

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



360-385-0656  
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info@portofpt.com

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**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, August 14, 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 .....3-4
- IV. Consent Agenda
  - A. Approval of Regular Business Meeting Minutes of July 10, 2024 .....5-9
  - B. Approval & Ratification of Warrants .....10-36
  - C. Authorization to sign Amendment No. 3 to the Professional Services Agreement with Cowling and Company, LLC in the amount of \$140,000 .....37-42
  - D. Approval of Pay Estimate #18, Wire to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2024 for \$80,140.24.....43-44
  - E. Authorization of US Coast Guard Standstill Agreement.....45-50
  - F. Authorization of Building Lease Amendment #1 with Brion Toss Yacht Rigging, Inc. ....51-54
  - G. Authorization of Armstrong Consolidated, LLC Lease Amendment No.1 .....55-58
  - H. Authorization to enter into a RAISE grant agreement with USDOT and WSDOT for the planning phase for the Port of Port Townsend’s portions of the Puget Sound to Pacific Trail, segments J-282 and J-284. ....59-99
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
  - A. June 2024 Year-to-Date Financials .....100
  - B. Harbormaster Report.....101
  - C. Authorize the purchase of a new skid steer for no more than \$80,000, tax included, delivered to the Port.....102
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings are:

Wednesday, September 11, 2024 Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and in Person

Thursday, September 19, 2024 Intergovernmental Collaborative Group Meeting at 5:00 p.m., via Zoom and in Person

XI. Executive Session

XII. Adjournment

Informational Items .....104

- Lease & Contracts Update .....105-112
- Commission Calendar .....113-114

**From:** [Steve Hampton](#)  
**To:** [Public Comments](#)  
**Subject:** Short Farm latest plan and public access  
**Date:** Monday, July 22, 2024 4:44:58 PM

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Greetings,

I'm the conservation chair of Admiralty Audubon. The local birding community is very interested to know the latest plan for the property and what the current and future plans are for public access. I assume the Port will take over complete management of the property on Sept 1. We're seeking clarity regarding the status of the Short's agreement with WDFW regarding watchable wildlife, and how that may change on Sept 1. You can consider me your point person for Admiralty Audubon and the larger birding community as a whole. I will communicate any needed information to them.

Thank you,

--

Steve Hampton  
530-574-3102  
Port Townsend, WA (qatáy)

**From:** [Skillings, David C](#)  
**To:** [Public Comments](#)  
**Subject:** Duck hunting  
**Date:** Thursday, August 1, 2024 9:31:42 AM

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Hello,

I am hoping you will be able to help me. I would like to lease Shorts Farm for duck hunting. I used to lease it from Roger before WA took it over. Willing to pay \$8,000 for duck and goose season.

Thanks  
Dave Skillings  
USN (Retired)  
C(360)509-9966



## PORT COMMISSION WORKSHOP MEETING – Wednesday, July 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 Hasse and Petranek with Commissioner Hanke (Excused)  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Finance and Administration Connie Anderson  
 Port Recorder Joanna Sanders

## I. CALL TO ORDER (Rec. 00:00:00)

Commissioner Hasse called the meeting to order at 9:35 a.m.

## II. SHORT FARM PRESENTATION (Rec. 00:00:45)

Deputy Director Eric Toews gave background on the Commission's process of establishing the Farm Steering Committee and their scope of work, including the Port's goals and objectives. He reviewed the plan's structure and implementation matrix listing actions for future decision by the Commission. The Initial Conditions Report prepared by the University of Washington is available on the Port's Short Farm webpage.

Farm Steering Committee Representatives Al Latham, Kellie Henwood and Martin Mills were present to discuss their experience. Al Latham spoke of the committee's process to produce this high-level plan view and desire for select representatives to continue in an ad hoc format. Ideally two or three farmers could establish leases starting in September possibly even with adjacent farmers. Kellie Henwood thanked the Port for its involvement in supporting local agriculture. She spoke about the committee's detailed work and discussions on the plan strategies, the need for oversight of farm operations, and exploration of land access leases. Martin Mills indicated this initial effort resulted in a concise plan and is also just the beginning of developing a long-range strategy. Of urgency is gathering a knowledgeable ad hoc group to mobilize supportive resources and assist on a maintenance plan, including on-site supervision, and various ground maintenance so that meaningful transitions can occur without a backward slide. Similar to other Port operations, potential lessees will work to develop their ideas. County Commissioner Heidi Eisenhour, as participant in this process, recognized the value of being able to consult with the Short family concerning ongoing farm operations.

Eric Toews recognized the near-term urgencies and the importance of equitable access regarding leases. By September, some leases are expected to be in effect and the Port will have gathered subject matter experts for continuity of farm operations and development of that short-term plan with assistance by UW student Will Palmer.

Commission discussion included excitement over the work product, interest in management and caretaker costs, reviewing the plan in more detail, and discussing potential opportunities. Farm Steering Committee thoughts were that annually or semi-annually, the Port might decide to convene the Farm Steering Committee to check in on the challenges discovered and allow a chance for additional input and public comment.

Katie Cote of the UW spoke about the rich experience for the university students working on this project to produce actionable results which would not have been possible without the pragmatic perspective of farmers and conservation contributors.

III. PUBLIC COMMENT (Rec. 00:50:50):

Tony Kastella asked about accessing the expertise of Washington State University in the process. Kellie Henwood responded with a brief explanation of WSU/Landworks Collaborative. Al Latham also spoke about Conservation District/

Katherine Lee spoke about the lack of plan references to wetlands and the overarching wetland regulation. She had concern over the soils that do not drain.

Debra Kronenburg offered land use legal assistance related to the functional stream on the property as well as vital habitat for salmon restoration.

Roger Short spoke about the soils, the farm’s lack of suitability for cultivation, and unknown data on salmon using the stream.

Tom Ehrlichman provided written comment and asked for delay of plan adoption until there is an assessment on wastewater before exploring a slaughter facility. He was also interested in property access from West Valley Road.

IV. COMMISSION ROUNDTABLE (Rec. 01:10:55): - none

V. ADJOURNMENT (Rec. 01:11:00): The meeting adjourned at 10:44 a.m., there being no further business before the Commission.

ATTEST:

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

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

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

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, July 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 Petranek and Hasse with Commissioner Hanke excused  
Executive Director Eron Berg  
Deputy Director Eric Toews  
Director of Finance and Administration Connie Anderson  
Harbormaster Kristian Ferrero  
Lease and Contracts Administrator Sue Nelson  
Port Recorder Joanna Sanders  
Via Zoom: Attorney Seth Woolsen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)  
Commissioner Hasse called the meeting to order at 1:02 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:01)  
There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:15)

Tom Ehrlichman provided written comment about the Short Farm resolution and asked for delay of the resolution approval.

IV. CONSENT AGENDA (Rec. 00:07:23)

A. Approval of Regular Business Meeting Minutes of June 26, 2024

B. Approval & Ratification of Warrants

Warrant #068684 through #068695 in the amount of \$36,951.93

Warrant #068696 through #068697 in the amount of \$40,437.96

Warrant #068698 through #068728 in the amount of \$28,091.18

Warrant #068729 through #068732 in the total amount of \$265,985.91

C. Resolution 820-24 Authorizing Cancellation of Warrant

D. Resolution 821-24 for Sale of Vessel

E. Authorization of Agreement with AHBL for Professional Engineering Design Services for the Rural Light Industrial Park (Phase I) at Jefferson County International Airport

F. Review and Approval of Draft 2025 Budget Schedule and Process

G. Best Coast Canvas, Inc. Amendment No. 1

**The Consent Agenda was approved as written.** There was a brief explanation of the Best Coast Canvas lease amendment. Deputy Director Eric Toews noted there are remaining minor issues to address with the lease regarding holdover status.

V. SECOND READING - None

VI. FIRST READING - None

## VII. REGULAR BUSINESS (Rec. 00:03:55)

## A. March 2024 Year-to-Date Financials

Director of Finance and Administration Connie Anderson reviewed meeting handouts including consolidated financials, informational memorandum, and detailed financial report. Revenues and expenses are on track with the largest increases in expenses being salary and benefits associated with projects. Reviewing project expenses, she referenced additional expenditures on the South Jetty. The decrease in cash is due to project expenditures awaiting reimbursement from grants. Property tax revenues for the year will be presented in the next report. She responded to specific questions about yard operation revenue, community relations expenses, and the line of credit.

## B. Harbormaster Report (00:18:41)

Harbormaster Kristian Ferrero presented his report of 75-ton and 300-ton haulout activity. Yard storage occupancy for the 75-ton is 88% or 127 boats in June compared to 136 in 2023. The numbers should increase in August and September. The reporting now includes data on parking with the implementation of Park Mobile. Additional advertising would help direct visitors to the lots. Some discussion ensued about parking at Point Hudson.

## C. Resolution 822-24 Adopting the Short's Family Farm Plan (Rec 00:45:49)

Commissioners discussed with staff the details of the resolution clause "seeking to achieve a standard rate of return of 9.6% on the Port's direct investments in the Farm" as well as options for leasing out living quarters on the property, including a potential RV spot for a caretaker.

Executive Director Eron Berg and Deputy Director Eric Toews acknowledged achieving that return would not be immediate. Some actions are more urgent, including property management. The plan identifies these priorities as well as items for further research and investigation. The plan needs to be adopted before exploring the feasibility of those ideas.

**Unanimous approval of motion to adopt Resolution 822-24 Adopting the Short's Family Farm Plan**

## VIII. STAFF COMMENTS (Rec. 01:02:08)

Executive Director Eron Berg: Capital Projects team is working on the Boat Yard Stormwater project and the Gardiner ramp is also going out to bid. Staff is also working on a selection for airport master plan process. The Port has been invited to participate in the Heritage Capital Program on reroofing Point Hudson building for funding in the 2025 budget. In September, the Port will know about the array of projects. He will attend the WPPA Director's Seminar in Kalama today through Friday.

Deputy Director Eric Toews: Several leases are in process to be presented to the Commission for authorization in August.

Director of Finance and Administration Connie Anderson: the State audit is underway and fieldwork might be wrapped up next week with a report due end of July or early August. She appreciated being able to attend the WPPA Finance Director's conference. Tax incremental financing is being used by the Port of Vancouver to create a new hotel, apartments, and office buildings.

IX. COMMISSIONER COMMENTS (Rec. 00:48:00)

Commissioner Petranek: reported the upcoming KPTZ episode of *Our Working Waterfront* will feature owners of Left Coast Charters and the catboat the *Katie M*. She attended the EDC board meeting and they adopted an EDC director succession plan. There are Board openings on that body.

Commissioner Hasse expressed gratitude to Commissioner Petranek for her continued work with KPTZ. She attended an NODC meeting where there was a PNL lab presentation on geoengineering to mitigate carbon emissions and there was discussion of the closure of the Port Angeles mill. She also attended the advisory board meeting and activities discussed at the Washington National Maritime Historic Trust meeting. In meeting with her advisory group, there was interest in the Short Farm Business plan, and discussion of drawing employees and housing crisis.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:19:56)

Monday to Wednesday, July 22-24 Washington Public Ports Assn. Commissioners Seminar, in Richland, WA

Wednesday, August 14, 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

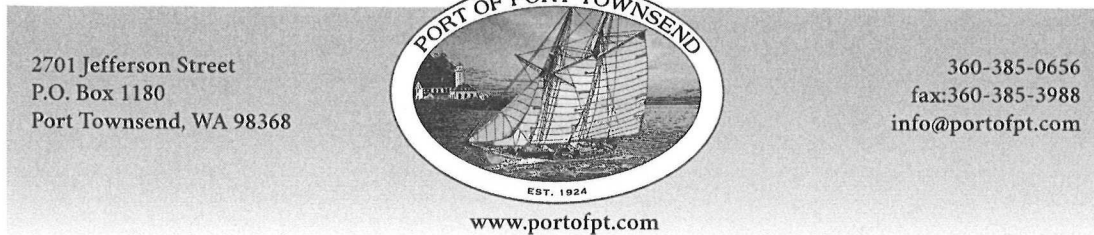
XII. ADJOURNMENT (Rec. 01:19:00): meeting adjourned at 2:20 p.m., there being no further business before the Commission.

ATTEST:

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

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

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



## **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 **\$17,066.53 is ratified.**

**Signed and Authenticated** on this **14th** day of **August**, **2024**.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for **June, 2024** in the amount of **\$17,066.53**

\_\_\_\_\_  
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 **0-041-581-742**

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

<b>Filing Date</b>	July 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>	July 25, 2024
<b>Total Tax</b>	17,066.53
<b>Total Due</b>	17,066.53

## Combined Excise Tax Return

BOAT HAVEN FUEL DOCK  
161-000-044

Filing Period: June 30, 2024

Due Date: July 25, 2024

Filing Frequency: Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	128,596.13	0.00	128,596.13	0.004710	605.69
Service and Other Activities (\$1 million or greater in prior year)	153,373.10	0.00	153,373.10	0.017500	2,684.03
<b>Total Business &amp; Occupation</b>					<b>3,289.72</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	128,596.13	0.00	128,596.13	0.065000	8,358.75
Use Tax	1,597.25	0.00	1,597.25	0.065000	103.82
<b>Total State Sales and Use</b>					<b>8,462.57</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	6,713.70	0.00	6,713.70	0.019260	129.31
Water Distribution	964.29	0.00	964.29	0.050290	48.49
<b>Total Public Utility Tax</b>					<b>177.80</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

### Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	128,596.13	0.029000	3,729.29

### Submission

Confirmation #: 0-041-581-742  
 Prepared By: Donna Frary  
 Phone Number: (360) 379-5217  
 Email Address: donna@portofpt.com  
 Submitted Date: Jul-22-2024

### Payment

Amount Due: \$17,066.53  
 Amount Paid: \$17,066.53  
 Effective Date: Jul-25-2024  
 Method: Bank Account (ACH Debit)



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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	1,597.25	0.029000	46.32
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>46.32</b>

**Transient Rental Income**

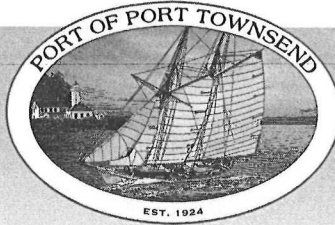
Location	Income	
1601 - PORT TOWNSEND	68,041.40	
<b>Total Transient Rental Income</b>		<b>68,041.40</b>

**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	68,041.40	0.020000	1,360.83
<b>Total Special Hotel/Motel</b>			<b>1,360.83</b>

<b>Total Tax</b>	<b>17,066.53</b>
<b>Subtotal</b>	<b>17,066.53</b>
<b>Total Amount Owed</b>	<b>17,066.53</b>

2701 Jefferson Street  
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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 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 \$47,239.99 is ratified.

Signed and Authenticated on this 14th day of August, 2024.

For: Washington State Department of Labor & Industries  
2nd Quarter Tax Return for April - June, 2024 in the amount of \$47,239.99

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

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

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

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



**Submit Date:** 7/12/2024  
**Confirmation Number:** 10646717

## Quarterly Report

A A ↻

**2nd Quarter:** April 1, 2024 – June 30, 2024

**Due Date:** 7/31/2024

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:** IDA HAYNES 360-902-5635

### Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offc	2

### 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	\$912,138.00	15,003	3.0424	\$45,645.13
5306-07	Counties/Tax Dist Adm/CI Offc	\$346,165.00	5,152	0.3031	\$1,561.57
6901-00	Volunteers-Excl Law Enf Offc	\$0.00	289	0.1152	\$33.29
				<b>Total of Premiums</b>	<b>\$47,239.99</b>
				<b>Grand Total</b>	<b>\$47,239.99</b>

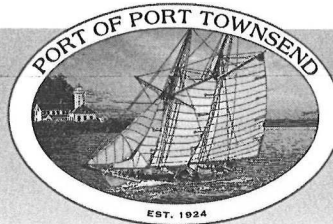
### Preparer's Information

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: \$47239.99  
 Scheduled Payment Date: 7/12/2024

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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## 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 068733 - 068774 generated on July 8th, 2024 in the amount of \$66,268.99 is ratified.

Signed and Authenticated on this 14th day of August, 2024.

