

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



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

www.portofpt.com

**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, June 12, 2024, 1:00 p.m.**

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

- I. Call to Order / Pledge of Allegiance
  - II. Approval of Agenda
  - III. Public Comments
  - IV. Special Presentation: Recognition of 10-year Anniversaries for Kristian Ferrero & Charlie Shaw
  - V. Consent Agenda
    - A. Approval of Business Meeting Minutes from May 22, 2024 and Special Meeting Minutes May 29, 2024 ..... 2-5
    - B. Approval & Ratification of Warrants ..... 6-23
  - VI. Second Reading ~ none
  - VII. First Reading ~ none
  - VIII. Regular Business
    - A. Short's Farm Update.....
    - B. Year to Date February 2024 Financial Report .....
    - C. Harbormaster Report..... 24-32
  - IX. Staff Comments
  - X. Commissioner Comments
  - XI. Next Meetings are:  
Regular Business Meeting on Wednesday, June 26, 2024; 5:30 p.m.
  - XII. Executive Session
  - XIII. Adjournment
- Informational Items**
- Lease/Contract Update .....33-41
  - Northwest Maritime Center Letter of Support Dept. of Homeland Security – Port Security .....42
  - Commission Calendar .....43-45

## PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 22, 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 and Hasse with Commissioner Hanke excused  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Capital Projects and Port Engineer Dave Nakagawara  
 Port Recorder Joanna Sanders  
 Via Zoom: Attorney Seth Woolsen

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

II. APPROVAL OF AGENDA (Rec. 00:00:50)  
 There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:07)

Dan Gatchett spoke on the Short Planning topic. He noted there was an Olympia agricultural conference and might be other conferences helpful for the farm planning process.

IV. CONSENT AGENDA (Rec. 00:01:32)

A. Approval of Business Meeting Minutes from May 8, 2024

B. Approval & Ratification of Warrants

Warrant #068477 through #068479 and electronic payment in the total amount of \$319,768.25

Warrant #068480 through #068559 in the amount of \$352,204.55

C. Approval of Pay Estimate #16 Wire to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2023 for \$221,535.80

**The Consent Agenda was approved as written with minor amendments to the minutes which would be reflected in the final version.**

V. SECOND READING - None

VI. FIRST READING - None

VII. REGULAR BUSINESS (Rec. 00:02:45)

A. Short Planning Process Update (Rec. 00:02:45)

Deputy Director Eric Toews gave a status update: April 25 farm tour to identify areas, explore existing conditions, potential uses, and existing infrastructure to provide guidance on future farm uses. Current research and explorations by the University of Washington include a mobile slaughter unit and publicly-owned farms. On May 29, the Farm Steering Committee will discuss further recommendations, goals, and action items to put into a template of a farm plan. A volunteer subcommittee of Martin Frederickson and Martin

Mills would meet and work with the Shorts to outline an operations plan for routine farm management/maintenance. Good ideas are being generated and will require additional Farm Steering Committee time and research before short-term solutions as well as longer-term visions are developed. A presentation is scheduled by the Farm Steering Committee at the July Commission workshop.

#### VIII. STAFF COMMENTS (Rec. 00:28:00)

Executive Director Eron Berg reported that the finance director is completing the annual report and preparing for a June 1 accountability audit. Former Director Abigail Berg is assisting in these preparations. Commissioners are invited to Marty Phipps retirement party tomorrow a.m. Trevor Manners received a promotion to yard lead and there are three new yard employees, two permanent and one seasonal.

Deputy Director Eric Toews reported on the potential grant opportunities to support the West Boatyard expansion, Jefferson County International Airport light industrial development.

Capital Projects Manager Dave Nakagawara reported that for the additional 24 acres at the airport, the Port is advertising for airport planning assistance.

Director of Finance and Administration Connie Anderson spoke about her work on the annual report and the auditor's visit the first week of June and the annual meeting.

Administrative Assistant Joanna Sanders reported on planning for the Pavilion audio improvements, closure of the Visitor Center location and directing Port guests to Fort Worden Commons, and Commission calendar adjustments.

#### IX. COMMISSIONER COMMENTS (Rec. 00:44:51)

Commissioner Petranek reported on WPPA Spring Conference topics as follows: Artificial intelligence, energy grid report by Rick Dunn General Manager for Benton County PUD, diminishing derelict vessel funding, changes to the industrial stormwater general permit, WPPA strategic planning process, presentations/speakers from Olympia, and impressive Port reports especially the Port of Port Angeles. The upcoming "Our Working Waterfront" will feature Dave Griswold from PT Shipwrights Coop and the work on the 90-year-old wood brigantine schooner *Destiny*.

Commissioner Hasse reported on WPPA Spring Conference topics in the environmental session (Camas Washougal electrification grants, Port of Klickitat shoreline substantial development permit public process, Shoalwater Bay tribe wave energy project, changes in stormwater compliance requirements, sea lion issues in Allen, Dept. of Health environmental disparities map, Port liability for licensees/contractors under the Longshore and Harbor Workers Compensation Act, Shannon Idso a Blue Economy Specialist from the Pacific Northwest National Laboratory on wave and tidal energy, and referenced the electrification handbook. She might be a good ICG presenter.

#### X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:58:00)

Thursday, May 23, 2024 Intergovernmental Collaborative Group Meeting at 6 p.m. via zoom in person.

May 29 and June 5, 2024 Farm Steering Committee Meetings at 5:30 p.m. in person at the Kivley Center

Wednesday, June 12, 2024, Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and in Person

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 01:00:00): meeting adjourned at 6:30 p.m., there being no further business before the Commission.

ATTEST:

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

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

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

PORT COMMISSION SPECIAL BUSINESS MEETING – Wednesday, May 29, 2024

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

Present: Commissioners Hasse and Petranek Attended  
Deputy Director Eric Toews  
Administrative Assistant Joanna Sanders

- I. Call to Order at 5:30 p.m.
- II. Topic of Discussion: Attendance at Farm Steering Committee for a Committee Discussion of Farm Goals, Activities, and Formulation of Recommendations
- III. Adjournment at 7:43 p.m.

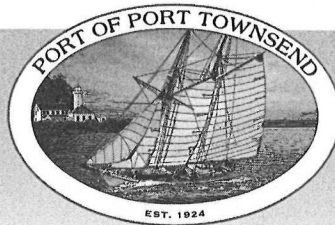
ATTEST:

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

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

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

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Port Townsend, WA 98368



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**WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **068560** generated on May 23rd, 2024 in the amount of **\$3,196.80 is ratified.**

**Signed and Authenticated** on this **12th** day of **June**, 2024.

**For: Accounts Payable**

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

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

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

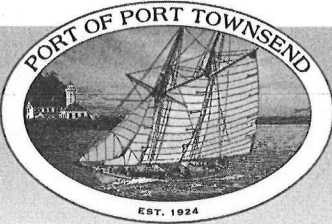
\_\_\_\_\_  
Connie Anderson, Director of  
Finance and Administration

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
0000068560	5/23/2024	COW020	Cowling and Co LLC 1372	4/30/2024	3,196.80	0.00	3,196.80	
<b>Report Total:</b>					<u>3,196.80</u>	<u>0.00</u>	<u>3,196.80</u>	

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**Signed and Authenticated** on this **12th** day of **June**, 2024.

