024
 B. Approval & Ratification of Warrants

Electronic Debit in the amount of \$6,328.64
Warrant #068225 through #068227 and Electronic Payment in the total amount of \$138,430.10
Warrant #068228 through #068277 in the amount of \$220,798.69

The Consent Agenda was approved as corrected with several wording amendments to Commissioner Hasse's comments under Item X.

VI. SECOND READING - None

VII. FIRST READING (Rec. 00:29:10)

A. Waitlist Updates including amended Rates, updated assignment process, and elimination of the 52'+ list

Harbormaster Kristian Ferrero led a discussion of a proposed rule amendment as detailed in the staff memorandum. The amendments would increase waitlist fees and vary fees by slip size. Certain sections are unused in the current practice. The Commission received a copy of the comments received from Boat Haven tenants in response to an email on the proposed amendment.

Commissioners discussed the change of the term "tenant" and using "licensee." Staff agreed to add a definition section and update Title 1. There was discussion of lengthening the timeline for those on the waitlist to respond from five (5) days to two weeks as well as simultaneously notifying those in positions two and three, so that all would be required to respond within the same two weeks. There was interest in drafting language according to Jeff Kelety's suggestion under 4.04.150 on slip transfers. In addition, there was concurrence with addressing long-term absences and exploring ideas for predictable moorage versus a credit system. Staff also addressed questions regarding business moorage.

Executive Director Eron Berg noted draft 2 would be emailed to the moorage group and then added to the next regular business meeting agenda. The Commission suggested including those tenants in the commercial basin and in limited access spots even though their slips are not affected by these rule changes.

VIII. STAFF COMMENTS (Rec. 01:14:45)

Executive Director Eron Berg reported giving a boatyard tour today to the Recompete project administrator. The ED900B forms are circulating to marine trade tenants as well as letters of commitment. The Port received clearance to order the 300-ton lift from EDA and Kendrick anticipates needing a full 12-months to build. Preparations are underway for the grand Point Hudson Marina opening. The contractor put in pavers and poured concrete for the ADA ramp and are a week away from opening the breakwater walkway. Divers are working on the underwater camera with a link by QR code to a live feed of the underwater creatures. Regarding the concern we are losing marina space, Matt Klontz is measuring the distance between linear dock and the new piling.

IX. COMMISSIONER COMMENTS (Rec. 01:20:00)

Commissioner Petranek reported on her Boatyard tour for the Port Townsend High School as part of their maritime academy. The Marina Café is hosting a fundraiser for Odin Smith to

support him as a participant in the Race to Alaska. A Local 20/20 Transportation Forum is scheduled for April 19, and she is looking forward to the Short Farm meetings.

Commissioner Hasse reported on the following: her interest in attending and a potential Commission quorum at the Local 20/20 conference; Jefferson County Marine Resources Committee is looking for new director; Marine Science Center volunteers Chris Kelly and his wife are potential volunteer experts who could assist the Port in sea-level rise mapping; her recent NWMC tour led to possible MARAD grant opportunities at Point Hudson; and next week she would attend an all-day meeting of the Washington Historical Maritime Trust. She recognized the tragedy at the Port of Baltimore related to the falling of the Key bridge.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:29:30)

Wednesday, April 10, 2024 Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and in person at the Point Hudson Pavilion.

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.

Point Hudson Breakwater Reopening Event: April 24, 2024, 1:00-3:00 P.M.

XI. EXECUTIVE SESSION (Rec. 01:30:17)

At 7:03 p.m. the Commission recessed into Executive Session for 15 minutes for a discussion with legal counsel about current or potential litigation as allowed under RCW 42.30.110(1)(i) with no action requested.

At 7:21 p.m., the Commission came back into open session.

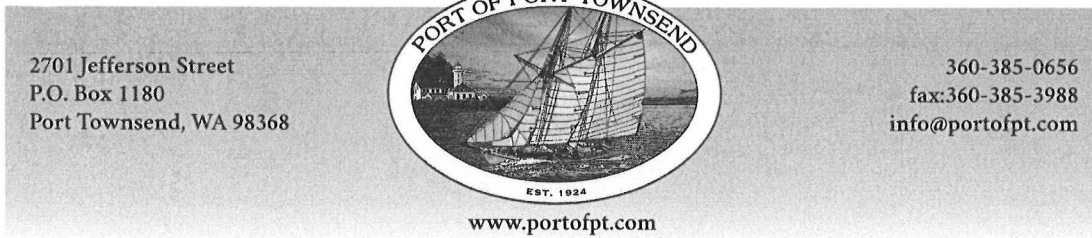
XII. ADJOURNMENT (Rec. 01:32:18): meeting adjourned at 7.22 p.m, there being no further business before the Commission.

ATTEST:

Peter W. Hanke, President

Pamela A. Petranek, Secretary

Carol L. Hasse, Vice President



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 066506 in the amount of \$25.00 is declared void on this on this 10th day of April, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

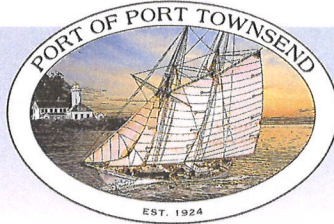
Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

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0000066506 Check Comment: Lost Warrant CK000006650601	REV 3/8/2023	WAS070 WAPRO			25.00-
	3/8/2023	25.00- MEMBERSHIP AND DUES: ACCTG	0.00	25.00-	
	G/L Account: 781-7500-29	<u>25.00-</u>	<u>0.00</u>	<u>25.00-</u>	<u>25.00-</u>
	Bank W Total:	<u>25.00-</u>	<u>0.00</u>	<u>25.00-</u>	<u>25.00-</u>
	Report Total:	<u>25.00-</u>	<u>0.00</u>	<u>25.00-</u>	<u>25.00-</u>

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WARRANT APPROVAL

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For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

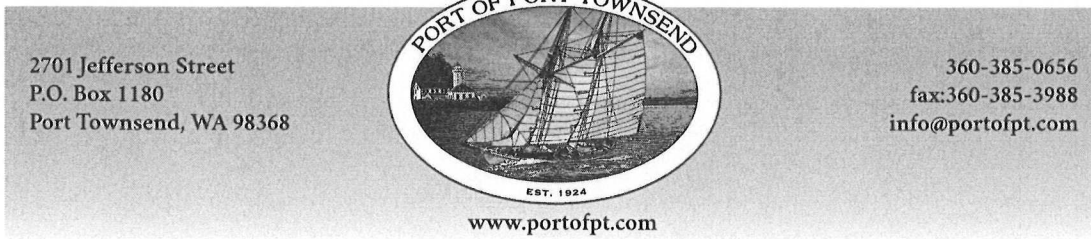
Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

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Check Comment: Lost Warrant					
CK000006694701					
	5/24/2023	24.51-	0.00		
G/L Account:	721-4150-05	POSTAGE: WORK YARD		24.51-	24.51-
	Bank W Total:	24.51-	0.00	24.51-	24.51-
	Report Total:	24.51-	0.00	24.51-	24.51-



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrants No. 066801 and 067218 in the amount of \$113.78 is declared void on this on this 10th day of April, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

