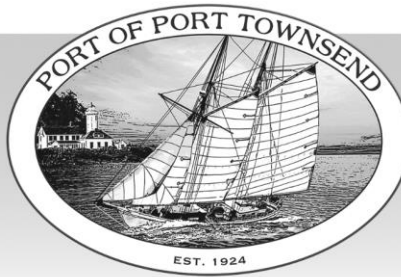


2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



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

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

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from April 10, 20243-6
 - B. Approval & Ratification of Warrants7-24
 - C. Approval of Pay Estimate #7, #9-#11 Wire to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2023 for \$2,844,353.55 and Approval of Pay Estimate #12-#15 Wire to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2024 for \$2,163,949.4225-30
- V. Second Reading ~ none
- VI. First Reading
- VII. Regular Business
 - A. Draft Rule: "Iconic Vessel" Exception to Moorage Transfer Limitations Rule.....31-34
 - B. Year to Date January 2024 Financial Report
 - C. Short Planning Process Update
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings:
 - Wednesday, May 8, 2024 Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and in Person
 - Wednesday, May 15-17, 2024 WPPA Spring Meeting, Skamania Lodge, Stevenson, WA
- XI. Executive Session
- XII. Adjournment
- Informational Items35**
 - Port Contracts Update36
 - Letter of Support Natural Resource Innovation Center37
 - Commission Meeting Schedule.....38-40

PORT COMMISSION WORKSHOP MEETING – Wednesday, April 10, 2024

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

Present: Commissioners Hanke, Hasse and Petranek
Executive Director Eron Berg
Finance Director Connie Anderson
Director of Capital Projects and Port Engineer Matt Klontz
Manager of Capital Projects Dave Nakagawara
Project Administrator Natalie Toews
Harbormaster Kristian Ferrero
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. QUARTERLY CAPITAL PROJECT UPDATE (00:00:30)

Director of Capital Projects and Port Engineer Matt Klontz provided a detailed project update on the 32 projects in process utilizing the written quarterly report and solicited input from the Commission on its effectiveness.

III. COMMISSION ROUNDTABLE (01:30:00)

Preparing for the April 24 grand opening of the Point Hudson Marina, Executive Director Eron Berg reviewed plans. Commissioners shared what Port’s history to cover during their opening remarks.

IV. PUBLIC COMMENT

Dan Gatchet commented on the decline of the docks in Quilcene.

V. ADJOURNMENT (Rec. 02:00:00): The meeting adjourned at 11:22 a.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, President

Pamela A. Petranek, Secretary

Carol L. Hasse, Vice President

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

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

Present: Commissioners Hanke, Hasse and Petranek
 Executive Director Eron Berg
 Finance Director Connie Anderson
 Project Administrator Natalie Toews
 Harbormaster Kristian Ferrero
 Lease & Contracts Administrator Sue Nelson
 Port Recorder Joanna Sanders

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE (Rec. 00:00:30)

Commissioner Hanke called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:40)

Removed from the agenda was the YTD January 2024 Financial Report.

III. PUBLIC COMMENT (Rec. 00:01:02)

Forest Shomer highlighted native plant appreciation month. He proposed replenishing the native flower seeds planted at JCIA, previously called Station Prairie.

Harold Anderson as former contract engineer for the Port, shared a concept for widening Jefferson Street. (handout)

IV. CONSENT AGENDA (Rec. 00:06:50)

A. Approval of Business Meeting Minutes from March 27, 2024

B. Approval and Ratification of Warrants

Warrant #066506 in the amount of \$25 is declared void

Warrant #066947 in the amount of \$24.51 is declared void

Warrant #066801 and #067218 in the amount of \$113.78 is declared void

Warrant #068274 in the amount of \$1,500 is declared void

Warrant #068278 through #068284 and Electronic Payment in the total amount of \$254,779.92

Warrant #068285 in the amount of \$1,500

Warrant #068286 through #068344 in the amount of \$178,413.91

Unanimously approval of the Consent Agenda as written.

V. SECOND READING (Rec. 00:07:15)

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

Harbormaster Kristian Ferrero gave the staff presentation reviewing the changes discussed at the last meeting.

Another rule update proposal would be brought forward to address long-term absences and the credit system and draft rules to provide the ability for heritage/historic vessels to assume the slip if the boat transfers into different ownership.

Unanimous approval of motion to amend the 2024 Moorage Rate card to amend the waitlist fees as described in the memorandum, effective May 1, 2024.

Unanimous approval of motion to eliminate the waitlist for 52' and larger vessels and to refund waitlist fees paid by people on that waitlist.

VI. FIRST READING – None

VII. REGULAR BUSINESS (Rec. 01:00:00)

A. New 300T Travelift (Rec. 00:37:17)

Executive Director Eron Berg reported on the pending Travelift order and updated price quote.. Additional operational funding is needed to cover a 2.5% inflationary increase, plus the cost of an additional remote control and two additional drive wheels.

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

B. Harbormaster Report (Rec. 00:44:57)

Harbormaster Kristian Ferrero gave his report on Boatyard, Boat Haven and Point Hudson activity.

VIII. STAFF COMMENTS (Rec. 00:53:15)

Kristian Ferrero reported on his attendance at the Pacific Coast Conference.

Connie Anderson reported she would attend her first WPPA Finance Officers' conference at the end of June. She is still learning and making progress on understanding Port finances.