**For: Accounts Payable**

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

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

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

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

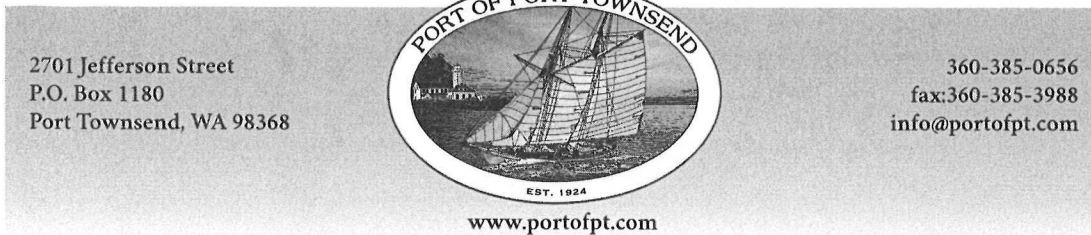


Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000068561	6/3/2024	A+E001	A+ Equipment Rentals, Inc				<b>Check Entry Number: 001</b>
			98347-1	5/16/2024	416.22	0.00	416.22
0000068562	6/3/2024	CED005	CED				<b>Check Entry Number: 001</b>
			5948-1053763	5/22/2024	240.68	0.00	240.68
			5948-1054308	5/22/2024	343.69	0.00	343.69
			5948-1054472	5/22/2024	233.02	0.00	233.02
			<b>Check 0000068562 Total:</b>		<b>817.39</b>	<b>0.00</b>	<b>817.39</b>
0000068563	6/3/2024	CHM030	CSD Attorneys at Law				<b>Check Entry Number: 001</b>
			4/2024 STATEMENT	5/21/2024	1,312.00	0.00	1,312.00
0000068564	6/3/2024	CIN020	Cintas				<b>Check Entry Number: 001</b>
			5213439508	5/28/2024	379.91	0.00	379.91
			5213439584	5/28/2024	494.83	0.00	494.83
			<b>Check 0000068564 Total:</b>		<b>874.74</b>	<b>0.00</b>	<b>874.74</b>
0000068565	6/3/2024	COD001	Code Publishing Co				<b>Check Entry Number: 001</b>
			GC00125893	5/21/2024	760.00	0.00	760.00
0000068566	6/3/2024	DSD050	DSD Business Systems				<b>Check Entry Number: 001</b>
			0076750	5/21/2024	320.25	0.00	320.25
0000068567	6/3/2024	FAR080	Farwest Steel Corporation				<b>Check Entry Number: 001</b>
			2104633	5/22/2024	2,949.01	0.00	2,949.01
0000068568	6/3/2024	FIS020	Fish N Hole				<b>Check Entry Number: 001</b>
			5607789	5/28/2024	53.10	0.00	53.10
0000068569	6/3/2024	FRE075	Gary Fredrick				<b>Check Entry Number: 001</b>
			REFUND 5/8/24	5/8/2024	136.90	0.00	136.90
0000068570	6/3/2024	GOO002	Good Man Sanitation				<b>Check Entry Number: 001</b>
			5/20/24 STATEMENTS	5/20/2024	2,771.28	0.00	2,771.28
0000068571	6/3/2024	GUA080	Guardian Security Systems, Inc.				<b>Check Entry Number: 001</b>
			1497673	6/1/2024	278.98	0.00	278.98
			1497674	6/1/2024	547.00	0.00	547.00
			1497675	6/1/2024	196.38	0.00	196.38
			1497676	6/1/2024	204.80	0.00	204.80
			1500851	5/29/2024	14,831.04	0.00	14,831.04
			<b>Check 0000068571 Total:</b>		<b>16,058.20</b>	<b>0.00</b>	<b>16,058.20</b>
0000068572	6/3/2024	HEN006	Quilcene Henery's Hardware				<b>Check Entry Number: 001</b>
			5/25/24 STATEMENT	5/25/2024	159.42	0.00	159.42
0000068573	6/3/2024	HEN007	Henery Hardware & Building Supply				<b>Check Entry Number: 001</b>
			5/25/24 STATEMENT	5/25/2024	734.70	0.00	734.70
0000068574	6/3/2024	HIG020	Highway Specialties LLC				<b>Check Entry Number: 001</b>
			0012466-IN	5/20/2024	185.47	0.00	185.47
0000068575	6/3/2024	JOH005	David Johnson				<b>Check Entry Number: 001</b>
			5/2024 EXP	5/28/2024	139.50	0.00	139.50
0000068576	6/3/2024	KEN010	Kendrick Equipment				<b>Check Entry Number: 001</b>
			U51878	5/29/2024	484.28	0.00	484.28
0000068577	6/3/2024	MCI070	Sailor McIntyre				<b>Check Entry Number: 001</b>
			5/24 UNIFORM EXP	5/28/2024	124.17	0.00	124.17
0000068578	6/3/2024	OLY035	Olympic Peninsula Communications LLC				<b>Check Entry Number: 001</b>
			43	5/13/2024	1,556.25	0.00	1,556.25
0000068579	6/3/2024	PET025	Petrick Lock & Safe				<b>Check Entry Number: 001</b>
			22104	5/20/2024	164.22	0.00	164.22
0000068580	6/3/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			92640	5/19/2024	105.48	0.00	105.48

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
0000068581	6/3/2024	POW070	Powerplan - OIB				
			15298336	5/17/2024	575.38	0.00	575.38
							<b>Check Entry Number: 001</b>
0000068582	6/3/2024	PRO010	ProPet Distributors				
			145799	4/29/2024	1,548.00	0.00	1,548.00
							<b>Check Entry Number: 001</b>
0000068583	6/3/2024	PUD005	PUD #1 of Jefferson County				
			5/17/24 STATEMENT	5/17/2024	429.61	0.00	429.61
			5/17/24 STMNT	5/17/2024	49.61	0.00	49.61
			5/24/24 STATEMENT	5/24/2024	550.00	0.00	550.00
			<b>Check 0000068583 Total:</b>		1,029.22	0.00	1,029.22
							<b>Check Entry Number: 001</b>
0000068584	6/3/2024	QUI001	Quill Corporation				
			38146988	4/11/2024	38.66	0.00	38.66
			38623365	5/10/2024	240.69	0.00	240.69
			38623554	5/10/2024	8.36	0.00	8.36
			<b>Check 0000068584 Total:</b>		287.71	0.00	287.71
							<b>Check Entry Number: 001</b>
0000068585	6/3/2024	QUI090	Quilcene Village Store				
			13557	5/22/2024	26.55	0.00	26.55
							<b>Check Entry Number: 001</b>
0000068586	6/3/2024	REI002	Reid Middleton Co				
			2405079	5/17/2024	223.50	0.00	223.50
			2405081	5/17/2024	4,235.50	0.00	4,235.50
			<b>Check 0000068586 Total:</b>		4,459.00	0.00	4,459.00
							<b>Check Entry Number: 001</b>
0000068587	6/3/2024	ROD030	Rodda Paint				
			44182969	5/16/2024	432.18	0.00	432.18
							<b>Check Entry Number: 001</b>
0000068588	6/3/2024	SAF001	Safeway, Inc.				
			5/21/24 STATEMENT	5/21/2024	3,239.45	0.00	3,239.45
							<b>Check Entry Number: 001</b>
0000068589	6/3/2024	SIM035	Jay Simerka				
			REFUND 5/6/24	5/6/2024	395.66	0.00	395.66
							<b>Check Entry Number: 001</b>
0000068590	6/3/2024	TWI001	Spectra Laboratories - Kitsap				
			24-04111	5/28/2024	648.00	0.00	648.00
							<b>Check Entry Number: 001</b>
0000068591	6/3/2024	VER001	Verizon Wireless, Bellevue				
			9964254237	5/15/2024	619.49	0.00	619.49
							<b>Check Entry Number: 001</b>
0000068592	6/3/2024	WES060	West Marine Pro				
			5/25/24 STATEMENT	5/25/2024	293.75	0.00	293.75
							<b>Check Entry Number: 001</b>
			<b>Report Total:</b>		43,676.97	0.00	43,676.97



## **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 **\$11,854.27 is ratified.**

**Signed and Authenticated** on this **12th** day of **June**, **2024**.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***April, 2024*** in the amount of ***\$11,854.27***

\_\_\_\_\_  
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 **0-040-468-394**