For: **Accounts Payable**

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

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

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

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

**Check Register**  
**Journal Posting Date: 7/8/2024**  
**Register Number: CD-001090**

**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
000068733	7/8/2024	48N010	48 North				<b>Check Entry Number: 001</b>
			106254	7/8/2024	1,300.00	0.00	1,300.00
000068734	7/8/2024	ACA010	A Casual Affair				<b>Check Entry Number: 001</b>
			REFUND 6/28/24	6/28/2024	377.18	0.00	377.18
000068735	7/8/2024	ADL050	Ironclad Environmental				<b>Check Entry Number: 001</b>
			207985-0014	6/28/2024	2,134.38	0.00	2,134.38
000068736	7/8/2024	ALL085	Alliance Technical Group, LLC				<b>Check Entry Number: 001</b>
			SEA064061	6/27/2024	138.00	0.00	138.00
000068737	7/8/2024	AND025	Connie Anderson				<b>Check Entry Number: 001</b>
			6/2024 EXPENSE	7/1/2024	1,089.95	0.00	1,089.95
000068738	7/8/2024	ARR010	Arrow Lumber Port Townsend				<b>Check Entry Number: 001</b>
			6/28/24 STATEMENT	6/28/2024	1,292.93	0.00	1,292.93
000068739	7/8/2024	BER010	William Berninger				<b>Check Entry Number: 001</b>
			6/24 EXPENSE	6/28/2024	42.01	0.00	42.01
000068740	7/8/2024	CIT001	City Of Port Townsend				<b>Check Entry Number: 001</b>
			6/2024 STATEMENTS	7/8/2024	15,731.15	0.00	15,731.15
000068741	7/8/2024	CON090	Continental Western Corporation				<b>Check Entry Number: 001</b>
			3650636	6/28/2024	445.78	0.00	445.78
000068742	7/8/2024	COO050	Cooper Fuel				<b>Check Entry Number: 001</b>
			6/30/24 STATEMENT	6/30/2024	3,561.76	0.00	3,561.76
000068743	7/8/2024	DIR070	DirecTV				<b>Check Entry Number: 001</b>
			075436554X240628	6/28/2024	432.50	0.00	432.50
000068744	7/8/2024	EVE010	Brian Eversole				<b>Check Entry Number: 001</b>
			6/24 EXPENSE	6/28/2024	44.41	0.00	44.41
000068745	7/8/2024	FAS020	Fastenal				<b>Check Entry Number: 001</b>
			WAPOR97033	6/26/2024	113.37	0.00	113.37
000068746	7/8/2024	FIS020	Fish N Hole				<b>Check Entry Number: 001</b>
			5384104	6/21/2024	26.55	0.00	26.55
			5384111	6/29/2024	46.02	0.00	46.02
			5384178	6/24/2024	47.20	0.00	47.20
			5384182	6/27/2024	10.62	0.00	10.62
			5384199	6/27/2024	21.83	0.00	21.83
			5384200	6/25/2024	111.51	0.00	111.51
			5607737	2/23/2024	21.84	0.00	21.84
			5607765	4/11/2024	16.20	0.00	16.20
			5607786	5/23/2024	25.96	0.00	25.96
			5611145	7/26/2023	24.40	0.00	24.40
			<b>Check 000068746 Total:</b>		<b>352.13</b>	<b>0.00</b>	<b>352.13</b>
000068747	7/8/2024	FIS070	Fisheries Supply				<b>Check Entry Number: 001</b>
			6910495	6/27/2024	859.07	0.00	859.07
000068748	7/8/2024	HEN006	Quilcene Henery's Hardware				<b>Check Entry Number: 001</b>
			6/25/24 STATEMENT	6/25/2024	27.46	0.00	27.46
000068749	7/8/2024	HEN007	Henery Hardware & Building Supply				<b>Check Entry Number: 001</b>
			6/25/24 STATEMENT	6/25/2024	280.06	0.00	280.06
000068750	7/8/2024	INS070	Insight Strategic Partners LLC				<b>Check Entry Number: 001</b>
			5550	6/30/2024	6,250.00	0.00	6,250.00
000068751	7/8/2024	JC1005	East Jefferson Fire Rescue				<b>Check Entry Number: 001</b>
			2ND HALF 2024	7/3/2024	4,590.00	0.00	4,590.00
000068752	7/8/2024	LEM040	Lemay Mobile Shredding				<b>Check Entry Number: 001</b>
			4846432S185	7/1/2024	15.84	0.00	15.84

**Check Register**  
**Journal Posting Date: 7/8/2024**  
**Register Number: CD-001090**

**Port of Port Townsend (PTA)**

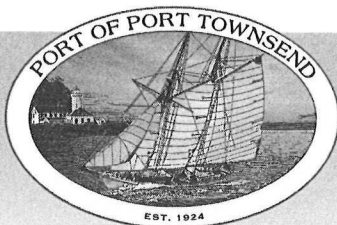
Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000068753	7/8/2024	MAR060	Regan Marti				<b>Check Entry Number: 001</b>
			REFUND 06/25/2024	6/25/2024	144.82	0.00	144.82
0000068754	7/8/2024	MAR096	Marian Roh				<b>Check Entry Number: 001</b>
			240628	6/28/2024	701.25	0.00	701.25
0000068755	7/8/2024	MUR002	Murrey's Disposal Co. Inc.				<b>Check Entry Number: 001</b>
			7/1/2024 STATEMENTS	7/1/2024	10,683.29	0.00	10,683.29
0000068756	7/8/2024	NEL001	Sue Nelson				<b>Check Entry Number: 001</b>
			6/2024 EXPENSE	7/1/2024	46.90	0.00	46.90
0000068757	7/8/2024	OES001	OESD 114				<b>Check Entry Number: 001</b>
			9992400952	6/28/2024	4,526.80	0.00	4,526.80
0000068758	7/8/2024	OLY002	HD Supply Formerly Home Depot Pro				<b>Check Entry Number: 001</b>
			6/21/24 STATEMENT	6/21/2024	322.12	0.00	322.12
0000068759	7/8/2024	PAC004	Pacific Office Equipment Co				<b>Check Entry Number: 001</b>
			7/1/2024 STATEMENT	7/1/2024	654.01	0.00	654.01
0000068760	7/8/2024	PAC007	Pacific Marine Expo				<b>Check Entry Number: 001</b>
			INV201839851	6/21/2024	3,625.00	0.00	3,625.00
0000068761	7/8/2024	PEN060	Peninsula Pest Control, Inc				<b>Check Entry Number: 001</b>
			69938	6/24/2024	328.20	0.00	328.20
			69958	6/24/2024	547.00	0.00	547.00
			69971	6/24/2024	82.05	0.00	82.05
			<b>Check 0000068761 Total:</b>		957.25	0.00	957.25
0000068762	7/8/2024	PET025	Petrick Lock & Safe				<b>Check Entry Number: 001</b>
			22204	6/28/2024	481.25	0.00	481.25
0000068763	7/8/2024	PET065	Pam Petranek				<b>Check Entry Number: 001</b>
			6/2024 EXPENSE	6/30/2024	74.37	0.00	74.37
0000068764	7/8/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			93496	6/30/2024	56.99	0.00	56.99
			93497	6/30/2024	41.50	0.00	41.50
			<b>Check 0000068764 Total:</b>		98.49	0.00	98.49
0000068765	7/8/2024	PRE010	Precision Approach Engineering				<b>Check Entry Number: 001</b>
			6388	5/31/2024	1,022.50	0.00	1,022.50
0000068766	7/8/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			6/25/2024 STATEMENT	6/25/2024	550.00	0.00	550.00
			6/25/24 STATEMENTS	6/25/2024	298.63	0.00	298.63
			<b>Check 0000068766 Total:</b>		848.63	0.00	848.63
0000068767	7/8/2024	QUI001	Quill Corporation				<b>Check Entry Number: 001</b>
			39153623	6/17/2024	281.90	0.00	281.90
0000068768	7/8/2024	SME050	SME Solutions, LLC				<b>Check Entry Number: 001</b>
			2231228	6/25/2024	267.00	0.00	267.00
0000068769	7/8/2024	SNE020	S-Net Communications				<b>Check Entry Number: 001</b>
			223779	7/1/2024	598.17	0.00	598.17
0000068770	7/8/2024	TWI001	Spectra Laboratories - Kitsap				<b>Check Entry Number: 001</b>
			24-05130	7/1/2024	125.00	0.00	125.00
0000068771	7/8/2024	VEN070	VenTek International				<b>Check Entry Number: 001</b>
			144671	7/1/2024	103.93	0.00	103.93
0000068772	7/8/2024	WAV040	Wave Broadband				<b>Check Entry Number: 001</b>
			043328901-0010900	6/26/2024	116.86	0.00	116.86
0000068773	7/8/2024	WES006	Westbay Auto Parts, Inc.				<b>Check Entry Number: 001</b>
			6/25/24 STATEMENT	6/25/2024	982.13	0.00	982.13
0000068774	7/8/2024	WES060	West Marine Pro				<b>Check Entry Number: 001</b>

Check Register  
 Journal Posting Date: 7/8/2024  
 Register Number: CD-001090

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
			001260	6/18/2024	342.38	0.00	342.38
			001873	6/28/2024	117.55	0.00	117.55
			002068	7/1/2024	69.41	0.00	69.41
<b>Check 000068774 Total:</b>					<u>529.34</u>	<u>0.00</u>	<u>529.34</u>
<b>Report Total:</b>					<u><u>66,268.99</u></u>	<u><u>0.00</u></u>	<u><u>66,268.99</u></u>

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



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

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## WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No 068775 - 068810 generated on July 15th, 2024 in the amount of \$161,906.94 is ratified.

Signed and Authenticated on this 14th day of August, 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
0000068775	7/15/2024	48N010	48 North				<b>Check Entry Number: 001</b>
			106292	7/15/2024	475.00	0.00	475.00
0000068776	7/15/2024	A+E001	A+ Equipment Rentals, Inc				<b>Check Entry Number: 001</b>
			98846-1	6/20/2024	318.27	0.00	318.27
			98977-1	6/5/2024	81.82	0.00	81.82
			<b>Check 0000068776 Total:</b>		400.09	0.00	400.09
0000068777	7/15/2024	ADM002	Admiral Ship Supply Inc.				<b>Check Entry Number: 001</b>
			6/30/2024 STATEMENT	6/30/2024	592.30	0.00	592.30
0000068778	7/15/2024	CAR001	Carl's Building Supply				<b>Check Entry Number: 001</b>
			7/1/2024 STATEMENT	7/1/2024	557.62	0.00	557.62
0000068779	7/15/2024	CEN030	CenturyLink				<b>Check Entry Number: 001</b>
			7/1/2024 STATEMENT	7/1/2024	205.00	0.00	205.00
0000068780	7/15/2024	DLL010	D L Logos				<b>Check Entry Number: 001</b>
			4678	7/10/2024	391.78	0.00	391.78
0000068781	7/15/2024	FER001	Ferrellgas				<b>Check Entry Number: 001</b>
			5008639372	6/26/2024	597.57	0.00	597.57
0000068782	7/15/2024	FER020	Ferguson Waterworks #3156				<b>Check Entry Number: 001</b>
			0045569	6/27/2024	2,714.87	0.00	2,714.87
0000068783	7/15/2024	GRA005	Grainger				<b>Check Entry Number: 001</b>
			9163749725	6/25/2024	623.11	0.00	623.11
0000068784	7/15/2024	GRE015	Greentree Communications Co				<b>Check Entry Number: 001</b>
			10640	7/1/2024	392.76	0.00	392.76
0000068785	7/15/2024	HEN002	Henery Hardware				<b>Check Entry Number: 001</b>
			775597	5/28/2024	65.59	0.00	65.59
			775599	5/28/2024	39.35	0.00	39.35
			775624	5/28/2024	66.66	0.00	66.66
			775648	5/28/2024	29.53	0.00	29.53
			775668	5/29/2024	73.02	0.00	73.02
			775687	5/29/2024	48.09	0.00	48.09
			775736	5/30/2024	160.77	0.00	160.77
			775739	5/30/2024	1.09	0.00	1.09
			775784	5/30/2024	31.27	0.00	31.27
			775809	5/31/2024	10.03	0.00	10.03
			775815	5/31/2024	13.53	0.00	13.53
			775825	5/31/2024	30.60	0.00	30.60
			775835	5/13/2024	3.27	0.00	3.27
			775955	6/3/2024	2.59	0.00	2.59
			775962	6/3/2024	122.48	0.00	122.48
			776010	6/4/2024	39.57	0.00	39.57
			776014	6/4/2024	10.90	0.00	10.90
			776030	6/4/2024	12.67	0.00	12.67
			776083	6/5/2024	8.69	0.00	8.69
			776098	6/5/2024	55.76	0.00	55.76
			776101	6/5/2024	156.90	0.00	156.90
			776131	6/5/2024	20.78	0.00	20.78
			776164	6/6/2024	42.64	0.00	42.64
			776224	6/7/2024	39.56	0.00	39.56
			776228	6/7/2024	44.83	0.00	44.83
			776255	6/7/2024	50.18	0.00	50.18
			776289	6/7/2024	10.34	0.00	10.34

Port of Port Townsend (PTA)

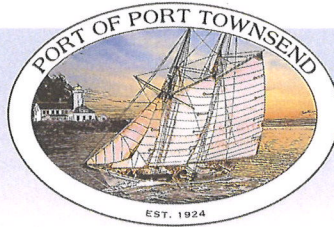
Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			776358	6/10/2024	41.06	0.00	41.06
			776379	6/10/2024	63.43	0.00	63.43
			776476	6/11/2024	16.38	0.00	16.38
			776481	6/11/2024	192.41	0.00	192.41
			776489	6/11/2024	4.34	0.00	4.34
			776590	6/13/2024	48.11	0.00	48.11
			776601	6/13/2024	15.29	0.00	15.29
			776648	6/13/2024	100.58	0.00	100.58
			776652	6/13/2024	18.35	0.00	18.35
			776796	6/17/2024	93.30	0.00	93.30
			776799	6/17/2024	32.35	0.00	32.35
			776832	6/17/2024	69.98	0.00	69.98
			776861	6/18/2024	7.65	0.00	7.65
			776997	6/20/2024	63.12	0.00	63.12
			777077	6/21/2024	99.02	0.00	99.02
			777100	6/21/2024	56.55	0.00	56.55
			777209	6/24/2024	39.36	0.00	39.36
			777266	6/24/2024	36.07	0.00	36.07
			777269	6/24/2024	21.57	0.00	21.57
			777291	6/25/2024	67.19	0.00	67.19
			777320	6/25/2024	64.67	0.00	64.67
			777323	6/25/2024	43.95	0.00	43.95
			777337	6/25/2024	28.42	0.00	28.42
			<b>Check 0000068785 Total:</b>		2,413.84	0.00	2,413.84
0000068786	7/15/2024	JAM040	Jamestown Networks				<b>Check Entry Number: 001</b>
			INV-10580	6/25/2024	530.00	0.00	530.00
0000068787	7/15/2024	JC0003	Jefferson County - Public Work				<b>Check Entry Number: 001</b>
			7/5/2024 STATEMENT	7/5/2024	1,299.24	0.00	1,299.24
0000068788	7/15/2024	KEN010	Kendrick Equipment				<b>Check Entry Number: 001</b>
			U51949	7/3/2024	6,143.95	0.00	6,143.95
			U51959	7/3/2024	13,547.52	0.00	13,547.52
			<b>Check 0000068788 Total:</b>		19,691.47	0.00	19,691.47
0000068789	7/15/2024	KEN020	Kennedy Jenks				<b>Check Entry Number: 001</b>
			172897	7/5/2024	99,630.40	0.00	99,630.40
0000068790	7/15/2024	LAN001	Landau Associates				<b>Check Entry Number: 001</b>
			0058882	7/9/2024	3,226.25	0.00	3,226.25
0000068791	7/15/2024	MAC070	MacLeod Reckord, PLLC				<b>Check Entry Number: 001</b>
			INV-9301	7/2/2024	2,280.00	0.00	2,280.00
0000068792	7/15/2024	MAS040	Jeff Mastrandrea				<b>Check Entry Number: 001</b>
			REFUND 7/2/24	7/2/2024	79.80	0.00	79.80
0000068793	7/15/2024	MET090	Ryan Metz				<b>Check Entry Number: 001</b>
			REFUND 6/29/24	6/29/2024	85.78	0.00	85.78
0000068794	7/15/2024	NOR040	Northwest Maritime Center				<b>Check Entry Number: 001</b>
			106275	6/30/2024	5,680.00	0.00	5,680.00
0000068795	7/15/2024	OLY003	Olympic Springs, Inc.				<b>Check Entry Number: 001</b>
			6/30/2024 STMNT	6/30/2024	19.53	0.00	19.53
			6/30/24 STATEMENT	6/30/2024	70.67	0.00	70.67
			<b>Check 0000068795 Total:</b>		90.20	0.00	90.20
0000068796	7/15/2024	OLY035	Olympic Peninsula Communications LLC				<b>Check Entry Number: 001</b>
			44	7/5/2024	3,131.05	0.00	3,131.05

**Check Register**  
**Journal Posting Date: 7/15/2024**  
**Register Number: CD-001091**

**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
000068797	7/15/2024	PAC035	Pacific Northwest Waterways Association				<b>Check Entry Number: 001</b>
			7/24-6/25 DUES	7/1/2024	3,186.00	0.00	3,186.00
000068798	7/15/2024	PAP020	Pape Material Handling				<b>Check Entry Number: 001</b>
			15405623	6/22/2024	35.62	0.00	35.62
000068799	7/15/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			93631	7/7/2024	40.50	0.00	40.50
000068800	7/15/2024	POW070	Powerplan - OIB				<b>Check Entry Number: 001</b>
			15397536	6/20/2024	572.83	0.00	572.83
000068801	7/15/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			7/3/2024 STMNT	7/3/2024	20.17	0.00	20.17
			7/5/24 STATMENTS	7/5/2024	180.00	0.00	180.00
			<b>Check 000068801 Total:</b>		200.17	0.00	200.17
000068802	7/15/2024	QUI001	Quill Corporation				<b>Check Entry Number: 001</b>
			39272119	6/24/2024	93.86	0.00	93.86
000068803	7/15/2024	REI002	Reid Middleton Co				<b>Check Entry Number: 001</b>
			2407040	7/11/2024	4,747.50	0.00	4,747.50
000068804	7/15/2024	RSI050	RSINet				<b>Check Entry Number: 001</b>
			8075	7/7/2024	180.00	0.00	180.00
000068805	7/15/2024	SEC010	Security Services				<b>Check Entry Number: 001</b>
			136654	7/1/2024	202.30	0.00	202.30
000068806	7/15/2024	SUN020	Sunrise Coffee				<b>Check Entry Number: 001</b>
			20240749	7/5/2024	68.95	0.00	68.95
000068807	7/15/2024	TAC030	Tacoma Hydraulics, Inc				<b>Check Entry Number: 001</b>
			56970	6/1/2024	5,028.87	0.00	5,028.87
000068808	7/15/2024	TAR020	Tara Dunford CPA				<b>Check Entry Number: 001</b>
			2503	7/5/2024	231.25	0.00	231.25
000068809	7/15/2024	WES060	West Marine Pro				<b>Check Entry Number: 001</b>
			002131	7/2/2024	31.96	0.00	31.96
000068810	7/15/2024	WOO095	Wooden Boat Festival				<b>Check Entry Number: 001</b>
			106286	7/1/2024	2,199.00	0.00	2,199.00
			<b>Report Total:</b>		161,906.94	0.00	161,906.94

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



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## **WARRANT/ELECTRONIC PAYMENT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 068811 through No. 068813 generated on July 17, 2024 in the amount of \$5,470.17 and Electronic Payment in the amount of \$141,874.86, for a total amount of \$147,345.03 is ratified.