Sue Nelson reminded hangar lease options are due for LBG and Dave Ward on the JCIA hangar pad sites. Also working on rental and licensing agreements.

IX. COMMISSIONER COMMENTS (Rec. 00:56:02)

Carol Hasse spoke about her recent visits to the Mats Mats and Gardiner launch ramp facilities. There would be a relocation of the MRC's Olympia Oyster interpretational signage to south Discovery Bay. She also enjoyed the Historic Maritime Heritage conference.

Pam Petranek stated on April 24 Chris Bricker of KPTZ would be present on the *Saratoga* to interview attendees about the marina opening. She is exploring Charles Marohn's new book "Escaping the Housing Trap," as a possible future presenter for the Intergovernmental Collaborative Group. She attended the monthly EDC board meeting and they are seeking new Board members. She highlighted the upcoming Local 2020 April 19 Transportation workshop.

X. NEXT MEETINGS (Rec. 01:01:00)

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. at the Kivley Center

Friday, April 19, 2024: Local 2020 Transportation Conference from 9 a.m.-4 p.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 - none

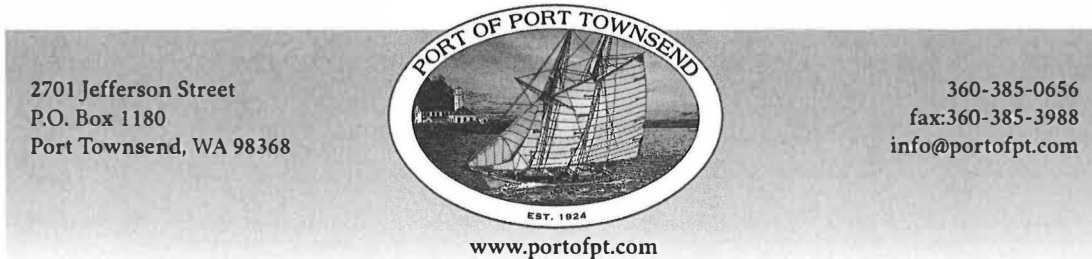
XII. ADJOURNMENT (Rec. 01:02:45): The meeting adjourned at 2:04 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

Carol L. Hasse, Vice President



WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 068345 through No. 068347 generated on April 16, 2024 in the amount of \$5,476.79 and Electronic Payment in the amount of \$134,547.16, for a total amount of \$140,023.95 is ratified.

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

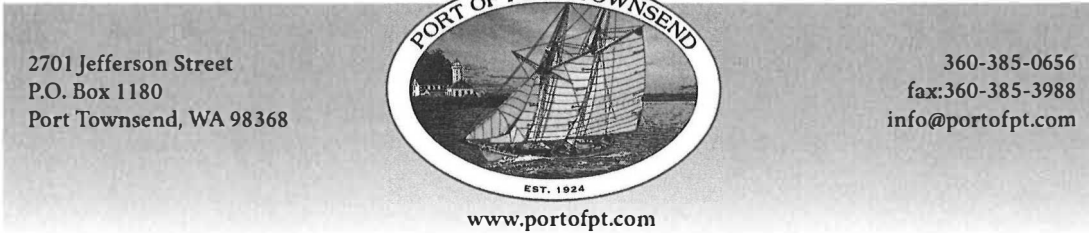
For: **Payroll and Benefits**

Commissioner Pete W Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And
Administration



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **068348** generated on April 17th, 2024 in the amount of **\$988,659.00 is ratified.**

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

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

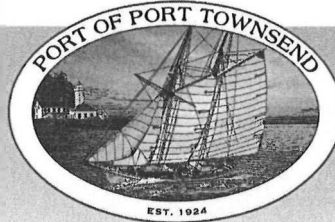
Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number: 001
000068348	4/17/2024	KEN010	Kendrick Equipment 20240411	4/11/2024	988,659.00	0.00	988,659.00	
Report Total:					<u>988,659.00</u>	<u>0.00</u>	<u>988,659.00</u>	

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



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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 068349 through No. 068409, are approved for payment in the amount of \$366,099.73 on this 24th 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)