Below is information from your Monthly Return for the period ending April 30, 2024

<b>Filing Date</b>	May 22, 2024
<b>Account ID</b>	161-000-044
<b>Primary Name</b>	BOAT HAVEN FUEL DOCK
<b>Payment Method</b>	Bank Account (ACH Debit)
<b>Payment Effective</b>	May 24, 2024
<b>Total Tax</b>	14,513.55
<b>Total Credits</b>	2,659.28
<b>Total Due</b>	11,854.27

## Combined Excise Tax Return

BOAT HAVEN FUEL DOCK  
 161-000-044

**Filing Period:** April 30, 2024

**Due Date:** May 28, 2024

**Filing Frequency:** Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	114,653.22	0.00	114,653.22	0.004710	540.02
Service and Other Activities (\$1 million or greater in prior year)	110,798.74	0.00	110,798.74	0.017500	1,938.98
<b>Total Business &amp; Occupation</b>					<b>2,479.00</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	114,653.22	0.00	114,653.22	0.065000	7,452.46
Use Tax	4,464.75	0.00	4,464.75	0.065000	290.21
<b>Total State Sales and Use</b>					<b>7,742.67</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	6,588.20	0.00	6,588.20	0.019260	126.89
Water Distribution	1,061.62	0.00	1,061.62	0.050290	53.39
<b>Total Public Utility Tax</b>					<b>180.28</b>

### Deductions

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Motor Vehicle Fuel Tax	0.00
<b>State Sales and Use</b>		
Retail Sales	Motor Vehicle Fuel Sales	0.00

### Credits

	Amount
Main Street Credit	2,479.00
Main Street Credit	180.28

### Submission

**Confirmation #:** 0-040-468-394  
**Prepared By:** Donna Frary  
**Phone Number:** (360) 379-5217  
**Email Address:** donna@portofpt.com  
**Submitted Date:** May-22-2024

### Payment

**Amount Due:** \$11,854.27  
**Amount Paid:** \$11,854.27  
**Effective Date:** May-24-2024  
**Method:** Bank Account (ACH Debit)

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

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	1,320.00	0.026000	34.32
1601 - PORT TOWNSEND	113,333.22	0.029000	3,286.66
<b>Total Local City and/or County Sales Tax</b>			<b>3,320.98</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	4,464.75	0.029000	129.48
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>129.48</b>

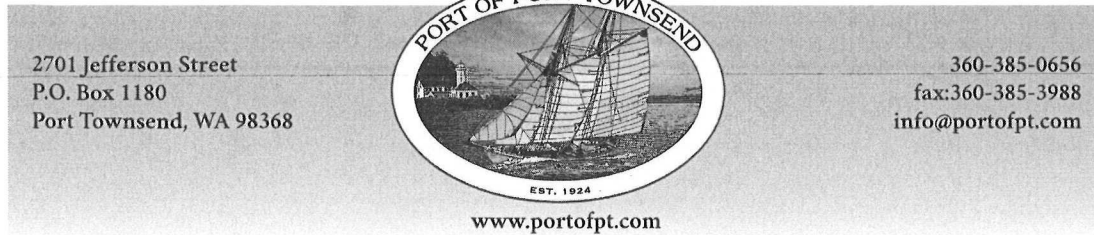
**Transient Rental Income**

Location	Income	
1601 - PORT TOWNSEND	33,056.90	
<b>Total Transient Rental Income</b>		<b>33,056.90</b>

**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	33,056.90	0.020000	661.14
<b>Total Special Hotel/Motel</b>			<b>661.14</b>

<b>Total Tax</b>	<b>14,513.55</b>
<b>Total Credits</b>	<b>2,659.28</b>
<b>Subtotal</b>	<b>11,854.27</b>
<b>Total Amount Owed</b>	<b>11,854.27</b>



## **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 **\$520.09 is ratified.**

**Signed and Authenticated** on this 12th day of June, 2023.

For: Washington State, Department of Revenue  
Business License Renewal in the amount of **\$520.09**

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

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

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

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

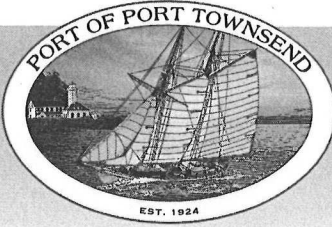
Port of Port Townsend (PTA)

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
W000000934 CKW00000093401	5/22/2024	WA1802	Washington State Department of Revenue			520.09
	5/22/2024		520.09	0.00		
G/L Account:	783-4400-25		LICENCES & PERMITS: MAINT		35.00	
G/L Account:	781-4400-28		EXECUTIVE - PERMITS & LICENSES		35.00	
G/L Account:	721-4400-02		MOORAGE - PERMITS & LICENSING		40.00	
G/L Account:	721-4400-05		WORK YARD - INSPECTIONS/PERMITS		40.00	
G/L Account:	761-4400-19		PH MARINA/RV - PERMITS & LICENSES		80.00	
G/L Account:	721-4400-02		MOORAGE - PERMITS & LICENSING		37.00	
G/L Account:	711-4400-22		PERMITS & LICENSING - JCA		253.09	
<b>Check W000000934 Total:</b>			520.09	0.00	520.09	520.09
<b>Bank K Total:</b>			520.09	0.00	520.09	520.09
<b>Report Total:</b>			520.09	0.00	520.09	520.09



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



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

www.portofpt.com

**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 068593 through No. 068597 generated on May 31, 2024 in the amount of \$35,630.64 and Electronic Payment in the amount of \$260,327.76, for a total amount of \$295,958.40 is ratified.

**Signed and Authenticated** on this 12th day of June, 2024.

**For: Payroll and Benefits**

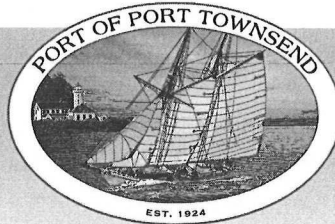
\_\_\_\_\_  
Commissioner Pete W Hanke

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

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

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

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Port Townsend, WA 98368



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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 material has been furnished, the labor performed and the services provided, as described herein, and that these claims are a just and unpaid obligation of the Port of Port Townsend, and that these claims, in Warrant No's. 068471 and 068516 in the amount of \$77,627.59 is declared void on this on this 12th day of May, 2024.

For: **Accounts Payable**

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

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

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

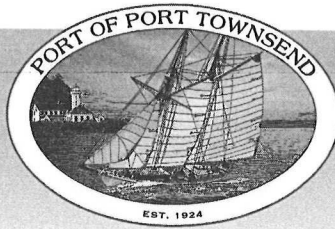
\_\_\_\_\_  
Connie Anderson, Director of  
Finance And Administration

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
000068471 CK000006847101	REV 5/8/2024	VAL040 Valin Corporation			2,976.74-
	5/8/2024	2,976.74-	0.00		
	G/L Account: 723-6300-05	REPAIR/MAINT: SHIP / WORK YARD		2,976.74-	
000068516 CK000006851601	REV 5/22/2024	KPF050 KPPF			74,650.85-
	5/22/2024	74,650.85-	0.00		
	G/L Account: 166-0010-05	NON-CAPITAL PROJ - WATER WALK - SLR FEASIBILITY		74,650.85-	
	<b>Bank W Total:</b>	<u>77,627.59-</u>	<u>0.00</u>	<u>77,627.59-</u>	<u>77,627.59-</u>
	<b>Report Total:</b>	<u>77,627.59-</u>	<u>0.00</u>	<u>77,627.59-</u>	<u>77,627.59-</u>

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## WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No 068598 - 068639 generated on June 10th, 2024 in the amount of \$77,591.15 is ratified.