**Signed and Authenticated** on this 14th day of August, 2024.

**For: Payroll and Benefits**

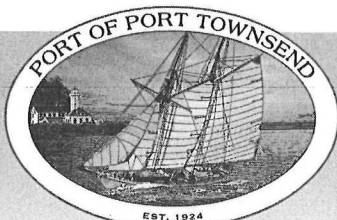
\_\_\_\_\_  
Commissioner Pete W Hanke

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

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

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

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P.O. Box 1180  
Port Townsend, WA 98368



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fax:360-385-3988  
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www.portoft.com

### 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 068814 - 068840 generated on July 22nd, 2024 in the amount of \$60,951.76 is ratified.

Signed and Authenticated on this 14th day of August, 2024.

For: **Accounts Payable**

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

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

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

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

**Check Register**  
**Journal Posting Date: 7/22/2024**  
**Register Number: CD-001093**

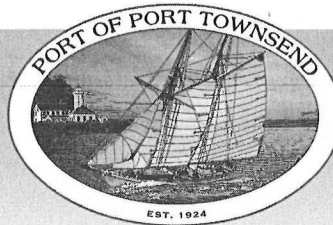
**Port of Port Townsend (PTA)**

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000068814	7/22/2024	AIR070	Airside Solutions, Inc				<b>Check Entry Number: 001</b>
			39329-01	7/10/2024	1,335.57	0.00	1,335.57
0000068815	7/22/2024	ALL085	Alliance Technical Group, LLC				<b>Check Entry Number: 001</b>
			SEA064362	7/17/2024	69.00	0.00	69.00
0000068816	7/22/2024	BAN005	Bank of America				<b>Check Entry Number: 001</b>
			7/5/2024	7/5/2024	3,954.39	0.00	3,954.39
0000068817	7/22/2024	CED005	CED				<b>Check Entry Number: 001</b>
			5948-1056016	7/10/2024	3,491.09	0.00	3,491.09
			5948-1056353	7/10/2024	952.60	0.00	952.60
			5948-1056355	7/10/2024	111.95	0.00	111.95
			5948-1056422	7/10/2024	21.27	0.00	21.27
			5948-1056537	7/10/2024	36.10	0.00	36.10
			5948-1056629	7/17/2024	41.57	0.00	41.57
			5948-1056682	7/10/2024	98.46	0.00	98.46
			<b>Check 0000068817 Total:</b>		<b>4,753.04</b>	<b>0.00</b>	<b>4,753.04</b>
0000068818	7/22/2024	CEN035	CenturyLink				<b>Check Entry Number: 001</b>
			7/9/2024 STATEMENTS	7/9/2024	371.93	0.00	371.93
0000068819	7/22/2024	CHM030	CSD Attorneys at Law				<b>Check Entry Number: 001</b>
			6/2024 STATEMENT	7/19/2024	1,836.00	0.00	1,836.00
0000068820	7/22/2024	COW020	Cowling and Co LLC				<b>Check Entry Number: 001</b>
			1428	5/31/2024	2,221.65	0.00	2,221.65
0000068821	7/22/2024	DOU010	Double D Electric Inc.				<b>Check Entry Number: 001</b>
			R-494760	6/28/2024	421.57	0.00	421.57
0000068822	7/22/2024	ECO040	EcoLube Recovery LLC				<b>Check Entry Number: 001</b>
			13519071024	7/10/2024	89.00	0.00	89.00
0000068823	7/22/2024	EDE005	Edensaw Woods, LTD				<b>Check Entry Number: 001</b>
			000002235-001	7/12/2024	76.31	0.00	76.31
			0000661653-001	7/17/2024	444.71	0.00	444.71
			<b>Check 0000068823 Total:</b>		<b>521.02</b>	<b>0.00</b>	<b>521.02</b>
0000068824	7/22/2024	FAS020	Fastenal				<b>Check Entry Number: 001</b>
			WAPOR97102	7/10/2024	473.41	0.00	473.41
0000068825	7/22/2024	FIS020	Fish N Hole				<b>Check Entry Number: 001</b>
			5384117	7/11/2024	34.22	0.00	34.22
			5384121	7/12/2024	25.37	0.00	25.37
			5384197	7/17/2024	25.96	0.00	25.96
			<b>Check 0000068825 Total:</b>		<b>85.55</b>	<b>0.00</b>	<b>85.55</b>
0000068826	7/22/2024	GOL010	Gold Star Marine				<b>Check Entry Number: 001</b>
			6183	3/26/2024	67.49	0.00	67.49
0000068827	7/22/2024	GOO002	Good Man Sanitation				<b>Check Entry Number: 001</b>
			7/15/24 STATEMENT	7/15/2024	2,771.28	0.00	2,771.28
0000068828	7/22/2024	MAN085	Trevor Manners				<b>Check Entry Number: 001</b>
			7/24 EXPENSE	7/18/2024	108.89	0.00	108.89
0000068829	7/22/2024	OLY001	Olympic Equipment Rentals Inc				<b>Check Entry Number: 001</b>
			2407-019660	7/15/2024	578.22	0.00	578.22
0000068830	7/22/2024	PAC020	Pacific Industrial Hygiene				<b>Check Entry Number: 001</b>
			PIH10-2909	7/15/2024	3,627.65	0.00	3,627.65
0000068831	7/22/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			93759	7/14/2024	83.00	0.00	83.00
0000068832	7/22/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			7/11/24 STATEMENTS	7/11/2024	12,906.90	0.00	12,906.90

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
0000068833	7/22/2024	REZ020	Diego Reza				<b>Check Entry Number: 001</b>
			REFUND 7/8/24	7/8/2024	143.20	0.00	143.20
0000068834	7/22/2024	ROD030	Rodda Paint				<b>Check Entry Number: 001</b>
			44184188	7/15/2024	621.72	0.00	621.72
0000068835	7/22/2024	SAN035	Joanna Sanders				<b>Check Entry Number: 001</b>
			5/24 EXPENSE	7/11/2024	33.63	0.00	33.63
			6/24 EXPENSE	7/12/2024	17.82	0.00	17.82
			7/24 EXPENSE	7/11/2024	4.02	0.00	4.02
			<b>Check 0000068835 Total:</b>		55.47	0.00	55.47
0000068836	7/22/2024	SHO010	Shold Excavating Inc				<b>Check Entry Number: 001</b>
			81898	7/10/2024	371.19	0.00	371.19
0000068837	7/22/2024	SUM040	Summit Law Group PLLC				<b>Check Entry Number: 001</b>
			155812	7/19/2024	1,599.00	0.00	1,599.00
0000068838	7/22/2024	ULI040	ULINE				<b>Check Entry Number: 001</b>
			179983423	6/28/2024	3,419.17	0.00	3,419.17
0000068839	7/22/2024	WA0501	Employment Security Department				<b>Check Entry Number: 001</b>
			2ND QTR 2024	6/30/2024	1,844.00	0.00	1,844.00
0000068840	7/22/2024	WA1901	State of Washington				<b>Check Entry Number: 001</b>
			L162419	7/10/2024	16,622.45	0.00	16,622.45
			<b>Report Total:</b>		60,951.76	0.00	60,951.76

2701 Jefferson Street  
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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 Warrants No 068841 - 068874 generated on July 26th, 2024 in the amount of \$228,571.14 is ratified.

Signed and Authenticated on this 14th day of August, 2024.

For: **Accounts Payable**

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

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

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

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



**Check Register**  
**Journal Posting Date: 7/26/2024**  
**Register Number: CD-001094**

**Port of Port Townsend (PTA)**

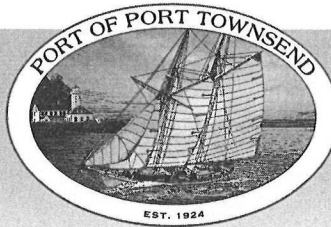
Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000068841	7/26/2024	A&L010	A & L Western Laboratories, Inc				<b>Check Entry Number: 001</b>
			7/23/24 INV	7/23/2024	696.00	0.00	696.00
0000068842	7/26/2024	A1C050	A-1 Coupling				<b>Check Entry Number: 001</b>
			K64932-001	7/22/2024	124.92	0.00	124.92
0000068843	7/26/2024	AIS020	AIS Trust Account				<b>Check Entry Number: 001</b>
			2067769	7/16/2024	15,040.00	0.00	15,040.00
0000068844	7/26/2024	CED005	CED				<b>Check Entry Number: 001</b>
			5948-1056986	7/18/2024	553.94	0.00	553.94
0000068845	7/26/2024	CEN010	Central Welding Supply				<b>Check Entry Number: 001</b>
			0002119985	7/15/2024	103.96	0.00	103.96
0000068846	7/26/2024	CIN020	Cintas				<b>Check Entry Number: 001</b>
			5221724161	7/23/2024	221.32	0.00	221.32
0000068847	7/26/2024	COA050	Mott MacDonald				<b>Check Entry Number: 001</b>
			507505032	7/19/2024	2,100.00	0.00	2,100.00
			507505043	7/15/2024	17,337.50	0.00	17,337.50
<b>Check 0000068847 Total:</b>					<b>19,437.50</b>	<b>0.00</b>	<b>19,437.50</b>
0000068848	7/26/2024	DYC020	Daniel Dyck				<b>Check Entry Number: 001</b>
			REFUND 7/4/24	7/4/2024	54.12	0.00	54.12
0000068849	7/26/2024	FAS020	Fastenal				<b>Check Entry Number: 001</b>
			WAPOR97144	7/17/2024	221.89	0.00	221.89
0000068850	7/26/2024	FIS020	Fish N Hole				<b>Check Entry Number: 001</b>
			5384126	7/19/2024	24.78	0.00	24.78
0000068851	7/26/2024	GEN030	Don Gentry				<b>Check Entry Number: 001</b>
			REFUND 7/12/24	7/12/2024	645.09	0.00	645.09
0000068852	7/26/2024	GOL010	Gold Star Marine				<b>Check Entry Number: 001</b>
			6770	7/22/2024	528.40	0.00	528.40
0000068853	7/26/2024	HAS020	Carol Hasse				<b>Check Entry Number: 001</b>
			7/2024 EXPENSE	7/22/2024	20.10	0.00	20.10
0000068854	7/26/2024	HUL070	Sean Hulbert				<b>Check Entry Number: 001</b>
			REFUND 7/8/24	7/8/2024	65.60	0.00	65.60
0000068855	7/26/2024	KPF050	KPFF				<b>Check Entry Number: 001</b>
			523074	6/14/2024	944.50	0.00	944.50
0000068856	7/26/2024	LAK001	LB# 1086 Lakeside Industries				<b>Check Entry Number: 001</b>
			BH-01-003 RETAINAGE	7/26/2024	3,471.60	0.00	3,471.60
0000068857	7/26/2024	MAL045	Mallory Paint Store				<b>Check Entry Number: 001</b>
			Z0231646	7/22/2024	142.02	0.00	142.02
			Z0231692	7/23/2024	229.41	0.00	229.41
<b>Check 0000068857 Total:</b>					<b>371.43</b>	<b>0.00</b>	<b>371.43</b>
0000068858	7/26/2024	OLY035	Olympic Peninsula Communications LLC				<b>Check Entry Number: 001</b>
			45	7/23/2024	393.75	0.00	393.75
0000068859	7/26/2024	PEN030	Peninsula Paint Co.				<b>Check Entry Number: 001</b>
			70154	7/12/2024	92.99	0.00	92.99
0000068860	7/26/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			93908	7/21/2024	40.50	0.00	40.50
0000068861	7/26/2024	POR005	Port Townsend Leader				<b>Check Entry Number: 001</b>
			115381	6/27/2024	1,685.50	0.00	1,685.50
0000068862	7/26/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			7/18/24 INV	7/18/2024	20.17	0.00	20.17
			7/18/24 INVOICE	7/18/2024	50.07	0.00	50.07
			INV 7/18/24	7/18/2024	49.61	0.00	49.61

**Check Register**  
**Journal Posting Date: 7/26/2024**  
**Register Number: CD-001094**

**Port of Port Townsend (PTA)**

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
<b>Check 000068862 Total:</b>					119.85	0.00	119.85
000068863	7/26/2024	QUI001	Quill Corporation 39513098	7/12/2024	48.53	0.00	48.53
							<b>Check Entry Number: 001</b>
000068864	7/26/2024	REI002	Reid Middleton Co 2407097	7/23/2024	1,197.75	0.00	1,197.75
							<b>Check Entry Number: 001</b>
000068865	7/26/2024	REI055	Mark Reitz REFUND 7/15/24	7/15/2024	196.66	0.00	196.66
							<b>Check Entry Number: 001</b>
000068866	7/26/2024	ROH050	Melissa Rohde REFUND 7/6/24	7/6/2024	59.04	0.00	59.04
							<b>Check Entry Number: 001</b>
000068867	7/26/2024	SAF001	Safeway, Inc. 7/21/24 STATEMENT	7/21/2024	2,319.12	0.00	2,319.12
							<b>Check Entry Number: 001</b>
000068868	7/26/2024	SHA030	Charlie Shaw 7/2024 UNIFORM EXP	7/22/2024	130.64	0.00	130.64
							<b>Check Entry Number: 001</b>
000068869	7/26/2024	SOU055	Sound Publishing, Inc PDN998795	7/20/2024	133.16	0.00	133.16
							<b>Check Entry Number: 001</b>
000068870	7/26/2024	THO065	John Thompson REFUND 7/8/24	7/8/2024	65.60	0.00	65.60
							<b>Check Entry Number: 001</b>
000068871	7/26/2024	VER001	Verizon Wireless, Bellevue 9969143664	7/15/2024	654.00	0.00	654.00
							<b>Check Entry Number: 001</b>
000068872	7/26/2024	WA1803	State of Washington 2ND QTR 2024 LET	7/26/2024	167,141.72	0.00	167,141.72
							<b>Check Entry Number: 001</b>
000068873	7/26/2024	WHA050	Whalesong Signs 466	7/17/2024	1,094.00	0.00	1,094.00
							<b>Check Entry Number: 001</b>
000068874	7/26/2024	WIE015	James Wiedman REFUND 7/19/24	7/19/2024	10,673.18	0.00	10,673.18
							<b>Check Entry Number: 001</b>
<b>Report Total:</b>					<u>228,571.14</u>	<u>0.00</u>	<u>228,571.14</u>

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Port Townsend, WA 98368



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## WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 068875 through No. 068881 generated on August 2, 2024 in the amount of \$41,408.20 and Electronic Payment in the amount of \$235,915.50, for a total amount of \$277,323.70 is ratified.

Signed and Authenticated on this 14th day of August, 2024.

For: **Payroll and Benefits**

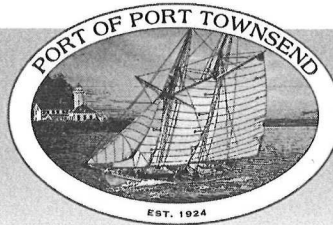
\_\_\_\_\_  
Commissioner Pete W Hanke

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

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

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

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



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

www.portoft.com

## 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 068882 - 068927 generated on August 5th, 2024 in the amount of \$46,037.90 is ratified.

Signed and Authenticated on this 14th day of August, 2024.