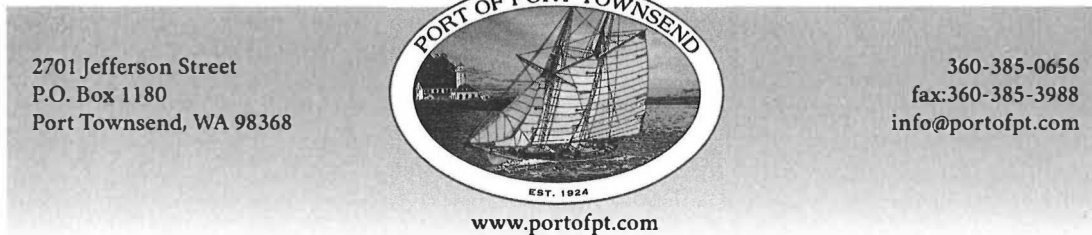
Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000068349	4/24/2024	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			97640-1	4/10/2024	46.37	0.00	46.37
0000068350	4/24/2024	A1C050	A-1 Coupling				Check Entry Number: 001
			K52486-001	4/5/2024	64.97	0.00	64.97
0000068351	4/24/2024	ADL050	Ironclad Environmental				Check Entry Number: 001
			207985-0011	4/5/2024	2,134.38	0.00	2,134.38
0000068352	4/24/2024	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			3/31/24 STATEMENT	3/31/2024	316.10	0.00	316.10
0000068353	4/24/2024	ALD050	Alden Associates				Check Entry Number: 001
			A519107-IN	4/2/2024	1,102.75	0.00	1,102.75
0000068354	4/24/2024	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			2404064	4/10/2024	817.96	0.00	817.96
			2404065	4/10/2024	496.00	0.00	496.00
			Check 0000068354 Total:		1,313.96	0.00	1,313.96
0000068355	4/24/2024	BAN005	Bank of America				Check Entry Number: 001
			4/5/24 STATEMENT	4/5/2024	13,925.08	0.00	13,925.08
0000068356	4/24/2024	BAY075	Bayside Services				Check Entry Number: 001
			0424059	4/4/2024	8,784.82	0.00	8,784.82
0000068357	4/24/2024	BET070	Tracy Betts				Check Entry Number: 001
			4/24 UNIFORM EXP	4/15/2024	157.73	0.00	157.73
0000068358	4/24/2024	BLU020	Blue Coast Engineering				Check Entry Number: 001
			1013	4/11/2024	364.00	0.00	364.00
0000068359	4/24/2024	BRA080	Rich Brandes				Check Entry Number: 001
			REFUND 3/26/24	3/26/2024	500.00	0.00	500.00
0000068360	4/24/2024	BRY060	Paul Bryan				Check Entry Number: 001
			REFUND 4/10/24	4/10/2024	23.50	0.00	23.50
0000068361	4/24/2024	CED005	CED				Check Entry Number: 001
			4948-1051944	4/3/2024	353.93	0.00	353.93
			5948-1051716	4/3/2024	560.77	0.00	560.77
			5948-1051948	4/3/2024	109.40	0.00	109.40
			5948-1052124	4/3/2024	47.97	0.00	47.97
			5948-1052157	4/11/2024	724.23	0.00	724.23
			Check 0000068361 Total:		1,796.30	0.00	1,796.30
0000068362	4/24/2024	CEN030	CenturyLink				Check Entry Number: 001
			4/1/24 STATEMENT	4/1/2024	230.00	0.00	230.00
0000068363	4/24/2024	CEN035	CenturyLink				Check Entry Number: 001
			4/9/24 STMNTS	4/9/2024	367.75	0.00	367.75
0000068364	4/24/2024	CHE020	Chemoptix				Check Entry Number: 001
			240B0134	4/2/2024	600.00	0.00	600.00
0000068365	4/24/2024	COA050	Mott MacDonald				Check Entry Number: 001
			507501743	4/19/2024	7,087.50	0.00	7,087.50
			507501744	4/19/2024	8,765.44	0.00	8,765.44
			Check 0000068365 Total:		15,852.94	0.00	15,852.94
0000068366	4/24/2024	COU035	Coultas Construction Management Solutions, LLC				Check Entry Number: 001
			24-03P	4/5/2024	7,350.00	0.00	7,350.00
0000068367	4/24/2024	COW020	Cowling and Co LLC				Check Entry Number: 001
			1294	1/31/2024	5,290.30	0.00	5,290.30
			1295	1/31/2024	52,384.09	0.00	52,384.09
			1327	2/29/2024	911.40	0.00	911.40
			1329	2/29/2024	2,093.70	0.00	2,093.70