Signed and Authenticated on this 12th day of June, 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
0000068598	6/10/2024	ADL050	Ironclad Environmental 207985-0013	5/31/2024	2,134.38	0.00	2,134.38 Check Entry Number: 001
0000068599	6/10/2024	ADM002	Admiral Ship Supply Inc. 5/31/24 STATEMENT	5/31/2024	1,395.67	0.00	1,395.67 Check Entry Number: 001
0000068600	6/10/2024	AVC050	Avcom Company 06010024	6/2/2024	818.25	0.00	818.25 Check Entry Number: 001
0000068601	6/10/2024	BAC010	Helen Bach REFUND 5/27/24	5/27/2024	289.64	0.00	289.64 Check Entry Number: 001
0000068602	6/10/2024	BER010	William Berninger 5/2024 EXP	6/3/2024	48.58	0.00	48.58 Check Entry Number: 001
0000068603	6/10/2024	BER045	Eron Berg 5/2024 EXP	5/30/2024	1,014.95	0.00	1,014.95 Check Entry Number: 001
0000068604	6/10/2024	CIT001	City Of Port Townsend 5/2024 STATEMENTS	5/31/2024	13,336.43	0.00	13,336.43 Check Entry Number: 001
0000068605	6/10/2024	COA050	Mott MacDonald 507503028	5/24/2024	6,400.00	0.00	6,400.00 Check Entry Number: 001
0000068606	6/10/2024	COO050	Cooper Fuel 5/31/24 STATEMENT	5/31/2024	3,318.40	0.00	3,318.40 Check Entry Number: 001
0000068607	6/10/2024	COW070	Thomas Cowling REFUND 5/23/24	5/23/2024	174.58	0.00	174.58 Check Entry Number: 001
0000068608	6/10/2024	DIR070	DirecTV 075436554X240528	5/28/2024	438.75	0.00	438.75 Check Entry Number: 001
0000068609	6/10/2024	ELK025	Caleb Elkins REFUND 5/29/24	5/29/2024	40.51	0.00	40.51 Check Entry Number: 001
0000068610	6/10/2024	FAS020	Fastenal WAPOR96802 WAPOR96843	5/15/2024 5/22/2024	224.34 331.18	0.00 0.00	224.34 331.18 Check Entry Number: 001
<b>Check 0000068610 Total:</b>					555.52	0.00	555.52
0000068611	6/10/2024	GRA005	Grainger 9129567039	5/23/2024	6,032.25	0.00	6,032.25 Check Entry Number: 001
0000068612	6/10/2024	GRE015	Greentree Communications Co 10635	6/1/2024	392.76	0.00	392.76 Check Entry Number: 001
0000068613	6/10/2024	HAS020	Carol Hasse 5/2024 EXP	5/29/2024	1,240.41	0.00	1,240.41 Check Entry Number: 001
0000068614	6/10/2024	HEN002	Henery Hardware 773757 773781 773783 773787 773947 773952 773994 774003 774062 774147 774195 774266 774289 774394 774415	4/26/2024 4/26/2024 4/26/2024 4/26/2024 4/29/2024 4/29/2024 4/30/2024 4/30/2024 4/30/2024 5/1/2024 5/2/2024 5/3/2024 5/3/2024 5/6/2024 5/6/2024	24.87 166.88 140.19 58.59 56.86 113.17 30.58 33.45 61.24 7.42 76.09 34.54 16.54 135.61 15.67	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	24.87 166.88 140.19 58.59 56.86 113.17 30.58 33.45 61.24 7.42 76.09 34.54 16.54 135.61 15.67 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
			774441	5/7/2024	92.68	0.00	92.68
			774462	5/7/2024	12.02	0.00	12.02
			774466	5/7/2024	24.05	0.00	24.05
			774481	5/7/2024	5.46	0.00	5.46
			774532	5/8/2024	125.80	0.00	125.80
			774601	5/9/2024	52.47	0.00	52.47
			774615	5/9/2024	14.22	0.00	14.22
			774659	5/9/2024	32.11	0.00	32.11
			774708	5/10/2024	19.15	0.00	19.15
			774790	5/13/2024	143.28	0.00	143.28
			774795	5/13/2024	31.23	0.00	31.23
			774796	5/13/2024	14.21	0.00	14.21
			774865	5/14/2024	36.08	0.00	36.08
			774875	5/14/2024	9.40	0.00	9.40
			774880	5/14/2024	34.99	0.00	34.99
			774908	5/14/2024	306.11	0.00	306.11
			774933	5/15/2024	8.30	0.00	8.30
			774956	5/15/2024	71.10	0.00	71.10
			774965	5/15/2024	113.50	0.00	113.50
			774970	5/15/2024	61.96	0.00	61.96
			775004	5/16/2024	79.01	0.00	79.01
			775009	5/16/2024	1,093.99	0.00	1,093.99
			775035	5/16/2024	6.12	0.00	6.12
			775039	5/16/2024	25.12	0.00	25.12
			775102	5/17/2024	46.13	0.00	46.13
			775103	5/17/2024	68.90	0.00	68.90
			775182	5/20/2024	3.70	0.00	3.70
			775186	5/20/2024	17.04	0.00	17.04
			775202	5/20/2024	21.87	0.00	21.87
			775312	5/21/2024	10.34	0.00	10.34
			775352	5/22/2024	49.21	0.00	49.21
			775353	5/22/2024	232.86	0.00	232.86
			775357	5/22/2024	64.85	0.00	64.85
			775458	5/23/2024	29.08	0.00	29.08
<b>Check 000068614 Total:</b>					<b>3,928.04</b>	<b>0.00</b>	<b>3,928.04</b>
000068615	6/10/2024	INS070	Insight Strategic Partners LLC				<b>Check Entry Number: 001</b>
			5481	5/31/2024	6,250.00	0.00	6,250.00
000068616	6/10/2024	JAM040	Jamestown Networks				<b>Check Entry Number: 001</b>
			INV-10563	6/1/2024	530.00	0.00	530.00
000068617	6/10/2024	KEN020	Kennedy Jenks				<b>Check Entry Number: 001</b>
			172146	5/31/2024	1,856.25	0.00	1,856.25
000068618	6/10/2024	KPF050	KPFF				<b>Check Entry Number: 001</b>
			517670.2	5/10/2024	1,025.00	0.00	1,025.00
000068619	6/10/2024	KRU045	Ivan Kruljac				<b>Check Entry Number: 001</b>
			REFUND 5/26/24	5/26/2024	42.39	0.00	42.39
000068620	6/10/2024	MAR096	Marian Roh				<b>Check Entry Number: 001</b>
			240529	6/3/2024	453.75	0.00	453.75
000068621	6/10/2024	MUR002	Murrey's Disposal Co. Inc.				<b>Check Entry Number: 001</b>
			6/1/24 STATEMENTS	6/1/2024	11,173.49	0.00	11,173.49
000068622	6/10/2024	OES001	OESD 114				<b>Check Entry Number: 001</b>

