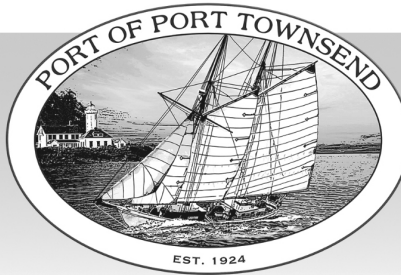


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**Special Commission Meeting  
2nd Monthly Meeting Agenda**

**Tuesday, October 22, 2024, 5:30 p.m.**

**Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom**

**<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password:  
911887**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Workshop & Business Meeting Minutes from October 9, 2024 ..... 3-7
  - B. Approval & Ratification of Warrants ..... 8-13
  - C. Authorization of Lease Assignment & Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving/Yackel Scuba Services, LLC ..... 14-36
- V. Public Hearings: ..... 37-38
  - A. 2025 Rate Cards ..... 39-53
  - B. Draft 2025 Operating & Capital Budget Resolution 829-24 establishing the 2025 Operating and Capital Budgets ..... 54-56
  - C. Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2025 ..... 57
  - D. Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025 ..... 58-59
- VI. Public Hearing on Resolution 830-24 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Capital Projects Contained in the 2025 Operating & Capital Budget ..... 113-141
- VII. First Reading – none
- VIII. Second Reading – none
- IX. Regular Business
  - A. Project Update - Sims Way and Boat Yard Expansion ..... 142-157
  - B. Decision on Cancelling or Rescheduling the December 11, 2024 Workshop and Business Meeting to Monday, December 9 at 9:30 and 1pm ..... 158
- X. Staff Comments
- XI. Commissioner Comments
- XII. Next Public Workshop and Regular Business Meeting:  
Wednesday, November 13, 2024 at Pavilion Building and via Zoom, with Public Workshop at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.

XIII. Executive Session – None Scheduled

XIV. Adjournment

Informational Items ..... 159

- Rule Amendment Title 10 *New Section* 10.01.020 Enforcement of Unpaid Rents, Fees, or Charges ..... 160
- Commission Meeting Schedule..... 161-162

PORT COMMISSION WORKSHOP MEETING – Wednesday, October 9, 2024

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

Present: Commissioners Hanke, Petranek and Hasse  
Executive Director Eron Berg  
Director of Finance and Administration Connie Anderson  
Director of Capital Projects and Port Engineer Matt Klontz  
Harbormaster Kristian Ferrero  
Capital Projects Administrator Natalie Toews  
Port Recorder Joanna Sanders

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

Commissioner Hanke called the meeting to order at 9:32 a.m.

II. RATE POLICIES BOAT HAVEN GUEST MONTHLY MOORAGE (Rec. 00:00:28):

Harbormaster Kristian Ferrero handed out an overview of rates and explained some of the scenarios and issues to frame the discussion of Port staff's application of categories of summer monthly versus nightly rates. Staff requested Commission guidance and pre-establishment of the standards when someone stays longer than anticipated during the busy summer months and is offered recreational summer guest monthly permanent versus a nightly guest rate. There was Commission support for keeping the top four summer monthly categories and making the fifth category a flat rate versus discretionary, depending on traffic. There was also discussion of the peak rate and off-peak nightly rate at Point Hudson.

III. CAPITAL PROJECT DISCUSSION (Rec. 00:30:00):

Director of Capital Projects and Port Engineer Matt Klontz gave a verbal overview of existing projects. Discussion and questions from the Commission centered on the stormwater project timeframe, sea-level rise, Short's Farm creek work, Port property at Fort Worden, and the Gardiner Boat Ramp.

IV. PUBLIC COMMENT (Rec. 00:46:00):

None

V. ADJOURNMENT (Rec. 00:57:00):

The meeting adjourned at 10:27 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, October 9, 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 Commissioner Hanke with Hasse excused  
 Executive Director Eron Berg  
 Director of Finance and Administration Connie Anderson  
 Harbormaster Kristian Ferrero  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Port Recorder Joanna Sanders  
 Via Zoom: Attorney Seth Woolson

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)  
 Commissioner Hanke called the meeting to order at 1:01 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:30)  
 There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:00:51)

Carla Jean Pugh (written) had concerns over the Port allowing unsightly inflatable decorations at Point Hudson.

Mike Payne expressed appreciation from the Aero Museum for the support they receive and for being considered a part of the Port community.

Jana Allen said the public comment is limited because it happens before any of the topics are discussed. She also has concerns about being addressed in an unfriendly manner when accessing the Point Hudson recycling facilities as a moorage tenant.

IV. CONSENT AGENDA (Rec. 00:08:00)

A. Approval of Regular Business Meeting Minutes of September 25, 2024

B. Approval & Ratification of Warrants

Warrant #069150 through #069178 in the amount of \$198,681.29

Warrant #069179 in the amount of \$1,864.12

Warrant #068978 through #069006 in the total amount of \$445,344.70

Warrant #069180 in the amount of \$127,802.20

Warrant #069181 through #069202 in the total amount of \$42,173.27

Warrant #069203 through #069208 and Electronic Payment in the total amount of \$268,099.26

Warrant #069209 through 069227 in the amount of \$36,985.52

C. Aero Museum Lease Amendment

D. Authorizing Amendment No. 1 to the PSA with AHBL for the JCIA Rural Light Industrial Park Project

**Unanimous approval of the Consent Agenda as written.**

V. SECOND READING - None

VI. FIRST READING - None

VII. REGULAR BUSINESS (Rec. 00:08:30)

A. 2nd Draft of 2025 Budget

Director of Finance and Administration Connie Anderson gave an overview of the budget memorandum and the second preliminary draft, primarily reviewing the one-page consolidated budget report. The Comprehensive Scheme update, which summarizes capital projects, is posted on the website. She reviewed the department budgets by location and responded to Commission questions regarding the General and Administrative cost allocation and changes in staffing from 2024 to 2025.

Executive Director Eron Berg noted the Project Cost summary reflects \$20 million of capital improvement efforts in 2025. There are additional projects for which project funding is needed: main breakwater, Rural Light Industrial Park to work on the 1<sup>st</sup> phase of pad-ready sites to lease for additional revenue, and rehabilitation of the Lower Hadlock float. In the future, he would like to combine the Boat Haven moorage and yard budgets. Ramps and downtown facilities could be separated into a budget called water access. He noted 8% of the \$8.8 million in total revenues are taxes the Port collects in the form of sales, retail, and hotel/motel tax.

Director of Capital Projects and Port Engineer Matt Klontz reviewed the specific projects on the capital improvement project list and highlighted Other Projects listing Port Equipment reflecting the last payment on the new 300-ton travel lift.

Connie Anderson solicited changes to the rate cards and property tax levy with a 1% increase before returning with the 3<sup>rd</sup> draft at the budget hearing. As discussed at the workshop, the Commission supported renaming/redefining the 5<sup>th</sup> category of summer guest monthly rate to delineate between permanent and guest rates. Discussion ensued about the nightly moorage rates and whether the Port is achieving the desired maximum occupancy for permanent moorage.

B. Harbormaster Report (Rec. 01:25:50)

Harbormaster Kristian Ferrero reviewed the 75-ton and 300-ton haulout activity report and highlighted the Boat Haven transient nights given the previous discussion about applying a different rate for summer transient moorage. While a goal of 90% transient occupancy in the summer season (June-July-August) is reasonable, it becomes much harder to predict occupancy into September due to the weather.

The Commission considered modifying the transient moorage nightly rate and requested staff prepare Point Hudson rate cards with varying rates for transient moorage for consideration since that facility is more focused toward transient boaters.

- C. Authorize the Purchase of Two New Shipping Containers to Provide Current Storage Tenants an Option for Relocation from the Spaces Currently Occupied in the Admiral Ship Supply Building (Rec. 01:43:00)

Executive Director Eron Berg gave the staff report requesting permission to purchase shipping containers and terminate existing leases behind Admiral Ship Supply. Admiral's lease would then incorporate the vacated units into their 2025 lease option and existing tenants would be offered the new storage unit space as long as they have other Port tenancy. There was no Commission objection to purchasing one unit as a trial.

VIII. STAFF COMMENTS (Rec. 01:51:25)

Executive Director Eron Berg reported on the request by Shoestring Circus for a show staged in the Point Hudson back 40 in July 2025. There was interest in further exploring the details of the event but Commissioner suggestions to consider Memorial Field or Fort Worden as better venues and more consistent. His Short's Farm update included the following: material from the Short's Farm reed canary grass removal will be combined with gypsum and manure for composting, timber from a demolished building was salvaged and saved for future building repairs, a new main driveway and signs will be relocated, electrical work on the site, work has been done to the house, hunting begins Saturday, and a conservation walk will be done tomorrow. There are new L&I requirements for load testing the travel lifts. Vessels *Elmore* and *St. Peter* have generated no interest and are occupying valuable real estate in the yard.

Harbormaster Kristian Ferrero distributed new maps of Boat Haven and Point Hudson. He and Kimberlie Webber will attend the Boat Yard Marina Conference this week.

IX. COMMISSIONER COMMENTS (Rec. 02:08:08)

Commissioner Petranek: the current *Our Working Waterfront* on KPTZ features the Williams-Mystic boat yard tour of Haven Boatworks, Ozzie's tenders, and Shipwrights Co-op work on the halibut schooners. The Special ICG meeting tomorrow will feature two presenters by PNNL and the Benton PUD.

Commissioner Hasse reported she plans to attend the WPPA Small Ports seminar. The Washington Maritime Trust (WMT) meeting has upcoming virtual workshops on advocacy and technical solutions to protect historic structures against sea-level rise. An opportunity exists for Senators Cantwell and Murray to support a Preserving Waterfront Bill introduced by Senator King in Maine. She encourages collaboration through Eric Ffitch presenting to WMT meeting and WMT talking with WPPA on shoreline act alignment with shoreline preservation and sea-level adaptation. Jefferson County Marine Resources Committee is interested in new opportunities to add more raingardens as they are shown to effectively clear out 6PPDE chemical. They are seeking help with removal and storage of their eelgrass buoys. Commissioners suggested coordinating with WDFW. October 29/30, North Olympic Development Council will host a climate resiliency summit at 7 Cedars in Blyn. The County's Shoreline Master Plan update will soon be available for review.

Commissioner Hanke commented on the positive work and great collaboration with farmers occurring at the Short Farm. The investment needed to make the farm viable will be a challenge considering the needed infrastructure improvements.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:23:46)

Intergovernmental Collaborative Group Meeting on Thursday, October 10, 5 p.m.

Special Business Meeting on Tuesday, October 22, 2024; 5:30 p.m.

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 02:24:02)

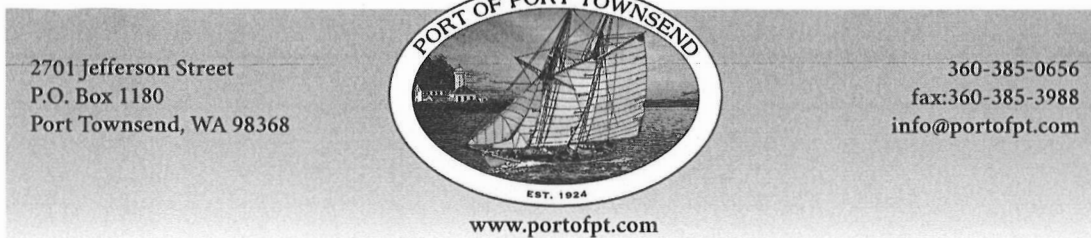
At 2:25 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

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

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

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



**WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the 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 **069228 – 069281** generated on October 15th, 2024 in the amount of **\$119.031.38 is ratified.**

**Signed and Authenticated** on this **22nd** day of **October**, 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: 10/15/2024**  
**Register Number: CD-001111**

**Port of Port Townsend (PTA)**

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000069243	10/15/2024	FER001	Ferrellgas				<b>Check Entry Number: 001</b>
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000069246	10/15/2024	GOO002	Good Man Sanitation				<b>Check Entry Number: 001</b>
			10/7/24 INVOICES	10/7/2024	3,412.58	0.00	3,412.58
000069247	10/15/2024	GRE015	Greentree Communications Co				<b>Check Entry Number: 001</b>
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000069248	10/15/2024	HAR050	Patrick Harman				<b>Check Entry Number: 001</b>
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			780841	8/26/2024	30.40	0.00	30.40
			780851	8/26/2024	10.93	0.00	10.93
			780870	8/26/2024	58.56	0.00	58.56
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Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

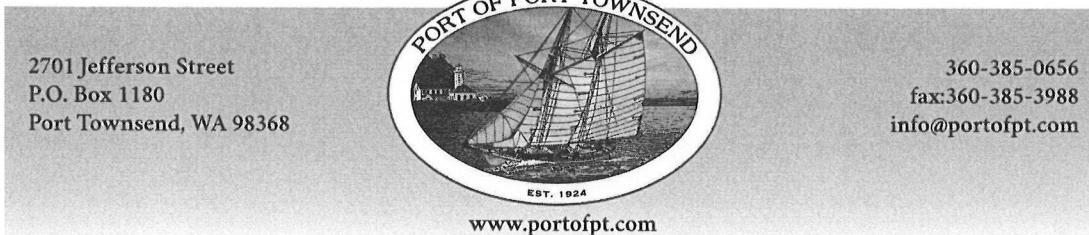
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			781078	8/29/2024	242.51	0.00	242.51
			781123	8/30/2024	28.43	0.00	28.43
			781262	9/3/2024	11.13	0.00	11.13
			781291	9/4/2024	17.48	0.00	17.48
			781302	9/4/2024	26.22	0.00	26.22
			781325	9/4/2024	57.16	0.00	57.16
			781327	9/4/2024	21.87	0.00	21.87
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			781406	9/5/2024	63.43	0.00	63.43
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			781583	9/10/2024	18.57	0.00	18.57
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			781618	9/10/2024	59.05	0.00	59.05
			781653	9/11/2024	65.59	0.00	65.59
			781657	9/11/2024	261.86	0.00	261.86
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			781756	9/12/2024	237.35	0.00	237.35
			781777	9/13/2024	120.33	0.00	120.33
			781778	9/13/2024	20.33	0.00	20.33
			781885	9/16/2024	35.98	0.00	35.98
			781953	9/17/2024	17.42	0.00	17.42
			781967	9/17/2024	36.08	0.00	36.08
			781998	9/18/2024	104.13	0.00	104.13
			782008	9/18/2024	39.36	0.00	39.36
			782105	9/19/2024	119.15	0.00	119.15
			782129	9/19/2024	43.73	0.00	43.73
			782175	9/20/2024	50.30	0.00	50.30
			782177	9/20/2024	26.25	0.00	26.25
			782261	9/23/2024	29.53	0.00	29.53
			782286	9/23/2024	394.45	0.00	394.45
			782318	9/23/2024	45.88	0.00	45.88
			782329	9/24/2024	2.18	0.00	2.18
			782379	9/24/2024	18.78	0.00	18.78
			782421	9/25/2024	58.61	0.00	58.61
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Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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			10/4/2024 STATEMENT	10/4/2024	1,220.79	0.00	1,220.79
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			0059889	10/9/2024	473.75	0.00	473.75
0000069256	10/15/2024	LAN040	Ken Lane				<b>Check Entry Number: 001</b>
			REFUND 9/2/24	9/2/2024	27.35	0.00	27.35
0000069257	10/15/2024	LEM040	Lemay Mobile Shredding				<b>Check Entry Number: 001</b>
			4858049S185	10/1/2024	17.11	0.00	17.11
0000069258	10/15/2024	MAC070	MacLeod Reckord, PLLC				<b>Check Entry Number: 001</b>
			INV-9351	9/30/2024	10,459.50	0.00	10,459.50
0000069259	10/15/2024	MAR080	Marine Resources Consultants				<b>Check Entry Number: 001</b>
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0000069260	10/15/2024	MUR002	Murrey's Disposal Co. Inc.				<b>Check Entry Number: 001</b>
			10/1/24 STATEMENTS	10/1/2024	11,139.48	0.00	11,139.48
0000069261	10/15/2024	MUR070	Rob Murphy				<b>Check Entry Number: 001</b>
			REFUND 9/18/24	9/18/2024	166.16	0.00	166.16
0000069262	10/15/2024	OLY002	HD Supply Formerly Home Depot Pro				<b>Check Entry Number: 001</b>
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			823738570	9/4/2024	346.38	0.00	346.38
			823738588	9/4/2024	276.21	0.00	276.21
			825051378	9/11/2024	2,972.11	0.00	2,972.11
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			9/31/24 STMNT	9/30/2024	100.11	0.00	100.11
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0000069266	10/15/2024	POR005	Port Townsend Leader				<b>Check Entry Number: 001</b>
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0000069267	10/15/2024	POR023	Port Townsend Main Street Program				<b>Check Entry Number: 001</b>
			9/18/24	9/18/2024	15,000.00	0.00	15,000.00
0000069268	10/15/2024	PUD005	PUD #1 of Jefferson County				<b>Check Entry Number: 001</b>
			10/4/24 STMNT	10/4/2024	20.17	0.00	20.17
			10/7/24 STATEMENTS	10/7/2024	180.00	0.00	180.00
			9/25/24 STATEMENTS	9/25/2024	278.82	0.00	278.82
			9/25/24 STMNT	9/25/2024	550.00	0.00	550.00
<b>Check 0000069268 Total:</b>					1,028.99	0.00	1,028.99
0000069269	10/15/2024	REI002	Reid Middleton Co				<b>Check Entry Number: 001</b>
			2409135	10/1/2024	4,943.50	0.00	4,943.50

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
0000069270	10/15/2024	SEC010	Security Services 138450	10/1/2024	202.30	0.00	202.30 Check Entry Number: 001
0000069271	10/15/2024	SNE020	S-Net Communications 235412	10/1/2024	606.35	0.00	606.35 Check Entry Number: 001
0000069272	10/15/2024	SOU055	Sound Publishing, Inc PDN1002805 PDN1003387	9/28/2024 10/5/2024	128.57 339.71	0.00 0.00	128.57 339.71 Check Entry Number: 001
<b>Check 0000069272 Total:</b>					<b>468.28</b>	<b>0.00</b>	<b>468.28</b>
0000069273	10/15/2024	STE076	Rowan Stewart REFUND 10/2/24	10/2/2024	26.22	0.00	26.22 Check Entry Number: 001
0000069274	10/15/2024	TAR020	Tara Dunford CPA 2536	10/3/2024	1,202.50	0.00	1,202.50 Check Entry Number: 001
0000069275	10/15/2024	TAY050	James Taylor REFUND 9/25/24	9/25/2024	12.00	0.00	12.00 Check Entry Number: 001
0000069276	10/15/2024	WAD010	WA Dept of Fish & Wildlife REFUND 9/14/24	9/14/2024	500.00	0.00	500.00 Check Entry Number: 001
0000069277	10/15/2024	WAG050	Waggoner Cruising Guide 111836	10/8/2024	1,584.00	0.00	1,584.00 Check Entry Number: 001
0000069278	10/15/2024	WAV040	Wave Broadband 043328901-001068	9/26/2024	120.82	0.00	120.82 Check Entry Number: 001
0000069279	10/15/2024	WEB030	Kimberlie Webber 10/4/24 EXPENSE	10/4/2024	37.30	0.00	37.30 Check Entry Number: 001
0000069280	10/15/2024	WES006	Westbay Auto Parts, Inc. 9/25/24 STATEMENT	9/25/2024	1,465.39	0.00	1,465.39 Check Entry Number: 001
0000069281	10/15/2024	YAN070	Stanley Yantis REFUND 10/1/24	10/1/2024	176.00	0.00	176.00 Check Entry Number: 001
<b>Report Total:</b>					<b>119,031.38</b>	<b>0.00</b>	<b>119,031.38</b>



**WARRANT/ELECTRONIC PAYMENT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 069282 through No. 069284 generated on October 17, 2024 in the amount of \$5,468.18 and Electronic Payment in the amount of \$136,383.42, for a total amount of \$141,851.60 is **ratified.**

**Signed and Authenticated** on this 22nd day of October, 2024.

For: **Payroll and Benefits**

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

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

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

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

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

MEETING DATE	October 22, 2024
AGENDA ITEM	<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
AGENDA TITLE	IV. C. Boat Haven Lease Assignment & Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving / Yackel Scuba Services, LLC
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Staff Info Memo</li> <li>2. Boat Haven Building &amp; Land Lease Assignment &amp; Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving / Yackel Scuba Services, LLC</li> </ol>

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the Boat Haven Lease Assignment & Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving / Yackel Scuba Services, LLC.