For: **Accounts Payable**

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

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

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

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

**Check Register**  
**Journal Posting Date: 8/5/2024**  
**Register Number: CD-001096**

**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
0000068882	8/5/2024	A1C050	A-1 Coupling				<b>Check Entry Number: 001</b>
			K65502-001	7/26/2024	551.91	0.00	551.91
			K65502-002	7/26/2024	59.10	0.00	59.10
<b>Check 0000068882 Total:</b>					<b>611.01</b>	<b>0.00</b>	<b>611.01</b>
0000068883	8/5/2024	ARR010	Arrow Lumber Port Townsend				<b>Check Entry Number: 001</b>
			7/28/24 STATEMENT	7/28/2024	1,212.31	0.00	1,212.31
0000068884	8/5/2024	ARR070	Sharon Arrivey				<b>Check Entry Number: 001</b>
			REFUND 7/19/24	7/19/2024	52.48	0.00	52.48
0000068885	8/5/2024	BER010	William Berninger				<b>Check Entry Number: 001</b>
			7/2024 EXPENSE	7/31/2024	33.37	0.00	33.37
0000068886	8/5/2024	BER045	Eron Berg				<b>Check Entry Number: 001</b>
			7/2024 EXPENSE	7/31/2024	925.69	0.00	925.69
0000068887	8/5/2024	BOU030	Thomas Boughner				<b>Check Entry Number: 001</b>
			REFUND 7/23/24	7/23/2024	31.00	0.00	31.00
0000068888	8/5/2024	BUR055	Pat Burns				<b>Check Entry Number: 001</b>
			REFUND 7/18/24	7/18/2024	403.25	0.00	403.25
0000068889	8/5/2024	CED005	CED				<b>Check Entry Number: 001</b>
			5948-1056634	7/25/2024	160.82	0.00	160.82
			5948-1056670	7/25/2024	917.83	0.00	917.83
			5948-1057091	7/25/2024	30.02	0.00	30.02
			5948-1057553	7/31/2024	148.78	0.00	148.78
<b>Check 0000068889 Total:</b>					<b>1,257.45</b>	<b>0.00</b>	<b>1,257.45</b>
0000068890	8/5/2024	CIN020	Cintas				<b>Check Entry Number: 001</b>
			5223116313	7/31/2024	73.81	0.00	73.81
0000068891	8/5/2024	CIT010	City of Port Townsend				<b>Check Entry Number: 001</b>
			BLD24-237	8/5/2024	6,487.88	0.00	6,487.88
0000068892	8/5/2024	DAN035	Kija Dangers				<b>Check Entry Number: 001</b>
			REFUND 7/23/24	7/23/2024	65.60	0.00	65.60
0000068893	8/5/2024	DEP002	Department of Health				<b>Check Entry Number: 001</b>
			2024 FEES	8/5/2024	248.90	0.00	248.90
0000068894	8/5/2024	ENY040	Jeremy Enyeart				<b>Check Entry Number: 001</b>
			REFUND 7/21/24	7/21/2024	6.00	0.00	6.00
0000068895	8/5/2024	EXA030	Examintetics, Inc				<b>Check Entry Number: 001</b>
			422721	7/24/2024	2,175.00	0.00	2,175.00
0000068896	8/5/2024	FAS020	Fastenal				<b>Check Entry Number: 001</b>
			WAPOR97213	7/31/2024	265.39	0.00	265.39
0000068897	8/5/2024	FIS020	Fish N Hole				<b>Check Entry Number: 001</b>
			5384134	7/29/2024	84.37	0.00	84.37
			5384184	8/1/2024	33.04	0.00	33.04
			5384186	7/26/2024	21.83	0.00	21.83
			5384190	7/24/2024	25.96	0.00	25.96
<b>Check 0000068897 Total:</b>					<b>165.20</b>	<b>0.00</b>	<b>165.20</b>
0000068898	8/5/2024	FOS010	Albert Foster				<b>Check Entry Number: 001</b>
			REFUND 7/26/24	7/26/2024	130.89	0.00	130.89
0000068899	8/5/2024	GEN020	General Code				<b>Check Entry Number: 001</b>
			GCI0014854	7/26/2024	183.60	0.00	183.60
0000068900	8/5/2024	GUA080	Guardian Security Systems, Inc.				<b>Check Entry Number: 001</b>
			1518090	8/1/2024	185.36	0.00	185.36
			1518091	8/1/2024	114.56	0.00	114.56
			1518092	8/1/2024	278.98	0.00	278.98

**Check Register**  
**Journal Posting Date: 8/5/2024**  
**Register Number: CD-001096**

**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
			1518095	8/1/2024	204.80	0.00	204.80
			1818093	8/1/2024	1,077.60	0.00	1,077.60
<b>Check 0000068900 Total:</b>					<b>1,861.30</b>	<b>0.00</b>	<b>1,861.30</b>
0000068901	8/5/2024	GUA085	Pam Guardino				<b>Check Entry Number: 001</b>
			REFUND 7/25/24	7/25/2024	65.60	0.00	65.60
0000068902	8/5/2024	HEN002	Henery Hardware				<b>Check Entry Number: 001</b>
			777366	6/26/2024	60.06	0.00	60.06
			777372	6/26/2024	6.52	0.00	6.52
			777417	6/26/2024	117.79	0.00	117.79
			777426	6/26/2024	68.87	0.00	68.87
			777487	6/27/2024	44.74	0.00	44.74
			777502	6/28/2024	192.05	0.00	192.05
			777514	6/28/2024	15.96	0.00	15.96
			777518	6/28/2024	63.05	0.00	63.05
			777543	6/28/2024	39.35	0.00	39.35
			777685	7/1/2024	104.95	0.00	104.95
			777693	7/1/2024	6.95	0.00	6.95
			777727	7/2/2024	57.01	0.00	57.01
			777761	7/2/2024	74.37	0.00	74.37
			777813	7/3/2024	26.23	0.00	26.23
			777836	7/3/2024	33.39	0.00	33.39
			777911	7/5/2024	26.25	0.00	26.25
			777946	7/5/2024	65.59	0.00	65.59
			778018	7/8/2024	25.14	0.00	25.14
			778181	7/10/2024	31.57	0.00	31.57
			778235	7/11/2024	60.14	0.00	60.14
			778263	7/11/2024	47.00	0.00	47.00
			778291	7/11/2024	33.90	0.00	33.90
			778302	7/11/2024	37.59	0.00	37.59
			778344	7/12/2024	42.62	0.00	42.62
			778433	7/15/2024	20.78	0.00	20.78
			778475	7/15/2024	31.72	0.00	31.72
			778531	7/16/2024	7.21	0.00	7.21
			778687	7/18/2024	111.29	0.00	111.29
			778712	7/19/2024	19.68	0.00	19.68
			778716	7/19/2024	62.35	0.00	62.35
			778720	7/19/2024	276.97	0.00	276.97
			778726	7/19/2024	109.55	0.00	109.55
			778813	7/22/2024	37.37	0.00	37.37
			778818	7/22/2024	20.78	0.00	20.78
			778841	7/22/2024	83.01	0.00	83.01
			778908	7/23/2024	18.35	0.00	18.35
			778920	7/23/2024	34.99	0.00	34.99
			778977	7/24/2024	16.61	0.00	16.61
			779021	7/25/2024	124.48	0.00	124.48
			779025	7/25/2024	26.25	0.00	26.25
<b>Check 0000068902 Total:</b>					<b>2,282.48</b>	<b>0.00</b>	<b>2,282.48</b>
0000068903	8/5/2024	HEN007	Henery Hardware & Building Supply				<b>Check Entry Number: 001</b>
			7/25/24 STATEMENT	7/25/2024	455.03	0.00	455.03
0000068904	8/5/2024	HIG020	Highway Specialties LLC				<b>Check Entry Number: 001</b>

Check Register

Journal Posting Date: 8/5/2024

Register Number: CD-001096

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
			0013578	7/26/2024	185.47	0.00	185.47
000068905	8/5/2024	INS070	Insight Strategic Partners LLC				<b>Check Entry Number: 001</b>
			5608	7/31/2024	6,250.00	0.00	6,250.00
000068906	8/5/2024	KAM090	William Kamp				<b>Check Entry Number: 001</b>
			REFUND 4/11/24	4/11/2024	547.36	0.00	547.36
000068907	8/5/2024	MUR002	Murrey's Disposal Co. Inc.				<b>Check Entry Number: 001</b>
			8/1/24 STATEMENTS	8/1/2024	12,734.29	0.00	12,734.29
000068908	8/5/2024	NOR049	Northwest Parking Equipment Company				<b>Check Entry Number: 001</b>
			006	8/1/2024	672.49	0.00	672.49
000068909	8/5/2024	PAP020	Pape Material Handling				<b>Check Entry Number: 001</b>
			15405643	7/24/2024	206.21	0.00	206.21
			9169995	7/22/2024	402.61	0.00	402.61
			<b>Check 000068909 Total:</b>		608.82	0.00	608.82
000068910	8/5/2024	PET065	Pam Petranek				<b>Check Entry Number: 001</b>
			7/2024 EXPENSE	7/31/2024	58.96	0.00	58.96
000068911	8/5/2024	PIN010	Pinnacle Investigations Corp				<b>Check Entry Number: 001</b>
			94055	7/28/2024	83.00	0.00	83.00
000068912	8/5/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			07/25/2024 STMNT	7/25/2024	550.00	0.00	550.00
			7/25/24 STATEMENTS	7/25/2024	295.28	0.00	295.28
			<b>Check 000068912 Total:</b>		845.28	0.00	845.28
000068913	8/5/2024	ROD030	Rodda Paint				<b>Check Entry Number: 001</b>
			44184249	7/16/2024	268.28	0.00	268.28
			44184505	7/26/2024	1,162.01	0.00	1,162.01
			<b>Check 000068913 Total:</b>		1,430.29	0.00	1,430.29
000068914	8/5/2024	RYA070	Rick Ryan				<b>Check Entry Number: 001</b>
			REFUND 7/28/24	7/28/2024	60.68	0.00	60.68
000068915	8/5/2024	SEA055	Seattle Pump and Equipment Co.				<b>Check Entry Number: 001</b>
			001966	7/24/2024	288.41	0.00	288.41
000068916	8/5/2024	SHO010	Shold Excavating Inc				<b>Check Entry Number: 001</b>
			82201	7/29/2024	411.78	0.00	411.78
000068917	8/5/2024	SNE020	S-Net Communications				<b>Check Entry Number: 001</b>
			227605	8/1/2024	606.39	0.00	606.39
000068918	8/5/2024	STE030	David Stewart				<b>Check Entry Number: 001</b>
			REFUND 7/26/2024	7/26/2024	27.88	0.00	27.88
000068919	8/5/2024	TES080	William & Ann Testerman				<b>Check Entry Number: 001</b>
			REFUND 7/29/24	7/29/2024	164.84	0.00	164.84
000068920	8/5/2024	THU080	Rory Thurrott				<b>Check Entry Number: 001</b>
			REFUND 7/23/24	7/23/2024	5.30	0.00	5.30
000068921	8/5/2024	USC050	US Coast Guard				<b>Check Entry Number: 001</b>
			HOGAN RECORDING	8/5/2024	24.00	0.00	24.00
000068922	8/5/2024	VEN070	VenTek International				<b>Check Entry Number: 001</b>
			145245	8/1/2024	103.93	0.00	103.93
000068923	8/5/2024	VOG030	David Vogel				<b>Check Entry Number: 001</b>
			REFUND 7/29/24	7/29/2024	31.16	0.00	31.16
000068924	8/5/2024	WAS003	Washington Public Ports Assn.				<b>Check Entry Number: 001</b>
			024-421	7/17/2024	925.00	0.00	925.00
000068925	8/5/2024	WAV040	Wave Broadband				<b>Check Entry Number: 001</b>
			043328901-0010952	7/26/2024	116.86	0.00	116.86
000068926	8/5/2024	WES006	Westbay Auto Parts, Inc.				<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
			7/25/24 STATEMENT	7/25/2024	738.95	0.00	738.95
0000068927	8/5/2024	YOU030	Chris Young				
			REFUND	8/5/2024	123.52	0.00	123.52
				<b>Report Total:</b>	<u>46,037.90</u>	<u>0.00</u>	<u>46,037.90</u>

Check Entry Number: 001



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 9, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. C. Authorization to sign Amendment No. 3 to the Professional Services Agreement with Cowling and Company, LLC in the amount of \$140,000
<b>STAFF LEAD</b>	Dave Nakagawara, Capital Projects Manager
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Staff Memo B. Agreement

If adopted as part of the Consent Agenda, no further action is needed.

Alternative: Remove from Consent Agenda for discussion. Recommended Action: Move to authorize the Port's Executive Director to sign Amendment No. 3 to the Professional Services Agreement with Cowling and Company, LLC in the amount of \$140,000.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 8/8/2024  
**TO:** Commissioners  
**FROM:** Matt Klontz P.E., Port Engineer  
**CC:** Eron Berg, Eric Toews, Dave Nakagawara, Natalie Toews, Connie Anderson  
**SUBJECT:** Amendment No. 3 to PSA with Cowling and Company, LLC for Environmental Permit Consulting Services

---

### **ISSUE**

Should the Port Commission authorize the executive director to sign Amendment No. 3 to the Professional Services Agreement for on-call environmental permit consulting services with Cowling & Company, LLC

### **BACKGROUND**

The Port entered into a standard professional services agreement with Cowling in 2022. Cowling has provided the Port with essential environmental permitting in support of numerous Port Capital projects and planning activities for potential future projects. Prominent amongst these efforts are the navigation of complex environmental permitting and regulatory aspects of the Point Hudson Breakwater Project, Boat Haven Stormwater Project and Boatyard expansion projects and the Port's numerous FEMA Public Assistance (PA) projects

Environmental permitting processes require communications and coordination with a wide variety of Federal, State and local agencies and includes services provided not only in the planning and design stages of projects, but also during construction in the form of environmental monitoring for effects to endangered species, habitat and fauna such as eelgrass.

### **DISCUSSION**

The original PSA was entered into on February 24, 2022, prior to the construction phase of the Point Hudson Breakwater project, with subsequent amendments on April 4, 2022, and April 4, 2024, the latter raising the contract not-to-exceed amount to \$660,000.

The upcoming Gardiner Boat Ramp project will require Marbled Murrelet habitat monitoring during construction. The Short's Family Farm project will require stream, wetland, and habitat evaluation, permitting, and monitoring. Additionally, the Port will be proceeding with repairing the portion of City Dock that was damaged in 2021 during a severe storm. There will be an array of permits to obtain before the repair work can begin. In sum, the Port needs more environmental services to support the Port's effort to maintain, repair, and improve its facilities.

Environmental permitting services are a necessary service for a Port organization with in-water, near-water and uplands facilities on or near wetlands, stream and forest resources. The Port intends to issue solicitation for environmental permitting services later this year along with other

consultant support services including geotechnical and waterfront engineering. This amendment will help to serve as a bridge to the next contract term, possibly with new service provider(s) to help support the Port's ambitious maintenance and capital improvement program.

**FISCAL IMPACT**

Amendment No. 3 to the subject project, in the amount of \$140,000 will bring the contract not-to-exceed limit to \$800,000

**ATTACHMENTS**

1. Amendment No. 3 to the original PSA with Cowling and Company, LLC dated February 24, 2022

**RECOMMENDATION**

Motion to authorize the Port's Executive Director to sign Amendment No. 3 to the Professional Services Agreement with Cowling and Company, LLC in the amount of \$140,000.

## **PORT OF PORT TOWNSEND**

### **STANDARD PROFESSIONAL SERVICES AGREEMENT AMENDMENT #3 (Non-Architectural & Engineering)**

**THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT #3** is entered into on August\_\_\_\_, 2024, between the PORT OF PORT TOWNSEND, hereinafter referred to as the "PORT," and COWLING & COMPANY, LLC, a Washington State limited liability company, hereinafter referred to as "CONSULTANT," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

#### **WITNESSETH:**

1. On the 24<sup>th</sup> day of February 2022, the parties entered into a Standard Professional Services Agreement whereby the PORT retained CONSULTANT to provide on-call environmental permit consulting services in connection with a wide range of capital projects, hereinafter referred to as the "Original Agreement".
2. On the 4<sup>th</sup> day of April 2022, the parties executed Amendment #1 to the Original Agreement, nunc pro tunc, to establish a February 1, 2022 as the effective date for the agreement.
3. Environmental monitoring during construction of the Point Hudson south breakwater exceeded anticipated costs as a result of an in-water work window extension from January 15 to February 15, 2024, and as a result of the contractor working a 24-hour a day, 6 day a week schedule during the entirety of January and a portion of February 2024.
4. On the 9<sup>th</sup> day of April 2024, the "not to exceed" compensation limit of \$600,000 established by the Original Agreement was increased by \$60,000 (10%) to \$660,000, consistent with the authority delegated to the Executive Director by the Port Commission, to account for additional environmental monitoring costs for the Point Hudson breakwater project.
5. The Port has further concluded that environmental consulting and permitting services are required to support the management of FEMA projects currently underway, monitoring of marble murrelets during construction of the Gardiner boat ramp, as well as environmental compliance issues associated with the Port's acquisition and management of the Short's Family Farm.
6. The parties are agreed that the "not to exceed" compensation limit should be increased by \$140,000 to \$800,000.