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
			1330	2/29/2024	13,729.06	0.00	13,729.06
Check 000068367 Total:					74,408.55	0.00	74,408.55
000068368	4/24/2024	DEL070	Delta Water Technologies, LLC				Check Entry Number: 001
			180155	3/28/2024	695.55	0.00	695.55
000068369	4/24/2024	DIR070	DirecTV				Check Entry Number: 001
			075436554X240328	3/28/2024	438.75	0.00	438.75
000068370	4/24/2024	EVE010	Brian Eversole				Check Entry Number: 001
			4/24 UNIFOMR EX	4/1/2024	139.65	0.00	139.65
000068371	4/24/2024	FAS020	Fastenal				Check Entry Number: 001
			WAPOR96524	4/3/2024	141.63	0.00	141.63
000068372	4/24/2024	FER001	Ferrellgas				Check Entry Number: 001
			3/26/24 STMNT	3/26/2024	438.66	0.00	438.66
000068373	4/24/2024	FER030	Kristian Ferrero				Check Entry Number: 001
			4/24 EXPENSE	4/8/2024	1,569.70	0.00	1,569.70
000068374	4/24/2024	FIS020	Fish N Hole				Check Entry Number: 001
			5607757	4/3/2024	118.80	0.00	118.80
000068375	4/24/2024	FRA010	Anna Frank				Check Entry Number: 001
			REFUND 4/10/24	4/10/2024	500.00	0.00	500.00
000068376	4/24/2024	GAN010	Andre Gano				Check Entry Number: 001
			REFUND 3/20/24	3/20/2024	11.50	0.00	11.50
000068377	4/24/2024	GLO003	Global Diving & Salvage, Inc				Check Entry Number: 001
			145928	3/31/2024	1,663.78	0.00	1,663.78
000068378	4/24/2024	GRE015	Greentree Communications Co				Check Entry Number: 001
			10627	4/1/2024	392.76	0.00	392.76
000068379	4/24/2024	HAN010	Pete Hanke				Check Entry Number: 001
			REISSUE OF LOST CHEC	4/24/2024	1,083.79	0.00	1,083.79
000068380	4/24/2024	HIC040	Matt Hickey				Check Entry Number: 001
			REFUND 3/28/24	3/28/2024	24.94	0.00	24.94
000068381	4/24/2024	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			3/4/24 STATEMENT	4/4/2024	567.81	0.00	567.81
000068382	4/24/2024	JOH085	Elizabeth Johnston				Check Entry Number: 001
			REFUND 3/21/24	3/21/2024	11.50	0.00	11.50
000068383	4/24/2024	KEN020	Kennedy Jenks				Check Entry Number: 001
			170795	4/9/2024	3,556.25	0.00	3,556.25
000068384	4/24/2024	LAN001	Landau Associates				Check Entry Number: 001
			0057639	4/3/2024	5,541.25	0.00	5,541.25
000068385	4/24/2024	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4834739S185	4/1/2024	31.68	0.00	31.68
000068386	4/24/2024	MAR096	Marian Roh				Check Entry Number: 001
			240329	4/9/2024	3,398.75	0.00	3,398.75
			240402	4/9/2024	426.25	0.00	426.25
Check 000068386 Total:					3,825.00	0.00	3,825.00
000068387	4/24/2024	NOR040	Northwest Maritime Center				Check Entry Number: 001
			REFUND 4/2/24	4/2/2024	376.68	0.00	376.68
000068388	4/24/2024	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			03/31/2024 STMNT	3/31/2024	19.53	0.00	19.53
			3/31/24 STATEMENT	3/31/2024	168.18	0.00	168.18
Check 000068388 Total:					187.71	0.00	187.71
000068389	4/24/2024	OLY060	Olympic Region Municipal				Check Entry Number: 001
			2024 MEMBERSHIP	3/29/2024	50.00	0.00	50.00

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000068390	4/24/2024	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			4/1/24 STATEMENT	4/1/2024	1,096.36	0.00	1,096.36
0000068391	4/24/2024	PEA030	Eden Peart				Check Entry Number: 001
			REFUND 3/28/24	3/28/2024	21.81	0.00	21.81
0000068392	4/24/2024	PHI045	Martin Phipps				Check Entry Number: 001
			4/24 UNIFORM EXP	4/8/2024	303.82	0.00	303.82
0000068393	4/24/2024	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			91799	4/7/2024	41.50	0.00	41.50
0000068394	4/24/2024	POR019	Port Gamble S'klallam Tribe				Check Entry Number: 001
			REFUND 4/9/24	4/9/2024	435.12	0.00	435.12
0000068395	4/24/2024	POR065	Port of Port Townsend				Check Entry Number: 001
			REFUND 3/28/2024	3/28/2024	159.40	0.00	159.40
			REFUND 4/5/2024	4/5/2024	109.00	0.00	109.00
			Check 0000068395 Total:		268.40	0.00	268.40
0000068396	4/24/2024	PRE010	Precision Approach Engineering				Check Entry Number: 001
			6318	2/29/2024	1,678.75	0.00	1,678.75
0000068397	4/24/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			03/25/2024 STATMENT	3/25/2024	550.00	0.00	550.00
			3/25/24 STMNT	3/25/2024	499.27	0.00	499.27
			4/11/2024 STMNTS	4/11/2024	26,255.92	0.00	26,255.92
			Check 0000068397 Total:		27,305.19	0.00	27,305.19
0000068398	4/24/2024	REI002	Reid Middleton Co				Check Entry Number: 001
			2404006	4/11/2024	18,080.90	0.00	18,080.90
0000068399	4/24/2024	ROT030	Dane Roth				Check Entry Number: 001
			REISSUE OF LOST CK	4/24/2024	31.73	0.00	31.73
0000068400	4/24/2024	SEC010	Security Services				Check Entry Number: 001
			134891	4/1/2024	202.30	0.00	202.30
0000068401	4/24/2024	SHO010	Shold Excavating Inc				Check Entry Number: 001
			80126	4/4/2024	362.99	0.00	362.99
			80334	4/15/2024	422.12	0.00	422.12
			Check 0000068401 Total:		785.11	0.00	785.11
0000068402	4/24/2024	SME050	SME Solutions, LLC				Check Entry Number: 001
			REISSUE OF LOST CK	4/24/2024	110.00	0.00	110.00
0000068403	4/24/2024	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8131157	3/31/2024	530.28	0.00	530.28
0000068404	4/24/2024	STA030	The Station Signs & Screen Printing				Check Entry Number: 001
			6545	4/17/2024	785.52	0.00	785.52
0000068405	4/24/2024	SUN020	Sunrise Coffee				Check Entry Number: 001
			20240377	4/9/2024	68.95	0.00	68.95
0000068406	4/24/2024	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			24-02566	4/8/2024	120.00	0.00	120.00
0000068407	4/24/2024	WA0303	Dept of Retirement Systems				Check Entry Number: 001
			1610653	3/29/2024	25.00	0.00	25.00
0000068408	4/24/2024	WA1803	State of Washington				Check Entry Number: 001
			QTR 1 2024 LET	4/24/2024	163,374.62	0.00	163,374.62
0000068409	4/24/2024	WEB030	Kimberlie Webber				Check Entry Number: 001
			4/24 EXPENSE	4/3/2024	127.78	0.00	127.78
			Report Total:		366,099.73	0.00	366,099.73



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 **\$7,045.11 is ratified.**

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

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***March, 2024*** in the amount of ***\$7,045.11***

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 **0-039-458-881**

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

Filing Date	April 18, 2024
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	Bank Account (ACH Debit)
Payment Effective	April 19, 2024
Total Tax	8,570.74
Total Credits	1,525.63
Total Due	7,045.11

We noticed the email address on this return is different from the one in your profile.