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
			9992400858	5/31/2024	4,526.80	0.00	4,526.80
0000068623	6/10/2024	OLY001	Olympic Equipment Rentals Inc				<b>Check Entry Number: 001</b>
			5/25/24 STATEMENT	5/25/2024	100.37	0.00	100.37
0000068624	6/10/2024	OLY002	HD Supply Formerly Home Depot Pro				<b>Check Entry Number: 001</b>
			5/24/24 STATEMENT	5/24/2024	724.86	0.00	724.86
0000068625	6/10/2024	PAC004	Pacific Office Equipment Co				<b>Check Entry Number: 001</b>
			6/1/24 STATEMENT	6/1/2024	700.06	0.00	700.06
0000068626	6/10/2024	PET065	Pam Petranek				<b>Check Entry Number: 001</b>
			5/24 EXPENSE	6/10/2024	1,023.48	0.00	1,023.48
0000068627	6/10/2024	QUI001	Quill Corporation				<b>Check Entry Number: 001</b>
			38750584	5/20/2024	23.44	0.00	23.44
			38754570	5/20/2024	11.89	0.00	11.89
			38773146	5/21/2024	189.13	0.00	189.13
			<b>Check 0000068627 Total:</b>		224.46	0.00	224.46
0000068628	6/10/2024	SHO010	Shold Excavating Inc				<b>Check Entry Number: 001</b>
			81116	5/30/2024	145.10	0.00	145.10
0000068629	6/10/2024	SNE020	S-Net Communications				<b>Check Entry Number: 001</b>
			219948	6/1/2024	598.31	0.00	598.31
0000068630	6/10/2024	SOU080	Ian Fraser				<b>Check Entry Number: 001</b>
			REFUND 12/8/23	6/10/2024	356.18	0.00	356.18
0000068631	6/10/2024	STE045	Jason Steel				<b>Check Entry Number: 001</b>
			REFUND 5/24/2024	5/24/2024	61.76	0.00	61.76
0000068632	6/10/2024	SUN020	Sunrise Coffee				<b>Check Entry Number: 001</b>
			20240631	6/5/2024	49.25	0.00	49.25
0000068633	6/10/2024	TAR020	Tara Dunford CPA				<b>Check Entry Number: 001</b>
			2490	6/5/2024	555.00	0.00	555.00
0000068634	6/10/2024	ULI040	ULINE				<b>Check Entry Number: 001</b>
			178422199	5/21/2024	959.97	0.00	959.97
0000068635	6/10/2024	VAL040	Valin Corporation				<b>Check Entry Number: 001</b>
			3657910.2	4/30/2024	2,976.74	0.00	2,976.74
0000068636	6/10/2024	VEN070	VenTek International				<b>Check Entry Number: 001</b>
			144138	6/1/2024	103.93	0.00	103.93
0000068637	6/10/2024	WAV040	Wave Broadband				<b>Check Entry Number: 001</b>
			043328901-0010842	5/26/2024	104.67	0.00	104.67
0000068638	6/10/2024	WES006	Westbay Auto Parts, Inc.				<b>Check Entry Number: 001</b>
			5/25/2024 STATEMENT	5/25/2024	1,207.17	0.00	1,207.17
0000068639	6/10/2024	WIG055	Daniel Wiggins				<b>Check Entry Number: 001</b>
			REFUND 5/28/24	5/28/2024	283.04	0.00	283.04
			<b>Report Total:</b>		77,591.15	0.00	77,591.15

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	June 12, 2024
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VIII. C. Harbormaster Report
<b>STAFF LEAD</b>	Kristian Ferrero, Harbormaster
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	To be provided



# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 6/12/2024  
**TO:** Port Commission  
**FROM:** Kristian Ferrero, Harbormaster  
**SUBJECT:** Harbormaster Report

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### **BACKGROUND**

Operational Data compiled from 2017 to present

### **DISCUSSION**

#### *Boatyard:*

##### *75T*

75T Hauls are at a high of 102 for the month of May. The total count from January to May 31<sup>st</sup> is even with the number of vessels hauled in the same period last year. Overall, the occupancy has been consistently lower in 2024, this could be from a couple of factors. The first is that the schedule has been spread out in a way that was intended to prevent any possibility of running out of room and having to push back hauls. Ideally, the yard occupancy stays at about 90-95% to allow for the ebb and flow within the schedule. The second contributing factor is a market trend within the fishing fleet of uncertainty surrounding catch prices and quantities in the upcoming season. This is leading to more “Shave and a haircut” (1-to-2-week stints) rather than longer month plus projects.

##### *300T*

300T hauls are down in May compared to previous years but up overall year to date. May was scheduled to be a potential record haul out month but there were 11 vessels that were either canceled or rescheduled. Of those 11 vessels, 5 were canceled altogether, 2 hauled later in the month, and 4 that are currently rescheduled in June. Occupancy has been lower this year than last year and the previous year’s trends show that 300T traffic will continue to decrease until August when it typically starts to pick back up again. Contributing factors to this decrease are hard to pin down but rescheduling of vessels makes scheduling a challenge and the commercial fishing industry issues that were stated for the 75T yard would apply to the 300T side as well.

#### *Boat Haven:*

Permanent moorage is stabilized at 95% after assigning 17 new licensees between January and May. The slips held for the Point Hudson project have been filled with normal tenancy. Nightly transient moorage is low for this time of year, but some of this can be attributed to an increase in guest monthly moorage. Nightly moorage is about 4 times the rate of winter monthly rate, so reaching the threshold where guest monthly is more cost effective only takes about 10 days of nightly moorage.

#### *Point Hudson:*

Nights reserved for the year continue to increase. Nightly RV nights is closing the gap with last years totals, with only a 619-night difference. The last two months have seen 500+ additional nights reserved, so if the trend continues, we should at least match last years total by early July. The record to beat is 8818 nights in 2021. Moorage nights reserved for the year jumped significantly from 1469 nights reserved at the end of April to 3713 nights reserved at the end of May. This

number already surpasses our previous two years of moorage and should continue to increase through the summer.

*Herb Beck Marina:*

There have been 3 recreational shrimp openers in may. The first day had about 90 vessels launch using the launch ramp, more than any opener previous. The following 2 had between 50 and 60 launches.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

For discussion, no recommendation.

**ATTACHMENTS**

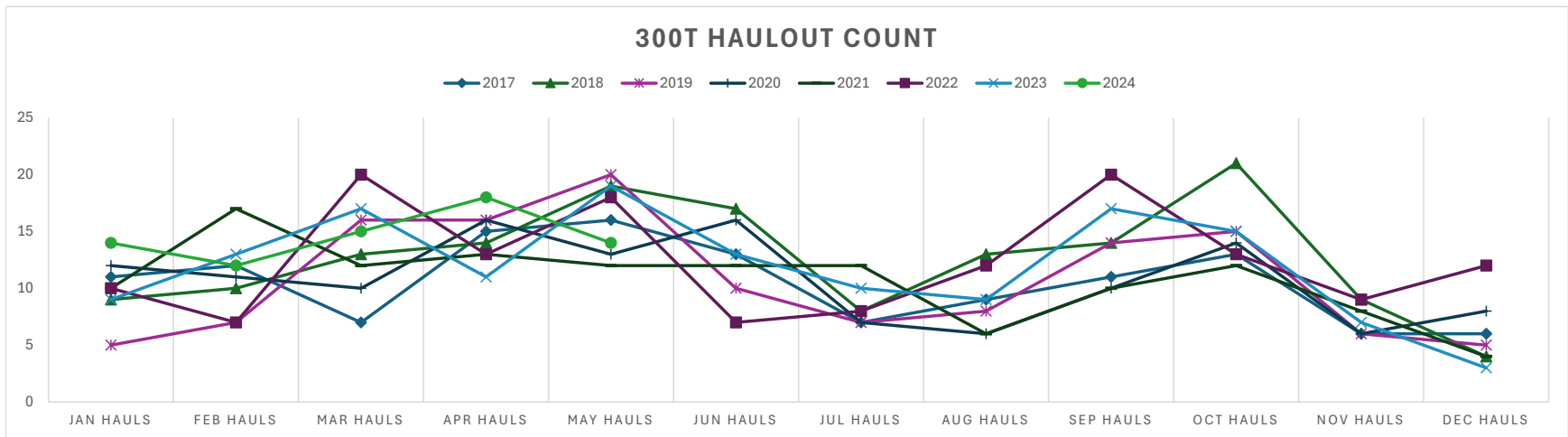
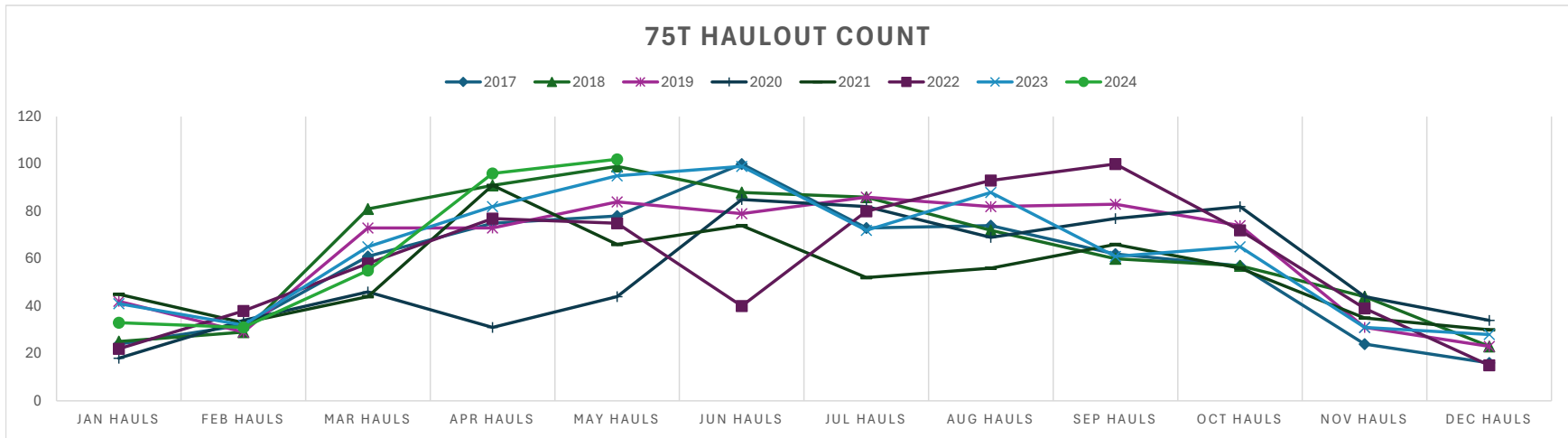
- 75T/300T Haul-out counts and occupancy.
- Boat Haven Transient counts and long-term Tenancy occupancy
- Point Hudson Transient R/V and Vessel counts by year.