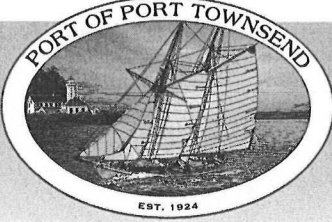
Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

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0000066801	REV 4/26/2023	LUN060	Patricia Lund			106.66-
Check Comment: Lost Warrant						
CK000006680101						
	4/26/2023		106.66-	0.00		
G/L Account:	621-1425-19		PT HUDSON - NIGHTLY R.V.		96.00-	
G/L Account:	389-3000-00		SALES TAX COLLECTED		8.74-	
G/L Account:	389-3002-00		HOTEL/MOTEL TAX COLLECTED		1.92-	
	Check 0000066801 Total:		<u>106.66-</u>	<u>0.00</u>	<u>106.66-</u>	<u>106.66-</u>
0000067218	REV 7/26/2023	TAK040	Jennifer Takaki			7.12-
Check Comment: Lost Warrant						
CK000006721801						
	7/26/2023		7.12-	0.00		
G/L Account:	622-9200-05		70/75 TON - HOIST REVENUE - Sales Taxable		6.53-	
G/L Account:	389-3000-05		TAXES COLLECTED - SALES TAX WY OPP BLOCKING		0.59-	
	Check 0000067218 Total:		<u>7.12-</u>	<u>0.00</u>	<u>7.12-</u>	<u>7.12-</u>
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	Report Total:		<u>113.78-</u>	<u>0.00</u>	<u>113.78-</u>	<u>113.78-</u>

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WARRANT APPROVAL

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For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

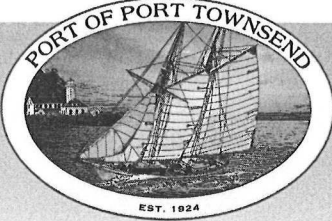
Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
0000068274	REV 3/27/2024	TRA055	Trasportation Lab			1,500.00-
Check Comment: Wrong name on warrant						
CK000006827401						
	3/27/2024		1,500.00-	0.00		
G/L Account:	781-4130-27		COMMUNITY RELATIONS: COMM		1,500.00-	1,500.00-
	Bank W Total:		1,500.00-	0.00	1,500.00-	1,500.00-
	Report Total:		1,500.00-	0.00	1,500.00-	1,500.00-

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WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 068278 through No. 068284 generated on April 1, 2024 in the amount of \$35,492.87 and Electronic Payment in the amount of \$219,287.05, for a total amount of \$254,779.92 is ratified.

Signed and Authenticated on this 10th day of April, 2024.

For: Payroll and Benefits

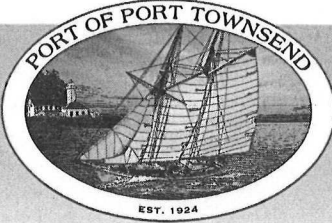
Commissioner Pete W Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And
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WARRANT APPROVAL

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For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration

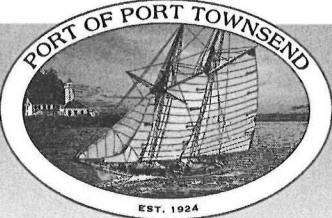
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

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				Report Total:	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>

Check Entry Number: 001

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WARRANT APPROVAL

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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
0000068286	4/10/2024	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			96597-1	3/1/2024	60.55	0.00	60.55
0000068287	4/10/2024	A1C050	A-1 Coupling				Check Entry Number: 001
			K52187-001	3/29/2024	247.78	0.00	247.78
0000068288	4/10/2024	ABE060	Tim Abena				Check Entry Number: 001
			REFUND 3/26/24	3/26/2024	357.43	0.00	357.43
0000068289	4/10/2024	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			2403231	3/20/2024	1,447.00	0.00	1,447.00
0000068290	4/10/2024	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			3/28/24 STATEMENT	3/28/2024	3,363.75	0.00	3,363.75
0000068291	4/10/2024	AVC050	Avcom Company				Check Entry Number: 001
			03010524	3/30/2024	783.34	0.00	783.34
0000068292	4/10/2024	BER010	William Berninger				Check Entry Number: 001
			3/24 EXPENSE	4/1/2024	44.22	0.00	44.22
0000068293	4/10/2024	BER045	Eron Berg				Check Entry Number: 001
			3/24 EXPENSE	4/2/2024	208.09	0.00	208.09
0000068294	4/10/2024	CAR035	Giuseppe Carraturo				Check Entry Number: 001
			3/24 EXPENSE	3/15/2024	50.00	0.00	50.00
0000068295	4/10/2024	CED005	CED				Check Entry Number: 001
			5948-1051127	3/19/2024	10,871.16	0.00	10,871.16
			5948-1051210	3/20/2024	865.16	0.00	865.16
			5948-1051303	3/19/2024	593.24	0.00	593.24
			5948-1051379	3/20/2024	304.84	0.00	304.84
			5948-1051686	3/27/2024	131.05	0.00	131.05
			Check 0000068295 Total:		12,765.45	0.00	12,765.45
0000068296	4/10/2024	CIN020	Cintas				Check Entry Number: 001
			5204864892	4/2/2024	182.25	0.00	182.25
0000068297	4/10/2024	CIT001	City Of Port Townsend				Check Entry Number: 001
			3/2024 STATEMENTS	3/31/2024	9,754.09	0.00	9,754.09
0000068298	4/10/2024	COO050	Cooper Fuel				Check Entry Number: 001
			4/1/24 STATEMENT	4/1/2024	3,626.10	0.00	3,626.10
0000068299	4/10/2024	COO070	Coon Plumbing				Check Entry Number: 001
			36170A	3/26/2024	10,640.63	0.00	10,640.63
0000068300	4/10/2024	DOU080	Wayne Douglas				Check Entry Number: 001
			REFUND 3/25/24	3/25/2024	350.00	0.00	350.00
0000068301	4/10/2024	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			2461237	3/27/2024	274.47	0.00	274.47
0000068302	4/10/2024	FAS020	Fastenal				Check Entry Number: 001
			WAPOR96441	3/20/2024	206.07	0.00	206.07
			WAPOR96486	3/27/2024	433.44	0.00	433.44
			Check 0000068302 Total:		639.51	0.00	639.51
0000068303	4/10/2024	GOO002	Good Man Sanitation				Check Entry Number: 001
			3/25/24 STATEMENT	3/25/2024	2,771.28	0.00	2,771.28
			48198296	3/15/2024	185.80	0.00	185.80
			Check 0000068303 Total:		2,957.08	0.00	2,957.08
0000068304	4/10/2024	GOO090	Good To Go!				Check Entry Number: 001
			93162943	3/10/2024	10.00	0.00	10.00
0000068305	4/10/2024	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1479282	4/1/2024	185.36	0.00	185.36
			1479283	4/1/2024	114.56	0.00	114.56