#### **NOW, THEREFORE:**

This Amendment #3 to the Professional Services Agreement dated February 1, 2022 is executed and effective this \_\_\_\_\_ day of August 2024, and shall read as follows (note: deleted text shown in ~~strikeouts~~; corrected/amended language shown with double-underlining):

7. Compensation. The Consultant shall be compensated for services provided and for expenses based on the attached "Fee Schedule" attached hereto as **Exhibit "B"**. The total expenditure by the Port for this Agreement shall not exceed \$800,000.

Consistent with paragraph 25 of the Original Agreement, this amendment may be signed in counterparts. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

**APPROVED** this \_\_\_\_\_ day of August 2024, by the Executive Director of the Port of Port Townsend and authenticated by the signatures set forth below.

**COWLING & COMPANY, LLC**  
**d/b/a Widener & Associates**

**PORT OF PORT TOWNSEND**

\_\_\_\_\_  
Jordan Cowling Widener, President

\_\_\_\_\_  
Eron Berg, Executive Director

**EXHIBIT "B": FEE SCHEDULE****FEES**

- The total expenditure by the Port for this Agreement shall not exceed \$800,000
- Cowling & Company LLC personnel will be billed as follows:

***Actual Not to Exceed Table***  
***Project Coordination Services***  
***2022 Rates***  
***Cowling & Company LLC      DBA Widener & Associates***

Job Classifications	Direct Labor Rate NTE*		Overhead 110% NTE		Fixed Fee 30% NTE		All Inclusive Hourly Billing Rate NTE	
	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Project Manager	\$71.00	\$75.00	\$78.10	\$82.50	\$21.30	\$22.50	\$170.40	\$180.00
Senior Project Specialist/Biologist	\$35.00	\$55.00	\$38.50	\$60.50	\$10.50	\$16.50	\$84.00	\$132.00
Project Specialist/Biologist	\$17.00	\$35.00	\$18.70	\$38.50	\$5.10	\$10.50	\$40.80	\$84.00
Administrative Staff	\$15.00	\$25.00	\$16.50	\$27.50	\$4.50	\$7.50	\$36.00	\$60.00

- Hourly rates may be updated annually upon mutual agreement.
- Hourly fees shall be billed to the closest ½ hour increment.

**EXPENSES**

The fees outlined above exclude reimbursable direct non-salary costs such as mileage, ferry and supplies. Direct non-salary costs will be allocated to specific projects and will be reimbursed in accordance with the Washington State Office of Financial Management per diem rates in effect at the time the expense is accrued or based on receipts supporting the expense.

# PORT OF PORT TOWNSEND

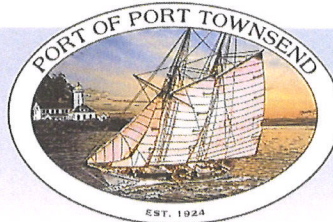
## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 2024
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	IV. D. Pay Estimate #18, Wire to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2024 for \$80,140.24
<b>STAFF LEAD</b>	Connie Anderson, Director of Finance and Administration
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Wire Transfer Authorization

If adopted as part of the Consent Agenda, no further action is needed.

Alternative: Remove from Consent Agenda for discussion. Recommended Action: Move to authorize Wire to Orion Marine Construction for Point Hudson South Jetty Construction Work in 2024 for \$80,140.24

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



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

www.portofpt.com

## **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** is approved for payment in the amount of **\$80,140.24** on this **12th** day of **July 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

<b>MEETING DATE</b>	August 14, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. E. Authorization of United States Coast Guard – Standstill Agreement
<b>STAFF LEAD</b>	Eric Toews, Deputy Director & Sue Nelson, Lease & Contracts Administrator
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> <li>• United States Coast Guard Standstill Agreement</li> <li>• Exhibit A of Standstill Agreement</li> </ul>

Approval of this item on the Consent Agenda authorizes the Executive Director to execute United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107.

Alternative Action: Remove from Consent agenda for discussion and authorize the Executive Director to execute United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107

# PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** 8/8/2024  
**TO:** Port Commission  
**FROM:** Eric Toews, Deputy Director, and Sue Nelson, Lease and Contracts Administrator  
**SUBJECT:** United States Coast Guard Standstill Agreement

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**ISSUE:** Should the Commission authorize the Executive Director to execute a Standstill Agreement with the United States Coast Guard to preserve status quo pending the execution of a new lease, and continue to utilize the Premises from the Lessor, in accordance with Lease No. HSCG89-16-1-0107.

**BACKGROUND & DISCUSSION:**

The premises set forth in US Coast Guard Lease No. HSCG89-16-1-0107 include an approximately 11,500 square foot parcel on the Benedict Street Spit, together with both the south and north sides of the adjacent finger pier. This lease expires on August 31, 2024. Timely submission of a new lease agreement has been delayed due to Coast Guard staff turnover.

All terms and conditions of the Lease remain in full force and effect during the term of this Standstill Agreement. This Agreement will terminate August 31, 2025, or on the date a new Lease Agreement is executed by both Parties.

**MOTION:** Approval of this item on the Consent Agenda authorizes the Executive Director to execute United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107.

**ATTACHMENT:** United States Coast Guard Standstill Agreement, and Exhibit A.

## STANDSTILL AGREEMENT

This Standstill Agreement (hereinafter "Agreement") is made by and between Port of Port Townsend (hereinafter called the "Lessor") whose address is P.O. Box 1180, Port Townsend, WA 98368, and the United States of America (hereinafter "Government"), acting by and through the U.S. Coast Guard.

### RECITALS

1. The Lessor owns certain improved real property located at Port Townsend Mooring and Support Facility, Port Townsend, WA (hereinafter "Premises"). The Government currently occupies:

Approximately 11,500 square foot area located upon a portion of Hastings 2<sup>nd</sup> addition, block 160, lots 1-8 (tax. lot 110) city of Port Townsend, commonly known as the south 250 feet of the Benedict Street split, together with both the South and North sides of the adjacent finger pier.

The premises are to be used as a Mooring and Support Facility for Government Vessel(s). The two (2) buildings located on the premises and depicted upon Exhibit "A" were constructed by, and are the property of, the Government.

2. The Parties do not want an unnecessary condemnation lawsuit and the Government does not want its operations, services, or tenancy interrupted or disturbed. Neither Party wants a holdover, and the Parties prefer their negotiations to end with an extension at a monthly rental rate to be retroactively effective from September 1, 2024.
3. By this Agreement the Parties seek to preserve the status quo pending the execution of a new lease, and by the terms of which the Government could continue to utilize the Premises from the Lessor.
4. The Parties believe this Agreement will facilitate settlement negotiations. As evidenced by their signatures to this Agreement, the Parties agree that no right, action, or claim either Party may otherwise have against the other Party will be prejudiced or waived by this Agreement.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein, the adequacy of which is hereby acknowledged by the undersigned, the Parties agree as follows:

#### **During the term of this Agreement:**

1. The Parties agree to negotiate, actively and in good faith, a Lease extension for the Premises.
2. The Government will not condemn the Premises by the power of eminent domain, and will not file a Declaration of Taking with respect to the Premises.
3. The Lessor will not initiate an "inverse condemnation" or breach of Lease action in any United States Court or tribunal with respect to the Premises.
4. The Lessor will not:
  - a. Undertake to evict the Government from the Premises;
  - b. Interfere with the use or occupancy of the Premises by the Government;
  - c. Interrupt the operations, building services, or utilities of the Government from what they were while the Lease was in effect;

- d. Market the space to potential tenants if the Government is planning to remain in the premises; or
  - e. Threaten to do any of the acts referenced in A, B, C, or D above.
5. Each Party agrees not to take any action to alter its position to the detriment of the other Party in any condemnation type action arising out of these facts.

**At all times after this Agreement becomes effective:**

- 6. The Government will receive full credit for money paid to Lessor during the term of this Agreement in accordance with Lease No. HSCG89-16-1-0107 whether there is a Lease extension, other legal action, or settlement.
- 7. Neither Party will seek or accept severance damages or attorney's fees from the other Party for the period this Agreement is in effect.
- 8. In the event that a Lease extension, with respect to the Premises, is not executed by the Parties during the course of this Agreement, or that this Agreement is otherwise terminated, then any legal proceeding arising therefrom is stipulated by the Parties to be deemed to have commenced on September 1, 2024.
- 9. Termination of Agreement: The Parties agree that all terms and conditions of the Lease will remain in full force and effect during the term of this Agreement. This Agreement will terminate on the earlier of August 31, 2025 or on the date a new Lease agreement is signed by the Parties. This termination provision may be amended to extend the termination date of this Agreement by the mutual written consent of the Parties.
- 10. Successors in Interest: All of the terms, covenants, and provisions herein contained will bind and inure to the benefit of the Parties, their heirs, executors, administrators, personal representatives, successors, trustees, receivers, and assigns as applicable, except as otherwise provided herein.
- 11. Merger Clause: All prior understandings and agreements with respect to the subject matter of this Agreement, written or oral, are merged into this Agreement. This Agreement represents the final agreement between the Parties with respect to such subject matter, and may not be superseded, except by a separate written agreement signed and agreed to by the Parties.
- 12. Amendments: Neither this Agreement, nor any terms hereof, may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by the Party against whom the enforcement of a change, waiver, discharge, or termination is sought.
- 13. Construction: Any provision contained in this Agreement that is prohibited or unenforceable will be ineffective to the extent of such prohibition or enforceability without invalidating the remaining provisions hereof. A waiver by a Party of any right, covenant, condition, or remedy in any instance hereunder will not operate as a waiver of such right, covenant, condition, or remedy in any other instance, and waiver by a Party of any breach of the terms hereof will not be a waiver of any additional or subsequent breach. This Agreement will be governed by, and construed in accordance with, the laws of the United States of America.
- 14. Counterparts: This Agreement may be executed in photocopied counterparts that, when taken together, will constitute a single agreement.

- 15. Effective Date: This Agreement is effective and enforceable only after having been first signed by the Lessor, and second, accepted and signed by the Government.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of \_\_\_\_\_.

**Lessor:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**U.S. Coast Guard authorized representative:**

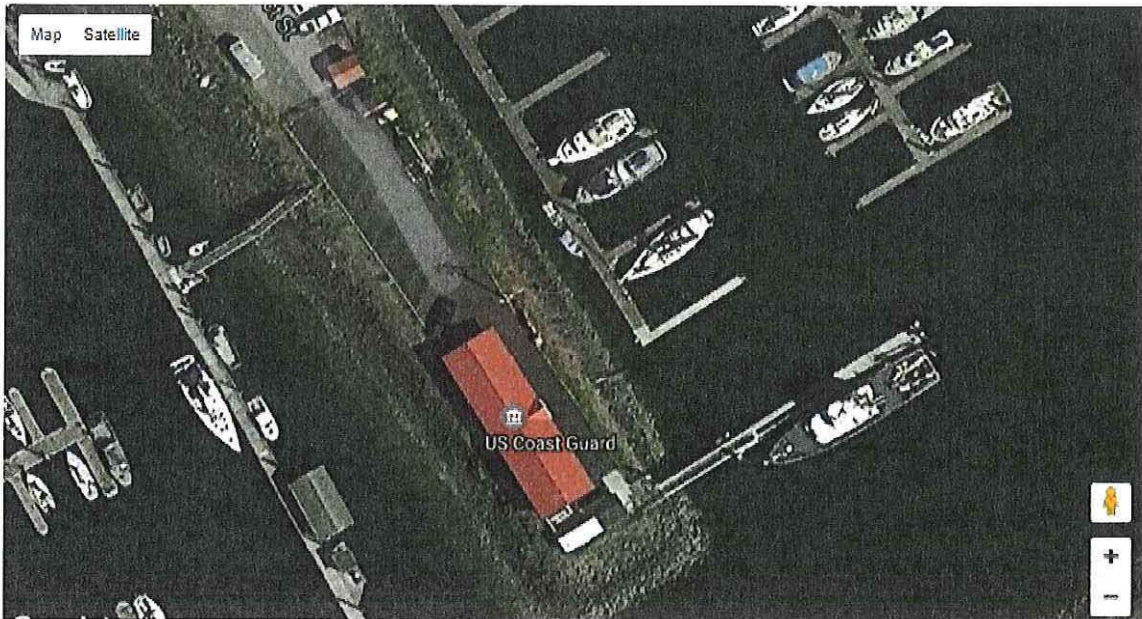
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A



Port Townsend CG Building and Mooring.

Property is defined on the NNW of parking area by a gate across the pavement (just below the small orange/red shed, then includes the paved area going SSE and the red roofed building and small shed, and the pier. Does not include the riprap due to high water.

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. F. Brion Toss Yacht Rigging, Inc., Amendment No. 1 to Point Hudson Building Lease
<b>STAFF LEAD</b>	Eric Toews, Deputy Director & Sue Nelson, Lease & Contracts Administrator
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Brion Toss Yacht Rigging, Inc., Amendment No. 1 to Point Hudson Building Lease</li> </ul>

Approval of this item on the Consent Agenda authorizes the Executive Director to execute Building Lease Amendment #1 with Brion Toss Yacht Rigging, Inc.

Alternative Action. Remove from Consent Agenda for Discussion. Recommended Action: Move to authorize the Executive Director to execute Building Lease Amendment #1 with Brion Toss Yacht Rigging, Inc.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 8/8/2024  
**TO:** Port Commission  
**FROM:** Eric Toews, Deputy Director, and Sue Nelson, Lease and Contracts Administrator  
**SUBJECT:** Brion Toss Yacht Rigging, Inc., Amendment #1 to Point Hudson Building Lease

---

**ISSUE:** Should the Commission authorize the Executive Director to execute an amendment to the building lease agreement with Brion Toss Yacht Rigging that would suspend application of the holdover rental rate to allow the parties additional time to negotiate a new term lease agreement?

### **BACKGROUND & DISCUSSION:**

In August of 2019 the Port entered into lease agreement with Brion Toss Yacht Rigging, Inc. for 1,332 square feet of space situated in the Armory Building at Point Hudson. The lease established a five (5) year term ending at midnight on August 31, 2024. The agreement did not include a provision to extend the lease term.

All recent Port leases, including the lease with Brion Toss Yacht Rigging, include a provision which increases the monthly rent to 125% of the rent paid in the last month of the lease term for any tenant “holding over” after lease expiration on a month-to-month basis. The provision is intended to incentivize lessees to negotiate new term leases.

In the instant case, the Port and Brion Toss Yacht Rigging are actively negotiating a new term lease. However, the parties have not yet arrived at mutually acceptable terms for the new agreement.

The lease amendment presented to the Commission would postpone the effective date of the holdover rental rate until October 1, 2024, allowing the parties one (1) additional month to negotiate a new term lease agreement. Accordingly, it is anticipated a request for authorization to enter into the new lease agreement would come before the Commission at the regular meeting of September 11, 2024, or September 25, 2024.

**MOTION:** Approval of this item on the Consent Agenda authorizes the Executive Director to execute Building Lease Amendment #1 with Brion Toss Yacht Rigging, Inc.

**ATTACHMENT:** Amendment #1 to Building Lease between the Port and Brion Toss Yacht Rigging.



## PORT OF PORT TOWNSEND

### AMENDMENT #1 TO POINT HUDSON BUILDING LEASE

**THIS AMENDMENT #1 TO POINT HUDSON BUILDING LEASE** (the "Amendment") is made as of August \_\_\_, 2024 by and between BRION TOSS YACHT RIGGING, INC. a Washington Corporation ("Lessee"), and the PORT OF PORT TOWNSEND, a Washington Municipal Corporation ("Lessor" or "Port"), collectively, "the Parties".

**WHEREAS**, the Port and Lessee entered that certain Point Hudson Building Lease, dated August 21, 2019, for Premises located in the Armory Building at the Port's Point Hudson facility in Port Townsend, Washington (the "Original Lease"); and

**WHEREAS**, Paragraph #2 of the Original Lease establishes a lease term, together with options to extend, which terminates at midnight on August 31, 2024; and

**WHEREAS**, the Parties are actively negotiating a new term lease for Premises in the Armory Building, but require additional time to arrive at mutually acceptable terms; and

**WHEREAS**, Paragraph #32 of the Original Lease specifies, inter alia, that a Lessee holding over upon the Premises following the expiration of the lease term shall be assessed rent at 125% of the rental rate in effect for the month preceding such holdover (the "holdover rental rate"); and

**WHEREAS**, the Parties are agreed that the Lease should be amended to suspend the effective date of the holdover rental rate until the beginning of the second month following expiration of the Original Lease (i.e., October 1, 2024);

**NOW THEREFORE**, the Parties agree as follows:

**2. AMENDMENT OF PARAGRAPH 30.** Paragraph 32, "HOLDING OVER", of the Lease shall be amended to read as follows:

**32. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except, commencing October 1, 2024, at a rent for such holdover period of 125% of the rental rate in effect for the month preceding such holdover. Acceptance by the Port of rent after such termination shall not constitute a renewal.

Except as amended hereby, all other terms and conditions of the Lease shall remain unchanged and in effect.

**APPROVED** this 15<sup>th</sup> day of August 2024, by the Port of Port Townsend and duly authenticated by the signature of the Executive Director.