Alternative action: Remove from consent for discussion. Move to authorize the Executive Director to execute the Boat Haven Lease Assignment & Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving / Yackel Scuba Services, LLC.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 10/17/2024  
**TO:** Port Commission  
**FROM:** Eric Toews, Deputy Director & Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** Boat Haven Building & Land Lease Assignment & Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving / Yackel Scuba Services, LLC

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**ISSUE:** Should the Commission authorize the Executive Director to execute a Lease Assignment & Assumption with Yackel Scuba Services, LLC?

**BACKGROUND:** A few weeks ago, Don and Diane Peterson, Octopus Gardens Diving, met with staff to discuss an assignment of their current lease to Yackel Scuba Services, LLC, due to unforeseen circumstances. Don Peterson and Octopus Gardens Diving have been well respected in our community and have trained and supplied equipment to many divers on the Peninsula and beyond, including Police Departments, military branches, marine trades, and other institutions and businesses.

John and Katherine Yackel, owners of Yackel Scuba Services, have an active diving shop in Hoodspport and one in Tacoma. The Petersons have known them for several years. The Yackels provide equipment, offer training, and dive charters.

**RECOMMENDATION:** Authorize the Executive Director to execute Boat Haven Building & Land Lease: Dive Tech, Inc. d/b/a Octopus Gardens Diving to Yackel Scuba Services, LLC.

**MOTION:** None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the Lease Assignment & Assumption with Yackel Scuba Services, LLC. The form will be in all material respects identical to the draft presented to the Commission under this agenda item.

**ATTACHMENTS:** Yackel Scuba Services, LLC Boat Haven Building & Land Lease Assignment & Assumption, including Exhibit "A", Dive Tech, Inc. d/b/a Octopus Gardens Diving Lease.

## **ASSIGNMENT & ASSUMPTION OF BOAT HAVEN BUILDING & LAND LEASE**

**THIS ASSIGNMENT AND ASSUMPTION OF BOAT HAVEN BUILDING & LAND LEASE** is dated and effective as of \_\_\_\_\_, 2024 by and between **DIVE TECH, INC. d/b/a OCTOPUS GARDENS DIVING**, a Washington profit corporation ("Assignor"), and **YACKEL SCUBA SERVICES, LLC**, a Washington limited liability company ("Assignee") with an address of PO Box 1187, Hoodspport, WA 98548.

**WHEREAS**, Assignor is Lessee under that certain BOAT HAVEN BUILDING & LAND LEASE dated June 15, 2021, by and between the PORT OF PORT TOWNSEND, a Washington Municipal Corporation ("Lessor") and Assignor (Exhibit "A"), respecting certain premises (the "Premises") located at 2410 Washington Street, Port Townsend, Washington, as more particularly described therein;

**WHEREAS**, Assignor desires to assign its interest in the Lease to Assignee and Assignee desires to assume Assignor's obligations under the Lease; and

**WHEREAS**, Paragraph #21, ("ASSIGNMENT OR SUBLEASE") of the Lease provides that the Assignor's interest in the Lease may not be assigned unless the Lessor grants its written consent to any such assignment,

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Assignor and Assignee agree, and Lessor consents, as follows:

1. **Assignment of Lease:** Assignor does hereby transfer, assign, convey and deliver to Assignee its entire right, title and interest in the Lease and the Premises.
2. **Assumption of Obligations:** Assignee does hereby accept this assignment and, for the benefit of Assignor and Lessor, expressly assumes and agrees to hereafter perform all of the terms, covenants, conditions and obligations of Assignor under the Lease, which accrue from and after the date hereof. Assignee has been furnished with a copy of the Lease, which is attached hereto as Exhibit "A" (including all amendments thereto), has reviewed the Lease, and understands all of the terms of the Lease.
3. **Indemnity:** Assignee agrees to save, indemnify, defend and hold Assignor harmless from and on account of any claims, demands, actions, losses, expenses and liabilities of Assignor under the Lease on account of or arising out of the obligations and liabilities so assumed and arising after the date hereof. Lessor agrees that Assignor shall be relieved of all obligations and liabilities under the Lease arising after the date hereof.
4. **Rents in Arrears:** Assignor and Assignee understand and agree that the lease is current.
5. **Contingency:** Notwithstanding anything to the contrary herein, this Assignment shall be contingent upon the receipt of the consent of the Lessor as evidenced by the execution by the Lessor's consent set forth below. By consenting to this Assignment, Lessor acknowledges:
  - a. That the Lease is in effect in accordance with its terms; and
  - b. That the Lease is enforceable in accordance with its terms.



**6. Successors and Assigns:** This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

Executed as of the date first above written.

**ASSIGNOR:**

**DIVE TECH, INC. d/b/a OCTOPUS GARDENS DIVING**

\_\_\_\_\_  
Don Peterson, Governing Party

**ASSIGNEE:**

**YACKEL SCUBA SERVICES, LLC**

\_\_\_\_\_  
John David Yackel, Governing Party

\_\_\_\_\_  
Katherine Maree Yackel, Governing Party

**LESSOR'S CONSENT:**

**The Port of Port Townsend, as owner and holder of all right, title and interest under the Lease hereby consents to the foregoing assignment.**

**THE PORT OF PORT TOWNSEND  
A Washington Municipal Corporation**

**APPROVED AS TO FORM**

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

\_\_\_\_\_  
Port Attorney

**STATE OF WASHINGTON  
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that DON PETERSON signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

**STATE OF WASHINGTON  
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that JOHN DAVID YACKEL signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

**STATE OF WASHINGTON  
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that KATHERINE MAREE YACKEL signed this instrument and that he is authorized to execute the instrument as Executive Director of the Port of Port Townsend and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

**STATE OF WASHINGTON  
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that ERON BERG signed this instrument and that he is authorized to execute the instrument as Executive Director of the Port of Port Townsend and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

**PORT OF PORT TOWNSEND  
BOAT HAVEN BUILDING & LAND LEASE**

**THIS LEASE AGREEMENT** made this 15<sup>th</sup> day of June 2021, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and **DIVE TECH, INC. d/b/a OCTOPUS GARDENS DIVING**, a Washington profit corporation, hereinafter referred to collectively as "Lessee,"

**WITNESSETH:**

FOR AND IN CONSIDERATION of the mutual promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

- 1. **LEASED PREMISES:** The Port hereby leases to Lessee, and Lessee hereby hires and leases from the Port, the following described premises situated in Jefferson County, State of Washington:

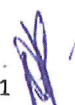
A commercial office building approximately 960 square feet (24' x 40'), located at 2410 Washington Street, Port Townsend, WA, commonly referred to as either the "Mahina Yachts" or "D'Alessandro" building, together with a 320 square foot (8' x 40') area of land for placement of a temporary storage container, located immediately adjacent and to the north of the building described above,

hereinafter referred to as "the premises." The premises are depicted on Exhibit "A" which is attached hereto and which by this reference is incorporated herein as if fully set forth herein.

- 2. **TERM:** The term of this Lease is five (5) years, beginning July 1, 2021, and ending at midnight, June 30, 2026, unless sooner terminated as provided in this Lease.
- 3. **RENT:** Blended rate for the building and land<sup>1</sup> of 61¢ per sq. ft. at inception of this agreement with step increases to reach a blended rate of 96¢ per sq. ft. by the beginning of month twenty-five (25) as follows (CPI-U applied at the beginning of year four (4) and annually thereafter):

**Months 1-6: July 1, 2021 – December 31, 2021: \$780.80 (\$0.61/sf) per month, plus \$100.25 Leasehold Excise Tax (LET) = \$881.05.**

<sup>1</sup> 960 square feet of building, plus 320 square feet of land, which contains an 8'x40' Conex Box for equipment storage and workspace, total 1,280 sf.



**Months 7-12: January 1, 2022 – June 30, 2022:** \$896.00 (\$0.70/sf) per month, plus \$115.05 LET = \$1,011.05.

**Months 13-18: July 1, 2022 – December 31, 2022:** \$1,011.20 (\$0.79/sf) per month, plus \$129.84 LET = \$1,141.04.

**Months 19-24: January 1, 2023 – June 30, 2023:** \$1,126.40 (\$0.88/sf) per month, plus \$144.63 LET = \$1,271.03; and

**Beginning July 1, 2023:** Tenant agrees to pay rent in the amount of \$1,232.00 (\$0.963/sf) per month, plus \$158.19 LET = \$1,390.19.

The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the lease term and shall be payable at such place as the Port may hereinafter designate. The rental rate beginning in year four (4) and annually throughout the term of the lease will be adjusted by an amount equal to the accumulative amount found on the Consumer Price Index for all urban consumers (CPI-U) for Seattle-Tacoma-Bellevue, which is compiled by the Department of Labor, Bureau of Statistics. In no event shall any rent adjustment result in a reduction in rent from the rate paid in the prior year.

4. **LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a "late charge" as per the Port of Port Townsend Rate Schedule then in effect.
5. **DEPOSIT:** Lessee shall deposit with the Port, security in the amount of **Four Thousand One Hundred Seventy Dollars and Fifty-Seven Cents (\$4,170.57)**.<sup>3</sup> Lessee has an existing deposit of **One Thousand Five Hundred Seventy-Nine Dollars and Seventy-Six Cents (\$1,579.76)** currently on file with the Port under an agreement now superseded by this Lease. Accordingly, Lessee shall deposit an additional **Two Thousand Five Hundred Ninety Dollars and Eighty-One Cents (\$2,590.81)** in order to satisfy the requirements of this Paragraph 5 ("the additional deposit"). The deposit shall be held by the Port as security for Lessee's faithful performance of all its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. The deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port or expenses incurred by the

<sup>2</sup> Calculated as follows: building space @ \$1.20 per sf x 960 = \$1,152.00; land @ \$0.25 per sf x 320 = \$80.00; \$1,152.00 + \$80.00 = \$1,232.00 rent, plus LET @ 12.84% x \$1,232.00 = \$158.19; \$1,232.00 + \$158.19 = \$1,390.19.

<sup>3</sup> Required security for all Port leases is an amount equivalent to three (3) months' rent together with applicable taxes (i.e., at lease inception, \$1,232.00 per month x 3 = \$3,696.00; \$3,696.00 x 12.84% LET = \$474.57; \$3,696.00 + \$474.57 = \$4,170.57). Beginning in year three (3) and every three (3) years thereafter, the deposit amount may be adjusted to ensure that an amount equivalent to three (3) months of the then current rent (i.e., as may be adjusted for as set forth in Paragraph 3) is on file with the Port.

Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease.

6. **USE OF PREMISES:** Lessee shall use the premises for the purpose of a diving shop and center, providing training, continuing education, equipment sales, and equipment repair and servicing, and for the refilling of dive tanks in the 320 square foot temporary structure, and shall not use them for any other purpose without the prior written consent of the Port. Lessee shall use the entire premises for the conduct of said business in a first-class manner continuously during the entire term of this Lease, with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration, or other condition on or in the premises.
7. **CONDUCT COVENANTS AND WARRANTIES:** In addition to all other covenants and warranties set forth herein, Lessee specifically represents to the Port as follows:
  - a. **Quiet Conduct.** The conduct of Lessee and such others for whom Lessee is responsible shall not, in any manner, disturb the quiet enjoyment of other Tenants, invitees, or visitors, in or near where the Premises are located, including common areas.
  - b. **Damage.** The conduct of Lessee and such others for whom Lessee is responsible shall not result in or cause destruction or damage to the Premises, or any part thereof including, but not limited to any and all common areas, or the property of other Tenants, their invitees, and visitors.
8. **UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises, including, but not limited to light, heat, electricity, gas, water, sewerage, garbage disposal, stormwater fees and communications. Wi-Fi and/or fiber services are not included in the rent.
9. **ACCEPTANCE OF PREMISES:** Lessee has examined the leased premises and accepts them in their present condition "as is" and without further maintenance liability on the part of the Port. The Port makes no representations or warranties with respect to the condition, suitability, zoning restrictions, or usability, except the Port's right to grant a lease of the premises. Lessee acknowledges that Lessee has fully inspected the premises and is not relying on any statement or representation made by the Port or the Port's agents with respect to the condition of the premises, and Lessee assumes the responsibility and risks of the same, including any defects or conditions that cannot be observed by casual inspection.
10. **MAINTENANCE AND REPAIR:** Maintenance and repair of the premises shall be the sole responsibility of Tenant. Accordingly, at the expiration or sooner termination of this Agreement, Tenant shall return the premises to the Port in the same condition in which received (or, if altered by Tenant with the Port's consent, then the premises shall be



returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Tenant's obligation to make repairs shall not extend to any structural parts of the building, including the foundations, bearing and exterior walls, subflooring and roofs, the unexposed electrical, plumbing and sewerage systems (including those portions of the systems lying outside the premises), exterior siding, doors, window frames, gutters, downspouts, and the heating, and the ventilation system serving the premises, unless such repairs are necessitated by Tenant's negligence or failure to maintain the interior. Tenant shall, at its' own expense, and at all times:

- a. Keep the premises, and the adjoining roadways and sidewalks, neat, clean and in a safe and sanitary condition.
- b. Maintain and keep the rented premises in a good state of repair; and
- c. Not commit waste of any kind.

**11. ALTERATIONS AND IMPROVEMENTS:** Lessee shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of the Port. Such written approval shall also include agreement for disposition of the improvements upon termination of this Lease.

**12. INSPECTION - "FOR RENT" SIGNS:** The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the premises and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to place and maintain "For Rent" signs in conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.

**13. DAMAGE OR DESTRUCTION:**

- a. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty, and if the damage is repairable within four (4) weeks from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), the premises shall be repaired with due diligence by the Port, and in the meantime the monthly minimum rental shall be abated in the same proportion that the untenable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.
- b. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot be repaired within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days after the occurrence. In

the event that this paragraph shall become applicable, the Port shall advise Lessee within thirty (30) days after the happening of any such damage whether the Port has elected to continue the lease in effect or to terminate it. If the Port shall elect to continue this Lease in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the Port shall fail to notify Lessee of its election within said thirty (30) day period, the Port shall be deemed to have elected to terminate this Lease, and the lease shall automatically terminate sixty (60) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the lease if the Port shall elect not to restore the premises), the monthly minimum rental shall be abated in the same proportion as the untenable portion of the premises bears to the whole thereof.

- 14. INDEMNIFICATION AND HOLD HARMLESS:** The Port, its employees and agents shall not be liable for any injury (including death) to any persons or for damage to any property, regardless of how such injury or damage be caused, sustained, or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the premises) or occurrence whatsoever related in any way to the premises and the areas adjacent thereto or related in any way to Lessee's use or occupancy of the premises and of the areas adjacent thereto. Lessee agrees to defend and to hold and save the Port harmless from all liability or expense of litigation) in connection with any such items of actual or alleged injury or damage.
- 15. LIMITED WAIVER OF IMMUNITY UNDER WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW AND OTHER SIMILAR INDUSTRIAL INSURANCE SCHEMES:** For purposes of the indemnification provision set forth in Paragraph 14, above, and only to the extent of claims against Lessee by the Port under such indemnification provision, Lessee specifically waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW, The United States Longshore and Harbor Workers Compensation Act, 33 USC §901-950, or any other similar workers' compensation schemes. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The foregoing provision was specifically negotiated and agreed upon by the parties hereto.
- 16. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense. All such insurance shall name the Port of Port Townsend as an additional insured and shall be with insurance companies acceptable to the Port.
- a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 combined single limit for each occurrence. Such insurance shall include but not be limited to

bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability.

- b. Workers Compensation Insurance as will protect tenant's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the tenant's operations at the site such as but not limited to U.S. Longshoremen and Harborworkers Act, Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000.00 for each occurrence.

The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs a, b and c of this Paragraph 16 shall be met prior to inception of this Lease Agreement.

- 17. WAIVER OF SUBROGATION:** The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this Paragraph 17 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
- 18. INCREASE IN COST OF INSURANCE:** Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.
- 19. TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
- 20. COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS:** Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees, and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures, or other

improvements, approved by the Port, will be properly permitted by Jefferson County. Any fees for any inspection of the premises during or for the lease term by any federal, state, or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.

- 21. ASSIGNMENT OR SUBLEASE:** Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the written consent of the Port first had and obtained. If Lessee is a corporation, Lessee further agrees that if at any time during the term of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning of this paragraph. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent. The Port's consent will not unreasonably be withheld.
- 22. DEFAULTS:** Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other

charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.