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
			1479284	4/1/2024	278.98	0.00	278.98
			1479285	4/1/2024	547.00	0.00	547.00
			1479286	4/1/2024	196.38	0.00	196.38
			1479287	4/1/2024	204.80	0.00	204.80
			Check 000068305 Total:		1,527.08	0.00	1,527.08
000068306	4/10/2024	HAG015	Charles Hagadorn, Jr.				Check Entry Number: 001
			REFUND 3/26/24	3/26/2024	41.25	0.00	41.25
000068307	4/10/2024	HAS020	Carol Hasse				Check Entry Number: 001
			3/24 EXPENSE	3/27/2024	58.16	0.00	58.16
000068308	4/10/2024	HEN002	Henery Hardware				Check Entry Number: 001
			769992	2/26/2024	23.99	0.00	23.99
			769994	2/26/2024	6.10	0.00	6.10
			770031	2/27/2024	32.72	0.00	32.72
			770051	2/27/2024	156.99	0.00	156.99
			770058	2/27/2024	73.09	0.00	73.09
			770067	2/27/2024	80.23	0.00	80.23
			770100	2/28/2024	17.45	0.00	17.45
			770104	2/28/2024	44.26	0.00	44.26
			770134	2/28/2024	58.89	0.00	58.89
			770181	2/29/2024	67.62	0.00	67.62
			770204	2/29/2024	101.79	0.00	101.79
			770260	3/1/2024	62.75	0.00	62.75
			770339	3/4/2024	79.62	0.00	79.62
			770342	3/4/2024	316.38	0.00	316.38
			770406	3/5/2024	100.47	0.00	100.47
			770452	3/6/2024	114.54	0.00	114.54
			770456	3/6/2024	19.63	0.00	19.63
			770468	3/6/2024	16.00	0.00	16.00
			770478	3/6/2024	161.71	0.00	161.71
			770524	3/7/2024	101.59	0.00	101.59
			770526	3/7/2024	7.19	0.00	7.19
			770527	3/7/2024	10.90	0.00	10.90
			770528	3/7/2024	13.92	0.00	13.92
			770581	3/7/2024	33.35	0.00	33.35
			770599	3/8/2024	101.83	0.00	101.83
			770612	3/8/2024	35.99	0.00	35.99
			770635	3/8/2024	73.97	0.00	73.97
			770708	3/11/2024	50.09	0.00	50.09
			770716	3/11/2024	16.11	0.00	16.11
			770757	3/11/2024	101.86	0.00	101.86
			770822	3/12/2024	40.90	0.00	40.90
			770853	3/13/2024	12.64	0.00	12.64
			770884	3/13/2024	16.34	0.00	16.34
			770900	3/13/2024	10.89	0.00	10.89
			770942	3/14/2024	78.52	0.00	78.52
			771007	3/15/2024	149.41	0.00	149.41
			771019	3/15/2024	47.99	0.00	47.99
			771160	3/18/2024	117.81	0.00	117.81
			771175	3/18/2024	529.11	0.00	529.11
			771184	3/18/2024	60.71	0.00	60.71

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
			771186	3/18/2024	95.10	0.00	95.10
			771226	3/19/2024	39.24	0.00	39.24
			771243	3/19/2024	517.91	0.00	517.91
			771256	3/19/2024	19.17	0.00	19.17
			771272	3/19/2024	90.23	0.00	90.23
			771330	3/20/2024	105.79	0.00	105.79
			771341	3/20/2024	9.37	0.00	9.37
			771408	3/21/2024	2.71	0.00	2.71
			771417	3/21/2024	120.00	0.00	120.00
			771432	3/21/2024	29.20	0.00	29.20
			771489	3/22/2024	43.63	0.00	43.63
			771519	3/22/2024	45.10	0.00	45.10
			771623	3/25/2024	262.40	0.00	262.40
			110148	3/19/2024	133.73	0.00	133.73
			Check 000068308 Total:		4,658.93	0.00	4,658.93
000068309	4/10/2024	HEN004	Port Townsend Garden Center				Check Entry Number: 001
			205383	3/19/2024	143.86	0.00	143.86
000068310	4/10/2024	HIG020	Highway Specialties LLC				Check Entry Number: 001
			0011570-IN	3/22/2024	185.47	0.00	185.47
000068311	4/10/2024	INS070	Insight Strategic Partners LLC				Check Entry Number: 001
			5366	3/31/2024	6,250.00	0.00	6,250.00
000068312	4/10/2024	JAM040	Jamestown Networks				Check Entry Number: 001
			INV-10455	4/1/2024	530.00	0.00	530.00
000068313	4/10/2024	JEF065	Jeff's House Inc				Check Entry Number: 001
			71	2/22/2024	39,785.00	0.00	39,785.00
000068314	4/10/2024	LUN060	Patricia Lund				Check Entry Number: 001
			REFUND REISSUED	4/10/2024	106.66	0.00	106.66
000068315	4/10/2024	MCG070	Roland McGill				Check Entry Number: 001
			REFUND	6/8/2023	94.61	0.00	94.61
000068316	4/10/2024	MCM020	McMaster-Garr				Check Entry Number: 001
			23818526	3/15/2024	191.99	0.00	191.99
000068317	4/10/2024	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			4/1/24 STATEMENTS	4/1/2024	11,740.18	0.00	11,740.18
000068318	4/10/2024	NEL001	Sue Nelson				Check Entry Number: 001
			3/24 EXPENSE	4/1/2024	27.11	0.00	27.11
000068319	4/10/2024	NOR049	Northwest Parking Equipment Company				Check Entry Number: 001
			005	3/18/2024	83.80	0.00	83.80
000068320	4/10/2024	OES001	OESD 114				Check Entry Number: 001
			9992400657	3/29/2024	4,526.80	0.00	4,526.80
000068321	4/10/2024	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			792030355	2/28/2024	137.73	0.00	137.73
			795619162	3/20/2024	1,694.05	0.00	1,694.05
			Check 000068321 Total:		1,831.78	0.00	1,831.78
000068322	4/10/2024	PAL050	Pallco, Inc				Check Entry Number: 001
			REFUND 3/26/24	3/26/2024	268.11	0.00	268.11
			REFUND 3/27/24	3/27/2024	5,042.33	0.00	5,042.33
			Check 000068322 Total:		5,310.44	0.00	5,310.44
000068323	4/10/2024	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			68464	3/15/2024	92.74	0.00	92.74
000068324	4/10/2024	PET020	Peters Marine Services				Check Entry Number: 001