**LESSEE – BRION TOSS YACHT RIGGING, INC.:**

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Christian Gruye, CEO

**LESSOR – PORT OF PORT TOWNSEND:**

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Eron Berg, Executive Director

**APPROVED AS TO FORM:**

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Eric Toews, Port Attorney

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. G. Armstrong Consolidated, LLC, Amendment No. 1 to Boat Haven Building Lease
<b>STAFF LEAD</b>	Eric Toews, Deputy Director & Sue Nelson, Lease & Contracts Administrator
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> <li>• Armstrong Consolidated, LLC, Amendment No. 1</li> </ul>

Approval of this item on the Consent Agenda authorizes the Executive Director to execute Armstrong Consolidated, LLC, Amendment No. 1 to Boat Haven Building Lease

Alternative Action. Remove from Consent Agenda for Discussion. Recommended Action: Move to authorize the Executive Director to execute Armstrong Consolidated, LLC, Amendment No. 1 to Boat Haven Building Lease.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 8/8/2024  
**TO:** Port Commission  
**FROM:** Eric Toews, Deputy Director, and Sue Nelson, Lease and Contracts Administrator  
**SUBJECT:** Armstrong Consolidated, LLC, Amendment #1 to Boat Haven Building Lease

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**ISSUE:** Should the Commission authorize the Executive Director to execute an amendment to the building lease agreement with Armstrong Consolidated, LLC, that would suspend application of the holdover rental rate to allow the parties additional time to negotiate a new term lease agreements for premises at Boat Haven?

**BACKGROUND & DISCUSSION:**

In August of 2019 the Port entered into lease agreement with Dave’s Mobile Welding, LLC, for the 4,800 square foot Warehouse Building situated at 304 10<sup>th</sup> Street at Boat Haven (the “Original Lease”). On May 31, 2022, the Original Lease was assigned from Dave’s Mobile Welding to Armstrong Consolidated, with the Port’s consent and authorization. The Original Lease established a two (2) year term ending at midnight on August 31, 2021, with options to extend the lease for three (3) additional one (1) year terms. All options to extend the lease have now been exercised, and the Original Lease will terminate at midnight on August 31, 2024.

All recent Port leases, including this lease assigned to Armstrong Consolidated, include a provision which increases the monthly rent to 125% of the rent paid in the last month of the lease term for any tenant “holding over” after lease expiration on a month-to-month basis. The provision is intended to incentivize lessees to negotiate new term leases.

In this case, the Port and Armstrong Consolidated are actively negotiating two new term leases for premises at Boat Haven.<sup>1</sup> However, the parties have not finalized the terms for these complex new agreements, and require additional time.

The lease amendment presented to the Commission would postpone the effective date of the holdover rental rate until October 1, 2024, allowing the parties one (1) additional month to negotiate new term lease agreements. We anticipate that these new lease agreements will be coming before the Commission at either the regular meeting of September 11, 2024, or September 25, 2024.

**MOTION:** None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute Building Lease Amendment #1 with Armstrong Consolidated, LLC.

**ATTACHMENT:** Amendment #1 to Building Lease between the Port and Armstrong Consolidated, LLC.

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<sup>1</sup> Leases in negotiation involve both Armstrong Consolidated, LLC, d/b/a, Gold Star Marine, and Armstrong Consolidated, LLC, d/b/a, ACI Boats.

## PORT OF PORT TOWNSEND

### AMENDMENT #1 TO BOAT HAVEN BUILDING LEASE

**THIS AMENDMENT #1 TO BOAT HAVEN BUILDING LEASE** (the “Amendment”) is made as of August \_\_\_, 2024 by and between ARMSTRONG CONSOLIDATED, LLC, a Washington Limited Liability Corporation (“Lessee”), and the PORT OF PORT TOWNSEND, a Washington Municipal Company (“Lessor” or “Port”), collectively, “the Parties”.

**WHEREAS**, Lessee is assignee of that certain unrecorded Boat Haven Building Lease, dated August 19, 2019,<sup>1</sup> for 4,800 square feet of Building Premises located at 304 10<sup>th</sup> Street at the Port’s Boat Haven facility in Port Townsend, Washington (the “Original Lease”); and

**WHEREAS**, Paragraph #2 of the Original Lease establishes a lease term, together with options to extend, which terminates at midnight on August 31, 2024; and

**WHEREAS**, the Parties are actively negotiating complex new term leases for Premises at Boat Haven including the 4,800 square foot Warehouse Building at 304 10<sup>th</sup> Street, but require additional time to arrive at mutually acceptable terms; and

**WHEREAS**, Paragraph #31 of the Original Lease specifies, inter alia, that a Lessee holding over upon the Premises following the expiration of the lease term shall be assessed rent at 125% of the rental rate in effect for the month preceding such holdover (the “holdover rental rate”); and

**WHEREAS**, the Parties are agreed that the Original Lease should be amended to suspend the effective date of the holdover rental rate until the beginning of the second month following expiration of the Original Lease (i.e., October 1, 2024);

**NOW THEREFORE**, the Parties agree as follows:

**2. AMENDMENT OF PARAGRAPH 30.** Paragraph 32, “HOLDING OVER”, of the Original Lease shall be amended to read as follows:

**32. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except commencing October 1, 2024, at a rent for such holdover period of 125% of the rental rate in effect for the

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<sup>1</sup> The Original Lease between the Port of Port Townsend (Lessor) and Dave’s Mobile Welding, LLC (Lessee/Assignor) was assigned to Armstrong Consolidated, LLC (Assignee/current Lessee) on May 31, 2022.

month preceding such holdover. Acceptance by the Port of rent after such termination shall not constitute a renewal.

Except as amended hereby, all other terms and conditions of the Lease shall remain unchanged and in effect.

**APPROVED** this 15<sup>th</sup> day of August 2024, by the Port of Port Townsend and duly authenticated by the signature of the Executive Director.

**LESSEE – ARMSTRONG CONSOLIDATED, LLC:**

\_\_\_\_\_  
Abraham “Cory” Armstrong, Governing Party

**LESSOR – PORT OF PORT TOWNSEND:**

\_\_\_\_\_  
Eron Berg, Executive Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Eric Toews, Port Attorney

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 9, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. H. Authorize the Port's Executive Director to enter into a RAISE grant agreement with USDOT and WSDOT for the planning phase for the Port of Port Townsend's portions of the Puget Sound to Pacific Trail, segments J-282 and J-284.
<b>STAFF LEAD</b>	Dave Nakagawara, Capital Projects Manager
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Staff Memo B. Agreement

If adopted as part of the Consent Agenda, no further action is needed.

Alternative: Remove from Consent Agenda for discussion. Recommended Action: Move to authorize the Port's Executive Director to enter into a RAISE grant agreement with USDOT and WSDOT for the planning phase for the Port of Port Townsend's portions of the Puget Sound to Pacific Trail, segments J-282 and J-284.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 8/8/2024  
**TO:** Commissioners  
**FROM:** Dave Nakagawara  
**CC:** Eron Berg, Eric Toews, Matt Klontz, Natalie Toews, Connie Anderson  
**SUBJECT:** Puget Sound to Pacific (PS2P) Trail RAISE Grant Agreement

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### **ISSUE**

Should the Port Commission authorize the executive director to sign a term sheet for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant agreement with USDOT, WSDOT and eleven other subrecipients including Cities, Counties and Tribal Communities to provide the Port funding for planning, community engagement, and conceptual engineering for two identified segments of the Puget Sound to Pacific multi-use (PS2P) Trail that span the Boat Haven property?

### **BACKGROUND**

The PS2P project received a \$16.13M RAISE grant from USDOT to address approximately 100 miles of gaps consisting of 34 segments providing multi-use trail (pedestrians and cyclist) connectivity between the Puget Sound region and the Pacific Ocean. The PS2P project grant identifies segments through three counties (Kitsap, Jefferson, and Clallam), six cities (Bainbridge Island, Poulsbo, Port Townsend, Port Angeles, Sequim and Forks) and two tribal communities (Port Gamble S'Klallam and Quileute) and the Port of Port Townsend.

The Port has two of these trail segments: J-282, otherwise referred to as the "Larry Scott Trail Connector" or "Spur" is a nearly mile-long segment that connects the Larry Scott Trail trailhead to the Haines Place Park-and-Ride Facility. The second segment, J-284, is shown as a mile-long piece connecting the Larry Scott Trail trailhead with the Washington State Ferry Terminal.

The Port's leadership for the planning of the J-284 segment (originally assigned to the City of Port Townsend) is important for the future operation and safety of its boatyard, businesses, marina, and accommodation of visitors and recreational users. It also will need to be coordinated with the Sea Level Rise project that the Port is leading that has a similar project limit (project start and stop).

The RAISE grant identifies the planning phase for these two segments as "pre-design" and ultimately, the pre-design will conclude with a study that identifies the preferred alignment for both segments.

WSDOT is the recipient of the grant while the City of Port Angeles is the lead subrecipient, providing lead coordination and administration services for the twelve communities involved in this project.



**DISCUSSION**

Funding for the Port's segments of the PS2P trail are for preliminary planning studies and breaks down as follows:

- |                    |  |
|--------------------|--|
| • \$250,000        | Larry Scott Trail "Spur" (Segment J-282)   |
| • <u>\$300,000</u> | Boat Haven to WSF Terminal (Segment J-284) |
| \$550,000          | Total                                      |

**FISCAL IMPACT**

The grant award is to fully fund the planning phase for both of the Port's trail segments. Full design and construction cost estimates will be developed during this planning phase, to better inform project capital costs and schedules.

**ATTACHMENTS**

1. Grant Agreement for FY 23 RAISE Program with USDOT, WSDOT and PS2P Government Partners
2. RAISE Area Segment Map

**RECOMMENDATION**

Motion to authorize the Port's Executive Director to enter into a RAISE grant agreement with USDOT and WSDOT for the planning phase for the Port of Port Townsend's portions of the Puget Sound to Pacific Trail, segments J-282 and J-284.

**U.S. DEPARTMENT OF TRANSPORTATION**

**GRANT AGREEMENT UNDER THE  
FISCAL YEAR 2023 RAISE PROGRAM**

This agreement is between the United States Department of Transportation (the “USDOT”) and the Washington State Department of Transportation (the “Recipient”).

This agreement reflects the selection of the Recipient to receive a RAISE Grant for the Puget Sound to Pacific Planning for Multi-use Trail.

If schedule A to this agreement identifies a Designated Subrecipient, that Designated Subrecipient is also a party to this agreement, and the parties want the Designated Subrecipient to carry out the project with the Recipient’s assistance and oversight.

The parties therefore agree to the following:

**ARTICLE 1  
GENERAL TERMS AND CONDITIONS.**

**1.1 General Terms and Conditions.**

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2023 RAISE Program: FHWA Projects,” dated June 23, 2023, which is available at <https://www.transportation.gov/policy-initiatives/raise/raise-grant-agreements>. The General Terms and Conditions reference the information contained in the schedules to this agreement. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions.
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, terminating of the RAISE Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the USDOT the RAISE Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2  
SPECIAL TERMS AND CONDITIONS.**

There are no special terms for this award.

**SCHEDULE A  
ADMINISTRATIVE INFORMATION**

**1. Application.**

Application Title: Puget Sound to Pacific planning and design for 34 multi-use trail components including gaps, community connections and safety improvements in rural Washington

Application Date: 2/28/2023

**2. Recipient's Unique Entity Identifier.**

See section 28.3 of the General Terms and Conditions.

**3. Recipient Contact(s).**

Stephanie Tax  
Program Manager  
WSDOT – Local Programs  
PO Box 47390, Olympia WA 98504  
360.480.1494  
taxs@wsdot.wa.gov

**4. Recipient Key Personnel.**

None.

**5. USDOT Project Contact(s).**

Liana Liu  
Olympia Region Area Engineer  
FHWA – Washington Division  
711 Capitol Way S. Suite 501  
Olympia, WA 98501  
(360)753-9553  
[Liana.Liu@dot.gov](mailto:Liana.Liu@dot.gov)

**6. Payment System.**

USDOT Payment System: FMIS

**7. Office for Subaward and Contract Authorization.**

USDOT Office for Subaward and Contract Authorization: FHWA Division

**8. Federal Award Identification Number.**

See section 28.2 of the General Terms and Conditions.

**9. Designated Subrecipient.**

Designated Subrecipients:

City of Port Angeles

Jonathan Boehme  
City Engineer/Deputy Director of Engineering  
City of Port Angeles  
321 E Fifth St. Port Angeles, WA 98362  
360.417.4803  
[jboehme@cityofpa.us](mailto:jboehme@cityofpa.us)

Bainbridge Island

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City of Bainbridge Island  
280 Madison Ave. North  
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Forks

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Port Townsend

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Poulsbo

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Sequim

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Clallam County

Steve Gray  
Deputy Director  
Clallam County Public Works  
223 East Fourth Street, Suite 6  
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(360) 417-2290  
[steve.gray@clallamcountywa.gov](mailto:steve.gray@clallamcountywa.gov)

Jefferson County

Eric Kuzma  
Assistant Director/Engineering Services Manager  
Jefferson County Public Works  
623 Sheridan Street  
Port Townsend, WA 98368  
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[EKuzma@co.jefferson.wa.us](mailto:EKuzma@co.jefferson.wa.us)

Kitsap County

David Forte  
Transportation Planning  
Kitsap County Public Works  
614 Division Street MS - 26  
Port Orchard, WA 98366  
(360) 337-7210  
[dforte@kitsap.gov](mailto:dforte@kitsap.gov)

Port Gamble S'Klallam Tribe

Roma Call  
Director, Natural Resources Department  
Port Gamble S'Klallam Tribe  
31912 Little Boston Road NE  
Kingston, WA 98346  
(360) 297-6294  
[romac@pgst.nsn.us](mailto:romac@pgst.nsn.us)

Marla Powers  
Environmental Planner, Natural Resources Department  
Port Gamble S'Klallam Tribe  
31912 Little Boston Road NE  
Kingston, WA 98346  
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Port of Port Townsend  
Dave Nakagawara, P.E.  
Capital Projects Engineer  
Port of Port Townsend  
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Port Townsend, WA 98368  
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[dnakagawara@portofpt.com](mailto:dnakagawara@portofpt.com)

Quileute Tribe  
Annie Foster  
Grant and Special Projects Manager  
Quileute Tribe  
90 Main Street  
La Push, WA 98350  
(360) 374-6782  
[grant.writer@quileutenation.org](mailto:grant.writer@quileutenation.org)

## **SCHEDULE B PROJECT ACTIVITIES**

### **1. General Project Description.**

This project will plan and design approximately 33 active transportation components, addressing approximately 100 miles of gaps, community connections and safety improvements for multi-use trails connecting Bainbridge Island on Puget Sound to the Pacific Coast Ocean at La Push.

### **2. Statement of Work.**

Planning work under this grant application consists of the following scopes of work:

#### **Planning Studies**

Planning studies are required for many trail gaps to identify locally preferred alternatives that best address constraints and competing needs. Planning studies assess alignment alternatives, develop trail routing, assess environmental assets and constraints, assess existing transportation systems, and determine land ownership. The desired outcome is the selection of a preferred alignment to facilitate funding for Preliminary Engineering, Right-of-Way Acquisition, and Construction. These studies will include a meaningful public engagement process to empower stakeholders and neighbors to participate in the development of a desired outcome. Work may include design documentation and plan development.

#### **Type, Size, and Location (TSL) Studies**

If necessary, Type, Size and Location (TSL) Studies per Federal Highway Administration (FHWA) requirements are for bridge structures that have been assessed as requiring replacement or are too narrow to accommodate a trail segment relative to existing vehicular traffic.

#### **Preliminary/Final Design**

Preliminary/Final Design is the 100% level of design for production of Plans, Specifications and Estimate (PSE) as well as the environmental clearance and permitting.

**SCHEDULE C  
AWARD DATES AND PROJECT SCHEDULE**

**1. Award Dates.**

Budget Period End Date: 8/31/2032

Period of Performance End Date: See section 28.5 of the General Terms and Conditions

**2. Estimated Project Schedule.**

Milestone	Schedule Date
Planned Project Completion Date:	6/30/2032

**3. Special Milestone Deadlines.**

None.



**SCHEDULE D**  
**AWARD AND PROJECT FINANCIAL INFORMATION**

**1. Award Amount.**

RAISE Grant Amount: \$16,130,000

**2. Federal Obligation Information.**

Federal Obligation Type: Multiple

<b>Obligation Condition Table</b>		
<b>Portion of the Project</b>	<b>Portion of the RAISE Grant</b>	<b>Obligation Condition</b>
Component C110- Race Street Complete Street - Ph II: 8th St to Front St - Port Angeles (Planning Studies and Preliminary/Final Design)	\$1,200,000	Approval of statement of work by FHWA Washington Division Office.
Component C112- Race Street Complete Street - Ph III: Front St to ODT - Port Angeles (Planning Studies)	\$600,000	Approval of statement of work by FHWA Washington Division Office.
Component C120- Gales Addition Connector - Port Angeles (Planning Studies)	\$600,000	Approval of statement of work by FHWA Washington Division Office.
Component C130- Waterfront Trail Renovation and Sustainability Study - Marine Dr to Morse Creek - Port Angeles (Planning Studies)	\$1,000,000	Approval of statement of work by FHWA Washington Division Office.
Component KB410 - Sound to Olympics (STO): Agate Pass Bridge to Koura Rd- Bainbridge Island (Planning Studies)	\$500,000	Approval of statement of work by FHWA Washington Division Office.