- 23. EARLY TERMINATION BY EITHER PARY:** Notwithstanding the term set forth in Paragraph 2 of this Lease, both the Port and Lessee reserve the right, independent of any alleged default hereunder, to early terminate this Lease at any time by providing 180 or more days (6 months) advance written notice to the other party of such termination.
- 24. TERMINATION FOR GOVERNMENT USE:** In the event that the United States Government or any agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the premises or any part thereof, the Port may, at its option, terminate this Lease as of the date of such taking, and, if Lessee is not in default under any of the provisions of this Lease on said date, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- 25. TERMINATION BECAUSE OF COURT DECREE:** In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the Port of any of its obligations under this Lease, then either party hereto may terminate this Lease by written notice, and all rights and obligations hereunder (with the exception of any undischarged rights and obligations that accrued prior to the effective date of termination) shall thereupon terminate. If Lessee is not in default under any of the provisions of this Lease on the effective date of such termination, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- 26. SIGNS:** No signs or other advertising matter, symbols, canopies, or awnings shall be attached to or painted or within the leased premises, including the windows and doors thereof, without the approval of the Executive Director of the Port first had and obtained. At the termination or sooner expiration of this Lease, all such signs, advertising matter, symbols, canopies, or awnings attached to or painted by Lessee shall be removed by Lessee at its own expense, and Lessee shall repair any damage or injury to the premises, and correct any unsightly condition, caused by the maintenance and removal of said signs, etc.
- 27. INSOLVENCY:** If Lessee shall file a petition in bankruptcy, or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee's interest in the premises or on any personal property kept or maintained on the premises by Lessee, the Port may at its option, terminate this Lease.

- 28. WAIVER:** The acceptance of rental by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of Paragraph 22 hereof.
- 29. PROMOTION OF PORT COMMERCE:** Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
- 30. SURRENDER OF PREMISES – ATTORNEY’S FEES:**
- a. At the expiration or earlier termination of the term, Lessee shall surrender to the Port the possession of the premises and all improvements. Surrender or removal of fixtures, trade fixtures and improvements shall be as directed in Paragraph 11 of this Lease on ownership of improvements at termination. Lessee shall leave the surrendered premises and any other property in broom-clean condition except as provided to the contrary in provisions of this Lease on maintenance and repair of improvements. All property that Lessee is required to surrender shall become the Port’s property at termination of this Lease. All property that Lessee is not required to surrender but that Lessee does abandon shall, at the Port’s election, become the Port’s property at termination. If Lessee fails to surrender the premises at the expiration or sooner termination of this Lease, Lessee shall defend and indemnify the Port from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.
  - b. In the event that either party shall commence legal action to interpret or to enforce any of the provisions of this Lease, the substantially prevailing party shall be entitled to an award for all reasonable costs and attorney fees incurred in any such action. Any action brought under the terms of this Lease shall be maintained in Jefferson County, Washington.
- 31. 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 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.



32. **ADVANCES BY PORT FOR LESSEE:** If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.
33. **LIENS AND ENCUMBRANCES:** Lessee shall keep the leased premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by Lessee. At the Port's request, Lessee shall furnish the Port with written proof of payment of any item which would or might constitute the basis for such a lien on the leased premises if not paid.
34. **NOTICES:** All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

To Lessor:  
THE PORT OF PORT TOWNSEND  
Attn: Lease & Contracts Administrator  
P.O. Box 1180  
Port Townsend, Washington 98368

To Lessee:  
DIVE TECH, INC. d/b/a OCTOPUS GARDENS DIVING  
Attn: Don Peterson  
2410 Washington Street  
Port Townsend, WA 98368  
Phone: (360) 385-3483 C: (206) 919-6286

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.

35. **JOINT AND SEVERAL LIABILITY:** Each and every party who signs this Lease, other than in a representative capacity, as Lessee, shall be jointly and severally liable hereunder.
36. **"LESSEE" INCLUDES "LESSEES", ETC.:** It is understood and agreed that for convenience the word "Lessee" and verbs and pronouns in the singular number and neuter gender are uniformly used throughout this Lease, regardless of the number, gender, or fact of incorporation of the party who is, or of the parties who are, the actual Lessee or Lessees under this Lease Agreement.



- 37. CAPTIONS:** The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of this Lease.
- 38. SEVERABILITY:** If any term or provision of this Lease Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.
- 39. NON-DISCRIMINATION SERVICES:** The Lessee agrees that it will not discriminate by segregation or otherwise against any person or persons because of race, creed, color, sex, sexual orientation, or national origin in furnishing, or by refusing to furnish, to such person, or persons, the use of the facility herein provided, including any and all services, privileges, accommodations, and activities provided thereby.

It is agreed that the Lessee's noncompliance with the provisions of this clause shall constitute a material breach of this Lease. In the event of such noncompliance, the Port may take appropriate action to enforce compliance, may terminate this Lease, or may pursue such other remedies as may be provided by law.

- 40. NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:
- a. Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
  - b. Lessee will comply strictly with all requirements of applicable federal, state, or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.
- 41. EASEMENTS:** The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct, rearrange, alter, maintain, repair, and operate the sewer, water, and drainage lines, and the electrical service, and all other services required by the Port for its use. The Port is hereby granted a continuous easement or easements that the Port believes is necessary within the lease premises of the Lessee, without any additional cost to the Port for the purposes expressed hereinabove; PROVIDED however, that the Port by virtue of such





use does not permanently deprive the Lessee from its beneficial use or occupancy of its leased area.

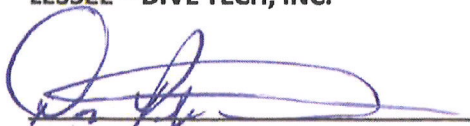
In the event that the Port does permanently deprive the Lessee from such beneficial use or occupancy, then an equitable adjustment in rent or in the cost required to modify its premises to allow the Lessee to operate its business, will be negotiated and paid by the Port to the Lessee. In the event that such entry by the Port is temporary in nature, then the Port shall reimburse the Lessee for the cost required to modify its premises for the temporary period that the Lessee is inconvenienced by such Port entry. The Port will not be responsible to the Lessee for any reduced efficiency, or loss of business occasioned by such entry.

**42. ENTIRE AGREEMENT:** This Lease Agreement contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Lease which have not been reduced to writing herein. No oral promises or representations shall be binding upon either party, whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a modification to this Lease executed with all necessary legal formalities by the Commission of the Port of Port Townsend.

Lease Agreement dated this 15<sup>th</sup> day June 2021 as approved by the Port of Port Townsend Port Commission, on the 9th day of June 2021 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee.

THIS AGREEMENT HAS BEEN NEGOTIATED BETWEEN THE PARTIES AND CONTAINS A LIMITED WAIVER OF IMMUNITY UNDER TITLE 51 RCW, AN INDEMNIFICATION AND A RELEASE.

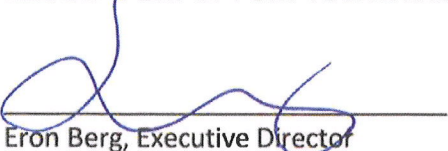
**LESSEE – DIVE TECH, INC.**



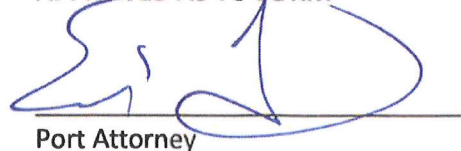
Don Peterson, Governing Party  
DIVE TECH, INC., d/b/a Octopus Gardens Diving

**ATTEST:**

**LESSOR - PORT OF PORT TOWNSEND**

  
Eron Berg, Executive Director

**APPROVED AS TO FORM**

  
Port Attorney

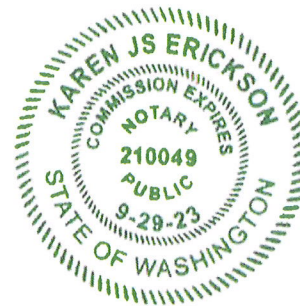
**STATE OF WASHINGTON  
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Don Peterson signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: 6/15/2021

Signature of Notary Public: Karen JS Erickson

My Appointment Expires: 9/29/2023



Handwritten initials in blue ink, appearing to be "DP".

**STATE OF WASHINGTON  
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Eron Berg signed this instrument and that he is authorized to execute the instrument as Interim Executive Director of the Port of Port Townsend and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: 6/10/2021

Signature of Notary Public: Karen JS Erickson

My Appointment Expires: 9/29/2023




Handwritten initials in blue ink, appearing to be "EB".



# Tax Parcel Viewer

**EXHIBIT 'A' - Octopus Gardens Dive Shop**  
2410 Washington Street



 = Leased Area

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 22, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Public Hearing
<b>AGENDA TITLE</b>	V. Draft 2025 Operating & Capital Budget, rates, property tax levy & IDD tax levy
<b>STAFF LEAD</b>	Director of Finance and Administration, Connie Anderson
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Finance Director Memorandum Draft of the 2025 Budget (to be presented at the meeting)</li> <li>2. Rates Memorandum</li> <li>3. Draft 2025 Rates (rate cards)</li> <li>4. Resolution 829-24 establishing the 2025 Operating and Capital Budgets</li> <li>5. Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2024</li> <li>6. Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025</li> <li>7. Draft 2025 Operating &amp; Capital Budget</li> </ol>

Recommendation: Move to Continue the Public Hearing to November 13, 2024, and keep the record open on Resolutions 829-24, 827-24, and 828-24

Alternative: Close the Public Hearing and begin deliberating on the Draft 2025 Operating & Capital Budget, rates, property tax and IDD tax levy. Following deliberation, move to continue deliberations to November 13 on Resolution 829-24, 827-24, and 828-24

Finance Director Memorandum Draft of the 2025 Budget

To Be Presented at Meeting

**DATE:** 10/22/2024  
**TO:** Port Commission  
**FROM:** Connie Anderson, Director of Finance & Administration & Eron Berg, Executive Director  
**SUBJECT:** 3rd Draft of 2025 Proposed Rate Cards

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### ISSUE

What direction does the Commission have following the workshop policy discussion and third review of the proposed 2025 Rate Cards?

### BACKGROUND

The Commission adopted the 2025 Budget schedule on July 10, 2024. A first review of the proposed 2025 rate cards was completed on September 25, 2024, at the Commission business meeting. The proposed rates as well as suggested changes and additions have been incorporated into the 2<sup>nd</sup> draft of the proposed rate cards. The proposed rates have been incorporated into the revenue forecast of the 2025 budget.

### PORT RATES DISCUSSION

In the packet are the comparative rate cards for all Port locations that show the current rates alongside the proposed 2025 rates. As already mentioned, most rates have been increased by the June-to-June CPI increase of 3.8%. There are a few exceptions where rates are recommended to either hold at the 2024 rate or have a fixed increase. On the rate cards we've highlighted **new or additions to current rates in blue** and **rates that are proposed for removal in red**. **Proposed or recommended changes incorporated into the 2<sup>nd</sup> draft are listed in green. Rate card formatting and edits will be completed with the 3<sup>rd</sup> draft of the rate cards in preparation for adoption. Based on commission feedback and continued review by staff, proposed or recommended changes have been incorporated into the 3<sup>rd</sup> draft and are listed in orange. Rate card formatting is still in process. We are working on changes made by the Commission and will bring back with the final (4<sup>th</sup> draft) review in November.**

The following are the changes by location:

#### *BOAT HAVEN:*

1. Other Moorage rates have been updated to **reflect a 3.8% increase on the 2024 rate.**
  - a. ~~Limited Access rate has been changed to 75% of Reserve Rate~~
  - b. ~~Undesirable rate has been changed to 50% of Reserve Rate~~
2. Discuss alternatives to limit Summer Guest Monthly slips as only available to marine trade related activity with exception for recreational vessels in the <30' in.
  - a. **Discussion set for October 9, 2024, Workshop**
  - b. **Non-Recreational use clarification added to the rate card**

#### *YARD:*

1. Remove the fee for Covered Storage. The shelter has been leased to ACI.

*POINT HUDSON*

1. Other Moorage rates have been updated to **reflect a 3.8% increase on the 2024 rate.**
  - ~~a. Limited Access rate has been changed to 75% of Reserve Rate~~
  - ~~b. Undesirable rate has been changed to 50% of Reserve Rate~~
2. Remove RV Park – Year-Round Back Row fee. This fee is already covered by the Summer and Winter rates.
3. Revised parking options
  - a. Landfall Site parking – add half day option
  - b. Back 40 parking
    - Add a No Charge option for first 9 hours
    - Change Daily Rate to Overnight Parking Rate
    - Discuss options for Boat on Trailer
4. Additional parking areas with new parking options
  - a. Landfall/Armory
  - b. Cupola
5. **Year-Round Nightly Moorage**
  - a. **Increased rates to include electrical hook up and to be competitive with other marinas.**
6. **Winter Monthly Moorage**
  - a. **Added 32' slip size and removed slips not available (25', 27', 30', 35', 45')**
7. **Removed Electrical Fees**
  - a. **Removed electrical fees as a separate charge and added to the per foot cost under year-round nightly moorage.**
8. **RV Park – Summer**
  - a. **Added a Nightly – Partial Hookup option**
9. **RV Park – Winter**
  - a. **Added a Nightly – Partial Hookup option**
10. **RV Park – winter Guest Monthly**
  - a. **Changed location of the rate dates for consistency**
11. **RV Park – Year Round**
  - a. **Changed Partial Hook up option to Overflow Space**

*HERB BECK MARINA*

1. Remove 40-50 ft Permanent Moorage rate option.
2. Remove Launch Ramp fees from individual rate card and include them on the Miscellaneous Rates & Fees.
3. Remove over 55' Nightly Electric rate.

*JCIA*

- ~~1. No recommended rate additions or deletions.~~
2. **Changed Prevailing Ground Lease Rate to 0.0727 / sq ft/mo.**

*UNION WHARF, CITY DOCK & EVENT FACILITIES*



- ~~1. No recommended rate additions or deletions.~~
2. Moved Docking Fees from the Miscellaneous Rates & Fees card
3. **Added Cruise Ship fee category and included docking fees and passenger fees.**

#### *MISCELLANEOUS RATES & FEES*

1. Add Temporary Tie-Up rates for both over and under 35'.
2. Add all Port Launch Ramp locations on one rate card including Boat Haven, Herb Beck-Quilcene, Gardiner, Port Hadlock & Mats Mats.
3. Reduce the Late Payment rate to \$5.00 minimum or 1.5% of outstanding balance, whichever is higher.
4. Remove the charge for the 1<sup>st</sup> Fob issued to tenants for restroom and laundry. The 1<sup>st</sup> Fob is included with the cost of the moorage. Rate for additional Fobs remains the same.
5. Add standard charges for public records fees.
6. **Move Docking Fees to the Union Wharf, City Dock Rate card.**
7. **Add Legal document preparation fee at \$150 per hour.**

#### **RECOMMENDATION**

Please provide any feedback on the draft Rate Cards for inclusion in the 4<sup>th</sup> draft of the 2025 Budget to be presented for your review and adoption on November 13.

Port of Port Townsend

2024 Rate Schedule

BOAT HAVEN

360.385.6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.

	2024 Rates	
<b>YEAR-ROUND NIGHTLY MOORAGE</b>		
Vessels Under 18' Wide	\$	1.64 /ft/nt
<b>TEMPORARY TIE-UP</b>		
	under 35'	over 35'
up to 4 hours	\$ 15.00	\$ 25.00
<b>PERMANENT MOORAGE</b>		
25' slip	\$	252.82 /mo*
27' slip	\$	280.12 /mo*
30' slip	\$	316.61 /mo*
34' slip	\$	358.81 /mo*
35' slip	\$	386.91 /mo*
40' slip	\$	443.14 /mo*
42' slip	\$	465.61 /mo*
45' slip	\$	527.51 /mo*
50' slip	\$	586.73 /mo*
Linear Rate Under 25'	\$	10.11 /ft/mo*
Linear rate 51'+	\$	12.64 /ft/mo*
<i>Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check between Jan. 1 &amp; 13, 2024.</i>		
<b>ACTIVE COMMERCIAL FISHING</b>		
Up to 70'	\$	8.50 /ft/mo*
71'+	\$	9.67 /ft/mo*
<b>OTHER MOORAGE</b>		
Limited Access	\$	9.13 /ft/mo*
Undesirable	\$	7.43 /ft/mo*
Business		same as perm. rate/ft/mo*
<b>FEES</b>		
Live-aboard Fee	\$	110.00 /month*
Live-aboard Background Check Fee	\$	63.00
<b>ELECTRICAL FEES</b>		
Nightly Electric - under 55'	\$	6.00
Nightly Electric - over 55'	\$	12.00
Electric Connect Fee	\$	33.00
Metered Electric/Base Fee	\$	11.00 /mo + KWHs used
Electric Charges @	\$	0.1082 per KWH
<i>(subject to change with utility increases) - INCR. EFF. 7/5/2024 TO \$0.1112</i>		
Non-metered Electrical	\$	1.80 ft/mo

Port of Port Townsend

2025 Rate Schedule - 2nd DRAFT

BOAT HAVEN

360.385.6211

Service Rates – Effective January 1, 2025

Approved by Port Commission on xx/xx/xxxx

MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.