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
			335290	4/1/2024	972.76	0.00	972.76
0000068325	4/10/2024	PET025	Petrick Lock & Safe				Check Entry Number: 001
			22014	4/1/2024	314.81	0.00	314.81
0000068326	4/10/2024	POR065	Port of Port Townsend				Check Entry Number: 001
			REFUND CUSTOMS	3/22/2024	576.05	0.00	576.05
			REFUND HASSE	3/25/2024	57.32	0.00	57.32
			Check 0000068326 Total:		633.37	0.00	633.37
0000068327	4/10/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			3/18/24 STATEMENT	3/18/2024	68.88	0.00	68.88
			3/18/24 STMNT	3/18/2024	49.61	0.00	49.61
			Check 0000068327 Total:		118.49	0.00	118.49
0000068328	4/10/2024	QUI001	Quill Corporation				Check Entry Number: 001
			37650647	3/11/2024	136.35	0.00	136.35
			37678256	3/11/2024	44.50	0.00	44.50
			37853537	3/22/2024	96.50	0.00	96.50
			Check 0000068328 Total:		277.35	0.00	277.35
0000068329	4/10/2024	SAF001	Safeway, Inc.				Check Entry Number: 001
			3/21/24 STATEMENT	3/21/2024	2,374.23	0.00	2,374.23
0000068330	4/10/2024	SNE020	S-Net Communications				Check Entry Number: 001
			212416	4/1/2024	603.04	0.00	603.04
0000068331	4/10/2024	SOU040	Sound Experience				Check Entry Number: 001
			REFUND 3/19/24	3/19/2024	1,048.09	0.00	1,048.09
0000068332	4/10/2024	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			PDN992663	3/23/2024	151.58	0.00	151.58
0000068333	4/10/2024	TAC001	Tacoma Screw Products, Inc				Check Entry Number: 001
			140103993-00	3/6/2024	190.24	0.00	190.24
			140104218-00	2/23/2024	534.78	0.00	534.78
			140104746-00	3/6/2024	114.15	0.00	114.15
			140106269-00	3/20/2024	1,023.61	0.00	1,023.61
			Check 0000068333 Total:		793.22	0.00	793.22
0000068334	4/10/2024	TAK040	Jennifer Takaki				Check Entry Number: 001
			REFUND REISSUED	4/10/2024	7.12	0.00	7.12
0000068335	4/10/2024	TMP050	TMP Marine Products				Check Entry Number: 001
			2024117	3/26/2024	22,672.29	0.00	22,672.29
			2024118	3/26/2024	13,746.60	0.00	13,746.60
			Check 0000068335 Total:		36,418.89	0.00	36,418.89
0000068336	4/10/2024	ULI040	ULINE				Check Entry Number: 001
			175649847	3/14/2024	7,349.47	0.00	7,349.47
0000068337	4/10/2024	VEN070	VenTek International				Check Entry Number: 001
			143061	4/1/2024	103.93	0.00	103.93
0000068338	4/10/2024	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9959258346	3/15/2024	525.99	0.00	525.99
			9959258347	3/15/2024	52.86	0.00	52.86
			Check 0000068338 Total:		578.85	0.00	578.85
0000068339	4/10/2024	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0010724	3/24/2024	104.67	0.00	104.67
0000068340	4/10/2024	WEB030	Kimberlie Webber				Check Entry Number: 001
			EXP REISSUE	4/10/2024	24.51	0.00	24.51
0000068341	4/10/2024	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001

Check Register
Journal Posting Date: 4/10/2024
Register Number: CD-001070

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
			3/25/24 STATEMENT	3/25/2024	1,252.99	0.00	1,252.99
0000068342	4/10/2024	WES040	Westside Marine Inc				Check Entry Number: 001
			0126396	3/21/2024	48.93	0.00	48.93
0000068343	4/10/2024	WES060	West Marine Pro				Check Entry Number: 001
			007529	3/27/2024	46.89	0.00	46.89
0000068344	4/10/2024	WUA010	Alexander Wu				Check Entry Number: 001
			REFUND 1/22/24	1/22/2024	243.12	0.00	243.12
Report Total:					<u>178,413.91</u>	<u>0.00</u>	<u>178,413.91</u>

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 10, 2024
AGENDA ITEM	<input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	V. A. Waitlist Updates including amended Rates, updated assignment process and elimination of the 52'+ list
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Memorandum Draft Waitlist Rules

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 4/10/2024
TO: Commission
FROM: Eron Berg, Executive Director & Kristian Ferrero, Harbormaster
SUBJECT: Waitlist updates

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. Draft rules were shared with moorage licensees and presented to the Commission on March 27th. The purpose of this effort is to better support the maritime culture by accurately reflecting demand and more efficiently placing boats in slips. Attached are draft revised rules (updated with comments from the moorage licensee community and the commission) 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. Amending the internal request to move list to make it accessible after six years in the marina.
2. Placement by group notification with 14 days to respond which should be faster than the current system yet provide more time for a waitlist applicant to accept the assignment. 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. Staff plans to readdress this issue in a revised rule regarding the credit system in the future.

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).

The proposed waitlist rates are increased from a single fee of \$100.00 to:

2024 Waitlist Rates by Category	
25'	\$ 250.00
30'-34'	\$ 360.00
35'	\$ 390.00
40'-42'	\$ 470.00
45'	\$ 530.00
50'	\$ 590.00

Waitlist renewal fees remain unchanged (currently \$50.00/year).

Taken together, the intent of these changes is to shorten the waitlists to better reflect actual demand for moorage and conform the rules to current practices.

FISCAL IMPACT

There will be some impact (assuming an increase), but staff believes this will not be significant as the cost increase should result in fewer people on the waitlist.

The recommended refund is estimated to cost less than \$2,000.

ATTACHMENTS

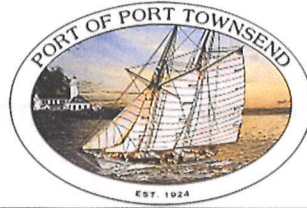
Draft revised waitlist rules

RECOMMENDATIONS

Please provide feedback on the draft rule changes prior to implementation under delegated authority.

Motion to amend the 2024 Moorage Rate card to amend the waitlist fees as described in this memo, effective May 1, 2024.

Motion to eliminate the waitlist for 52' and larger vessels and to refund waitlist fees paid by people on that waitlist.



AMENDMENT TO PORT RULES & REGULATIONS

ISSUED BY: Eron Berg, Executive Director

DATED: April 11, 2024

EFFECTIVE: May 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]

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-licensees](#) that are seeking re-assignment (i.e. upgrade or downgrade size) of moorage space. [Licensees will become eligible for this list upon completion of their 6th licensed year. Licensees will be added to the list upon written request and will be placed according to seniority.](#) ~~—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 licensee’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.](#) ~~[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.

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.

C. Waitlist Signup fees will be based on size category on the rate card and approved by the commission.

~~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. At the start of the assignment process, the most senior four (4) applicants of the associated slip size category will be emailed, notifying of the assignment process and their position. All applicants must respond within 14 days as to their interest in the slip. The applicant with the longest seniority will be emailed and called separately, using the phone and email on file.

Assignment will be made based on seniority (e.g., one slip is available, the top four are notified, all four respond within 14 days to indicate that they want the slip, only the most senior applicant will be assigned the slip). 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 14 days 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 any of the notified applicants decline 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 mailed and called for assignment 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 either apply for the new waiting list or, after 6 years of licensee, may request to be placed on the Request to Move list (4.04.030).

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

MEETING DATE	April 10, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. A. New 300T Travelift
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 4/10/2024
TO: Commission
FROM: Eron Berg, Executive Director & Connie Anderson, Director of Finance & Administration
SUBJECT: 300T Travelift

ISSUES

Should the Commission authorize the order of the new 300T variable width Travelift with an increased cost of \$157,266?