Please verify that the email address in your profile is correct. To update your email address click the Profile menu icon at the top of this page, select My Profile, click the *Profile* tab, and click **Use your SAW profile**.

Combined Excise Tax Return

BOAT HAVEN FUEL DOCK
 161-000-044

Filing Period: March 31, 2024

Due Date: April 25, 2024

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	69,468.24	0.00	69,468.24	0.004710	327.20
Service and Other Activities (\$1 million or greater in prior year)	59,330.08	0.00	59,330.08	0.017500	1,038.28
Total Business & Occupation					1,365.48

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	69,468.24	0.00	69,468.24	0.065000	4,515.44
Use Tax	4,231.75	0.00	4,231.75	0.065000	275.06
Total State Sales and Use					4,790.50

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	5,619.20	0.00	5,619.20	0.019260	108.23
Water Distribution	1,032.41	0.00	1,032.41	0.050290	51.92
Total Public Utility Tax					160.15

Deductions

Tax Classification	Deduction	Amount
Business & Occupation		
Retailing	Motor Vehicle Fuel Tax	0.00
State Sales and Use		
Retail Sales	Motor Vehicle Fuel Sales	0.00

Credits

	Amount
Main Street Credit	1,365.48
Main Street Credit	160.15

Submission

Confirmation #: 0-039-458-881
Prepared By: Donna Frary
Phone Number: (360) 379-5217
Email Address: donna@portopft.com
Submitted Date: Apr-18-2024

Payment

Amount Due: \$7,045.11
Amount Paid: \$7,045.11
Effective Date: Apr-19-2024
Method: Bank Account (ACH Debit)

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	69,468.24	0.026000	1,806.17
Total Local City and/or County Sales Tax			1,806.17

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	4,231.75	0.026000	110.03
Total Local City and/or County Use Tax/Deferred Sales Tax			110.03

Transient Rental Income

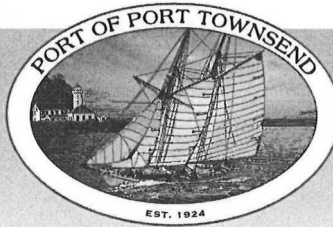
Location	Income	
1601 - PORT TOWNSEND	16,920.50	
Total Transient Rental Income		16,920.50

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	16,920.50	0.020000	338.41
Total Special Hotel/Motel			338.41

Total Tax	8,570.74
Total Credits	1,525.63
Subtotal	7,045.11
Total Amount Owed	7,045.11

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



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

www.portofpt.com

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 **\$4,883.20 is ratified.**

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

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for Qtr 1, 2024 in the amount of
\$4,883.20

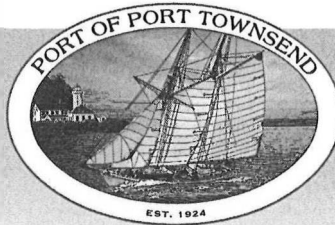
Commissioner Pete W. Hanke

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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ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$5,042.58 is ratified.**

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

For: Washington State, Employment Security Department for
WA Cares – for Qtr 1, 2024 in the amount of **\$5,042.58**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration

Donna Frary

From: Employment Security Department <donotreply@billerpayments.com>
Sent: Friday, April 12, 2024 8:37 AM
To: Donna Frary
Subject: Employment Security Department WA Cares Payment Scheduled

Dear DONNA FRARY,

This email is about your Leave and Care Division account:: XXXX0044.

Thank you for scheduling your WA Cares premium payment using Online Payment Processing. Your payment details are below:

Payment Amount: \$5,042.58

Scheduled Payment Date: 04/12/2024

Account Number Ending: XXXX5811.

Payment Type: Checking.

Confirmation Number: I2318Z9R6N.

About This Message

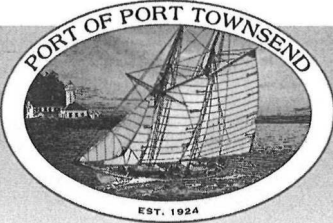
This email was sent to DONNA@PORTOFPT.COM. This email was sent to confirm the activity described above regarding your WA Cares premium payment.

Do not reply to this message.

If you have any questions, call us Monday through Friday between 8:30 a.m. and 4:30 p.m. at 833-717-2273.