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

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

Shipyard, 22 spaces occupiable by only 300T Vessels

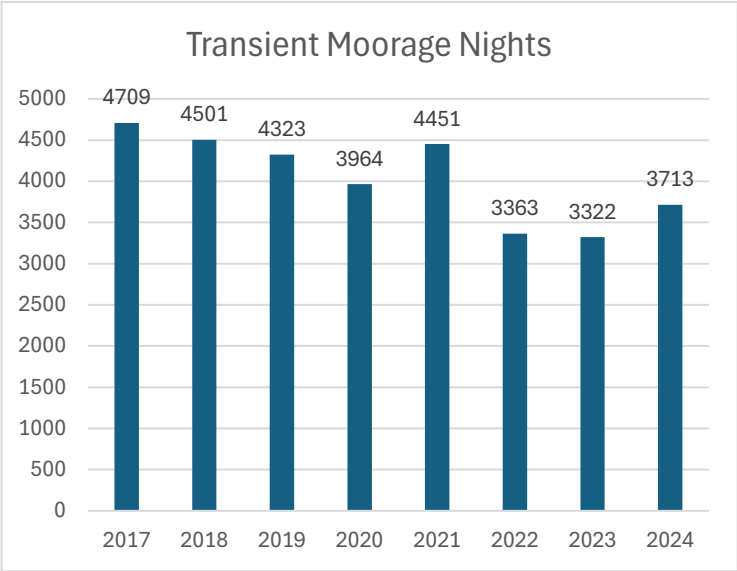
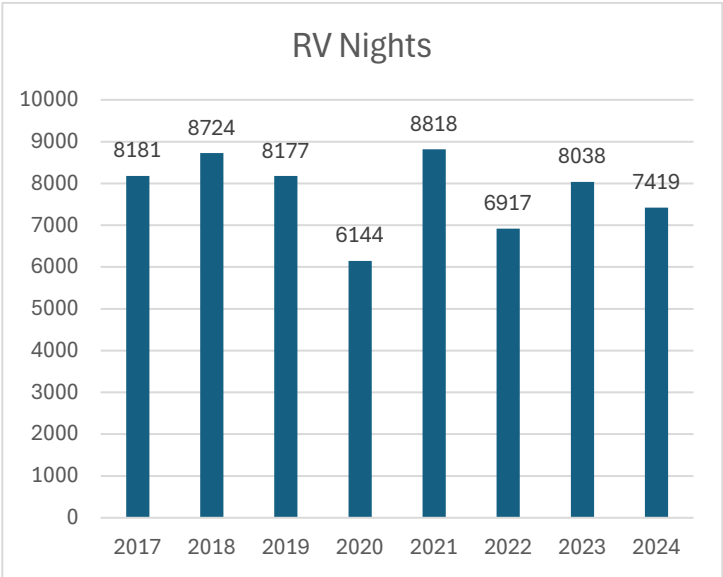
Shipyard, 46 spaces occupiable by both 75T and 300T Vessels