<b>Obligation Condition Table</b>		
<b>Portion of the Project</b>	<b>Portion of the RAISE Grant</b>	<b>Obligation Condition</b>
Component KB420 - Sound to Olympics (STO): Koura Rd to Sportsman Club Rd– Bainbridge Island (Planning Studies)	\$400,000	Approval of statement of work by FHWA Washington Division Office.
Component KB430 - Sound to Olympics (STO): Sakai Park to Madison Ave– Bainbridge Island (Planning Studies)	\$400,000	Approval of statement of work by FHWA Washington Division Office.
Component KB440 - Sound to Olympics (STO): Sportsman Club Road to Madison Ave Bainbridge Island (Planning Studies)	\$400,000	Approval of statement of work by FHWA Washington Division Office.
Component C020 – City of Forks Trail Segment – Forks (Planning Studies)	\$200,000	Approval of statement of work by FHWA Washington Division Office.
Component J284 – Port Townsend Waterfront Trail Segment: Port of Port Townsend Marina to Ferry – Port of Port Townsend (Planning Studies)	\$300,000	Approval of statement of work by FHWA Washington Division Office.
Component J286 – Port Townsend Trail Segment to Fort Worden State Park – City of Port Townsend (Planning Studies)	\$250,000	Approval of statement of work by FHWA Washington Division Office.
Component K390 – Poulsbo Sound to Olympics (STO) Connectors – Poulsbo (Planning Studies)	\$500,000	Approval of statement of work by FHWA Washington Division Office.

<b>Obligation Condition Table</b>		
<b>Portion of the Project</b>	<b>Portion of the RAISE Grant</b>	<b>Obligation Condition</b>
Component C210 – East Fir St Trail Rehabilitation – Sequim (Preliminary/Final Design)	\$750,000	Approval of statement of work by FHWA Washington Division Office.
Component C220 – Keeler Road Multi-Use Path – Sequim (Planning Studies and Preliminary/Final Design)	\$250,000	Approval of statement of work by FHWA Washington Division Office.
Component C230 – Johnson Creek Bridge Replacement – Sequim (Preliminary/Final Design)	\$400,000	Approval of statement of work by FHWA Washington Division Office.
Component C010 – Bogachiel River Crossing – Clallam County (Planning Studies)	\$600,000	Approval of statement of work by FHWA Washington Division Office.
Component C030 – Forks City Limit to Sappho Trail Segment US101 – Clallam County (Planning Studies)	\$500,000	Approval of statement of work by FHWA Washington Division Office.
Component C034 – Sappho to Camp Creek Trailhead Trail Segment (US101) – Clallam County (Planning Studies)	\$250,000	Approval of statement of work by FHWA Washington Division Office.
Component C040 – Waterline Rd Trail Segment – Clallam County (Planning Studies and Preliminary/Final Design)	\$1,050,000	Approval of statement of work by FHWA Washington Division Office.

<b>Obligation Condition Table</b>		
<b>Portion of the Project</b>	<b>Portion of the RAISE Grant</b>	<b>Obligation Condition</b>
Component C060 – Gassett Rd to Thompson/Onella Rd Trail Segment (SR112) – Clallam County (Planning Studies)	\$500,000	Approval of statement of work by FHWA Washington Division Office.
Component C080 – Freshwater Bay Rd to Elwha River Trail Segment (SR305) – Clallam County (Planning Studies)	\$400,000	Approval of statement of work by FHWA Washington Division Office.
Component C200 – Bagley Creek Bridge Replacement – Clallam County (Planning Studies)	\$450,000	Approval of statement of work by FHWA Washington Division Office.
Component J250 – Discovery Bay Trail Gap at Salmon Creek (US101) – Jefferson County (Planning Studies)	\$80,000	Approval of statement of work by FHWA Washington Division Office.
Component J270 – Fairmount Road Trail Gap (SR20) – Jefferson County (Planning Studies)	\$250,000	Approval of statement of work by FHWA Washington Division Office.
Component J290 – West Sound to Olympics (STO): Jefferson County Hood Canal Bridge to Olympic Discovery Trail (ODT) – Jefferson County (Planning Studies)	\$250,000	Approval of statement of work by FHWA Washington Division Office.

<b>Obligation Condition Table</b>		
<b>Portion of the Project</b>	<b>Portion of the RAISE Grant</b>	<b>Obligation Condition</b>
Component J280 – Eaglemount Trail Gap (SR20) – Jefferson County (Planning Studies)	\$300,000	Approval of statement of work by FHWA Washington Division Office.
Component J240 – Old Highway 9 Trail Segment (US101) – Jefferson County (Planning Studies and Preliminary/Final Design)	\$1,200,000	Approval of statement of work by FHWA Washington Division Office.
Component K360 – Central Sound to Olympics (STO): Poulsbo to Port Gamble Forest – Kitsap County (Planning Studies)	\$400,000	Approval of statement of work by FHWA Washington Division Office.
Component K370 – Suquamish to Kingston Non-Motorized Community Connector Route – Kitsap County (Planning Studies)	\$500,000	Approval of statement of work by FHWA Washington Division Office.
Component K380 – South Sound to Olympics (STO): Poulsbo to Agate Pass Bridge – Kitsap County (Planning Studies)	\$500,000	Approval of statement of work by FHWA Washington Division Office.
Component K330 – Hansville Path from SR104 to the Casino – Port Gamble S'Klallam Tribe (Planning Studies)	\$650,000	Approval of statement of work by FHWA Washington Division Office.

<b>Obligation Condition Table</b>		
<b>Portion of the Project</b>	<b>Portion of the RAISE Grant</b>	<b>Obligation Condition</b>
Component J282 – Port Townsend Connector: Larry Scott Trail to Park-n-Ride – Port of Port Townsend (Planning Studies)	\$250,000	Approval of statement of work by FHWA Washington Division Office.
Component C005 – LaPush Tribal Trail Network – Quileute Tribe (Planning Studies and Preliminary/Final Design)	\$250,000	Approval of statement of work by FHWA Washington Division Office.

### 3. **Approved Project Budget.**

#### **Eligible Project Costs**

	<b>Total</b>
RAISE Funds:	\$16,130,000
Other Federal Funds:	\$0
Non-Federal Funds:	\$0
<b>Total:</b>	<b>\$16,130,000</b>

### 4. **Cost Classification Table**

Reserved.

### 5. **Approved Pre-award Costs**

**None.** The USDOT has not approved under this award any costs incurred under an advanced construction authorization (23 U.S.C. 115), any costs incurred prior to authorization (23 C.F.R. 1.9(b)), or any pre-award costs under 2 C.F.R. 200.458.

## **SCHEDULE E CHANGES FROM APPLICATION**

**Scope:** Clarification was made between Planning Studies and Preliminary/Final Design to define costs associated with the deliverables of each component. The Washington State Department of Transportation does not authorize a 10% or 30% design phase. Authorizations are either at the Planning level or Final Design.

Port Gamble S'Klallam tribe requests K340 component be deleted and funds moved to K330 component as they are not able to proceed on this component at this time due to readiness issues. It is estimated that the K330 component cost will increase due to more extensive project development costs associated with this component.

City of Sequim requests to remove Planning Studies from Component C210 obligation. Planning Studies were not part of the project description in the original grant application. This project makes improvements to the already designated route of the Olympic Discovery Trail on E Fir St.

City of Sequim requests to add Planning Studies to Component C220 obligation. This project would greatly benefit from a planning study to assess alignment alternatives and local preferences, and to facilitate right-of-way acquisition for a north to south ped-bike trail connection to the Olympic Discovery Trail.

City of Bainbridge Island requests to remove Preliminary/Final Design and replace with Planning Studies for Components KB410, KB420, KB430, and KB440 as funding for final design is not available. The Sportsman Club Road to Madison Avenue portion of the project scope is adjusted to be exclusively part of the KB-440 planning study component; and the Agate Pass Bridge to Koura Road portion of the scope is adjusted to be exclusively part of KB-410 planning study component.

**Schedule:** The SF-424 and readiness document had two different completion dates. The readiness document had the correct date, and the project is expected to be completed earlier than shown in the SF-424.

**Budget:** No changes.

**Other:** N/A

**SCHEDULE F  
RAISE PROGRAM DESIGNATIONS**

**1. Urban or Rural Designation.**

Urban-Rural Designation: Rural

**2. Capital or Planning Designation.**

Capital-Planning Designation: Planning

**3. Historically Disadvantaged Community or Area of Persistent Poverty Designation.**

HDC or APP Designation: Yes

**4. Funding Act.**

Funding Act: FY 23

**5. Security Risk Designation.**

Security Risk Designation: Low



**SCHEDULE G**  
**RAISE PERFORMANCE MEASUREMENT INFORMATION**

**Reserved.**

**SCHEDULE H**  
**CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS**

**1. Consideration of Climate Change and Environmental Justice Impacts.**

The Recipient states that rows marked with “X” in the following table are accurate:

X	The Project significantly reduces transportation-related pollution, like air pollution and greenhouse gas emissions. <i>(Describe the expected reductions and how they are achieved in the supporting narrative below.)</i>
	The Project aligns with an applicable State, regional, or local carbon-reduction plan. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project addresses the disproportionate negative environmental impacts of transportation, such as exposure to elevated levels of air, water, and noise pollution. <i>(Describe how in the supporting narrative below.)</i>
	The Project implements transportation-efficient land use and design, such as drawing on the features of historic towns and villages that had a mix of land uses, compact and walkable development patterns, accessible green space, and neighborhood centers. <i>(Describe how in the supporting narrative below.)</i>
	The Project shifts freight to lower-carbon travel modes to reduce emissions. <i>(Describe how in the supporting narrative below.)</i>
	The Project improves the resiliency of at-risk infrastructure to withstand extreme weather events and natural disasters caused by climate change, such as by using best-available climate data sets, information resources, and decision-support tools, and incorporating best practices identified by the USDOT. <i>(Identify the at-risk infrastructure and describe how the project improves its resiliency in the supporting narrative below.)</i>
	The Project incorporates energy efficient investments, such as electrification or zero emission vehicle infrastructure. <i>(Describe the energy efficient investments in the supporting narrative below.)</i>
	The Project redevelops brownfield sites. <i>(Identify the brownfield sites and describe the redevelopment in the supporting narrative below.)</i>
	The Project removes, replaces, or restores culverts to improve passage of aquatic species. <i>(Identify the affected culverts and describe how the changes will improve the passage of aquatic species in the supporting narrative below.)</i>
	The Project avoids adverse impacts to air or water quality, wetlands, and endangered species. <i>(Describe how in the supporting narrative below.)</i>

	The Project includes floodplain upgrades consistent with the Federal Flood Risk Management Standard in Executive Orders 14030 and 13690. <i>(Describe those floodplain upgrades in the supporting narrative below.)</i>
	The Recipient has taken other actions to consider climate change and environmental justice impacts of the Project. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient has not yet taken actions to consider climate change and environmental justice impacts of the Project but, before beginning construction of the Project, will take relevant actions described in schedule B. <i>(Identify the relevant actions from schedule B in the supporting narrative below.)</i>
	The Recipient has not taken actions to consider climate change and environmental justice impacts of the Project and will not take those actions under this award.

## 2. Supporting Narrative.

### Reduces Transportation Related Pollution

The completed Puget Sound to Pacific trail network will reduce transportation-related greenhouse gas emissions and air pollution by completing multi-use trail routes to service areas and points of interest. The switch from automobile use to walking or biking results in numerous positive environmental outcomes, including reduced pollution and greenhouse gas emissions (Washington State Active Transportation Plan: 2020 and Beyond). In 2017, motor vehicles, boats, planes and trains caused the biggest single share of the greenhouse gases in Washington state (44.6 percent), with personal cars and trucks making up over half of that. Every motor vehicle trip replaced with a walk or bicycle trip is a positive environmental outcome.

Active transportation construction practices per State Environment Protection Act (SEPA) will avoid adverse environmental impacts to air and water quality, wetlands, endangered species and cultural resources.

**SCHEDULE I  
RACIAL EQUITY AND BARRIERS TO OPPORTUNITY**

**1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.**

The Recipient states that rows marked with “X” in the following table are accurate:

	The Project increases affordable transportation choices. <i>(Describe how in the supporting narrative below.)</i>
X	The Project expands active transportation usage. <i>(Describe how in the supporting narrative below.)</i>
	The Project significantly reduces vehicle dependence. <i>(Describe how in the supporting narrative below.)</i>
	The Project reduces transportation and housing cost burdens by integrating mixed use development and a diversity of housing types (including affordable housing) with multimodal transportation infrastructure. <i>(Describe how in the supporting narrative below.)</i>
	The Project coordinates and integrates land use, affordable housing, and transportation planning to create more livable communities and expand travel choices. <i>(Describe how in the supporting narrative below.)</i>
	The Project reduces vehicle dependence and improves access to daily destinations, such as jobs, healthcare, grocery stores, schools, places of worship, recreation, or parks, such as by adding new facilities that promote walking or biking. <i>(Describe how in the supporting narrative below.)</i>
	The Project implements transit-oriented development that benefits existing residents and businesses. <i>(Describe how in the supporting narrative below, including a specific description of the benefits to <u>existing</u> residents and businesses.)</i>
	The Project mitigates urban heat islands to protect the health of at-risk residents, outdoor workers, and others. <i>(Describe how in the supporting narrative below.)</i>
	The Project proactively addresses racial equity. <i>(Describe how in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity. <i>(Describe those actions in the supporting narrative below.)</i>

	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the Project, will take relevant actions described in schedule B. <i>(Identify the relevant actions from schedule B in the supporting narrative below.)</i>
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

## 2. Supporting Narrative.

### Expands Active Transportation Usage

The Puget Sound to Pacific (PS2P) trail network will provide non-motorized access routes to destinations including the Pacific Coast and Olympic National Park for more than 4 million people in the Seattle metropolitan area and visitors. The completed PS2P will provide more opportunities for the health of children, underserved populations, and the general public to have active lifestyles with safe and convenient active transportation infrastructure where few connected routes currently exist.

The completed PS2P will improve public health and well-being by adding new facilities that promote walking, biking, and other forms of active transportation. The PS2P will increase affordable living by reducing reliance on automobiles. It will improve access to places of work, education, worship, business, agriculture, recreation, and transit.

**SCHEDULE J  
LABOR AND WORK**

**1. Efforts to Support Good-Paying Jobs and Strong Labor Standards**

The Recipient states that rows marked with “X” in the following table are accurate:

	<p>The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i></p>
	<p>The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i></p>
	<p>The Recipient or a project partner implements targeted hiring preferences that will promote the entry and retention of underrepresented populations into those jobs including women, people of color, and people with convictions. <i>(Describe the use of targeted hiring preferences that will promote the entry and retention of underrepresented populations in jobs in the supporting narrative below.)</i></p>
	<p>The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain underrepresented communities in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs that serve underrepresented groups, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i></p>
	<p>The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i></p>
	<p>The Recipient or a project partner will partner with communities or community groups representative of historically underrepresented groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i></p>

X	The Recipient has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in schedule B. <i>(Identify the relevant actions from schedule B in the supporting narrative below.)</i>
	The Recipient has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

## 2. Supporting Narrative.

### Targeted Hiring Preferences

Design and planning services that utilize consultants will include Disadvantaged Business Enterprises (DBE) goals. DBE goals will promote the entry and retention of underrepresented populations in the planning and design work of the trail segments. Furthermore, the WSDOT Office of Equity and Civil Rights will provide technical assistance on a range of business topics, provides training and support in creating business plans for DBE company growth. The primary objective of this program is to increase Minority, Small, Veteran and Women's Business Enterprises in contracting and procurement activities on transportation projects.

**SCHEDULE K  
CIVIL RIGHTS AND TITLE VI**

**1. Recipient Type Designation.**

Recipient Type Designation: Existing

Existing Award Program: 20.205; Highway Planning and Construction

**2. Title VI Assessment Information.**

This section is not applicable because the Recipient Type Designation is “Existing.”



**RECIPIENT SIGNATURE PAGE**

The Recipient, intending to be legally bound, is signing this agreement on the date stated opposite that party's signature.

Washington State Department of Transportation

---

Date

By:

Signature of Recipient's Authorized Representative

Jay Drye, PE

---

Name

Local Programs Director

---

Title

**DESIGNATED SUBRECIPIENT SIGNATURE PAGE**

The Designated Subrecipient, intending to be legally bound, is signing this agreement on the date stated opposite that party's signature.