CPI - SEA-TAC-BEL, June to June

3.8%

	2025 Rates		increase
<b>YEAR-ROUND NIGHTLY MOORAGE</b>			
Vessels Under 18' Wide	\$	1.70 /ft/nt	\$ 0.06
<b>TEMPORARY TIE-UP</b>			
	under 35'	over 35'	
up to 4 hours	\$ 15.00	\$ 25.00	\$ -
<b>PERMANENT MOORAGE</b>			
25' slip	\$	262.43 /mo*	\$ 9.61
27' slip	\$	290.76 /mo*	\$ 10.64
30' slip	\$	328.64 /mo*	\$ 12.03
34' slip	\$	372.44 /mo*	\$ 13.63
35' slip	\$	401.61 /mo*	\$ 14.70
40' slip	\$	459.98 /mo*	\$ 16.84
42' slip	\$	483.30 /mo*	\$ 17.69
45' slip	\$	547.56 /mo*	\$ 20.05
50' slip	\$	609.03 /mo*	\$ 22.30
Linear Rate Under 25'	\$	10.49 /ft/mo*	\$ 0.38
Linear rate 51'+	\$	13.12 /ft/mo*	\$ 0.48
<i>Note: Receive 5% discount on annual - permanent tenancy longterm license if total year is prepaid in cash or check on or before Jan. 16, 2024.</i>			
<b>ACTIVE COMMERCIAL FISHING</b>			
Up to 70'	\$	8.82 /ft/mo*	\$ 0.32
71'+	\$	10.04 /ft/mo*	\$ 0.37
<b>OTHER MOORAGE</b>			
Limited Access	\$	9.48 /ft/mo*	\$ 0.35
Undesirable	\$	7.71 /ft/mo*	\$ 0.28
Business		same as perm. rate /ft/mo*	
<b>FEES</b>			
Live-aboard Fee	\$	114.18 /month*	\$ 4.18
Live-aboard Background Check Fee	\$	65.00	\$ 2.00
<b>ELECTRICAL FEES</b>			
Nightly Electric - under 55'	\$	6.00	\$ -
Nightly Electric - over 55'	\$	12.00	\$ -
Electric Connect Fee	\$	33.00	\$ -
Metered Electric/Base Fee	\$	11.00 /mo + KWHs used	
Electric Charges @	\$	0.1112 per KWH	
<i>(subject to change with utility increases) - INCR. EFF. 7/5/2024 TO \$0.1112</i>			
Non-metered Electrical	\$	1.87 ft/mo	\$ 0.07

Port of Port Townsend

2024 Rate Schedule

BOAT HAVEN

360.385.6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

	2024 Rates	
WINTER GUEST MONTHLY, based on availability	(Oct. 1 – Apr. 30:)	
25' slip	\$ 303.93	/month*
27' slip	\$ 335.95	/month*
30' slip	\$ 379.88	/month*
34' slip	\$ 430.52	/month*
35' slip	\$ 461.51	/month*
40' slip	\$ 530.92	/month*
42' slip	\$ 557.49	/month*
45' slip	\$ 629.06	/month*
50' slip	\$ 729.94	/month*
Linear Rate Under 25'	\$ 12.15	/ft/mo*
Linear Rate 51'+	\$ 15.76	/ft/mo*

	2024 Rates	
SUMMER GUEST MONTHLY, based on availability	(May 1 – Sept. 30:)	
25' slip	\$ 370.24	/month*
27' slip	\$ 407.88	/month*
30' slip	\$ 461.38	/month*
34' slip	\$ 523.02	/month*
35' slip	\$ 563.00	/month*
40' slip	\$ 643.58	/month*
42' slip	\$ 676.15	/month*
45' slip	\$ 767.37	/month*
50' slip	\$ 853.25	/month*
Linear Rate Under 25'	\$ 14.80	/ft/mo*
Linear Rate 51'+	\$ 19.06	/ft/mo*

STORAGE ONLY

Kayak or rowing shell storage	\$ 31.14	/mo*
Top rack kayak storage	\$ 23.06	/mo*
Dory on Dock	\$ 74.96	/mo*
Mast-up on trailer storage	\$ 100.00	/mo*

See Miscellaneous Rates and Fees for other fees that apply.

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\* Subject to Current Sales Tax Rate

Port of Port Townsend

2025 Rate Schedule - 2nd DRAFT

BOAT HAVEN

360.385.6211

Service Rates – Effective January 1, 2025

Approved by Port Commission on xx/xx/xxxx

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

	2025 Rates		increase
WINTER GUEST MONTHLY, based on availability	(Oct. 1 – Apr. 30:)		
25' slip	\$ 315.48	/month*	\$ 11.55
27' slip	\$ 348.72	/month*	\$ 12.77
30' slip	\$ 394.32	/month*	\$ 14.44
34' slip	\$ 446.88	/month*	\$ 16.36
35' slip	\$ 479.05	/month*	\$ 17.54
40' slip	\$ 551.09	/month*	\$ 20.17
42' slip	\$ 578.67	/month*	\$ 21.18
45' slip	\$ 652.96	/month*	\$ 23.90
50' slip	\$ 757.68	/month*	\$ 27.74
Linear Rate Under 25'	\$ 12.61	/ft/mo*	\$ 0.46
Linear Rate 51'+	\$ 16.36	/ft/mo*	\$ 0.60

	2025 Rates		increase
SUMMER GUEST MONTHLY, based on availability (Non-Recreational)	(May 1 – Sept. 30:)		
25' slip	\$ 384.31	/month*	\$ 14.07
27' slip	\$ 423.38	/month*	\$ 15.50
30' slip	\$ 478.91	/month*	\$ 17.53
34' slip	\$ 542.89	/month*	\$ 19.87
35' slip	\$ 584.39	/month*	\$ 21.39
40' slip	\$ 668.04	/month*	\$ 24.46
42' slip	\$ 701.84	/month*	\$ 25.69
45' slip	\$ 796.53	/month*	\$ 29.16
50' slip	\$ 885.67	/month*	\$ 32.42
Linear Rate Under 25'	\$ 15.36	/ft/mo*	\$ 0.56
Linear Rate 51'+	\$ 19.78	/ft/mo*	\$ 0.72

STORAGE ONLY

Kayak or rowing shell storage	\$ 32.32	/mo*	\$ 1.18
Top rack kayak storage	\$ 23.94	/mo*	\$ 0.88
Dory on dock	\$ 77.81	/mo*	\$ 2.85
Mast-up on trailer storage	\$ 103.80	/mo*	\$ 3.80

See Miscellaneous Rates and Fees for other fees that apply.

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\* Subject to Current Sales Tax Rate

CPI - SEA-TAC-BEL, June to June  
3.8%

**Port of Port Townsend  
2024 Rate Schedule**

**YARD RATES**

360.385.6211

Service Rates – Effective January 1, 2024  
Approved by Port Commission on November 8, 2023

**2024 Rates**

**70/75 TON LIFTS**

31' or less	\$ 10.79 /ft**
32'-41'	\$ 12.00 /ft**
42'-51'	\$ 13.20 /ft**
52'-61'	\$ 14.39 /ft**
62'+	\$ 16.80 /ft**
Minimum Hoist	\$ 260.00 **
Owner Wash Down	\$ 2.66 /ft/30 minutes
Port Wash Down	\$ 2.66 /ft/30 minutes** + Labor

**70/75 TON REPAIR STORAGE**

Daily	\$ 0.86 /ft/day
Monthly	\$ 0.69 /ft/day*
Electrical Rate	\$ 2.00 /day
(applicable year-round)	\$ 42.00 /mo*
Liveaboard Fee	\$ 130.00 /mo*
Background Check Fee	\$ 63.00
Off-Port Blocking (subject to Tarp Fee)	\$ 2.66 /ft/mo*, **
Trailer Vessel (w/agreement)	\$ 10.00 /ft/mo*, **
Covered Storage	
70' Covered Shed	\$ 75.00 /day*
Electrical Rate	\$ 5.49 /day

**300 TON TRAVEL LIFT**

70' or less	\$ 21.43 /ft**
71'-89'	\$ 23.06 /ft**
90' or over	\$ 28.50 /ft**
Minimum Hoist	\$ 960.00 **
Owner Wash Down	\$ 3.81 /ft/hr.
Port Wash Down	\$ 3.81 /ft/hr. ** Labor

**300 TON REPAIR YARD**

Daily	\$ 1.37 /ft/day
Monthly	\$ 1.11 /ft/day*
<b>Electrical Rate:</b>	
Metered Electric	\$ 5.00 /day + KWH
KWH (subject to utility increases)	0.1082 per KWH
	INCR. EFF. 7/5/2024 TO \$0.1112
Off-Port Block (subject to Tarp Fee)	\$ 3.46 /ft/mo*, **

**Port of Port Townsend  
2025 Rate Schedule - 2nd DRAFT**

**YARD RATES**

360.385.6211

Service Rates - Effective January 1, 2025  
Approved by Port Commission on xx/xx/xxxx

**2025 Rates**

CPI - SEA-TAC-BEL, June to June  
**3.8%**

**70/75 TON LIFTS**

		increase
31' or less	\$ 11.20 /ft**	\$ 0.41
32'-41'	\$ 12.46 /ft**	\$ 0.46
42'-51'	\$ 13.70 /ft**	\$ 0.50
52'-61'	\$ 14.94 /ft**	\$ 0.55
62'+	\$ 17.44 /ft**	\$ 0.64
Minimum Hoist	\$ 270.00 **	\$ 10.00
Owner Wash Down	\$ 2.76 /ft/30 minutes	\$ 0.10
Port Wash Down	\$ 2.76 /ft/30 minutes** + Labor	\$ 0.10

**70/75 TON REPAIR STORAGE**

Daily	\$ 0.89 /ft/day	\$ 0.03
Monthly	\$ 0.72 /ft/day*	\$ 0.03
Electrical Rate	\$ 2.00 /day	\$ -
(applicable year-round)	\$ 42.00 /mo*	\$ -
Liveaboard Fee	\$ 134.94 /mo*	\$ 4.94
Background Check Fee	\$ 65.00	\$ 2.00
Off-Port Blocking (subject to Tarp Fee)	\$ 2.76 /ft/mo*, **	\$ 0.10
Trailer Vessel (w/agreement)	\$ 10.38 /ft/mo*, **	\$ 0.38
Covered Storage		
<del>70' Covered Shed</del>	<del>\$ 90.00 /day*</del>	\$ 5.00
Electrical Rate	\$ 5.70 /day	\$ 0.21

**300 TON TRAVEL LIFT**

70' or less	\$ 22.24 /ft**	\$ 0.81
71'-89'	\$ 23.94 /ft**	\$ 0.88
90' or over	\$ 29.58 /ft**	\$ 1.08
Minimum Hoist	\$ 1,000.00 **	\$ 40.00
Owner Wash Down	\$ 3.95 /ft/hr.	\$ 0.14
Port Wash Down	\$ 3.95 /ft/hr. ** Labor	\$ 0.14

**300 TON REPAIR YARD**

Daily	\$ 1.42 /ft/day	\$ 0.05
Monthly	\$ 1.15 /ft/day*	\$ 0.04
<b>Electrical Rate:</b>	\$ -	\$ -
Metered Electric	\$ 5.00 /day + KWH	\$ -
KWH (subject to utility increases)	0.1112 per KWH	\$ 0.00
	INCR. EFF. 7/5/2024 TO \$0.1112	
Off-Port Block (subject to Tarp Fee)	\$ 3.59 /ft/mo*, **	\$ 0.13

**Port of Port Townsend  
2024 Rate Schedule**

**YARD RATES**

360.385.6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

**ALL YARDS**

Environmental Fee	\$ 1.00 /ft/haul/mo or min. \$25
Inspections	Roundtrip Rate **
Re-block Fee	75% RT or Min. Hoist **
One-way Haul Out	75% RT or Min. Hoist **
One-way Launch from Yard	50% RT or Min. Hoist **
Hang Overnight	Roundtrip Rate + \$150.00 **
Delay of Lift	\$ 79.00 /half hour
Labor Rate	\$ 80.00 /person/hour **
Overtime Rate & Call-in Labor Rate	\$ 120.00 /person/hour **
Misc. Workyard Storage	\$ 1.03 /sq ft/mo*
Mast Storage	\$ 0.90 /sq ft/mo*
Bilge Water	\$ 1.25 /gallon

**TARP FEES (Off Port Property)**

16 x 20	\$ 28.00
20 x 30	\$ 43.00
20 x 40	\$ 54.00
30 x 40	\$ 84.00
30 x 50	\$ 121.00
40 x 60	\$ 164.00

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\* Subject to Current Sales Tax Rate

**Port of Port Townsend  
2025 Rate Schedule - 2nd DRAFT**

**YARD RATES**

360.385.6211

Service Rates - Effective January 1, 2025

Approved by Port Commission on xx/xx/xxxx

CPI - SEA-TAC-BEL, June to June  
**3.8%**

**ALL YARDS**

Environmental Fee	\$ 1.00 /ft/haul/mo or min. \$25	\$ -
Inspections	Roundtrip Rate **	
Re-block Fee	75% RT or Min. Hoist **	
One-way Haul Out	75% RT or Min. Hoist **	
One-way Launch from Yard	50% RT or Min. Hoist **	
Hang Overnight	Roundtrip Rate + \$150.00 **	
Delay of Lift	\$ 82.00 /half hour	\$ 3.00
Labor Rate	\$ 83.04 /person/hour **	\$ 3.04
Overtime Rate & Call-in Labor Rate	\$ 124.56 /person/hour **	\$ 4.56
Misc. Workyard Storage	\$ 1.07 /sq ft/mo*	\$ 0.04
Mast Storage	\$ 0.93 /sq ft/mo*	\$ 0.03
Bilge Water	\$ 1.30 /gallon	\$ 0.05

**TARP FEES (Off Port Property)**

16 x 20	\$ 29.06	\$ 1.06
20 x 30	\$ 44.63	\$ 1.63
20 x 40	\$ 56.05	\$ 2.05
30 x 40	\$ 87.19	\$ 3.19
30 x 50	\$ 125.60	\$ 4.60
40 x 60	\$ 170.23	\$ 6.23

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\* Subject to Current Sales Tax Rate

**Port of Port Townsend  
2024 Rate Schedule**

**POINT HUDSON**

360.385.2828

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

**2024 Rates**

**YEAR-ROUND NIGHTLY MOORAGE**

Vessels under 18' in width	\$ 1.64 /ft/nt
Overwide Vessels (18'+)	\$ 2.26 /ft/nt

**TEMPORARY TIE-UP** (up to 4 hours)

Boats 35' and under	\$ 15.00
Boats over 35'	\$ 25.00

**WINTER MONTHLY MOORAGE** (October 1 – April 30)

25' slip	\$ 303.93 /mo*
27' slip	\$ 335.94 /mo*
30' slip	\$ 379.89 /mo*
35' slip	\$ 461.51 /mo*
40' slip	\$ 530.92 /mo*
45' slip	\$ 629.05 /mo*
50' slip	\$ 729.93 /mo*
Linear Rate Under 25'	\$ 12.14 /ft/mo*
Linear Rate 51'+	\$ 15.76 /ft/mo*

**OTHER MOORAGE**

LIMITED ACCESS MOORAGE	\$ 9.13 /ft/mo*
UNDESIRABLE MOORAGE	\$ 7.43 /ft/mo*
BUSINESS MOORAGE	same as Boat Haven permanent rate /ft/mo*

**STORAGE ONLY**

Kayak or rowing shell storage	\$ 31.14 /mo*
Top rack kayak storage	\$ 23.06 /mo*
Dory on dock	\$ 74.96 /mo*

**FEES**

Reservation Fee	\$ 11.50 /reservation
Live-aboard Fee	\$ 110.00 /mo*
Live-aboard Background Check Fee	\$ 63.00
Commercial Vessel Passenger Fee	- See Miscellaneous Rates

**ELECTRICAL FEES**

Nightly Electric	\$ 6.00
Nightly Electric over 55'	\$ 12.00
Electric Connect Fee	\$ 33.00
Electric Base Fee + KWHs Used	\$ 11.00 /mo
Electric Charges @	\$ 0.1082 /KWH

(subject to change w/utility rate increases) **INCR. EFF. 7/5/2024 TO \$0.1112**

Non-metered Electrical	\$ 1.80 /ft/mo
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**Port of Port Townsend**

**2025 Rate Schedule - 2nd DRAFT**

CPI - SEA-TAC-BEL, June to June

**3.8%**

**POINT HUDSON**

360.385.2828

Service Rates – Effective January 1, 2025

Approved by Port Commission on xx/xx/xxxx

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

**2025 Rates**

**YEAR-ROUND NIGHTLY MOORAGE** (includes electrical)

Vessels under 18' in width	\$ 2.00 /ft/nt	\$ 0.36
Overwide Vessels (18'+)	\$ 2.65 /ft/nt	\$ 0.39

**TEMPORARY TIE-UP** (up to 4 hours)

Boats 35' and under	\$ 15.00	\$ -
Boats over 35'	\$ 25.00	\$ -

**WINTER MONTHLY MOORAGE** (October 1 – April 30)

<del>25' slip</del>	<del>\$ 315.48 /mo*</del>	<del>\$ 11.55</del>
<del>27' slip</del>	<del>\$ 348.71 /mo*</del>	<del>\$ 12.77</del>
<del>30' slip</del>	<del>\$ 394.23 /mo*</del>	<del>\$ 14.44</del>
32' slip	\$ 420.62 /mo*	
<del>35' slip</del>	<del>\$ 479.05 /mo*</del>	<del>\$ 17.54</del>
40' slip	\$ 551.09 /mo*	\$ 20.17
<del>45' slip</del>	<del>\$ 652.95 /mo*</del>	<del>\$ 23.90</del>
50' slip	\$ 757.67 /mo*	\$ 27.74
Linear Rate Under 25'	\$ 12.60 /ft/mo*	\$ 0.46
Linear Rate 51'+	\$ 16.36 /ft/mo*	\$ 0.60

**OTHER MOORAGE**

LIMITED ACCESS MOORAGE	\$ 9.48 /ft/mo*	\$ 0.35
UNDESIRABLE MOORAGE	\$ 7.71 /ft/mo*	\$ 0.28
Business	same as Boat Haven permanent rate /ft/mo*	

**STORAGE ONLY**

Kayak or rowing shell storage	\$ 32.32 /mo*	\$ 1.18
Top rack kayak storage	\$ 23.94 /mo*	\$ 0.88
Dory on dock	\$ 77.81 /mo*	\$ 2.85

**FEES**

Reservation Fee	\$ 11.50 /reservation	
Live-aboard Fee	\$ 114.18 /mo*	\$ 4.18
Live-aboard Background Check Fee	\$ 65.00	\$ 2.00
Commercial Vessel Passenger Fee	- See Miscellaneous Rates	

**ELECTRICAL FEES**

<del>Nightly Electric</del>	<del>\$ 6.00</del>	<del>\$</del>
<del>Nightly Electric over 55'</del>	<del>\$ 12.00</del>	<del>\$</del>
<del>Electric Connect Fee</del>	<del>\$ 33.00</del>	<del>\$</del>
<del>Electric Base Fee + KWHs Used</del>	<del>\$ 11.00 /mo</del>	<del>\$</del>
<del>Electric Charges @</del>	<del>\$ 0.1112 /KWH</del>	<del>\$ 0.00</del>

~~(subject to change w/utility rate increases) INCR. EFF. 7/5/2024 TO \$0.1112~~

Non-metered Electrical	\$ 1.87 /ft/mo	\$ 0.07
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**Port of Port Townsend  
2024 Rate Schedule**

**POINT HUDSON**

360.385.2828

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

**MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.**

	2024 Rates	
<b>RV PARK - SUMMER</b> (May 1 – September 30)		
Nightly – Premium Waterfront (range) <sup>1</sup>	\$73.00	\$86.00
Nightly - Hookup (range) <sup>1</sup>	\$61.00	\$75.00

<b>RV PARK – WINTER</b> (October 1 – April 30)		
Nightly – Premium Waterfront (range) <sup>1</sup>	\$50.00	\$62.00
Nightly - Hookup (range) <sup>1</sup>	\$44.00	\$53.00