Employment Security Department Leave and Care Division PO Box 19020 Olympia, WA 98507

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



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

www.portofpt.com

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 obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$42,155.81 is ratified.**

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

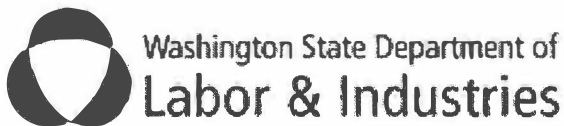
For: Washington State Department of Labor & Industries
1st Quarter Tax Return for **January - March, 2024** in the amount of
\$42,155.81

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration



Submit Date: 4/11/2024
Confirmation Number: 10418256

Quarterly Report

1st Quarter: January 1, 2024 – March 31, 2024

Due Date: 4/30/2024

PORT OF PORT TOWNSEND
 PO BOX 1180
 PORT TOWNSEND, WA 98368

WA UBI: 161 000 044
L&I Account ID: 061,069-00
Phone Number: 360-385-2355 Ext. 0

Account Manager: SYDNEY RAVES 360-902-5592

Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offcrrs	1

Worker Reporting

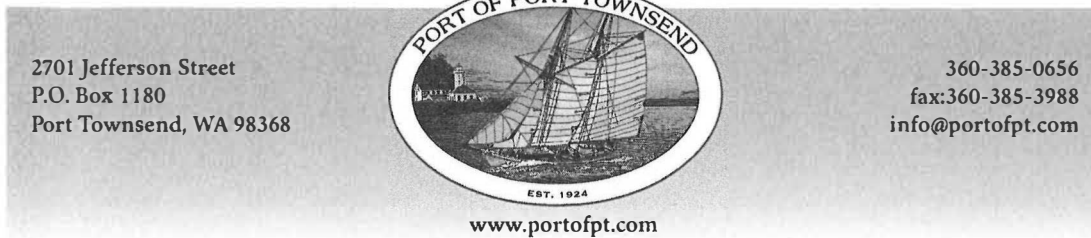
Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$547,798.00	13,367	3.0424	\$40,667.76
5306-07	Counties/Tax Dist Adm/CI Offc	\$333,045.00	4,803	0.3031	\$1,455.79
6901-00	Volunteers-Excl Law Enf Offcrrs	\$0.00	280	0.1152	\$32.26
				Total of Premiums	\$42,155.81
				Grand Total	\$42,155.81

Preparer's Information

Preparer: Donna Frary
 DayTime Phone: 360-379-5217
 Email: donna@portofpt.com

Payment Information

Method of Payment: eCheck
 Bank routing information: 125102906
 Bank account information: XXXXXXXXXXXXX5811
 Bank account Type: BusinessChecking
 Payment Amount: \$42155.81
 Scheduled Payment Date: 4/11/2024



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. 068097 in the amount of \$110.00 is declared void on this on this 24th 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

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
0000068097	REV 2/14/2024	SME050 SME Solutions, LLC			110.00-
Check Comment: Lost Warrant CK000006809701					
	2/14/2024	110.00-	0.00		
G/L Account:	711-3100-22	CONTRACT SERVICES: JCIA		110.00-	110.00-
	Bank W Total:	110.00-	0.00	110.00-	110.00-
	Report Total:	110.00-	0.00	110.00-	110.00-

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 24, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	IV. C/D. Approval of Pay Estimate Wires to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2024
STAFF LEAD	Connie Anderson
REQUESTED	<input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Memo B. Wire Approvals 1 and 2

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 4/24/2024
TO: Commissioners
FROM: Connie Anderson
CC: Eron Berg, Eric Toews, Matt Klontz
SUBJECT: Pay Estimates #07-#15 Wires to Orion Marine Construction for Point Hudson South Jetty Construction Work

BACKGROUND

In accordance with previous Commission resolutions, and approved motions, the Point Hudson Breakwater project continued the Summer of 2023 with construction work on the South Jetty. All payments for the South Jetty portion of the project have been made following normal protocols outlined in the Port delegation of authority. All payments greater than \$100,000 to Orion Marine Construction were made via wire transfers. Wire transfer payments are limited to specific projects and contracts as agreed. This request is for the Commission to ratify all payments made on the authorized project.

FISCAL IMPACT

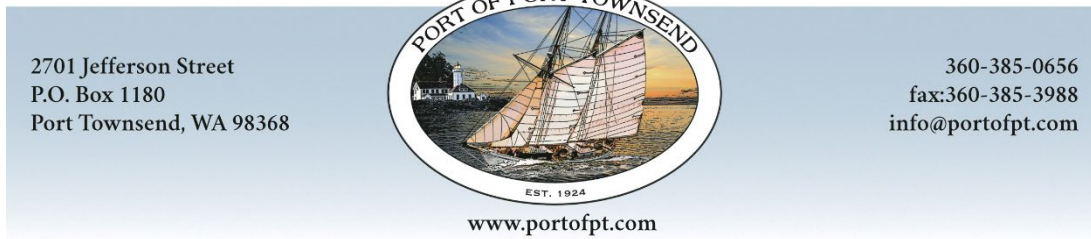
As budgeted and planned, the draw payments were made using draws from the 2021 LTGO Line of Credit, IDD contributions and reimbursements received from the Department of Commerce, Economic Development Authority (EDA).

ATTACHMENTS

Attachment 1_ Wire. Approval-PH Jetty Replacement Pay Estimates #7, #9-#11.
Attachment 2_ Wire. Approval-PH Jetty Replacement Pay Estimates #12-#15.

RECOMMENDATION

Approve via the Consent Agenda to ratify the wire payments to Orion Marine Construction for the Point Hudson South Jetty project.