BACKGROUND

EDA has authorized the Port to proceed with ordering the new machine with a federal award of \$2,345,833. Due to the time difference between the original proposal in mid-2023 and now, there are three cost increases: escalation as a result of time: \$72,236, an additional remote control: \$6,280 and adding two additional drive wheels: \$78,750 for a total of \$157,266.

DISCUSSION

With the passage of time, the Port anticipated a cost increase due to inflationary pressure and we are pleased that the increase due to time is only 2.5%. The other two increases are Port staff driven for the extra remote control and Port staff/Marine Travelift engineer driven for the additional drive wheels. That issue surfaced following a meeting with yard crew, Kendrick and Marine Travelift to fully understand the machine's use in our yard and confirm the final specifications. The purpose of the additional two drive wheels (increasing from the first proposal's 4 wheel drive, to 6 wheel drive) is to accommodate soft areas and potholes in our graveled yard. Given the anticipated life of the machine (30+ years), we recommend spending the additional \$78,750.

FISCAL IMPACT

This increases the Port's share from \$586,459 to \$743,725 with the overall purchase increasing from \$2,932,292 to \$3,090,266.

ATTACHMENTS

N/A

RECOMMENDATIONS

Motion to authorize the order of the new 300T variable width Travelift with an increased cost of \$157,266 from net operating income.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 10, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. B. January 2024 Financial Report
STAFF LEAD	Connie Anderson, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	To be provided

PORT OF PORT TOWNSEND

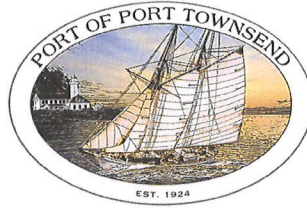
AGENDA COVER SHEET

MEETING DATE	April 10, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. C. Harbormaster Report
STAFF LEAD	Kristian Ferrero, Harbormaster
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	To be provided

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 10, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • New Rule Point Hudson Breakwater Walkway • NWMC Blue Schools Initiative Letter of support • NWMC State of Washington Tourism Arts and Culture Grant • January 2024 Detailed Financials (to be presented at meeting) • Port Contracts Update • Port Lease Brief • Commission Calendar



AMENDMENT TO PORT RULES & REGULATIONS

ISSUED BY: Eron Berg, Executive Director

DATED: April 3, 2024

EFFECTIVE: April 3, 2024

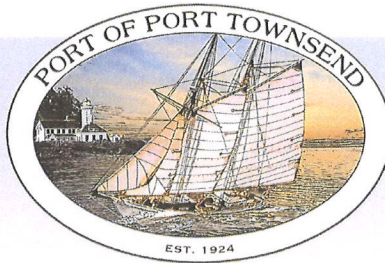
SUMMARY: This amendment adds a new rule prohibiting fishing and crabbing from the Point Hudson Breakwater Walkway

RULE:

A new rule is added as follows:

In an effort to protect the species in the newly constructed underwater rock reef habitat at Point Hudson, fishing and crabbing are prohibited from the Point Hudson Breakwater Pedestrian Walkway.

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April 1, 2024

To the Honorable Rep Derek Kilmer,

I am writing this letter in support of the Northwest Maritime Center's appropriations request to rapidly increase the scale and efficacy of the maritime workforce pipeline through their Blue Schools Initiative.

The staffing issue in the maritime industry is at a breaking point. Ships can't get crews, shipyards are short of workers, and ferries are canceled repeatedly due to lack of crew. We are not only short on the workers we need now, but we are desperately behind in recruiting and training the workforce we will need for the future, where changes like adapting to sea level rise and offshore wind development will further increase demand.

Maritime is a \$17B industry in Washington, and to make sure it and all the industries that depend on it are strong we need to improve how we are cultivating our workforce. We need new and better ways to recruit into the industry, including better knowledge of how to recruit and retain underserved urban communities and the rural poor. These are good jobs that can create generational wealth; these jobs solve problems.

The Northwest Maritime Center has a long history of working innovatively with students, school systems, and communities throughout the region. They have a uniquely broad experience serving students in middle and high schools, urban and rural environments, and deep connections and partnerships with industry, government, and school systems in multiple communities. This broad perspective, student focused approach, and track record of success, makes them well suited to undertake such important work on behalf of the maritime sector.

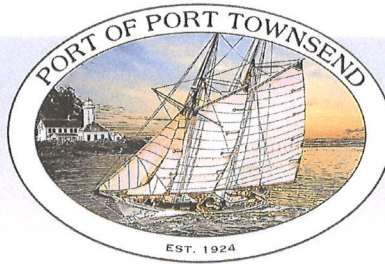
This program will undoubtedly benefit our community and the State of Washington. Further, the study is intentionally designed so that results can be brought to scale, benefiting the maritime industry across our country. This single investment in the maritime workforce will reap benefits for years to come. I strongly urge your support.

Sincerely,

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

Eron Berg
Executive Director

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Port Townsend, WA 98368



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April 1, 2024

To the Honorable Sen Patty Murray,

I am writing this letter in support of the Northwest Maritime Center's appropriations request to rapidly increase the scale and efficacy of the maritime workforce pipeline through their Blue Schools Initiative.

The staffing issue in the maritime industry is at a breaking point. Ships can't get crews, shipyards are short of workers, and ferries are canceled repeatedly due to lack of crew. We are not only short on the workers we need now, but we are desperately behind in recruiting and training the workforce we will need for the future, where changes like adapting to sea level rise and offshore wind development will further increase demand.

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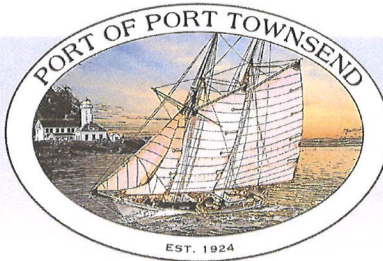
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Sincerely,

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Eron Berg
Executive Director

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Page 39 of 51

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April 1, 2024

To the Honorable Sen Maria Cantwell,

I am writing this letter in support of the Northwest Maritime Center's appropriations request to rapidly increase the scale and efficacy of the maritime workforce pipeline through their Blue Schools Initiative.

The staffing issue in the maritime industry is at a breaking point. Ships can't get crews, shipyards are short of workers, and ferries are canceled repeatedly due to lack of crew. We are not only short on the workers we need now, but we are desperately behind in recruiting and training the workforce we will need for the future, where changes like adapting to sea level rise and offshore wind development will further increase demand.

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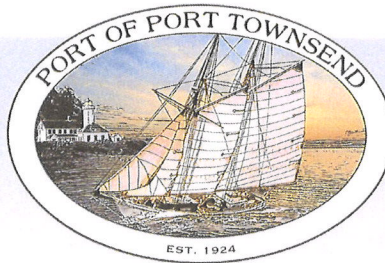
This program will undoubtedly benefit our community and the State of Washington. Further, the study is intentionally designed so that results can be brought to scale, benefiting the maritime industry across our country. This single investment in the maritime workforce will reap benefits for years to come. I strongly urge your support.