<b>RV PARK – WINTER GUEST MONTHLY</b> (October 1 – April 30)		
Back row loop	\$ 731.47	/month*
Front row loop	\$ 830.31	/month*

<b>RV PARK – YEAR ROUND</b>		
Back Row	\$ 53.05	/night <sup>1</sup>
Partial Hookup	\$ 38.05	/night <sup>1</sup>
Extra Vehicle in RV Space	\$ 7.14	/night
RV Holding Tank Dump Fee	\$ 15.00	

<b>"Landfall Site" Parking</b> (next to Puget Sound Express):		
Hourly		
Daily year-round	\$ 12.00	/day**

<b>PARKING - BACK 40</b>		
Daily	\$ 10.00	/day**
Weekly	\$ 40.00	/week**
Monthly	\$ 100.00	/month*

\*\* Subject to Current Sales Tax Rate

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

<sup>1</sup> Subject to Current Sales Tax Rate and Hotel/Motel Tax of 2%

**Port of Port Townsend  
2025 Rate Schedule - 2nd DRAFT**

**POINT HUDSON**

360.385.2828

Service Rates – Effective January 1, 2025

Approved by Port Commission on xx/xx/xxxx

**MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.**

	2025 Rates		increase	
<b>RV PARK - SUMMER</b> (May 1 – September 30)				
Nightly – Premium Waterfront (range) <sup>1</sup>	\$75.00	\$90.00	\$ 2.00	\$ 4.00
Nightly - Hookup (range) <sup>1</sup>	\$63.00	\$78.00	\$ 2.00	\$ 3.00
<b>Nightly - Partial Hookup</b>	<b>\$55.00</b>	<b>\$70.00</b>		

<b>RV PARK – WINTER</b> (October 1 – April 30)				
Nightly – Premium Waterfront (range) <sup>1</sup>	\$52.00	\$65.00	\$ 2.00	\$ 3.00
Nightly - Hookup (range) <sup>1</sup>	\$46.00	\$55.00	\$ 2.00	\$ 2.00
<b>Nightly - Partial Hookup</b>	<b>\$40.00</b>	<b>\$50.00</b>		

<b>RV PARK – WINTER GUEST MONTHLY</b> (October 1 – April 30)				
<del>Oct. 1 to April 30</del> , Back row loop	\$ 760.00	/month*	\$ 28.53	
<del>Nov. 1 to March 31</del> , Front row loop	\$ 860.00	/month*	\$ 29.69	
			\$ -	

<b>RV PARK – YEAR-ROUND</b>				
<del>Back Row</del>	<del>\$ 53.05</del>	<del>/night<sup>1</sup></del>	\$ 2.02	
<del>Partial Hookup Overflow Space</del>	<del>\$ 38.05</del>	<del>/night<sup>1</sup></del>	\$ 1.95	
Extra Vehicle in RV Space	\$ 7.41	/night	\$ 0.27	
RV Holding Tank Dump Fee	\$ 15.00		\$ -	

<b>"Landfall Site" Parking</b> (next to Puget Sound Express):				
<b>Half day, up to 5 hours</b>	<b>\$ 7.50</b>	<b>/half day**</b>	\$ 7.50	
Daily year-round	\$ 12.00	/day**	\$ -	

<b>Landfall /Armory</b>				
<b>Half day, up to 5 hours</b>	<b>\$ 7.50</b>	<b>/half day**</b>	\$ 7.50	
<b>Daily year-round</b>	<b>\$ 12.00</b>	<b>/day**</b>	\$ 12.00	

<b>Cupola</b>				
<b>Half day, up to 5 hours</b>	<b>\$ 7.50</b>	<b>/half day**</b>	\$ 7.50	
<b>Daily year-round</b>	<b>\$ 12.00</b>	<b>/day**</b>	\$ 12.00	

<b>PARKING - BACK 40</b>				
<b>First 9 hours</b>	<b>\$ -</b>	<b>No Charge</b>		
Daily <b>Overnight Parking</b>	\$ 10.00	/day**	\$ -	
Weekly	\$ 40.00	/week**	\$ -	
Monthly	\$ 100.00	/month*	\$ -	

<b>Boat on Trailer - flag for discussion</b>				
<b>Monthly</b>	<b>\$ 100.00</b>	<b>/month*</b>	\$ 100.00	

\*\* Subject to Current Sales Tax Rate

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

<sup>1</sup> Subject to Current Sales Tax Rate and Hotel/Motel Tax of 2%

CPI - SEA-TAC-BEL, June to June  
**3.8%**

**Port of Port Townsend  
2024 Rate Schedule**

**HERB BECK MARINA - QUILCENE**

360.765.3131 or 360.385.6211  
Service Rates – Effective January 1, 2024  
Approved by Port Commission on November 8, 2023  
MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

	2024 Rates
NIGHTLY MOORAGE	\$ 1.00 ft/nt
TEMPORARY TIE-UP	\$ 7.00
	\$ 13.00 over 35'

PERMANENT MOORAGE	6 month Minimum
Up to 26 ft.	\$ 7.90 ft/mo*
27-29 ft.	\$ 8.51 ft/mo*
35-39 ft.	\$ 9.74 ft/mo*
40-50 ft.	\$ 10.95 ft/mo*
Limited Access – Up to 18'	\$ 5.48 ft/mo*

GUEST MONTHLY	1 mo. min. - 6 month max
Up to 26 ft.	\$ 9.78 ft/mo*
27-29 ft.	\$ 10.54 ft/mo*
30-34 ft.	\$ 11.28 ft/mo*
35-39 ft.	\$ 12.06 ft/mo*
40-50 ft.	\$ 13.56 ft/mo*

ELECTRICAL FEES	
Nightly Electric	\$ 6.00
over 55'	\$ 12.00
Connect Fee	\$ 33.00
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$ 0.1082 per KWH
<i>(subject to change with utility rate increase) INCR. EFF. 7/5/2024 to \$0.1112</i>	

WATER FEES	
Residential	
Base	\$ 42.61
Usage - Tier I (0-5,000 gal.)	\$ 0.38 /100 gallons
Usage - Tier II (5,001-10,000 gal.)	\$ 0.52 /100 gallons
Commercial	
Base	\$ 42.61
Usage	\$ 0.52 /100 gallons
<i>(Water rates subject to change with utility rate increase)</i>	

LAUNCH RAMP	
Launch ramp fee	\$ 15.00 per day **
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$ 105.00 per year **
*** Free with verified DVA determination	

**Port of Port Townsend  
2025 Rate Schedule - 2nd DRAFT**

**HERB BECK MARINA - QUILCENE**

360.765.3131 or 360.385.6211  
Service Rates – Effective January 1, 2025  
Approved by Port Commission on xx/xx/xxxx  
MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

	2025 Rates	increase
NIGHTLY MOORAGE	\$ 1.04 ft/nt	\$ 0.04
TEMPORARY TIE-UP	\$ 7.00	\$ -
	\$ 13.00 over 35'	\$ -

PERMANENT MOORAGE	6 month Minimum	
26 ft. and under	\$ 8.20 ft/mo*	\$ 0.30
27-29 ft.	\$ 8.83 ft/mo*	\$ 0.32
35- <del>39</del> 40 ft.	\$ 10.11 ft/mo*	\$ 0.37
<del>40-50 ft.</del>	<del>\$ 11.37 ft/mo*</del>	\$ 0.42
Limited Access – Up to 18'	\$ 5.69 ft/mo*	\$ 0.21

GUEST MONTHLY	1 mo. min. - 6 month max	
Up to 26 ft.	\$ 10.15 ft/mo*	\$ 0.37
27-29 ft.	\$ 10.94 ft/mo*	\$ 0.40
30-34 ft.	\$ 11.71 ft/mo*	\$ 0.43
35-39 ft.	\$ 12.52 ft/mo*	\$ 0.46
40-50 ft.	\$ 14.08 ft/mo*	\$ 0.52

ELECTRICAL FEES		
Nightly Electric	\$ 6.00	\$ -
<del>over 55'</del>	<del>\$ 12.46</del>	\$ 0.46
Connect Fee	\$ 34.25	\$ 1.25
Base Electric Fee	\$ 11.00 /month	\$ -
Metered Electric @	\$ 0.1112 per KWH	\$ 0.00
<i>(subject to change with utility rate increase) INCR. EFF. 7/5/2024 to \$0.1112</i>		

WATER FEES		
Residential		
Base	\$ 42.61	\$ -
Usage - Tier I (0-5,000 gal.)	\$ 0.38 /100 gallons	\$ -
Usage - Tier II (5,001-10,000 gal.)	\$ 0.52 /100 gallons	\$ -
Commercial		
Base	\$ 42.61	\$ -
Usage	\$ 0.52 /100 gallons	\$ -
<i>(subject to change with utility rate increase)</i>		

LAUNCH RAMP		
<del>Launch ramp fee</del>	<del>\$ 15.00 per day**</del>	\$ -
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>		
<del>Annual Ramp Pass (Rolling Calendar)</del>	<del>\$ 105.00 per year**</del>	\$ -
*** Free with verified DVA determination		

CPI - SEA-TAC-BEL, June to June  
**3.8%**



**2024 Rate Schedule**

**HERB BECK MARINA - QUILCENE**

360.765.3131 or 360.385.6211  
 Service Rates – Effective January 1, 2024  
 Approved by Port Commission on November 8, 2023  
 MOORAGE RATE IS BASED ON OVERALL LENGTH  
 OR SLIP LENGTH, WHICHEVER IS GREATER.

	2024 Rates
<b>STORAGE</b>	
Empty Boat Trailer	
Daily	\$ 8.00
Weekly	\$ 40.00
Monthly	\$ 100.00
Kayak/ Rowing Shell *	\$ 31.14
Top Rack Kayak/ Rowing Shell *	\$ 23.06

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port  
 \*\* Subject to Current Sales Tax Rate  
 \*\*\* Free with verified DVA determination

**2025 Rate Schedule - 2nd DRAFT**

**HERB BECK MARINA - QUILCENE**

CPI - SEA-TAC-  
 BEL, June to  
 June  
**3.8%**

360.765.3131 or 360.385.6211  
 Service Rates – Effective January 1, 2025  
 Approved by Port Commission on xx/xx/xxxx  
 MOORAGE RATE IS BASED ON OVERALL LENGTH  
 OR SLIP LENGTH, WHICHEVER IS GREATER.

	2025 Rates	increase
<b>STORAGE</b>		
Empty Boat Trailer		
Daily	\$ 8.50 /day	\$ 0.50
Weekly	\$ 42.00 /week	\$ 2.00
Monthly	\$ 105.00 /month	\$ 5.00
Kayak/ Rowing Shell*	\$ 32.32	\$ 1.18
Top Rack Kayak/ Rowing Shell*	\$ 23.94	\$ 0.88

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port  
 \*\* Subject to Current Sales Tax Rate  
 \*\*\* ~~Free with verified DVA determination~~

Port of Port Townsend

2024 Rate Schedule

JEFFERSON COUNTY  
INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2024 <sup>a</sup>

Approved by Port Commission on November 8, 2023

	2024 Rates
Prevailing Ground Lease Rate <sup>a</sup>	\$ 0.07 /sq ft/mo*
<b>TIE-DOWNS</b>	
Overnight	\$ 10.00
Monthly Grass	\$ 50.00 / mo*
Annual Grass ( <i>must pay in advance</i> )	\$ 510.00 / year*
Monthly Paved	\$ 68.00 / mo*
Monthly Hangar	\$ 275.00 / mo*
Commercial Landing Fee	\$ 0.36
/1000 # of max loaded gross weight	
<b>VEHICLE PARKING</b>	
Weekly (7 or more days)	\$ 35.00 / week **
<i>(rate includes Current Sales Tax Rate)</i>	
Monthly	\$ 80.00 / mo*
<i>(rate includes Leasehold Tax)</i>	
Annual	\$ 420.00 / year*

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\* Subject to Current Sales Tax Rate

<sup>a</sup> The Prevailing Ground Lease Rate which is effective December 1, 2023.

Port of Port Townsend

2025 Rate Schedule - 2nd DRAFT

JEFFERSON COUNTY  
INTERNATIONAL AIRPORT

360.385.6211

Approved by Port Commission on xx/xx/xxxx

Approved by Port Commission

CPI - SEA-TAC-BEL, June to June

3.8%

	2025 Rates	increase
Prevailing Ground Lease Rate	\$ 0.0727 /sq ft/mo*	\$ 0.003
<b>TIE-DOWNS</b>		
Overnight	\$ 10.00	\$ -
Monthly Grass	\$ 52.00 / mo*	\$ 2.00
Annual Grass ( <i>must pay in advance</i> )	\$ 510.00 / year*	\$ -
Monthly Paved	\$ 70.00 / mo*	\$ 2.00
Monthly Hangar	\$ 285.45 / mo*	\$ 10.45
Commercial Landing Fee	\$ 0.37	\$ 0.01
/1000 # of max loaded gross weight		
<b>VEHICLE PARKING</b>		
Weekly (7 or more days)	\$ 36.00 / week **	\$ 1.00
<i>(rate includes WA State Sales Tax)</i>		
Monthly	\$ 83.00 / mo*	\$ 3.00
<i>(rate includes Leasehold Tax)</i>		
Annual	\$ 435.00 / year*	\$ 15.00

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\* Subject to Current Sales Tax Rate

Port of Port Townsend

2024 Rate Schedule

**UNION WHARF, CITY DOCK & EVENT FACILITIES**

360-385-2828

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

	2024 Rates
<b><u>NIGHTLY MOORAGE (3 night maximum stay)</u></b>	
Vessels up to 35'	\$ 35.00 /night
Vessels 35'-79'	\$ 50.00 /night
Vessels > 80' (Union Wharf only, advanced notice requir.	\$ 2.20 /ft/nt

<b><u>TEMPORARY TIE-UP (up to 4 hours)</u></b>	
Under 35' length	\$ 10.00
Over 35' length	\$ 20.00

<b><u>EVENT FACILITIES RENTAL – UNION WHARF &amp; CITY DOCK</u></b>	
Daily Rental Fee (8am - 11pm)	\$ 361.00 /day

<b><u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u></b>	
Daily Rental Fee (8am - 11pm)	\$ 157.00 /day

<b><u>EVENT FACILITIES - Point Hudson Pavilion</u></b>	
5 Hour Rental	\$ 500.00
Full Day 8am-11pm	\$ 1,000.00
Damage & Cleaning Deposit (refundable)	\$ 500.00
<i>(All Pavilion rental rates for RV groups &amp; Yacht clubs 50%)</i>	

Port of Port Townsend

2025 Rate Schedule - 2nd DRAFT

**UNION WHARF, CITY DOCK & EVENT FACILITIES**

360-385-2828

Service Rates – Effective January 1, 2025

Approved by Port Comission on xx/xx/xxxx

CPI - SEA-TAC-BEL, June to June  
**3.8%**

	2025 Rates	increase
<b><u>NIGHTLY MOORAGE (3 night maximum stay)</u></b>		
Vessels <b>under</b> 35'	\$ 35.00 /night	\$ -
Vessels 35'-79'	\$ 50.00 /night	\$ -
Vessels over 80' (Union Wharf only, advanced notice required)	\$ 2.28 /ft/nt	\$ 0.08

<b><u>TEMPORARY TIE-UP (up to 4 hours)</u></b>		
Under 35'	\$ 10.00	\$ -
35' <b>and over</b>	\$ 20.00	\$ -

<b><u>EVENT FACILITIES RENTAL – UNION WHARF OR CITY DOCK</u></b>		
Daily Rental Fee (8am - 11pm)	\$ 375.00 /day	\$ 14.00

<b><u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u></b>		
Daily Rental Fee (8am - 11pm)	\$ 160.00 /day	\$ 3.00

<b><u>EVENT FACILITIES - Point Hudson Pavillion</u></b>		
5 Hour Rental	\$ 500.00	\$ -
Full Day (8am-11pm)	\$ 1,000.00	\$ -
Damage & Cleaning Deposit (refundable)	\$ 500.00	\$ -
<i>(All Pavilion rental rates for RV &amp; Yacht Clubs 50%)</i>		

<b><u>Cruise Ship</u></b>		
Docking Fee	\$ 2.72 /ft/day	\$ 0.10
Passenger Fee	\$ 4.00 /passenger	\$ 4.00

Port of Port Townsend

2024 Rate Schedule

MISCELLANEOUS RATES & FEES

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

	2024 Rates
<b>PORT LABOR RATES &amp; FEES</b>	
Port Labor Rate	\$ 80.00 /hr/person**
Overtime Labor Rate	\$ 120.00 /hr/person**
Docking Fee	\$ 2.62 /ft/day
Relocate Vessel by Hand	\$ 89.96
Relocate Vessel w/ Port Skiff	\$ 181.05
Emergency Pumps	\$ 151.07
Bail Skiff Fee	\$ 61.12

<b>MISCELLANEOUS RATES &amp; FEES</b>	
Miscellaneous Storage (with agreement)	\$ 0.28 /sq ft*
Mini Storage Units	\$ 1.22 /sq ft/mo*
Food Truck Rate (may be subject to tax)	\$ 41.52 /day
Commercial Vessel Pass. Fee <i>(payable monthly in season)</i>	\$ 1.27 /person

<b>WORK FLOAT MOORAGE/LIFT PIER ACCESS</b>	<i>(Reserve with Yard Office)</i>	
Daily Rate, includes Top Side Access	\$ 2.48 /ft/day, \$50 min	
Lift Pier Access/Top Side Usage	\$ 57.67 2 hours	

<b>LAUNCH RAMP</b>	
<i>(includes 1 day of boat trailer parking)</i>	
Daily Pass	\$ 15.00
Annual Pass (Rolling Calendar) <i>(free with DAV determination)</i>	\$ 105.00 /year

<b>COMMERCIAL TRUCK FEE</b>	
Daily	\$ 220.00 **
Monthly	\$ 660.00 **
Annual (Rolling Calendar)	\$ 1,660.00 **

<b>PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP</b>	Monthly	Annual
Dock	\$ 30.00	\$ 175.00
Beach	\$ 25.00	\$ 110.00

<b>VIOLATION FEES</b>	1st Offense	2nd Offense	3rd Offense
Best Management Practices	\$ 220.00	\$ 550.00	\$ 1,100.00
Chain-up Fee	\$ 165.00	\$ 275.00	\$ 440.00
Impound Fee	\$ 220.00	\$ 330.00	\$ 550.00
Illegal Garbage Dump	\$ 375.00	/occurrence	

Late Payment	\$ 25.00	min. or 5%, whichever higher
NSF Check	\$ 50.00	/occurrence