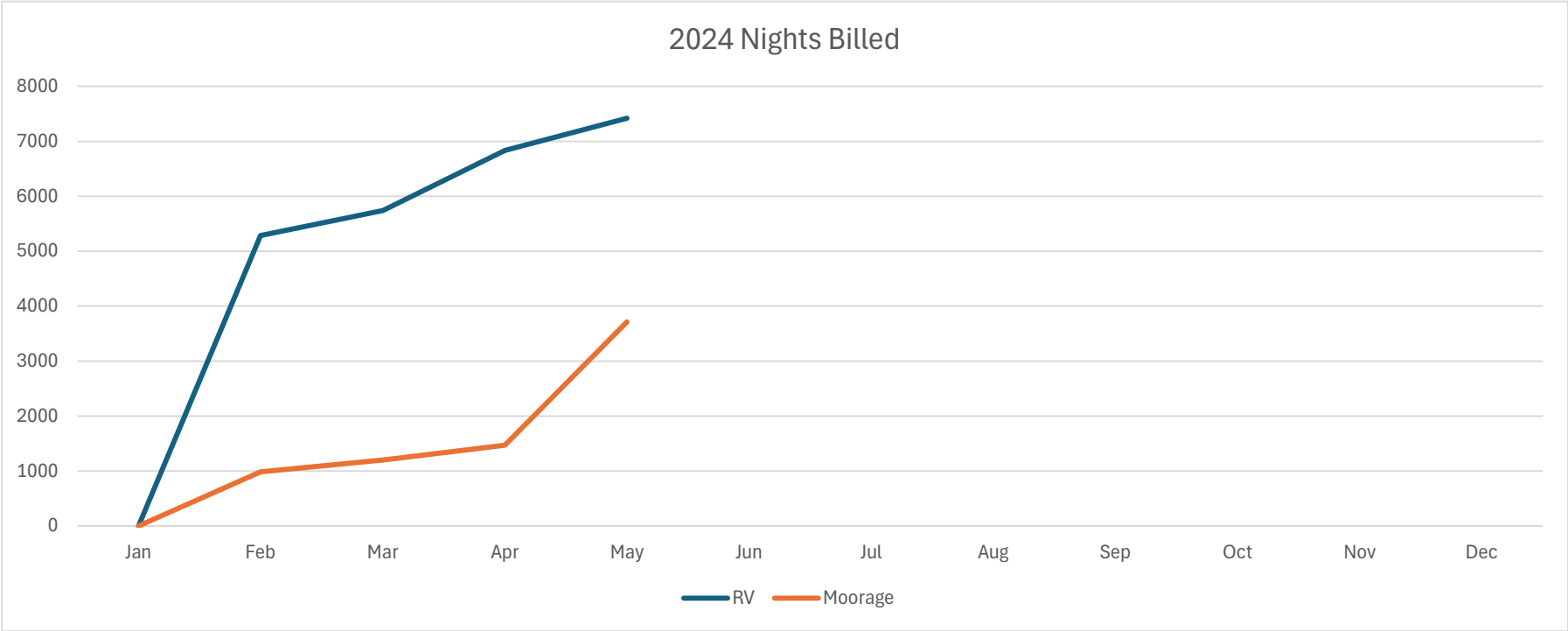


Boat Haven Permanents Assigned/Occupancy, Transient Nights Sold and Assignments from the Waitlist												
	2017	2018	2019	2020	2021		2022		2023		2024	
<i>Jan</i>	N/A	N/A	N/A	N/A	267	89%	277	93%	302	101%	279	93%
<i>Feb</i>					268	90%	276	92%	281	94%	286	96%
<i>Mar</i>					266	89%	277	93%	279	93%	279	93%
<i>Apr</i>					273	91%	280	94%	274	92%	281	94%
<i>May</i>					278	93%	275	92%	279	93%	283	95%
<i>Jun</i>					285	95%	277	93%	274	92%		
<i>Jul</i>					271	91%	274	92%	270	90%		
<i>Aug</i>					274	92%	270	90%	265	89%		
<i>Sep</i>					279	93%	289	97%	284	95%		
<i>Oct</i>					278	93%	290	97%	282	94%		
<i>Nov</i>					279	93%	289	97%	285	95%		
<i>Dec</i>					281	94%	294	98%	283	95%		
<b>Total Transient Nights Billed</b>	4436	3985	5301	4297	5297		5088		5273		946	
<b>Waitlist Assignments</b>	N/A	N/A	N/A	N/A	19		6		17		17	
<b>Slips Currently Up for Assignment</b>	<b>0</b>											

Point Hudson Annual Nights Billed		
	<i>RV Nights</i>	<i>Moorage Nights</i>
2017	8181	4709
2018	8724	4501
2019	8177	4323
2020	6144	3964
2021	8818	4451
2022	6917	3363
2023	8038	3322
2024	7419	3713

2024 Transient Nights		
	<i>RV</i>	<i>Moorage</i>
Jan	0	0
Feb	5284	984
Mar	5741	1199
Apr	6832	1469
May	7419	3713
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		







# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	June 12, 2024
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Port Contracts Update</li> <li>• Port Lease Brief</li> <li>• Northwest Maritime Center Letter of Support Dept. of Homeland Security – Port Security</li> <li>• Commission Calendar</li> </ul>

## PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** June 6, 2024

**TO:** Commissioners

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

**CC:** Eron Berg, Executive Director

**SUBJECT:** **June 12, 2024, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 810-24

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Name	Dates	Description	Amount Not to Exceed:
Mott MacDonald - Amendment #1 to BH Breakwater contract		Increases contract amount by \$5,000.00	\$73,900.00
Northwest Maritime Center	6/1/2024-9/8/2024	RV/Dock Attendant Program	\$46,720.00
KPFF - Task Orders #1, 3, 4 Amend #2 for each Task Order	9/6/2023- <del>3/31/2024</del> -7/31/2024	Sea Level Rise Contract (term extended on tasks)	

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 6/6/2024  
**TO:** Commission  
**FROM:** Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** June 12, 2024 Lease Update

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### 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 39 land leases, 39 building leases, 43 rental agreements.

### DISCUSSION

#### *New Agreements:*

- OM LLC (Doug Ross), Rental Agreement, Office #10, south wing of Point Hudson Main Building
- WDFW, Rental Agreement, small strip of land against N side of Cupola Annex for crab pot, tool & misc. storage

#### *Lease/Rental Amendments:*

#### *Exercising Options:*

#### *Assignments/Assumptions:*

#### *Terminated/Expired Agreements:*

- Office #10, Point Hudson south wing of Point Hudson Main Building (Pallco-Hudson Point Café)

#### *License & Use Agreements:*

- Key City Public Theater - June 22, 2024 Summer Teen Initiative Annual Fundraiser for the use of a small parcel of land between Schooner Martha/Puget Sound Express buildings and the southern end of the Armory Building

#### *JUNE Rent Increases:*

- **CPI Increase (5.8%):** Andersen Machine Shop (land); Alan Katz (land); Pete Stein/Compass Woodwork (land); Sitewise Design; Fine Yacht Interiors; Sea J's Café; Port Townsend Brewing Co.; The Shop Cooperative; Hanson of Port Townsend
- **Market Rate Increase:** WDFW (small storage area in Armory Bldg)
- **Step Increase:**
- **Recurring Annual License Fee:** NW Maritime Center (Swan Hotel License Fee increase)

***Leases with 2024 Expiring Terms and No Remaining Lease Options:***

- Best Coast Canvas, exp 7/31/24 (negotiating)
- ACI 10<sup>th</sup> Street Lease, exp 8/31/24 (negotiating)
- 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 (wants new lease)
- The Artful Sailor, southern-most shop, exp 11/30/24 (wants new lease)
- Revision Marine, exp 12/31/24 (wants new lease)

***Miscellaneous:***

- Received a clean report from GSA on Port's maintenance obligations of US Customs space, resulting from the May 10 annual inspection.
- Met with Doc's owner and management. Garbage/recycle issues seem to be resolved.
- Met with the PTMTA April 14, question and answer session on leases.
- Jefferson Co. Emergency Management is holding a DART food drop/delivery exercise at JCIA on June 8, between 8 am and 4 pm.
- Getting inquiries about future uses of the buildings on the Point Hudson wharf that are currently occupied by PH moorage/RV staff and the Port engineers.

**ATTACHMENTS**

1. 2024 Lease List

**RECOMMENDATIONS**

For information only.