City of Port Angeles

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Nathan West

Name

City Manager

Title

City of Bainbridge Island

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Blair King

Name

City Manager

Title

City of Forks

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Tim Fletcher

Name

Mayor

Title

City of Port Townsend

By:

Date

Signature of Designated Subrecipient's Authorized Representative

John Mauro

Name

City Manager

Title

City of Poulsbo

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Becky Erickson

Name

Mayor

Title

City of Sequim

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Matthew Huish

Name

City Manager

Title

Clallam County

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Mike French

Name

Chair, Clallam County Commissioners

Title



Jefferson County

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Kate Dean

Name

Chair, Jefferson County Commissioners

Title

Kitsap County

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Katie Walters

Name

Chair, Kitsap County Commissioners

Title

Date

Port of Port Townsend

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Eron Berg

Name

Port of Port Townsend Executive Director

Title

Quileute Tribe

By:

Date

Signature of Designated Subrecipient's Authorized Representative

Doug Woodruff

Name

Chairman, Quileute Tribal Council

Title

Port Gamble S’Klallam Tribe

Date	By:	Signature of Designated Subrecipient’s Authorized Representative
		Amber Caldera
		Name
		Chairwoman
		Title

**USDOT SIGNATURE PAGE**

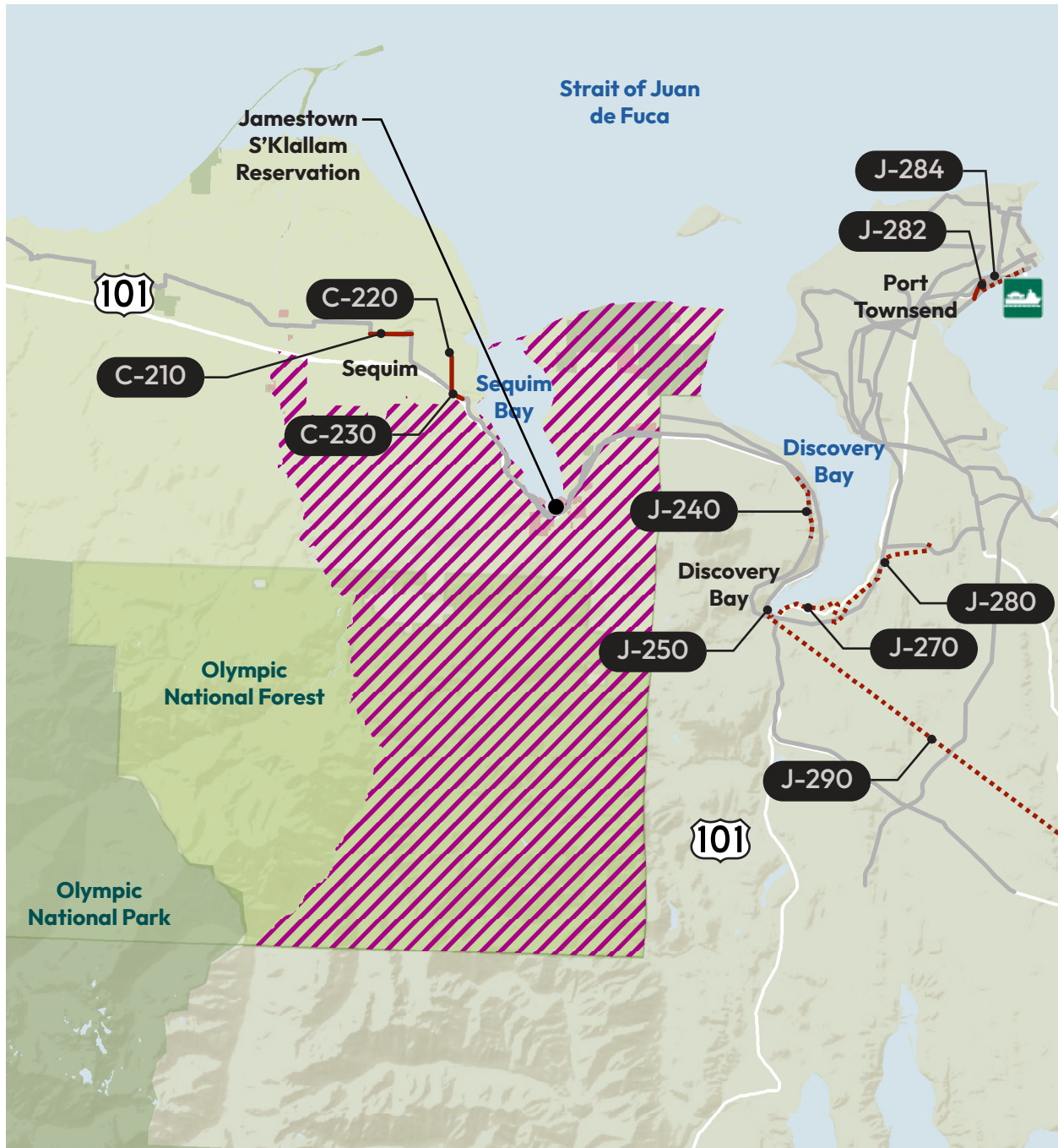
The USDOT, intending to be legally bound, is signing this agreement on the date stated opposite that party's signature.

UNITED STATES DEPARTMENT OF  
TRANSPORTATION

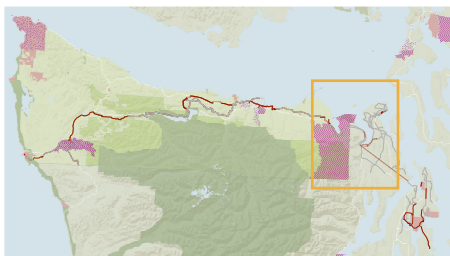
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Date	By:	Signature of USDOT's Authorized Representative
		Ralph J. Rizzo
		_____ Name
		FHWA Washington Division Administrator
		_____ Title

Component Location Map: 3 of 4



Key Map



Legend

- 30-100% Design Component
- - - - - Pre-Design Component
- Trail System
- Area of Persistent Poverty Tract
- Historically Disadvantaged Community Tract

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 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>	VII. A. June 2024 Year-to-Date Financials
<b>STAFF LEAD</b>	Connie Anderson, Director of Finance & Administration
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Placeholder – Late Packet Addition



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 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>	VII. B. 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>	Placeholder – Late Packet Addition

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 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>	VII. C. Authorizing Purchase of New Skid Steer
<b>STAFF LEAD</b>	Chris Sparks, Operations Manager and Connie Anderson, Director of Finance and Administration
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	None

Recommended Action: Move to authorize the purchase of a new skid steer for no more than \$80,000, tax included, delivered to the Port.

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 8/14/2024  
**TO:** Commission  
**FROM:** Chris Sparks, Operations Manager & Connie Anderson, Director of Finance & Administration  
**SUBJECT:** Skid Steer

---

### **ISSUE**

Should the Commission approve the use of 2024 capital budget funding for a vactor/trailer and XUV to instead be used to purchase a skid steer?

### **BACKGROUND**

The 2024 adopted capital budget includes \$145,000, \$75,000 of which has been spent on the new van for maintenance (electrical). The other dollars were programmed for the purchase of a vactor trailer and a Gator type XUV. Remaining capacity in the 2024 budget is \$70,000.

### **DISCUSSION**

We do anticipate a need for a vactor truck or trailer but would like to defer that purchase until 2025, after the development of the operations/maintenance manual for the new stormwater system in the yard. We also anticipate a need for another XUV for the yard crew in 2025.

A skid steer would be very helpful for maintenance to use across the Port. The proposed skid steer purchase includes a front end loader, forks and is adaptable with a 78" mower attachment the Port is acquiring from Pete Langley (for \$3,000). Staff anticipates using this machine as soon as it is acquired to mow areas of the airport that we currently hire out (areas by SR 19 and SR 20), mowing access areas at the farm, installing fence posts, moving material across the port, spot grading in the Boat Yard, RV park leveling and grading at Point Hudson, etc. Just like the mini-excavator, staff believes this tool will pay for itself in an a few years.

### **FISCAL IMPACT**

This increases 2024 spending by approximately \$10,000 which will be funded using NOI.

### **ATTACHMENTS**

N/A

### **RECOMMENDATIONS**

Motion to authorize the purchase of a new skid steer for no more than \$80,000, tax included, delivered to the Port.

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 14, 2024
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Port Contract Update</li> <li>• Port Lease Update and Lease List</li> <li>• Commission Calendar</li> </ul>

## PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** August 8, 2024

**TO:** Commissioners

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

**CC:** Eron Berg, Executive Director

**SUBJECT:** **August 14, 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:
Olympic Educational Service District 114	9/1/2024-8/31/2025	Technology support services	\$62,680.00

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 8/8/2024  
**TO:** Commission  
**FROM:** Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** August 14, 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:*

*Lease/Rental Amendments:*

- US Coast Guard, Standstill Agreement, extending lease through August 31, 2025 (8/14 meeting)
- Brion Toss Rigging, Inc., Amendment No. 1, Waiving “Holdover” rules in lease, while negotiations continue (8/14 meeting)
- Armstrong Consolidated, LLC, Amendment No. 1, Waiving “Holdover” rules in lease, while negotiations continue (8/14 meeting)

*Exercising Options:*

- Key City Fish, 325-B Haines Place provided 90+ days’ notice and is exercising Lease Option #1, extending the lease through 11/30/2029. One five-year option remains.

*Assignments/Assumptions:*

*Terminated/Expired Agreements:*

- Sandy Short provided notice to vacate residential farm lease July 31, 2024, and to vacate the farm lease on August 31, 2024

*License & Use Agreements:*

**AUGUST Rent Increases:**

- **CPI Increase (5.8%):** Jeff Dow; Haven Boatworks (back-half Haines PI bldg.); Pete’s Marine Metal
- **Market Rate Increase:** Fortune Teller Art; Scott Browning (License Fee); Mark Kielty Design
- **Step Increase:**

- **Recurring Annual License Fee:**

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

- Best Coast Canvas, exp 9/30/24 (extended via Amendment #1- (negotiating))
- ACI 10<sup>th</sup> Street Lease, exp 8/31/24 (negotiating)
- Brion Toss Rigging, exp 8/31/24 (negotiating)
- Marine Resources, exp 9/30/24 (renewing)
- The Artful Sailor, southern-most shop, exp 11/30/24 (would like new lease)
- Revision Marine, exp 12/31/24 (would like new lease)

*Miscellaneous:*

**ATTACHMENTS**

1. 2024 Lease List

**RECOMMENDATIONS**

For information only.

Boat Haven - PROPERTY		AUGUST 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.	
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.Amend 1 extends to 9/30/24. Negotiating new lease.	
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	964.12	Mo/Mo	7/1/2025	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.	
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	1,799.97	Mo/Mo	8/1/2025	Back half J&S (former Johnson Fab). CPI	
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.	
Key City Fish Co. (10th Street-seafood mrkt)	2,631.36	8/31/2028*	9/1/2024	Seafood market. One 5-yr option. Builindg & land lease. CPI-Yr2/MR-Yr 5	
Key City Fish Co. (Haines PL-refrigeration)	929.31	11/30/2029*	12/1/2024	*First of two 5-yr options exercised, extends lease to 11/30/2029.	
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	641.38	6/30/2026*	7/1/2025	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use.	
Octopus Gardens Diving	1,303.46	6/30/2026	7/1/2025	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.	
Pete's Marine Metals	1,805.26	7/31/2025*	N/A	*Exercised last one-year option. CPI	
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.	
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.	
Sitewise Design PLLC	184.78	Mo/Mo	6/1/2025	Mo/Mo building agreement for small office 2-H in Nomura Bldg.	
Skookum Corporation	961.34	3/31/2026*	4/1/2025	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.	
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.	
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. Standstill extends to 8/31/25. Will reenter into new a lease agreement.	
Welti, Rebecca	\$105.00/1xfee	7/31/24*		*5-yr option available. 24-mo step to market. A32:E59+E10	



Point Hudson - PROPERTY		AUGUST 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS	
Best Coast Canvas	\$ 2,154.87	9/30/2024*		Armory Bldg. Amend 1 extends to 9/30/24	
Brion Toss Yacht Rigging	\$ 967.66	8/31/2024*		Armory Bldg. 5-yr lease, *no options. Amend 1 extends to 9/30/24	
Brooks, Cindy	\$ 45.36	Mo/Mo	7/1/2025	54 sf floor in Armory Bldg, wherry storage.	
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	\$ 406.26	Mo/Mo	8/1/2025	Office #2, Main Bldg., Point Hudson. 30 day notice increases. MR	
Hanson of Port Townsend Inc.	\$ 422.08	5/31/2025*	N/A	Exercised last option. Term expires 5/31/25.	
Hudson Point Café (Assigned-Flanigan)	\$ 1,827.32	6/30/2025*	7/1/2025	*One 5-yr option available. Assignment to Flanigan.	
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	9/1/2025	Office #1, Main Bldg. Moved from Duplex, due to upcoming renovations	
Marine Resources Consultants Inc.	\$ 567.74	9/30/2024*	N/A	Armory Bldg. *Used last option.	
Marine Science Center	105.00/1 x fee	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.	
Mark Kiely Design	\$ 300.96	Mo/Mo	8/1/2025	Main Bldg., small view office. MR	
Mark Kiely Design	\$ 8.22			PH Main Bldg - common area fee-restroom cleaning/stocking CPI	
Northwest Maritime Center	\$ 1,528.28	6/30/2051	7/1/2025	Amend 1: begin construct by 6/30/2031, compl w/l 12 mos.	
Northwest Maritime Center (Swan Hotel)	545.93/yr	auto renew	6/1/2027	License-encroachment. Port may term w/180-day notice.	
Northwest Maritime Center (Back 40)	\$ 89.60	Mo/Mo	6/1/2025	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. 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	\$ 8,430.97	3/21/2029*	N/A		
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.	

JCIA - PROPERTY	AUGUST 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.
<b>Browning, Scott &amp; Lori</b>	100.00/yr	ann. auto renew	8/1/2025	Periodic tree & shrub removal. '24 published rate.
<b>Dow Jeffery &amp; Jorja</b>	394.76	12/31/2028	8/1/2025	Land lease. Hangar 'D'. <b>CPI</b>
Eber, Lorenz	80.00	Mo/Mo	1/1/2025	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.	720.30	6/9/2047	7/1/2025	Land lease.
Grandy, Richard	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	690.48	6/22/2049	7/1/2025	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	3/1/2025	T-hangar pad, T-405. 2023 adopted rate applied (8c/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	446.74	6/30/2035*	7/1/2025	*Two 10-yr options.
Pratt Sr., David	80.00	Mo/Mo	3/1/2025	(8c/sf)
Puget Sound Express-J Hangar Lease	400.00	10/1/2050	10/1/2024	Assignment-Land lease to Puget Sound Express.
Spruce Goose (Goosin Around)	249.21	9/30/2029*	10/1/2024	*Two 5-yr options. CPI/MR apply. Assigned 7/1/24.
Station Prairie	645.80	4/30/2072	5/1/2025	Hangar site pad #5. Amend #1 incr sd 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	AUGUST 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$ 6,264.98	12/31/2039	1/1/2025	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 561.35	10/31/2027*	11/1/2024	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>

CHIMACUM - PROPERTY
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AUGUST 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. <b>Vacating 8/31/24</b> 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.
Short Farm - Residential Lease (Roger & Sandy)	0.00*	8/31/2029**	9/1/2024	**One 5-year option. <b>Vacating 7/31/24</b>

**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., Aug. 28 5:30 pm</b>	Meeting	Cancelled	Pav	CH
<b>Thurs., Aug. 29</b>	Spec. Mtg	Special Intergovernmental Collaborative Group (Cancelled)	Pav	
<b>Wed., Sept. 11 9:30 am</b>	Workshop	2025 Budget – County Assessor presents recommendations for regular property tax levy and IDD tax levy Quarter 3 Capital Improvement Project Update	Pav	
<b>Wed., Sept. 11 1 pm</b>	Meeting	Authorization of amendment to Mott MacDonald Boat Haven Breakwater Design PSA Best Coast Canvas New Lease Toss Rigging Lease New Amendment Armstrong Consolidated d/b/a Gold Star Marine and ACI Boats Harbormaster Report Rule Amendments Title 8 RV Park and Title 10 JCIA 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	PH/PP
<b>Wed., Sept. 25 5:30 pm</b>	Meeting	Year to date Financial Report 1 <sup>st</sup> Draft 2024 Budget with CIP and Proposed Rates Contract Update	Pav	
<b>Thurs. Sept. 26 4-9 pm</b>	Event	Boat Yard BBQ (Potential Quorum of Port Commission)	8 <sup>th</sup> St., Near Larry Scott Trail	
<b>Wed., Oct, 9 9:30 am</b>	Workshop		Pav	
<b>Wed., Oct.9 1 pm</b>	Meeting	2nd Draft of 2025 Budget with CIP and Proposed Rates Harbormaster Report	Pav	

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

		Lease/Contract Update		
<b>Tues., Oct. 22 5:30 pm</b>	Spec. Mtg.	Public Hearing Draft 2025 Operating & Capital Budget, Property Tax Levy and IDD tax levy 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	2 <sup>nd</sup> Reading/Public Hearing Draft 2025 Operating and Capital Budget, rates, property tax levy and IDD levy (and associated Resolutions) Harbormaster Report Lease/Contract Update	Pav	
<b>Wed., Nov. 21 5:00 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Tues., Nov. 26 1 pm</b>	Meeting	Adopt 2025 Budget (and rates, resolutions), if not adopted in previous 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	