**WAIT LIST FEES**

Port of Port Townsend

2025 Rate Schedule - 2nd DRAFT

MISCELLANEOUS RATES & FEES

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on xx/xx/2024

2025

CPI - SEA-TAC-BEL, June to June

3.8%

	2025 Rates	Increase
<b>PORT LABOR RATES &amp; FEES</b>		
Port Labor Rate	\$ 85.00 /hr/person**	\$ 5.00
Overtime Labor Rate	\$ 125.00 /hr/person**	\$ 5.00
Docking Fee	\$ 2.72 /ft/day	\$ 0.10
Relocate Vessel by Hand	\$ 93.38	\$ 3.42
Relocate Vessel w/ Port Skiff	\$ 187.93	\$ 6.88
Emergency Pumps	\$ 156.81	\$ 5.74
Bail Skiff Fee	\$ 63.44	\$ 2.32

<b>MISCELLANEOUS RATES &amp; FEES</b>		
Miscellaneous Storage (with agreement)	\$ 0.29 /sq ft*	\$ 0.01
Mini Storage Units	\$ 1.27 /sq ft/mo*	\$ 0.05
Food Truck Rate (may be subject to tax)	\$ 43.10 /day	\$ 1.58
Commercial Vessel Pass. Fee <i>(payable monthly in season)</i>	\$ 1.32 /person	\$ 0.05

<b>WORK FLOAT MOORAGE/LIFT PIER ACCESS</b>	<i>(Reserve with Yard Office)</i>		
Daily Rate, includes Top Side Access	\$ 2.57 /ft/day, \$50 min		\$ 0.09
Lift Pier Access/Top Side Usage	\$ 59.86 2 hours		\$ 2.19

<b>LAUNCH RAMP</b>		
<i>(includes 1 day of boat trailer parking)</i>		
Daily Pass	\$ 15.00	\$ -
Annual Pass (Rolling Calendar) <i>(free with DVA determination)</i>	\$ 105.00 /year	\$ -

<b>COMMERCIAL TRUCK FEE</b>		
Daily	\$ 228.36 **	\$ 8.36
Monthly	\$ 685.08 **	\$ 25.08
Annual (Rolling Calendar)	\$ 1,723.08 **	\$ 63.08

<b>PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP</b>	Monthly	Annual	
Dock	\$ 30.00	\$ 175.00	\$ -
Beach	\$ 25.00	\$ 110.00	\$ -

<b>TEMPORARY TIE-UP (up to 4 hours)</b>			
Under 35'	\$ 10.00		\$ 10.00
35' and over	\$ 20.00		\$ 20.00

<b>VIOLATION FEES</b>	1st Offense	2nd Offense	3rd Offense	
Best Management Practices	\$ 220.00	\$ 550.00	\$ 1,100.00	\$ -
Chain-up Fee	\$ 165.00	\$ 275.00	\$ 440.00	\$ -
Impound Fee	\$ 220.00	\$ 330.00	\$ 550.00	\$ -
Illegal Garbage Dump	\$ 375.00	/occurrence		\$ -

Late Payment	\$ 5.00	min. or 1.5%, whichever higher	\$ (20.00)
NSF Check	\$ 50.00	/occurrence	\$ -

**WAIT LIST FEES**

Port of Port Townsend

2024 Rate Schedule

MISCELLANEOUS RATES & FEES

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on November 8, 2023

Sign-up Fee	\$	100.00
Renewal Fee or Pass Fee	\$	50.00

**RESTROOM/LAUNDRY KEYS & FOBS (tenants only)**

1st Fob issued	\$	11.00	each
2nd Fob issued (max. of 2)	\$	27.50	each
Replacement Fob, Additional bldg. keys	\$	27.50	each

**LEASE & LICENSE FEES**

Lease Assignment Review & Approval	\$	302.00
Use License preparation fee	\$	110.00
Use License	Varies by location, space & duration	
Pay or Vacate Legal Notices	\$	260.00
Notary Service	\$	13.00

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.  
 \*\* Subject to Current Sales Tax Rate

Port of Port Townsend

2025 Rate Schedule - 2nd DRAFT

MISCELLANEOUS RATES & FEES

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on xx/xx/2024

Sign-up Fee	\$	100.00	\$	-
Renewal Fee or Pass Fee	\$	50.00	\$	-

**RESTROOM/LAUNDRY KEYS & FOBS (tenants only)**

1st Fob issued	\$	-	1st Fob included	\$	(11.00)
2nd Fob issued (max. of 2)	\$	27.50	each	\$	-
Replacement Fob, Additional bldg. keys	\$	27.50	each	\$	-

**LEASE & LICENSE FEES**

Lease Assignment Review & Approval	\$	313.48	\$	11.48
Use License preparation fee	\$	110.00	\$	-
Use License	Varies by location, space & duration		\$	-
Pay or Vacate Legal Notices	\$	260.00	\$	-
Notary Service	\$	13.00	\$	-

Legal Document preparation fee \$150.00/hour

**PUBLIC RECORDS FEES**

Standard black and white copies	\$	0.15	/page
Documents scanned into electronic format	\$	0.10	/page
Files or attachments provided in electronic deliv	\$	0.05	/every 4 files
Electronic records transmission	\$	0.10	/per gigabyte
Digital Storage/media devices	Actual cost of device		
Postage	Actual cost of supplies		
Customized service charges	Actual cost of service		
<i>-A 10% deposit may be required prior to the duplication of records or customized services</i>			
<i>-Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>			

\* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.  
 \*\* Subject to Current Sales Tax Rate

CPI - SEA-TAC-BEL, June to June

3.8%

**RESOLUTION NO. 829-24**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND  
ESTABLISHING THE YEAR 2025 OPERATING AND CAPITAL BUDGETS AND  
AUTHORIZING CERTAIN DISBURSEMENTS TO MEET EXPENSES OF THE  
PORT OF PORT TOWNSEND  
FOR THE YEAR 2025**

**WHEREAS**, under the provisions of RCW 53.35.030 the Port Commission of the Port of Port Townsend is authorized to adopt final operating and capital budgets for the year 2025; and

**WHEREAS**, notice of a public hearing for this action was published on October 9, 2024, and again on October 16, 2024, and a public hearing was held on October 22, 2024 and November 13, 2024; and

**WHEREAS**, following the public hearing conducted on November 13, 2024, the Port Commission voted unanimously to approve the 2025 Operating and Capital Budgets by way of a motion and vote, and now wishes to formalize and affirm that decision by way of this Resolution; and

**WHEREAS**, the required filing, notice and public hearing on the preliminary operating budget, as provided in RCW 53.35.020 and RCW 53.35.045 have been met; and

**WHEREAS**, the 2025 Operating and Capital Budgets describe and provide budget authorization for day-to-day operations and specific capital projects throughout the Port;

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend, that estimated receipts and disbursements for the Port of Port Townsend operations and capital activities, for the year 2025 shall be as per the attached marked “Exhibit A,” Port of Port Townsend 2025 Operating and Capital Budgets.

**ADOPTED this \_\_th day of November 2024, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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

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

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

APPROVED AS TO FORM:

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Port Attorney

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
 2025 Budget with Comparison to Prior Years

**3rd DRAFT**

	2021 Actual	2022 Actual	2023 Actual	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024 Budget	2025 Budget	2025 Bdgt-2024 Forecast	
							Variance	% incr.
<b>OPERATING REVENUES</b>								
Boat Haven Moorage	1,917,967	2,015,492	2,134,590	2,172,776	2,152,587	2,255,339	82,563	4%
Yard Operations	2,312,259	2,652,493	2,753,370	2,756,910	2,942,641	2,887,504	130,594	5%
Point Hudson Marina/RV/Prop.	1,690,255	1,532,331	1,565,563	1,706,631	1,715,273	1,933,781	227,150	13%
Boat Haven Properties	819,708	808,584	899,538	1,020,762	1,050,151	1,209,980	189,219	19%
Quilcene Herb Beck Marina	172,256	175,104	186,274	185,828	188,558	181,925	(3,903)	-2%
Jefferson County Intl Airport	166,996	185,371	198,345	216,585	214,715	230,537	13,952	6%
Short Farm Property	-	-	-	18,200	22,300	47,500	29,300	161%
Ramp Use	52,437	48,277	44,358	54,298	48,909	62,557	8,259	15%
<b>Total Operating Revenues</b>	<b>\$ 7,131,877</b>	<b>\$ 7,417,654</b>	<b>\$ 7,782,038</b>	<b>\$ 8,131,989</b>	<b>\$ 8,335,134</b>	<b>\$ 8,809,123</b>	<b>\$ 677,134</b>	<b>8%</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	2,339,530	2,656,298	2,836,385	3,298,939	3,120,651	3,613,243	314,304	10%
Payroll Taxes	234,924	274,816	320,289	371,158	330,789	473,775	102,617	28%
Employee Benefits	811,661	836,047	903,223	954,235	834,785	1,048,227	93,991	10%
Uniform Expense	9,283	19,386	15,555	14,887	12,135	13,170	(1,717)	-12%
Contract Services	264,073	269,195	426,487	296,749	348,698	373,633	76,884	26%
Enviro Contract Services	12,916	15,157	30,321	60,942	12,600	52,930	(8,012)	-13%
Legal and Fire fees	61,792	59,405	48,309	48,732	58,026	47,050	(1,682)	-3%
Audit	32,403	6,798	32,528	40,273	35,000	42,000	1,727	4%
Insurance	365,552	453,023	492,726	546,491	517,513	564,850	18,359	3%
Facilities & Operations	671,215	1,035,778	916,445	996,963	916,497	984,478	(12,485)	-1%
Utilities	605,456	648,719	664,656	641,810	662,851	688,039	46,229	7%
Marketing & Advertising	52,608	62,705	128,522	98,814	94,545	98,138	(677)	-1%
Economic Development	15,000	30,000	40,045	53,233	67,000	69,546	16,313	31%
Travel & Training	15,387	38,985	20,307	32,206	38,028	40,973	8,767	27%
Community Relations	3,997	1,276	15,649	46,803	53,000	55,014	8,211	18%
<b>Total Operating Expenditures</b>	<b>\$ 5,495,798</b>	<b>\$ 6,407,586</b>	<b>\$ 6,891,446</b>	<b>\$ 7,502,237</b>	<b>\$ 7,102,118</b>	<b>\$ 8,165,066</b>	<b>\$ 662,829</b>	<b>9%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 1,636,080</b>	<b>\$ 1,010,067</b>	<b>\$ 890,591</b>	<b>\$ 629,752</b>	<b>\$ 1,233,016</b>	<b>\$ 644,058</b>	<b>\$ 14,306</b>	<b>2%</b>
<b>OTHER INCREASES IN FUND RESOURCES</b>								
Deposits & Retainage Collected	112,997	38,338	39,058	90,629	80,254	80,254	(10,375)	-11%
Taxes Collected	673,826	715,892	740,926	776,620	751,901	791,600	14,980	2%
Capital Contributions/Grants	413,082	288,217	8,570,046	7,384,694	2,687,054	9,534,929	2,150,235	29%
Interest	52,859	153,383	530,953	534,943	297,952	432,952	(101,991)	-19%
Debt Proceeds-20/21 LOC	-	-	-	1,737,000	-	-	(1,737,000)	
Property & other taxes	2,764,518	3,912,590	4,132,293	3,818,099	3,847,561	3,756,161	(61,938)	-2%
Misc. Incr. in Fund Resources	57,215	122,956	285,885	76,585	57,053	57,053	(19,532)	-26%
<b>Total Incr. in Other Fund Resources</b>	<b>\$ 4,074,496</b>	<b>\$ 5,231,377</b>	<b>\$ 14,299,160</b>	<b>\$ 14,418,571</b>	<b>\$ 7,721,775</b>	<b>\$ 14,652,949</b>	<b>\$ 234,378</b>	<b>2%</b>
<b>OTHER DECREASES IN FUND RESOURCES</b>								
Deposits & Retainage Paid	26,221	92,269	38,573	47,626	26,198	26,198	(21,428)	-45%
Taxes Remitted	675,339	714,381	742,076	739,145	743,923	765,130	25,985	4%
Bond Principal & Interest	1,280,328	1,025,338	1,063,625	2,205,740	1,020,788	2,259,361	53,621	2%
Bond Mgmt, Issuance, Invstmnt	60,302	50,601	180,542	6,726	14,950	14,950	8,224	122%
Capital Project Expenses	4,491,246	1,847,887	2,029,448	6,726,847	6,822,000	14,191,555	7,464,708	111%
Capital Project Labor Expenses	-	-	-	-	-	660,000	660,000	#DIV/0!
Capital Equipment & Vehicles	337,556	808,227	1,789,321	1,853,168	245,000	1,200,000	(653,168)	-35%
Election Expense	15,674	17,561	-	52,498	15,500	15,500	(36,998)	-70%
<b>Total Other Decr. in Fund Resources</b>	<b>\$ 6,886,665</b>	<b>\$ 4,556,263</b>	<b>\$ 5,843,585</b>	<b>\$ 11,631,749</b>	<b>\$ 8,888,359</b>	<b>\$ 19,132,694</b>	<b>\$ 7,500,945</b>	<b>64%</b>
<b>Net Other Incr./Decr. in Fund Resources</b>	<b>\$ (2,812,169)</b>	<b>\$ 675,113</b>	<b>\$ 8,455,575</b>	<b>\$ 2,786,822</b>	<b>\$ (1,166,584)</b>	<b>\$ (4,479,745)</b>	<b>\$ (7,266,567)</b>	
<b>Increase/(Decrease) in Cash</b>	<b>\$ (1,176,089)</b>	<b>\$ 1,685,181</b>	<b>\$ 9,346,166</b>	<b>\$ 3,416,574</b>	<b>\$ 66,432</b>	<b>\$ (3,835,687)</b>	<b>\$ (7,252,262)</b>	



**RESOLUTION NO. 827-24**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND  
FIXING THE AMOUNT OF TAX TO BE LEVIED AND LEVYING THE TAX UPON  
TAXABLE PROPERTY IN THE PORT OF PORT TOWNSEND DISTRICT, BOTH  
REAL, PERSONAL AND UTILITIES TO MEET EXPENSES OF SAID PORT OF  
PORT TOWNSEND FOR COLLECTION IN THE YEAR 2025.**

**WHEREAS**, the Port Commission properly gave notice of the public hearing held October 22, 2024, and November 13, 2024, to consider the Port of Port Townsend’s current expense budget for the calendar year 2025, pursuant to RCW 53.35.020; and

**WHEREAS**, the Port Commission, after hearing and duly considering all relevant evidence and testimony presented, has determined that the Port of Port Townsend requires an increase in property tax revenue from the previous year, other than the increase resulting from the addition of new construction and improvements to property, and any increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere under Chapter 84.55 RCW for purposes of providing an additional dollar amount, whether classified as real or personal property, and refunds from the previous year, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations for the Port of Port Townsend and in its best interest;

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend that a tax levy in the amount of \$1,134,531.76 is authorized for collection in the year 2025, which is an increase of one (1.0) percent (\$11,232.99) from the previous year’s levy.

**ADOPTED this 13<sup>th</sup> day of November 2024, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Port Attorney

**RESOLUTION NO. 828-24**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND  
AUTHORIZING AN INDUSTRIAL DEVELOPMENT DISTRICT (IDD) TAX LEVY  
FOR COLLECTION IN THE YEAR 2025**

**WHEREAS**, on September 13, 1966, the Commission of the Port of Port Townsend established an industrial development district (IDD) by way of Resolution No. 194, the boundaries of which were amended on December 13, 1966, by way of Resolution No. 196; and

**WHEREAS**, following the adoption of Resolutions No. 194 and 196, the Port levied an initial multi-year IDD tax levy pursuant to RCW 53.36.100; and

**WHEREAS**, on March 27, 2019, the Commission of the Port of Port Townsend adopted Resolution No. 698-19 approving the use of a second multi-year IDD levy period of up to twenty years under the authority of RCW 53.36.160; and

**WHEREAS**, on November 5, 2019, a special election was held in which the voters of Jefferson County ratified Commission Resolution No. 698-19, consistent with the procedures set forth in RCW 53.36.160(2); and

**WHEREAS**, having complied with all the requirements of the law relating to the adoption of a second multiyear IDD levy period the Commission of the Port of Port Townsend adopted Resolution No. 711-19 which resulted in the commencement of the collection of the IDD tax levy in the year 2020; and

**WHEREAS**, the Port Commission has met and considered the Port's preliminary budget for the 2025 calendar year; and

**WHEREAS**, the Port Commission wishes to authorize an IDD tax levy in the amount of \$2,634,289 for collection in 2025, which the same amount authorized for the 2023 and 2024 IDD levy rates;

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to RCW 53.36.100, the Port Commission hereby authorizes an industrial development district levy in the amount of \$2,634,289 (with a current estimated levy rate of \$0.2684 per \$1,000 dollars of assessed value on all taxable property within the Port district) for collection in the year 2025.