WIRE APPROVAL – Jefferson County Treasurer

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 by Orion Marine Contractor for the following Pay Estimates:

8/31/2023	Orion Marine Contractor's Pay Estimate #7	\$152,723.50
10/31/2023	Orion Marine Contractor's Pay Estimate #9	\$335,159.68
11/30/2023	Orion Marine Contractor's Pay Estimate #10	\$1,063,949.34
12/31/2023	Orion Marine Contractor's Pay Estimate #11	\$1,292,521.03
Total:		\$2,844,353.55

are approved for payment in the amount of **\$2,844,353.55** on this **24th** day of **April, 2024**.

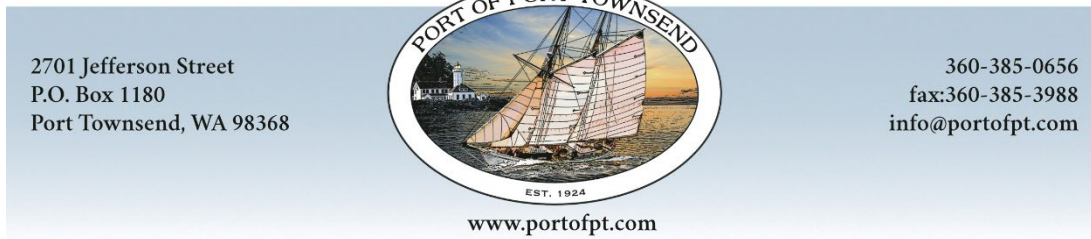
For: **Point Hudson South Jetty Construction Work**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration



WIRE APPROVAL – Jefferson County Treasurer

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 by Orion Marine Contractor for the following Pay Estimates:

1/1/2024	Orion Marine Contractor's Pay Estimate #12	\$888,758.06
2/23/2024	Orion Marine Contractor's Pay Estimate #13	\$849,797.14
3/22/2024	Orion Marine Contractor's Pay Estimate #14	\$247,426.89
4/12/2024	Orion Marine Contractor's Pay Estimate #15	\$177,967.33
Total:		\$2,163,949.42

are approved for payment in the amount of **\$2,163,949.42** on this **24th** day of **April, 2024**.

For: **Point Hudson South Jetty Construction Work**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 24, 2024
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. A. Draft Rule: "Iconic Vessel" Exception to Moorage Transfer Limitations Rule
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Draft Icon Vessels Exception Rules

Please provide direction to staff for use in developing the next draft revised rules.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 4/24/2024
TO: Commission
FROM: Eron Berg, Executive Director & Kristian Ferrero, Harbormaster
SUBJECT: Icon Vessel exception to moorage transfer limitations rule

ISSUES

How would the commission like to proceed with the draft rules?

BACKGROUND

The commission asked for a draft new rule that would allow for exceptions to the moorage transfer limitations for a limited class of vessels. Specifically, the commission expressed a desire to maintain the Port and community's heritage by allowing certain iconic vessels to remain in the marinas regardless of their ownership.

DISCUSSION

The "idea" draft rules attached have been shared with a small group of moorage licensees and through discussion with those licensees, a couple of key questions have been raised:

1. Should the class of vessels be limited to wooden boats, boats built in Port Townsend, boats built in Jefferson County or some other criterion?
2. Should a committee be created to review applications for consideration as "Iconic Vessels" or should the rule be managed by staff?

With direction from the commission tonight, we imagine the next step to be a revision to the attached draft, sharing that draft with all moorage licensees as we did with the last couple of rule amendments and a formal first reading at the May 8th commission meeting for commission and public consideration.

FISCAL IMPACT

N/A

ATTACHMENTS

Draft Icon Vessels Exception rules

RECOMMENDATIONS

Please provide direction to staff for use in developing the next draft revised rules.



AMENDMENT TO PORT RULES & REGULATIONS

ISSUED BY: Eron Berg, Executive Director

DATED: May ___, 2024

EFFECTIVE: _____ 1, 2024

SUMMARY: This amendment creates an “Icon Vessel” exception to moorage transfer limitations

RULE AMENDMENTS:

Rule 1.02.050 I through M terms is amended to include the following definitions:

“Iconic Vessels” or “Icons” means those vessels that represent, support and maintain the historic maritime culture of Port Townsend. These vessels are designed, built, maintained, sailed, beloved, featured in events, and have or will inspire people for generations.

“Iconic Vessel Committee” or “IVC” means the committee comprised of five members: one person appointed by each commissioner, one person appointed by the executive director and the Harbormaster. IVC members shall be appointed for annual terms, beginning February 1st each year. The Harbormaster will chair the meetings of the IVC which will be called, as needed. IVC meetings are subject to Washington’s Open Public Meeting Act.

Rule 4.01.030 Statement of policy is amended as follows:

The Port of Port Townsend provides marinas to the citizens of Jefferson County and the general public. Because these facilities are funded by the public, all of the Port’s marinas are open to everyone and the public is expected to respect and protect the public’s interest in these facilities. When there are limitations in the availability of space at these facilities, the Port will operate on a first come first served basis. ~~Also t~~The Port ~~is expected to manage~~s the facilities to provide the best service to the greatest public while respecting the personal property rights of all patrons, moorage licensees and the public. Patrons, licensees and the public are to respect the rights of others and be particularly vigilant concerning the control of pets, safety of children, and prevention of vandalism.