Boat Haven - PROPERTY		JUNE 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	68.76	Mo/Mo	6/1/2025	228 sf additional land for storage adjacent shop. 30 day notice for increases. <b>June CPI</b>	
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.	
Blue Moose Café	121.38	Mo/Mo	4/15/2024	433.5 sf outdoor dining area	
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	1,480.53	5/31/2025*	6/1/2025	*One 3-yr option remains. Exercised 2nd opt 6/1/22-5/31/25. 4% max CPI. <b>June CPI</b>	
Flye, Todd dba On The Flye	420.11	1/31/2025		Land lease-temporary structure. No options remain.	
Goolden, Leo (Sampson Boat Co)	1,198.61	Mo/Mo	5/1/2025	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	1,144.05	Mo/Mo	6/1/2025	Land lease, business w/temp shelters. <b>June CPI</b>	
Key City Fish Co. (10th Street-seafood mrkt)	2,631.36	8/31/2028*	9/1/2024	Seafood market. One 5-yr option. Building & 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	2,615.40	4/30/2049	5/1/2025	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 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	Former MRW site. Port may terminate w/1 30 mos with 20 days' notice (boatyard exp)	
Pete Stein & Compass Woodwork	113.39	Mo/Mo	6/1/2025	40'x8' land & 7'x8' land for equipment. <b>June CPI</b>	
Pete's Marine Metals	1,706.29	7/31/2025*	8/1/2024	*Exercised last one-year option.	
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.	
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	223.02	4/30/2025	N/A	Nomura Office. One year lease.	
Sands, Guy & Kim (PT Brewing Co.)	3,963.36	5/31/2026*	6/1/2025	*Two 5-yr options remain. Bldg & Land. <b>June CPI</b>	
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)	1,291.54	Mo/Mo	6/1/2025	Mo/Mo Building & Land agreement. <b>June CPI</b>	
Sitewise Design PLLC	184.78	Mo/Mo	6/1/2025	Mo/Mo building agreement for small office 2-H in Nomura Bldg. <b>June CPI</b>	
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.	
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	6,326.66	5/31/2026*	6/1/2025	*One 5-yr option. Assigned from Pete Stein & Compass Woodwork. <b>June CPI</b>	
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.	
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 entering 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		JUNE 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.	
Chapin, Steve	\$ 201.60	Mo/Mo	5/1/2025	Storage for 2 20x40 Conex boxes, back-40.	
Commanders Beach House	\$ 2,510.97	4/30/2025	5/1/2025	Assignment to D & N Dionne.	
Doc's Marina Grill / TNT Restaurants LLC	\$ 3,545.61	4/30/2027	5/1/2025	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.	
Hanson of Port Townsend Inc.	\$ 422.08	5/31/2025*	N/A	Exercised last option. Term expires 5/31/25. June CPI	
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	
<del>Hudson Point Café Office #10 (Pallco)</del>	<del>\$ 283.80</del>	<del>Mo/Mo</del>	<del>7/1/2024</del>	<del>Main Bldg. Restaurant view office. PALLCO terminated tenancy 5/31/24</del>	
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	
Key City Public Theater	\$ 139.86	License		1600 sf land betw Sail Loft & PSE for annual fundrasier, 6/21-6/23/24	
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/ 12 mos	
Northwest Maritime Center (Swan Hotel)	545.93/yr	auto renew	6/1/2027	License-encroachment. Port may term w/180-day notice. June CPI	
Northwest Maritime Center (Back 40)	\$ 89.60	Mo/Mo	6/1/2024	Rented space in back 40 for storage container for WBF misc.	
OM LLC	\$ 300.96	Mo/Mo	6/1/2025	Office 10, PH Main Building.	
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	\$ 2,653.73	4/30/2027*	5/1/2025	*One 5-yr option. Armory Bldg-Upstairs sail loft space.	
Shanghai Restaurant	\$ 2,818.44	10/31/2026	11/1/2024	No options remain.	
Shanghai Restaurant	\$ 174.90			PH Main Bldg - common area fee-restroom cleaning/stocking	
Shannon Partners LLC (SEA Marine)	\$ 3,591.94	9/30/3038	10/1/2024	New lease. Rent increase to set amount 7/1/27; MR/5-years,CPI/annual	
The Artful Sailor	\$ 604.30	11/30/2024*	N/A	Armory Bldg. *Exercised last option.	
The Artful Sailor	\$ 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	\$ 18.65	Mo/Mo	6/1/2025	Small storage area in Sail Loft for spare boat motor. June MR	

JCIA - PROPERTY	JUNE 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. <b>Maintenance Hangar</b>
Aurora Aircraft Maint & Restoration		Mo/Mo	N/A	<b>Fuel Concession.</b> 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'.
Islam, Marc	70.00	Mo/Mo	5/1/2025	Purchased T-hangar from Roethle. #406-M.
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	681.59	4/25/2049	5/1/2025	Land lease.
L Hangar Condo Assoc @JCIA	667.38	10/31/2048	10/1/2024	Land 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	205.80	4/30/2053	5/1/2025	Land lease. Hangar 'N-North'.
Morrison, Neil	205.80	4/30/2053	5/1/2025	Land lease. Hangar 'N-South'.
Port Townsend Aero Museum	441.00	7/31/2052*	5/1/2025	*One 25-yr option. Museum bldg- <b>land lease</b> .
Port Townsend Aero Museum	378.00	7/31/2052*	5/1/2025	*One 25-yr opt. Museum bldg- <b>land lease</b> (expan.).
Port Townsend Aero Museum	650.16	7/31/2052*	5/1/2025	*One-25 yr option. Maintenance bldg- <b>land lease</b> .
Port Townsend Aero Museum	298.55	4/30/2053	5/1/2025	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2025	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.
Spruce Goose	249.21	9/30/2029*	10/1/2023	*Two 5-yr options. CPI/MR apply.
Station Prairie	645.80	4/30/2072	5/1/2025	Hangar site pad #5. Amend #1 incrsd premises.
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'.

QUILCENE - PROPERTY	JUNE 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>

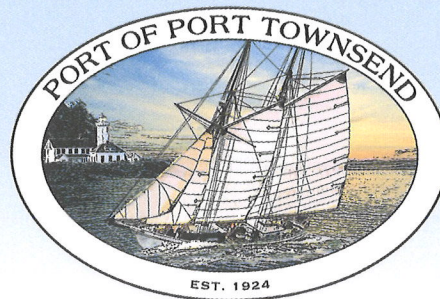


<b>CHIMACUM - PROPERTY</b>
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JUNE 2024

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

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May 31, 2024

The Department of Homeland Security  
2024 Port Security Grant Program

To Whom It May Concern:

I am writing to express the Port of Port Townsend's support of the Northwest Maritime Center's request as part of the 2024 Port Security Grant Program. The Northwest Maritime Center's facilities are a unique resource in a unique location - a gathering place with the technology and physical infrastructure to host a variety of agencies should an alternative incident command center be needed in our region.

The location has line-of-sight to Admiralty Inlet shipping lanes, an onsite deepwater pier, and direct adjacency to a marina for response vessels. The combination of large meeting rooms, smaller breakout spaces, kitchen facilities, up-to-date AV and conferencing, and communications infrastructure makes this a unique asset to rely on for response to a major emergency even; both for East Jefferson County and to employ in the service of more regional disasters.

Our organization fully supports investment in these facilities to keep the technology and physical infrastructure current over time. These investments will help support our emergency response readiness in the region.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eron Berg". The signature is stylized and fluid.

Eron Berg  
Executive Director

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

<b>Date/Time</b>		<b>Item/Topic</b>	<b>Location</b>	<b>Absent</b>
<b>Wed., June 19</b>		<b>Holiday – Port Offices Closed</b>		
<b>Wed., June 26 5:30 pm</b>	Meeting	Contract Update Authorization of Environmental On-Call Contract	Pav	
<b>Wed/Thurs June 26-28</b>		WPPA Finance and Administration Seminar	AC Hotel by Marriott, Vancouver, WA	
<b>Wed., Jul. 10 9:30 am</b>	Workshop	Short Farm Presentation		PH
<b>Wed., Jul. 10 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update Q1 and Q2 - 2024 IDD Report	Pav	PH
<b>Wed/Thurs July 22-24</b>		WPPA Commissioners Seminar	Courtyard by Marriott- Richland	CH
<b>Wed., Aug. 14 9:30 am</b>	Workshop		Pav	CH
<b>Wed., Aug. 14 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	CH
<b>Wed., Aug. 28 5:30 pm</b>	Meeting	Cancelled	Pav	CH
<b>Wed., Sept. 11 9:30 am</b>	Workshop	Quarter 3 Capital Improvement Project Update	Pav	

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

<b>Wed., Sept. 11 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Thur., Sept. 19 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Thurs-Fri. Sept. 19-20</b>		WPPA Environmental Seminar	Marcus Whitman Hotel, Walla Walla	
<b>Wed., Sept. 25 5:30 pm</b>	Meeting	Contract Update	Pav	
<b>Wed., Oct, 9 9:30 am</b>	Workshop		Pav	
<b>Wed., Oct.9 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Tues., Oct. 22 5:30 pm</b>	Spec. Mtg.	Contract Update	Pav	
<b>Thurs-Fri Oct. 24-25</b>		WPPA Small Ports Seminar	Campbell's Resort, Lake Chelan	
<b>Wed., Nov. 13 9:30 am</b>	Workshop		Pav	
<b>Wed., Nov. 13 1 pm</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	

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

<b>Wed., Nov. 21 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Tues., Nov. 26 1 pm</b>	Meeting		Pav	
<b>Wed., Dec. 11 9:30 am</b>	Workshop	Quarter 4 Capital Improvement Project Update	Pav	
<b>Wed., Dec. 11</b>	Meeting	Harbormaster Report Lease/Contract Update	Pav	
<b>Wed/Fri, Dec 11-13</b>		WPPA Annual Meeting	Hyatt Regency, Bellevue	