**ADOPTED this 13<sup>th</sup> day of November 2024, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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Pamela A. Petranek , Secretary

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Peter W. Hanke, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney



# 2025 OPERATING & CAPITAL BUDGET

Approved by Port Commission on November XX, 2024

Resolution 829-24, Exhibit A



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# MESSAGE FROM THE EXECUTIVE DIRECTOR

\*\*\*\*Key message from the Port's Executive Director  
to follow with the final draft of the 2025 budget. \*\*\*

Introduction

Economic & Financial Outlook

Planned 2025 Capital Investments

2025 Budget Priorities

# INTRODUCTION

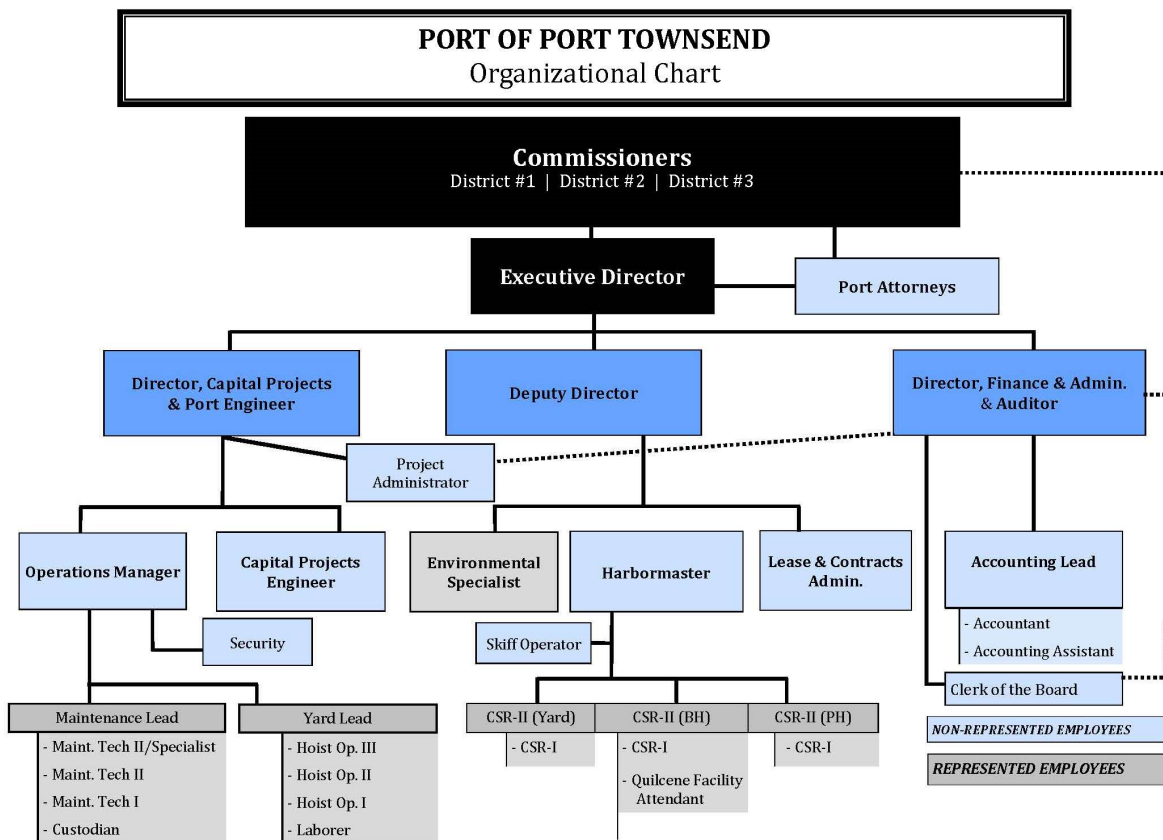
## About Us

The Port of Port Townsend is a municipal corporation authorized by Washington State statute (Revised Code of Washington [RCW] Title 53) to provide for the development and maintenance of harbors and terminals and promote tourism and foster economic activity. Created in 1924, the Port is a special purpose district independent from other local or state governments. The Port’s geographical boundaries consist of all of Jefferson County, Washington.

The Port is governed by a 3-member Board of Commissioners; each elected to a 4-year term. The Commission delegates administrative authority to the Executive Director who manages staff to conduct operations of the Port. The County levies and collects taxes on the Port District’s behalf, as determined by the Board of Commissioners, and acts as treasurer for the Port as defined under RCW 53.36.010.

## Mission

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our environment, community resources, and maritime heritage.





## Port Commissioners

**District 3 Commissioner:** *Peter W. Hanke, President*

**Term of Office:** *January 1, 2022 – December 31, 2025*



Commissioner Hanke was elected Port Commissioner in 2013 and re-elected in 2017 and again in 2021. Mr. Hanke owns and operates Puget Sound Express, a family-owned passenger ferry and whale watch operation located at the Point Hudson Marina. Besides being a boat captain and a business owner, Pete is also a pilot who has enjoyed flying out of Jefferson County International Airport since 1998.

**District 2 Commissioner:** *Carol Hasse, Vice President*

**Term of Office:** *January 1, 2022 – December 31, 2025*



Carol Hasse sailed into Port Townsend in 1975, helped launch the Wooden Boat Festival and opened her business, Port Townsend Sails. In the ensuing four decades, she has become a well-known educator, teaching on vessels across the Puget Sound and Pacific Ocean, while serving on multiple nonprofit boards and turning her sail loft into an internationally renowned company.

She decided to become a Port of Port Townsend Port Commissioner because she is a passionate advocate for Jefferson County. She wants to promote our unique community of small businesses and marine trades, preserve the health of our environment, and protect our maritime heritage and world-class working waterfront.

**District 1 Commissioner:** *Pamela Petranek, Secretary*

**Term of Office:** *January 1, 2024 – December 31, 2027*



A lifelong resident of Washington State, Commissioner Petranek settled in Port Townsend in 2006. Pam earned a BA in Education at Western Washington University and taught for 30 years, most recently as a music teacher for the Port Townsend School District. Pam earned her U.S. Coast Guard Captain's License in 2010 and teaches sailing lessons. Pam currently is a commercial fisherman with Cape Cleare Fishery and is a vendor at the Port Townsend farmer's market. In 2018, Pam was nominated for Citizen of the Year for co-leading the Jefferson County Maritime Trades Economic Study. Pam served four years on the board of the Port Townsend Marine Trades Association & has led several citizen advisory groups. She currently serves on the board of the JC Economic Development Council. Pam co-hosts a monthly KPTZ radio show called "Our Working Waterfront."



# OPERATING BUDGET 2025

## Overview

The goal of the 2025 Operating Budget and 5-year Capital Improvement Program is to continue to align our business practices and objectives to support both our organizational capital needs and our short and long-term financial sustainability. The Port Commission has instructed staff to prepare a budget that supports economic vitality while increasing or at least maintaining a baseline net operating income.

## Organizational Initiatives

As part of our efforts to improve the Port's financial position over the coming year, we intend to:

- Continue to modernize business and administrative procedures across our operations to both maintain customer service and effectively utilize staff time.
- Support our robust Capital Improvement Program while planning for successive projects in the future.
- Directly pursue and develop business to increase the Port's revenues by utilizing capacity in the boatyard, marinas, RV park, airport, and properties in Boat Haven and Point Hudson.
- Continue to maintain a communications plan regarding upcoming major capital projects and their potential timing and impact to tenants, customers, and the community.
- Continue to market the Port to successfully attract businesses and customers.
- Continue to fine-tune the Port's existing pricing structures across all business operations.

## Revenue from Operations

The 2025 budget reflects total revenue from operations of \$8,809,123, an 8% increase over the 2024 Forecast. Most Port rates will be increased by approximately 3.8% for 2025. The long-awaited Point Hudson Jetty replacement project wrapped up in early 2024 and Point Hudson operations have returned to normal. Port-wide rate adjustments as well as policy decisions that make the best use of available dock space, yard space, RV space and parking space will contribute to healthy operational income for the Port. The goal is to continue to grow all Port revenue from operations while controlling expenses to grow healthy reserves that will support financial sustainability and necessary capital improvements that will maintain Port infrastructure for future generations. Overall, the Port's operating revenues are generated by Port departments with the Yard providing 32.8%, Boat Haven Moorage 25.6%, Point Hudson 22%, PTBH properties 13.7%, Airport 2.6%, Quilcene 2.1%, Ramps 0.7%, and Short Farm 0.5% of total operating revenue.

## Expenses from Operations

The budget for port-wide operating expenses is \$8,165,066 in 2025, a 9% increase when compared to the 2024 Forecast. A 3.8% COLA is planned for Port staff effective January 1, 2025, as well as potential step and merit increases throughout the year. Port staffing has increased in recent years to address port-wide capital improvements and deferred maintenance. The most significant increase in expenses are related to salary and benefits. Personnel and compensation changes drive increases to payroll taxes, and benefits. Other increases in the 2025 operating expenses when compared to the 2024 Forecast include increases in insurance, contract services, economic development and utilities. General & Administrative (G&A) expenses total \$2,203,079 or 27% of total operating expenses, slightly lower than the 2024 budget. G&A costs are allocated quarterly based on each department's weighted average percentage of total actual YTD operating revenues.

### Net Operating Income

The 2025 budget reflects a net operating income of \$644,058 which is in line with the 2024 Forecast and is above the recommended baseline operating income.

### Other Increases & Decreases in Fund Resources

The 2025 budget includes \$1,150,000 in the general property tax levy, an increase of 2% from 2024. This is a 1% increase on the prior year plus new construction, as calculated by the County Assessor. The IDD tax levy will be \$2,634,289 for 2025, for the third consecutive year, to maintain the IDD reserve for capital projects. Interest income is budgeted at \$400,000 since interest rates have consistently maintained a higher rate of return since the Fall of 2022. It also includes the American Recovery & Reinvestment Act (ARRA) Bond Interest Subsidy received semi-annually on the 2010 Limited Tax General Obligation (LTGO) bond (approximately \$32,000 annually). Grant revenue is budgeted at \$9,534,929; details can be seen on page 39 of this budget.

Other Increases in Fund Resources also include Deposits & Retainage Collected (\$80,254) and Taxes Collected (\$91,600). Tax collected is received from port activity and includes leasehold, sales, and hotel/motel taxes.

Other Decreases in Fund Resources include Deposits & Retainage Paid (\$26,198), Taxes Remitted (\$765,130 which are the remittances of leasehold, sales, and hotel/motel taxes collected), Bond Principal and Interest (\$999,361), Line of Credit Principal and Interest (\$1,260,000), Capital Expenses (\$16,051,55), Bond Management, Issuance & Investment (\$14,950), and Election costs (\$15,500).

### Increase /(Decrease) in Cash

The budgeted number in the amount of (\$3,835,687) as presented on the Consolidates Sources and Uses of Cash represents the estimated decrease in cash for 2025 Port activity overall. This number is also reflected in the 5 Year projected cash flow included with the capital improvement program. The increased use of cash in 2025 reflects planned capital activity and the use of capital reserves to meet the Port’s plan to address the deferred maintenance of the Port’s capital infrastructure.

### Estimated Ending Cash

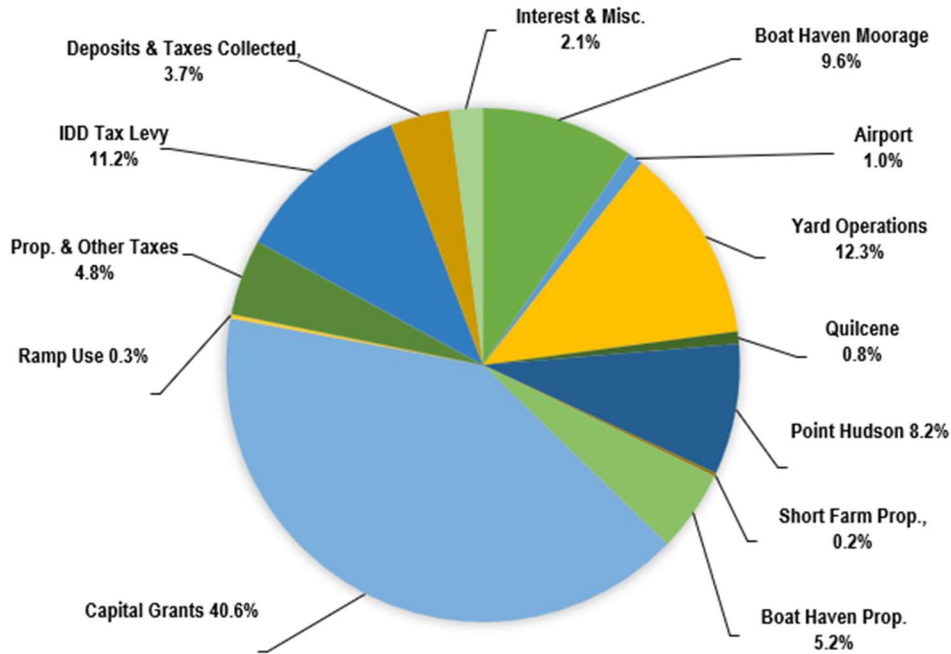
The ending cash balance estimates for 2025 total \$10,898,278, including \$8,663,624 in Reserved Cash and \$2,234,654 in Unreserved Cash. The estimated composition of ending Reserved Cash balances for 2025 is as follows:

#### Estimated Ending Reserved Cash for 2025

IDD Levy Capital Reserve	\$5,903,667
Port-Wide Capital Reserve	6,745
Boat Haven Renovation	201,946
Operations Reserve	2,041,267
Emergency Reserve	500,000
Unemployment Reserve	10,000
	<hr/>
	\$8,663,624

Graphic Summary of Budget

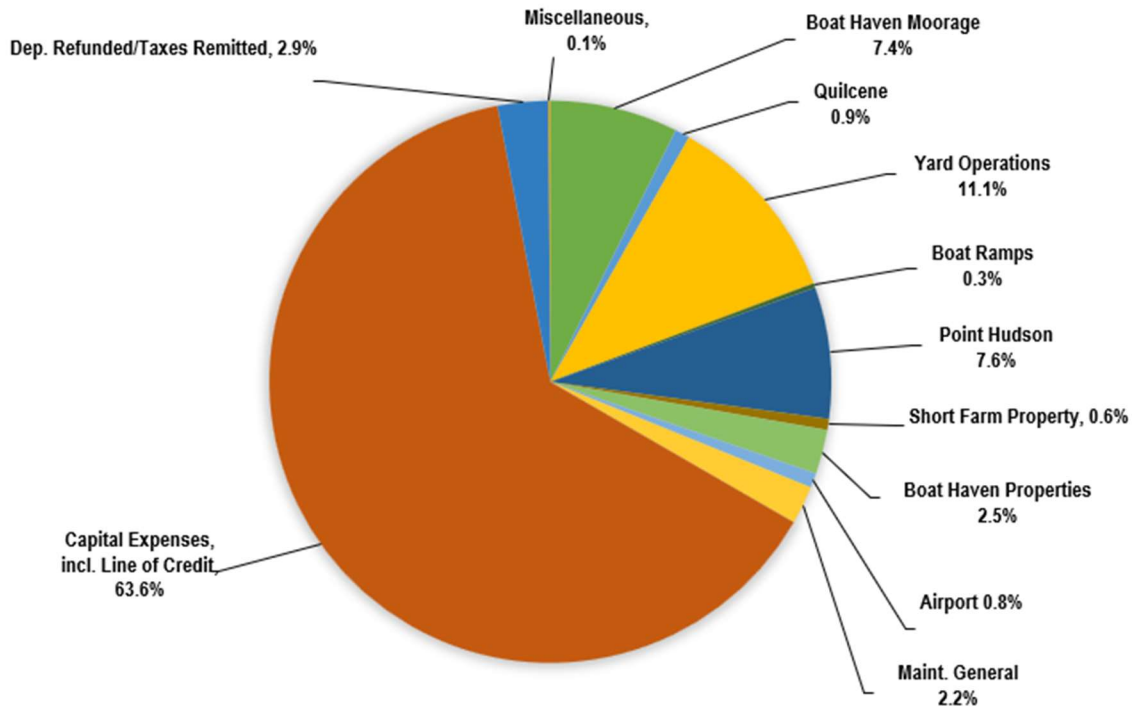
**2025 "WHERE THE MONEY COMES FROM?"**



**2025 Budget - All Incoming Resources**

Boat Haven Moorage	\$ 2,255,339	9.6%
Yard Operations	2,887,504	12.3%
Point Hudson	1,933,781	8.2%
Boat Haven Prop.	1,209,980	5.2%
Quilcene	181,925	0.8%
Ramp Use	62,557	0.3%
Airport	230,537	1.0%
Short Farm Prop.	47,500	0.2%
Capital Grants	9,534,929	40.6%
Prop. & Other Taxes	1,121,872	4.8%
IDD Tax Levy	2,634,289	11.2%
Deposits & Taxes Collected	871,854	3.7%
Interest & Misc.	490,005	2.1%
	<b>\$ 23,462,072</b>	

### 2025 "WHERE THE MONEY GOES"



**2025 Budget - All Outgoing Resources**

Boat Haven Moorage *	\$ 2,001,568	7.4%
Yard Operations *	3,017,383	11.1%
Point Hudson *	2,055,491	7.6%
Boat Haven Properties	693,348	2.5%
Quilcene	232,431	0.9%
Boat Ramps	68,367	0.3%
Airport	227,454	0.8%
Short Farm Property	172,971	0.6%
Maint. General	599,289	2.2%
Capital Expenses, incl. Line of Credit	17,311,555	63.6%
Dep. Refunded/Taxes Remitted	791,328	2.9%
Miscellaneous	30,450	0.11%
	<b>\$ 27,201,635</b>	

\* These include the debt services costs related to their departments which total \$999,361.