The Port's marinas serve as economic engines and key threads in the fabric of this community. The Port's marinas are full of vessels ranging in age from the oldest working sailboat in Washington State to boats first launched today and everything in between. Of particular note are the wooden vessels that have become icons within the local fleet, are celebrated at the annual Wooden Boat Festival and support the specialized trades in the Port Townsend Boat Yard.

A new rule in Chapter 4.04, Iconic Vessels, is created to read as follows:

A. Vessels may be classified as Icons when each of the following criteria are met:

1. Have a significant historical and/or current story that features Port Townsend or Jefferson County designers, builders, tradespersons, captains, races, events, or crew (wooden boats are presumed to meet this criterion);
2. Be sea-worthy, well maintained, or in very active restoration (e.g., a project with a detailed plan, timeline and demonstrated commitment and funding to finish);
3. Have been a regular moorage licensee for at least ten (10) years; and
4. Final determination of Iconic Vessel status for the purpose of this Chapter shall be in the sole discretion of the Iconic Vessel Committee of the Port.

B. When sold or transferred to a new owner(s), upon request of the transferor at least sixty (60) days prior to the transfer, moorage may be retained for a vessel classified as an Iconic Vessel, provided, that the following additional rules and restrictions apply:

1. Moorage assigned to an Iconic Vessel may only be used for that specific vessel. In the event the vessel vacates marina for any reason (i.e., sale, destruction, etc.), moorage will terminate, and the licensee shall have no further rights to that moorage;
2. Rules 4.04.030, 4.04.050C, and 4.04.060 regarding reassignments to different slip sizes shall not apply.
3. The Harbormaster shall track all vessels transferred under Chapter 4.04. and develop specific license agreements that conform to this rule.

C. Rules 4.02.060 and 4.04.150 do not apply to vessels transferred as Iconic Vessels.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 24, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Port Contracts Update • Letter of Support Natural Resource Innovation Center • Commission Meeting Schedule

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: April 18, 2024

TO: Commissioners

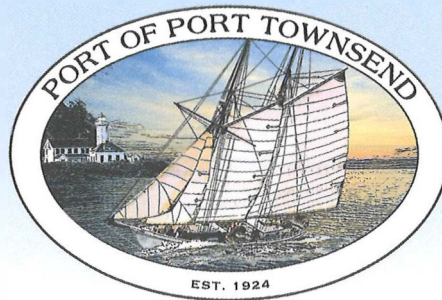
FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **April 24, 2024, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 810-24

Name	Dates	Description	Amount Not to Exceed:
Coultas Construction Management Solutions	Through 12/31/2025	PH Breakwater Engineering & Construction Mgmt	\$267,000.00 \$278,505.00
Cowling & Co., LLC Amendment #2	Through 2/28/2025	Environmental On-call, by Task Order (TO)	\$600,000.00 \$660,000.00
Cowling & Co., LLC TO #6, Amendment #1	Through 2/28/2025	BH Western Yard Expansion	\$32,553.60 \$52,553.60
Cowling & Co., LLC TO #9, Amendment #1	Through 2/28/2025	Point Hudson South Breakwater Monitoring	\$169,205.18 \$209,205.18
SAO	5/24/2024-5/23/2027	Inter-agency data sharing agreement	N/A
Mott Mac Donald Amendment #2	8/1/2022-3/31/2024 8/1/2022-3/31/2025	PH Breakwater Engineering	\$291,490.00

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



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

www.portofpt.com

April 16, 2024

The Honorable Alejandra Castillo
Assistant Secretary for Economic Development
U.S. Department of Commerce
1401 Constitution Avenue N.W., Suite 20230
Washington, DC 20230

Subject: Commitment to Job Creation associated with the Natural Resource Innovation Center

Dear Assistant Secretary Castillo,

The Port of Port Townsend is a key member of the North Olympic Peninsula ecosystem and is committed to establishing a Natural Resource Innovation Center (NRIC) for our two-county region. This project will help transform our primary legacy industry from decades-long decline to long-term, sustainable viability through innovative uses of forest resources that convert waste and underused materials into greater local value and jobs. We believe emerging innovations in forest products can create family wage employment for unemployed people in our region far into the future, while also driving corresponding community, climate and environmental benefits.

The Port of Port Townsend operates the largest public boat yard in the region and among its nearly 100 trades businesses are many that specialize in maintaining wooden boats. We commit to supporting NRIC's success by Connecting NRIC business services with the marine trades at the Port to grow their business and create jobs

- Work with NRIC to explore synergies with other businesses, including shared infrastructure and exchange of resources, byproducts or wastes, including the possibility of an industrial development on Port property near Jefferson County International Airport centered around the local wood products industry
- Partner with NRIC on the Western Boat Yard Expansion Project.

We look forward to collaborating and partnering to create an effective, locally driven innovation engine that can help us grow good, sustainable jobs on the North Olympic Peninsula.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eron Berg", is written over the "Sincerely," text.

Eron Berg
Executive Director
Port of Port Townsend
360-385-0656

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

Date/Time		Item/Topic	Location	Absent
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 Year to Date January 2024 Financial Report Contract Update	Pav	
Thurs., Apr. 25 6-8 pm	Meeting	Short Farm Steering Committee Facility Tour	Short Farm 1594 Center Road	
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	
Wed., June 19 Time TBD	Meeting	Short Farm U of W Student Presentation	WSU Kivley Center	

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

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 5:30 pm	Meeting	Contract Update		

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

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	