Sincerely,

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Eron Berg
Executive Director

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April 3, 2024

Subject: Letter of Recommendation for the Northwest Maritime Center's Application for the State of WA Tourism Arts and Culture Grant.

I am writing on behalf of The Port of Port Townsend to extend our strong support for the Northwest Maritime Center's (NWMC) application for the State of WA Tourism Arts and Culture Grant, specifically for funding their efforts to feature marginalized voices at the Wooden Boat Festival.

This event stands as a testament to the rich maritime culture of the Olympic Peninsula and beyond, serving as a significant tourism asset, and bolstering the local economy by drawing overnight visitors keen on exploring our region's unique artistic and cultural fabric. But maritime culture has not always been open to everyone. Last year, we participated in NWMC's efforts to begin to break down historical barriers and broaden representation to redefine the future of maritime.

These efforts, coupled with the festival's role in spotlighting Port Townsend's thriving maritime sector, exemplify the potential for cultural events to drive economic growth while fostering environmental stewardship and community pride.

We are confident that the support from the State of WA Tourism Arts and Culture Grants will enable the NWMC to elevate the Wooden Boat Festival further, enhancing its capacity to attract visitors and benefit our community.

We wholeheartedly endorse the NWMC's grant application and look forward to the continued success and expansion of the Wooden Boat Festival.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eron Berg". The signature is fluid and cursive, with a large initial "E" and a long, sweeping tail.

Eron Berg
Executive Director

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: April 4, 2024

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **April 10, 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:
Merriman Municipal Consulting LLC	3/23/2024-	Fiscal modeling managerial services	\$10,000.00
Sound Mechanical, TO #1 Amendment #1)	12/5/2023-5-17-2024	Extends contract & expands duties	\$10,000.00 (no change)
AVCOM, Amend #1, #2	4/1/2024-3/31/2027	AWOS maintenance/inspection	Rates per schedule

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 4/4/2024
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: April 10, 2024 Lease Update

ISSUE

The purpose of this memo is to keep the Commission informed about existing, planned, and potential leases.

BACKGROUND

As of the beginning of this month the Port has 42 land leases, 38 building leases, 40 rentals.

DISCUSSION

New Agreements:

- Hudson Point Café, LLC, (Flanigan), Office #8 (PH Main Bldg.)

Lease/Rental Amendments:

Exercising Options:

Assignments/Assumptions:

- Hudson Point Café, LLC Assignment (3/13/24 commission approved), begins April 1, 2024

Terminated/Expired Agreements:

- PALLCO (Jacki Pallister), Office #8, Main Building, Point Hudson

License & Use Agreements:

April Rent Increases:

- ***CPI Increase (5.8%):*** PT Rigging; UW (Sea Grant)
- ***Market Rate Increase:*** Scott Wexman (Hangar O);
- ***Step Increase:*** Skookum
- ***Recurring Annual License Fee:***
-

Leases with 2024 Expiring Terms and No Remaining Lease Options:

- Best Coast Canvas, exp 7/31/24 (currently negotiating)
- ACI 10th Street Lease, exp 8/31/24 (new lease in progress)
- Brion Toss Rigging, exp 8/31/24 (new lease in progress)
- USCG, exp 8/31/24 (in communications with real estate department)

- Short Farm Residential (Kevin) & Farm Lease, exp 8/31/24
- Marine Resources, exp 9/30/24
- The Artful Sailor, southern-most shop, exp 11/30/24
- Revision Marine, exp 12/31/24

Miscellaneous:

- LBG and Northwest Custom Hangars each have Lease Options that are up on April 15. They either will begin the construction process or lose the lease(s) on the hangar pad site(s)

ATTACHMENTS

1. 2024 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		APRIL 2024		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS
Admiral Ship Supply	2,145.14	1/31/2025*	2/1/2025	*One 5-yr option available.
Andersen Machine Shop	306.77	9/30/2027	10/1/2024	Land lease.
Andersen Machine Shop	64.99	Mo/Mo	6/1/2024	228 sf additional land for storage adjacent shop. 30 day notice for increases.
Armstrong Consolidated LLC (Washington)	10,986.85	Mo/Mo	1/1/2025	30-day notice for rate increases.
Armstrong Consolidated LLC (Washington)	539.98	Mo/Mo	1/1/2024	Additional space upstairs.
Armstrong Consolidated LLC (10th St)	3,422.92	8/31/2024*	N/A	Assignment.* Exercised last 1-yr option, exp 8/31/24.
Armstrong Consolidated LLC (10th St land)	795.79	Mo/Mo	9/1/2024	Land rental-ground in front of building.
Blue Moose Café	839.78	10/31/2026*	11/1/2024	*5-yr option available. 24-mo step to market.
Crown Castle (cell tower)	16,149.96/yr	6/30/2025*	6/1/2024	*One 5-yr option remains. Pay one mo in arrears..
Crown Castle - AT&T Sub-Lease	1,000.17		9/1/2023	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2023	Land rental. 30-day notice for rent increases.
EDC Team Jefferson	911.27	Mo/Mo	7/1/2024	2nd floor Nomura Bldg (767 sf). 30--day notice for rent increases.
Fine Yacht Interiors	1,423.59	5/31/2025*	6/1/2024	*One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25. 4% max CPI
Flye, Todd dba On The Flye	420.11	1/31/2025		Land lease-temporary structure. No options remain.
Goolden, Leo (Sampson Boat Co)	1,132.90	Mo/Mo	5/1/2024	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.)
Haven Boatworks	1,549.77	Mo/Mo	1/1/2025	Former J&S Bldg., Haines St. 30-day notice for rent increases.
Haven Boatworks	1,701.29	Mo/Mo	8/1/2023	Back half J&S (former Johnson Fab). Rent-free access+ LET, 7/1-7/15/23 to clean bldg.
Jefferson County (Commission Bldg)	2,012.56	9/30/2026	10/1/2024	5-yr. 180 day termination notice-either party.
Jeremy Johnson Photography	186.53	Mo/Mo	9/1/2024	2nd floor office #2F, Nomura Building.
Jochems Property Mgmt.	355.85	10/31/2026	1/1/2026	Land lease. CPI every two years, next 1/1/2026.
Katz, Alan	1,081.33	Mo/Mo	6/1/2024	Land lease, business w/temporary shelters. Amended agreement-incr land by 480 sf/
Key City Fish Co. (10th Street-seafood mrkt)	2,631.36	8/31/2028*	9/1/2024	Seafood market. One 5-yr option. Builindg & land lease. CPI-Yr2/MR-Yr 5
Key City Fish Co. (Haines PL-refrigeration)	929.31	11/30/2024*	12/1/2024	*Two 5-yr options available.
Kimmel's Crab Shack	2,472.02	4/30/2049	5/1/2024	Land lease.
Marine Surveys & Assessments Cooperative	1,694.60	1/31/2028*	2/1/2025	* One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.
NW Maritime Center (Marine Thrift)	703.90	1/31/2025*		Exercised last 1-year option. Would like new lease at end of term.
NW Maritime Center	110.00	4/6/2024	N/A	One day swap meet in the BH. Managed by Marine Thrift store.
NW School of Wooden BoatBuilding	606.22	6/30/2026*	7/1/2024	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use.
Octopus Gardens Diving	1,232.00	6/30/2026	7/1/2024	24 mo. stepped rent to achieve market rate.
Olympic Crane LLC	57.89	Mo/Mo	2/1/2025	Relocated crane next to Pete's Marine.
Perpetual Boatworks, LLC	1,667.81	Mo/Mo	3/1/2025	exp)
Pete Stein & Compass Woodwork	107.17	Mo/Mo	6/1/2024	40'x8' land & 7'x8' land for equipment.
Pete's Marine Metals	1,706.29	7/31/2024*	8/1/2024	*One 1-yr option remaining.
Port Townsend Fuel Dock LLC	915.65	6/30/2029	N/A	2% flowage fee pays rent. Last 5-yr option exercised 12/14/23
PT Furniture Clinic	706.95	1/31/2025*		*Exercised last one-year option. Would like new lease at end of term.
PT Sailing Association	700.21	11/30/2027*	12/1/2024	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years.
Port Townsend Shipwrights, Inc.	8,299.11	7/31/2050	8/1/2024	MR incr 8/1/30-every 10 yrs/ann CPI. Amend 2: Adds land from Baird bldgs purchase
PT Rigging (Kulin & Vizzini)	589.68	3/31/2030	4/1/2025	Land lease. CPI applied.
PT Rigging	734.40	Mo/Mo	10/1/2024	2,720 sq ft of land, abutting leasehold for rigging work and related storage.
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.
Revision Marine	2,440.30	12/31/2024	N/A	Bldg/Land lease.
Sail Port Townsend	208.86	Mo/Mo	5/1/2024	Seasonal use-back in Nomura Office. Off-season, will return 5/1/24.
Sands, Guy & Kim (PT Brewing Co.)	3,746.09	5/31/2026*	6/1/2024	*Two 5-yr options remain. Bldg & Land.
Sands, Guy & Kim (PT Brewing Co)	176.58	Mo/Mo	10/1/2024	600 sf outdoor dining area.
Scow Bay Boats	568.26	9/30/2026	10/1/2024	Land lease-temporary structure. Exercised only 3-year option, 10/1/23-9/30-26.
Sea J's Café (Estate of Florence Jevne)	1,220.74	Mo/Mo	6/1/2024	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	174.65	Mo/Mo	6/1/2024	Mo/Mo building agreement for small office 2-H in Nomura Bldg..
Skookum Corporation	961.34	3/31/2026*	4/1/2025	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg. Step applied
Stephens Marine	59.42	Mo/Mo	2/1/2025	Temp storage of equipment. Will move to Jochems building soon.
Sunrise Coffee	207,666.00	9/30/2031*	10/1/2024	*Two 5-yr options available. Deposit balance-6 installments.
Takaki, Jennifer (Marina Café)	718.53	12/31/2026	1/1/2025	5-year lease.
Takaki, Jennifer (Marina Café)	116.54	Mo/Mo	10/1/2024	396 sf outdoor dining ara.
The Shop Cooperative	5,979.83	5/31/2026*	6/1/2024	*One 5-yr option. Assigned from Pete Stein & Compass Woodwork.
Tree Ring, LLC	150.70	Mo/Mo	3/1/2025	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	384.52	Mo/Mo	4/1/2025	Office 2-E, Nomura Bldg. Added 100 sf storage space. CPI
U. S. Coast Guard	5,653.93	8/31/2024		Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24. Coast Guard will be enering into a new agreement with the Port.
Welti, Rebecca	\$105.00/1xfee	7/31/24*		*5-yr option available. 24-mo step to market.

Point Hudson - PROPERTY	APRIL 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	2,154.87	7/31/2024*	8/1/2024	Armory Bldg. *Exercised last 1-yr option thru 7/31/24.
Brion Toss Yacht Rigging	967.66	8/31/2024*	9/1/2024	Armory Bldg. 5-yr lease, *no options.
Brooks, Cindy	41.20	Mo/Mo	7/1/2024	54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race
Cashin, Andrew	286.30	Mo/Mo	2/1/2025	Moved to office #11-private & smaller. Non-view, Main Bldg.
Commanders Beach House	2,391.40	4/30/2025	5/1/2024	Assignment to D & N Dionne.
Doc's Marina Grill / TNT Restaurants LLC	3,351.24	4/30/2027	5/1/2024	Last 5-yr option 5/1/22-4/30-27. Wants new 10-yr lease.
Fortune Teller Art	385.50	Mo/Mo	8/1/2024	Office #2, Main Bldg., Point Hudson. 30 day notice increases.
GatheringPlace	N/A	7/31/2004	N/A	Southern half of duplex. Leasehold exempt - Non-profit
Hanson of Port Townsend Inc.	398.94	5/31/2025*	N/A	Exercised last option. Term expires 5/31/25.
Hudson Point Café (Assigned-Flanigan)	1,727.14	6/30/2025*	7/1/2024	Main Bldg. *One 5-yr option available. Assignment to L & L Flanigan
Hudson Point Café Office #10,(Pallco)	283.80	Mo/Mo	7/1/2024	Main Bldg. Restaurant view office.
Hudson Point Café Office #8 (Flanigan)	286.44	Mo/Mo	4/1/2025	Main Bldg. Restaurant storage, non-view office. Rented to Flanigan.
Hudson Point Café	124.14			Main Bldg - common area fee-restroom cleaning/stocking
Impact Naval Architects, LLC	283.80	Mo/Mo	9/1/2024	Office #1, Main Bldg. Moved from Duplex, due to upcoming renovations
Marine Resources Consultants Inc.	567.74	9/30/2024*	N/A	Armory Bldg. *Used last option.
Marine Science Center	105.00/1 x fee	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.
Mark Kielty Design	283.80	Mo/Mo	8/1/2024	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,444.50	6/30/2051	7/1/2024	Amend 1: begin construct by 6/30/2031, compl w/l 12 mos
Northwest Maritime Center (Swan Hotel)	516.00/yr	auto renew	6/1/2024	License-encroachment. MR every 3-yrs. Port may term w/180-day notice
Puget Sound Express	1,261.57	12/31/2025	1/1/2025	No options remain.
Schooner Martha Foundation	913.54	12/31/2024*	N/A	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,508.25	4/30/2027*	5/1/2024	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	2,818.44	10/31/2026	11/1/2024	No options remain.
Shanghai Restaurant	174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	3,591.94	9/30/3038	10/1/2024	New lease. Rent increase to set amount 7/1/27; MR/5-years,CPI/annual
The Artful Sailor	604.30	11/30/2024*	N/A	Armory Bldg. *Exercised last opton.
The Artful Sailor	495.65	Mo/Mo	3/1/2025	Armory Bldg-NW end of bldg.
U.S. Customs	3,236.16	12/20/2027	12/20/2024	Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027.
Washington Dept. of Fish & Wildlife	8,430.97	3/21/2029*	N/A	New lease 4/1/24-3/31/29 + one 5-yr option. When maintenance items are complet (sect 21) rent increases to \$10,166.08/mo.
Washington Dept. of Fish & Wildlife	1,649.06	Mo/Mo	11/1/2024	Cupola Annex-storage.
Washington Dept of Fish & Wildlife	15.32	Mo/Mo	6/1/2024	Small storage area in Sail Loft for spare boat motor.

JCIA - PROPERTY	APRIL 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,263.37	11/20/2045	12/1/2024	Land lease. Hangars 'E' & 'F'. Amend 2 corrected land size.
Aurora Aircraft Maint & Restoration	596.85	10/31/2026*	11/1/2024	*One 5-yr option remains. Maintenance Hangar
Aurora Aircraft Maint & Restoration		Mo/Mo	N/A	Fuel Concession. Amendment #1: Mo/Mo agreement.
Broderson, Dennis	70.00	2/28/2016	3/1/2025	T-hangar pad LEASE.
Browning, Scott & Lori	100.00/yr	ann. auto renew	8/1/2024	Periodic tree & shrub removal.
Dow Jeffery & Jorja	394.76	12/31/2028	8/1/2024	Land lease. Hangar 'D'.
Eber, Lorenz	80.00	Mo/Mo	1/1/2024	T-hangar pad, #T-404(P)
Erickson, Warren & Karen	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-B'.
G Hangar Condo Assoc.	610.88	6/9/2047	7/1/2024	Land lease.
Grandy, Richard	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	567.84	6/22/2049	7/1/2024	Land lease.
Hangar C Group LLC	726.25	4/30/2053	12/1/2024	Settled 2/25/21: Amend #6: Ext. term.
Hood Canal Aviation LLC/Jim Piper	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-C'.
JEFFCO Hangar Assoc., Inc.	777.74	11/30/2041	12/1/2024	11,369 sf, hangar site 'I'.
Jeff. Co. Airport Condo Owners Assoc.	2,301.25	7/26/2057	3/1/2025	Assignment of NW Hangar's Lease for sites #7 & 8.
K-Hangar Assoc. @ JCIA	578.34	4/25/2049	5/1/2024	Land lease.
L Hangar Condo Assoc @JCIA	667.38	10/31/2048	10/1/2024	Land lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 1-Exer. option by 4/15/24-then rent begins/50-yr lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 3-Exer. option by 4/15/24-then rent begins/50-yr lease.
Lemanski, Tom & Linda	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-405. 2023 adopted rate applied (8¢/sf)
Morrison, Neil/Lark Leasing	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-North'.
Morrison, Neil	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-South'.
Northwest Custom Hangars, LLC(Ward)	500.00 fee	4/15/2024*	N/A	Site 2-Exer option by 4/15/24-then rent begins/50-yr lease
Port Townsend Aero Museum	430.98	7/31/2052*	5/1/2024	*One 25-yr option. Museum bldg-land lease.
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg-land lease (expan.).
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg-land lease.
Port Townsend Aero Museum	252.64	4/30/2053	5/1/2024	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2024	T-hangar pad, T-400(S).
Port Townsend Aircraft Services	319.47	6/30/2035*	7/1/2023	*Two 10-yr options.
Pratt Sr., David	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-401(N). 2023 adopted rate applied (8¢/sf)
Puget Sound Express-J Hangar Lease	400.00	10/1/2050	10/1/2024	Assignment-Land lease to Puget Sound Express.
Roethle, Garth	80.00		4/1/2024	Purchased T-hangar from Northup Estate. #406-M
Spruce Goose	249.21	9/30/2029*	10/1/2023	*Two 5-yr options. CPI/MR apply.
Station Prairie	610.40	4/30/2072	5/1/2024	Hangar site pad #5. Amend #1 incrsd premises. CPI applied
Townshend, Brendon	70.00	2/28/2026	4/1/2025	Assigned T-hangar pad 402-O from Daniel Scheall.
Wexman, Scott & Diana Levin	296.45	3/31/2053	4/1/2025	Land lease. Hangar 'O'. MR applied

PORT OF PORT TOWNSEND LEASE LISTING

QUILCENE - PROPERTY	APRIL 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$ 6,264.98	12/31/2039	1/1/2025	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 561.35	10/31/2027*	11/1/2024	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>

CHIMACUM - PROPERTY

APRIL 2024

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

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

Date/Time		Item/Topic	Location	Absent
Wed., Apr.17 5:30-7:30pm	Meeting	Short Farm Community Visioning Meeting	WSU Kivley Center	
Thurs., Apr.18 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Fri., Apr. 19 9-4pm	Spec. Meeting	Local 2020 One-Day Transportation Conference	Amer.Legion 209 Monroe	PH
Wed., April 24 1-3PM	Special Mtg.	Community Celebration	North Jetty, near 141 Hudson St.	
Wed., Apr. 24 5:30 pm	Meeting	Armstrong Consolidated, LLC: ACI Boats Lease and Gold Star Marine Lease Resolution Authorizing ALEA Grant for Point Hudson Contract Update	Pav	
Wed., May 8 9:30 am	Workshop		Pav	
Wed., May. 8 1 pm	Meeting	Q1 2024 IDD Report Harbormaster Report Lease/Contract Update	Pav	
Wed., May 15 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed/Th, May 15-17		WPPA Spring Meeting (quorum of Commission expected)	Skamania Lodge, Stevenson WA	
Wed., May 22 5:30 pm	Meeting	Contract Update	Pav	
Thurs., May 23	Spec.Mtg	Intergovernmental Collaborative Group	Pav	
Wed., May 29 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., June 5 5:30-7:30pm	Meeting	Short Farm Steering Committee	WSU Kivley Center	
Wed., Jun. 12 9:30 am	Workshop		Pav	
Wed., Jun. 12 1 pm	Meeting	Harbormaster Report Lease/Contract Update	Pav	

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

Wed., June 19 Time TBD	Meeting	Short Farm U of W Student Presentation	WSU Kivley Center	
Wed., June 26 5:30 pm	Meeting	Contract Update	Pav	
Wed/Thurs June 26-28		WPPA Finance and Administration Seminar	AC Hotel by Marriott, Vancouver, WA	
Wed., Jul. 10 9:30 am	Workshop	Short Farm		
Wed., Jul. 10 1 pm	Meeting	Harbormaster Report Lease/Contract Update	Pav	
Wed/Thurs July 22-24		WPPA Commissioners Seminar	Courtyard by Marriott-Richland	
Wed., Aug. 14 9:30 am	Workshop		Pav	
Wed., Aug. 14 1 pm	Meeting	Harbormaster Report Lease/Contract Update	Pav	
Wed., Aug. 28 5:30 pm	Meeting	Cancelled	Pav	
Wed., Sept. 11 9:30 am	Workshop		Pav	
Wed., Sept. 11 1 pm	Meeting	Harbormaster Report Lease/Contract Update	Pav	
Thur., Sept. 19 5:00 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Sept. 25 5:30 pm	Meeting	Contract Update	Pav	
Wed., Oct, 9 9:30 am	Workshop		Pav	
Wed., Oct.9 1 pm	Meeting	Harbormaster Report Lease/Contract Update	Pav	
Wed., Oct. 23	Meeting	Contract Update		

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

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