Consolidated Sources & Uses of Cash 2025 Budget  
with comparison to Prior Years

3rd DRAFT	2021 Actual	2022 Actual	2023 Actual	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024 Budget	2025 Budget	2025 Bdgt-2024 Forecast Variance	% incr.
<b>OPERATING REVENUES</b>								
Boat Haven Moorage	1,917,967	2,015,492	2,134,590	2,172,776	2,152,587	2,255,339	82,563	4%
Yard Operations	2,312,259	2,652,493	2,753,370	2,756,910	2,942,641	2,887,504	130,594	5%
Point Hudson Marina/RV/Prop.	1,690,255	1,532,331	1,565,563	1,706,631	1,715,273	1,933,781	227,150	13%
Boat Haven Properties	819,708	808,584	899,538	1,020,762	1,050,151	1,209,980	189,219	19%
Quilcene Herb Beck Marina	172,255	175,104	186,274	185,828	188,558	181,925	(3,903)	-2%
Jefferson County Intl Airport	166,996	185,371	198,345	216,585	214,715	230,537	13,952	6%
Short Farm Property	-	-	-	18,200	22,300	47,500	29,300	161%
Ramp Use	52,437	48,277	44,358	54,298	48,909	62,557	8,259	15%
<b>Total Operating Revenues</b>	<b>\$ 7,131,877</b>	<b>\$ 7,417,654</b>	<b>\$ 7,782,038</b>	<b>\$ 8,131,989</b>	<b>\$ 8,335,134</b>	<b>\$ 8,809,123</b>	<b>\$ 677,134</b>	<b>8%</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	2,339,530	2,656,298	2,836,385	3,298,939	3,120,651	3,613,243	314,304	10%
Payroll Taxes	234,924	274,816	320,289	371,158	330,789	473,775	102,617	28%
Employee Benefits	811,661	836,047	903,223	954,235	834,785	1,048,227	93,991	10%
Uniform Expense	9,283	19,386	15,555	14,887	12,135	13,170	(1,717)	-12%
Contract Services	264,073	269,195	426,487	296,749	348,698	373,633	76,884	26%
Enviro Contract Services	12,916	15,157	30,321	60,942	12,600	52,930	(8,012)	-13%
Legal and Fire fees	61,792	59,405	48,309	48,732	58,026	47,050	(1,682)	-3%
Audit	32,403	6,798	32,528	40,273	35,000	42,000	1,727	4%
Insurance	365,552	453,023	492,726	546,491	517,513	564,850	18,359	3%
Facilities & Operations	671,215	1,035,778	916,445	996,963	916,497	984,478	(12,485)	-1%
Utilities	605,456	648,719	664,656	641,810	662,851	688,039	46,229	7%
Marketing & Advertising	52,608	62,705	128,522	98,814	84,545	98,138	(677)	-1%
Economic Development	15,000	30,000	40,045	53,233	67,000	69,546	16,313	31%
Travel & Training	15,387	38,885	20,307	32,206	38,028	40,973	8,767	27%
Community Relations	3,997	1,276	15,649	46,803	53,000	55,014	8,211	18%
<b>Total Operating Expenditures</b>	<b>\$ 5,495,798</b>	<b>\$ 6,407,586</b>	<b>\$ 6,891,446</b>	<b>\$ 7,502,237</b>	<b>\$ 7,102,118</b>	<b>\$ 8,165,066</b>	<b>\$ 662,829</b>	<b>9%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 1,636,080</b>	<b>\$ 1,010,067</b>	<b>\$ 890,591</b>	<b>\$ 629,752</b>	<b>\$ 1,233,016</b>	<b>\$ 644,058</b>	<b>\$ 14,306</b>	<b>2%</b>
<b>OTHER INCREASES IN FUND RESOURCES</b>								
Deposits & Retainage Collected	112,997	38,338	39,058	90,629	80,254	80,254	(10,375)	-11%
Taxes Collected	673,826	715,892	740,926	776,620	751,901	791,600	14,980	2%
Capital Contributions/Grants	413,082	288,217	8,570,046	7,384,694	2,687,054	9,534,929	2,150,235	29%
Interest	52,859	153,383	530,953	534,943	297,952	432,952	(101,991)	-19%
Debt Proceeds-20/21 LOC	-	-	-	1,737,000	-	-	(1,737,000)	
Property & other taxes	2,764,518	3,912,590	4,132,293	3,818,099	3,847,561	3,756,161	(61,938)	-2%
Misc. Incr. in Fund Resources	57,215	122,956	285,885	76,585	57,053	57,053	(19,532)	-26%
<b>Total Incr. in Other Fund Resources</b>	<b>\$ 4,074,496</b>	<b>\$ 5,231,377</b>	<b>\$ 14,299,160</b>	<b>\$ 14,418,571</b>	<b>\$ 7,721,775</b>	<b>\$ 14,652,949</b>	<b>\$ 234,378</b>	<b>2%</b>
<b>OTHER DECREASES IN FUND RESOURCES</b>								
Deposits & Retainage Paid	26,221	92,269	38,573	47,626	26,198	26,198	(21,428)	-45%
Taxes Remitted	675,339	714,381	742,076	739,145	743,923	765,130	25,985	4%
Bond Principal & Interest	1,280,328	1,025,338	1,063,625	2,205,740	1,020,788	2,259,361	53,621	2%
Bond Mgmt, Issuance, Invstmnt	60,302	50,601	180,542	6,726	14,950	14,950	8,224	122%
Capital Project Expenses	4,491,246	1,847,887	2,029,448	6,726,847	6,822,000	14,191,555	7,464,708	111%
Capital Project Labor Expenses	-	-	-	-	-	560,000	560,000	#DIV/0!
Capital Equipment & Vehicles	337,556	808,227	1,789,321	1,853,168	245,000	1,200,000	(653,168)	-35%
Election Expense	15,674	17,561	-	52,498	15,500	15,500	(36,998)	-70%
<b>Total Other Decr. in Fund Resources</b>	<b>\$ 6,886,665</b>	<b>\$ 4,556,263</b>	<b>\$ 5,843,585</b>	<b>\$ 11,631,749</b>	<b>\$ 8,888,359</b>	<b>\$ 19,132,694</b>	<b>\$ 7,500,945</b>	<b>64%</b>
<b>Net Other Incr./Decr. in Fund Resources</b>	<b>\$ (2,812,169)</b>	<b>\$ 675,113</b>	<b>\$ 8,455,575</b>	<b>\$ 2,786,822</b>	<b>\$ (1,166,584)</b>	<b>\$ (4,479,745)</b>	<b>\$ (7,266,567)</b>	
<b>Increase/(Decrease) in Cash</b>	<b>\$ (1,176,089)</b>	<b>\$ 1,685,181</b>	<b>\$ 9,346,166</b>	<b>\$ 3,416,574</b>	<b>\$ 66,432</b>	<b>\$ (3,835,687)</b>	<b>\$ (7,252,262)</b>	

# 2025 DEPARTMENTAL OPERATING BUDGETS

## Boat Haven Moorage

Boat Haven Moorage revenues are estimated to increase \$82,563 which is a 4% increase when compared to the 2024 Forecast. Increased revenues are primarily related to the annual rate adjustment as well as policy decisions that will impact the best use of the available dock space for each relevant season.

Total estimated increases in operating expenses, when compared to 2024 Forecast, is estimated at \$133,912 which is due to increased salaries and benefits, general & administrative costs, contract services, general liability, property, and marina insurance, and repair & maintenance costs. As with previous years, the current debt service cost, both principal and interest, is included. For Boat Haven Moorage, this is 83% of the 2010 Limited Tax General Obligation (LTGO) Bond used for reconstruction of the A/B docks. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year after year.



**Boat Haven Moorage**

3rd DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdgt-2024	
	Actual	Actual	Actual	(2024 YTD AUG + 4 months of budget)	Budget	Budget	Forecast Variance	% in cr.
PTBH - Permanent Moorage	1,215,832	1,285,755	1,322,162	1,377,621	1,365,825	1,515,952	138,331	10%
PTBH - Monthly Guest	228,447	264,914	273,049	298,803	290,705	274,265	(24,538)	-8%
PTBH - Nightly Guest	290,585	306,607	348,311	295,404	306,490	273,000	(22,404)	-8%
PTBH - Electric	102,113	101,445	112,214	108,306	109,026	109,026	720	1%
PTBH - Liveaboard Fee	21,209	21,219	28,770	27,382	27,366	29,004	1,622	6%
PTBH - Liveaboard Background Ck Fee	60	480	315	129	198	204	75	58%
PTBH - Work Float/Lift Pier Usage	15,698	8,816	13,855	14,302	14,021	13,000	(1,302)	-9%
PTBH - Miscellaneous Revenue	25,140	6,588	9,306	21,333	8,779	11,850	(9,483)	-44%
PTBH - Showers	9,228	9,433	9,220	8,538	11,321	9,000	462	5%
PTBH - Laundry	7,511	7,709	6,630	7,419	8,642	7,500	81	1%
PTBH - Kayak Racks	54	1,673	8,797	8,792	6,382	8,700	(92)	-1%
PTBH - Key Fobs	195	530	310	778	1,856	1,856	1,078	139%
PTBH - Promotional Sales	257	387	1,499	3,618	930	936	(2,682)	-74%
PTBH - Port Labor	1,639	(63)	152	349	1,046	1,046	697	200%
<b>Total Operating Revenues</b>	<b>\$ 1,917,967</b>	<b>\$ 2,015,492</b>	<b>\$ 2,134,590</b>	<b>\$ 2,172,776</b>	<b>\$ 2,152,587</b>	<b>\$ 2,255,339</b>	<b>\$ 82,563</b>	<b>4%</b>
<b>OPERATING EXPENSES</b>								
Moorage Salaries & Wages	166,054	211,881	228,360	257,618	285,908	323,076	65,458	25%
Moorage Payroll Taxes	18,247	25,696	31,343	32,750	30,306	41,822	9,072	28%
Moorage Employee Benefits	57,888	66,298	79,479	73,360	76,481	95,601	22,241	30%
Uniform Expense	668	1,963	1,704	729	1,650	1,650	921	126%
Maint Salaries & Wages	28,808	29,410	28,396	25,369	27,203	30,739	5,370	21%
Maint Payroll Taxes	3,295	3,562	3,907	3,271	2,883	3,979	707	22%
Maint Employee Benefits	10,093	9,167	8,770	6,355	7,277	9,096	2,742	43%
Enviro Salaries & Wages	1,939	824	-	-	-	-	-	-
Enviro Payroll Taxes	230	101	-	-	-	-	-	-
Enviro Employee Benefits	663	253	280	-	-	-	-	-
Contract Services	8,951	25,535	41,395	36,432	44,990	47,240	10,808	30%
Insurance	93,338	114,889	130,599	127,308	127,308	141,820	14,512	11%
Facilities & Operations	98,011	118,666	119,788	175,730	112,029	121,374	(54,355)	-31%
Utilities	178,494	185,851	200,136	190,920	188,768	195,941	5,021	3%
Marketing & Advertising	12,784	12,544	25,261	18,473	22,000	22,836	4,363	24%
Travel & Training	4,137	2,847	1,415	3,548	2,800	2,906	(642)	-18%
2010 LTGO Bond Princ/Int (83%)	402,914	399,635	400,133	400,071	400,071	399,448	(623)	0%
General & Administrative	403,904	317,445	218,834	515,723	515,723	564,039	48,316	9%
<b>Total Operating Expenses</b>	<b>\$ 1,490,415</b>	<b>\$ 1,526,566</b>	<b>\$ 1,519,800</b>	<b>\$ 1,867,657</b>	<b>\$ 1,845,397</b>	<b>\$ 2,001,568</b>	<b>\$ 133,912</b>	<b>7%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 427,552</b>	<b>\$ 488,926</b>	<b>\$ 614,790</b>	<b>\$ 305,119</b>	<b>\$ 307,190</b>	<b>\$ 253,771</b>	<b>\$ (51,348)</b>	<b>-17%</b>
<b>w/o debt of G&amp;A</b>	<b>683,598</b>	<b>809,486</b>	<b>900,833</b>	<b>951,863</b>	<b>929,603</b>	<b>1,038,081</b>	<b>86,219</b>	

\* 2010 LTGO debt paid in full December 2029



## Boat Haven Yard

Overall, Yard revenue is expected to increase by \$130,594 in the 2024 Forecast. The Yard will be impacted by the Stormwater Improvement project in 2025. Construction work is anticipated to begin in early summer and continue through the dry summer season. The Yard is also preparing for the Northwest Yard Expansion project, construction phase planned for 2025.

Total estimated increases in operating expenses, when compared to 2024 Forecast, is estimated at \$291,256 which is due to increased salaries and benefits, general & administrative costs, contract services, general liability, property, and marina insurance, and repair & maintenance costs. The 2025 budget includes full staffing to support the haul out activity that supports the marine trade activity in the Yard. As with previous years, the current debt service cost, both principal and interest, is included. For the Yard, this is 17% of the 2010 Limited Tax General Obligation (LTGO) Bond used for the 80-ton Lift Pier. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year after year.



**Boat Haven Yard**

3rd DRAFT	2021 Actual	2022 Actual	2023 Actual	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024 Budget	2025 Budget	2025 Bdgt-2024	
							Forecast Variance	% incr.
Yard - 70/75 Ton Yard Revenue	934,644	1,174,655	1,321,713	1,300,436	1,327,179	1,366,994	66,558	5%
Yard - 70/75 Ton Hoist Revenue	337,016	355,988	375,847	355,987	406,797	382,500	26,513	7%
Yard - 300 Ton Yard Revenue	455,530	479,899	457,892	449,025	534,402	462,500	13,475	3%
Yard - 300 Ton Hoist Revenue	204,905	235,758	244,690	266,224	261,645	271,588	5,364	2%
Yard - Washdown Revenue	78,798	85,991	98,645	109,760	124,896	124,897	15,137	14%
Yard - Bilge Water Revenue	3,750	5,257	5,229	5,225	6,000	6,000	775	15%
Yard - L/T Storage	75,812	68,930	(393)	(1,230)	-	-	1,230	-100%
Yard - Blocking Rent	46,197	50,883	49,651	49,673	56,673	56,673	7,000	14%
Yard - 70/75 Ton Electric	43,053	47,485	49,885	52,744	42,560	54,325	1,581	3%
Yard - 300 Ton Electric	26,589	25,928	21,908	29,971	50,462	30,900	929	3%
Yard - Off Port Prop. Tarp Fee	1,009	1,434	6,968	6,341	4,381	4,381	(1,960)	-31%
Yard - Liveaboard Fee	2,811	600	-	200	600	-	(200)	-100%
Yard - Miscellaneous Revenue	1,200	368	421	1,369	751	751	(618)	-45%
Yard - 70/75 Ton Port Labor	6,769	13,584	11,651	12,437	10,641	10,641	(1,796)	-14%
Yard - 300 Ton Port Labor	2,486	9,539	8,839	8,471	8,732	8,732	261	3%
Yard - Environmental Fee	90,390	96,218	99,230	110,276	106,622	106,622	(3,654)	-3%
Yard - Garbage	-	-	1,013	-	200	-	-	-
Yard - Enviro Clean-Up Fee	1,300	(24)	184	-	100	-	-	
<b>Total Operating Revenues</b>	<b>\$ 2,312,259</b>	<b>\$ 2,652,493</b>	<b>\$ 2,753,370</b>	<b>\$ 2,756,910</b>	<b>\$ 2,942,641</b>	<b>\$ 2,887,504</b>	<b>130,594</b>	<b>5%</b>
<b>OPERATING EXPENSES</b>								
Yard Salaries & Wages	554,648	628,743	676,464	813,618	768,718	868,651	55,034	7%
Yard Payroll Taxes	62,789	74,034	88,410	102,759	81,484	112,448	9,689	9%
Yard Employee Benefits	197,397	196,144	211,455	208,881	205,635	257,044	48,163	23%
Unif orm Expense	4,281	6,260	5,959	5,181	4,800	5,200	19	0%
Maint Salaries & Wages	60,119	93,220	65,406	46,827	62,566	70,700	23,872	51%
Maint Payroll Taxes	6,847	10,976	11,742	5,947	6,632	9,152	3,205	54%
Maint Employee Benefits	21,038	28,953	19,467	12,254	16,737	20,921	8,667	71%
Enviro Salaries & Wages	23,444	20,317	25,355	31,231	39,774	44,945	13,713	44%
Enviro Payroll Taxes	2,804	2,721	3,788	4,175	4,216	5,818	1,643	39%
Enviro Employee Benefits	8,197	6,244	7,597	8,100	10,640	13,300	5,200	64%
Contract Services	22,839	27,486	39,799	24,762	32,139	33,746	8,984	36%
Enviro Contract Services	3,758	4,603	11,570	27,441	3,000	23,000	(4,441)	-16%
Insurance	86,891	107,963	100,015	102,468	102,468	131,232	28,764	28%
Facilities & Operations	242,832	450,072	384,262	385,854	425,857	449,646	63,792	17%
Utilities	130,829	137,949	146,237	147,281	156,643	162,595	15,314	10%
Marketing & Advertising	12,048	11,151	17,040	10,672	13,079	13,576	2,904	27%
Travel & Training	483	5,554	2,377	1,726	2,980	3,093	1,367	79%
2010 LTGO Bond Princ/Int (17%)	82,524	81,853	81,955	81,942	81,942	81,815	(127)	0%
General & Administrative	493,391	423,494	333,077	705,007	705,007	710,500	5,493	1%
<b>Total Operating Expenses</b>	<b>\$ 2,017,157</b>	<b>\$ 2,317,737</b>	<b>\$ 2,231,976</b>	<b>\$ 2,726,127</b>	<b>\$ 2,724,317</b>	<b>\$ 3,017,383</b>	<b>\$ 291,256</b>	<b>11%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 295,102</b>	<b>\$ 334,756</b>	<b>\$ 521,395</b>	<b>\$ 30,783</b>	<b>\$ 218,324</b>	<b>\$ (129,879)</b>	<b>\$ (160,662)</b>	<b>-522%</b>
<b>w/o debt or G&amp;A</b>	<b>1,441,242</b>	<b>1,812,390</b>	<b>1,816,944</b>	<b>1,939,178</b>	<b>1,937,368</b>	<b>2,225,068</b>	<b>285,890</b>	<b>15%</b>

\* 2010 LTGO debt paid in full December 2029

## Point Hudson

Overall, Point Hudson revenue is expected to increase by \$227,150 over the 2024 Forecast. Following the completion of Point Hudson jetty replacement in early 2024, the marina will once again be open for the full year. Increased revenues are related to the annual rate adjustment as well as policy decisions that will make the best use of the available dock space, RV space and parking space for each relevant season.

Total estimated increases in operating expenses, when compared to 2024 Forecast, is estimated at \$143,999, most of which is due to increased salaries and benefits, general & administrative costs, contract services, general liability, property, and marina insurance, and repair & maintenance costs.



Point Hudson

3rd DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdg-	
	Actual	Actual	Actual	(2024 YTD AUG+ 4 months of budget)	Budget	Budget	2024 Forecast	% incr.
							Variance	
<b>OPERATING REVENUES</b>								
Pt Hudson - Building Lease Revenue	422,218	442,756	448,552	472,280	464,703	519,320	47,040	10%
Pt Hudson - Parking	19,267	15,644	17,672	32,310	21,238	55,200	22,890	71%
Pt Hudson - Event Facility Rev	949	26,449	33,681	26,326	48,369	48,369	22,043	84%
Pt Hudson - Janitorial	35,643	15,120	15,248	15,665	16,185	16,185	520	3%
Pt Hudson - Water, Sewer, Storm	-	27,287	29,659	30,039	32,464	32,464	2,425	8%
Pt Hudson - Permanent Moorage	157,330	104,511	108,315	130,375	132,330	132,330	1,955	1%
Pt Hudson - Liveaboard Fee	8,743	5,381	420	3,383	8,500	8,500	5,117	151%
Pt Hudson - Liveaboard Backgrnd Ck Fee	2,700	1,980	1,692	1,393	2,100	2,100	707	51%
Pt Hudson - Monthly Guest	126,449	93,274	12,766	57,601	96,000	110,000	52,399	91%
Pt Hudson - Nightly Guest	247,981	198,751	208,784	255,110	225,590	264,804	9,694	4%
City Pier & Union Wharf Usage	16,920	19,157	20,897	17,163	14,894	28,000	10,837	63%
Union Whrf - Cruise Ship Garbage	2,085	1,039	1,458	893	1,175	1,175	282	32%
Pt Hudson - Monthly R.V.	72,824	78,662	72,484	72,341	75,191	75,191	2,850	4%
Pt Hudson - Nightly R.V.	436,538	382,320	475,210	451,853	439,151	465,000	13,147	3%
Pt Hudson - Kayak Racks	19,571	16,480	14,963	19,829	20,250	21,020	1,191	6%
Pt Hudson - Reservation Fee	49,058	43,937	51,309	60,388	46,156	60,000	(388)	-1%
Pt Hudson - Showers	6,677	5,983	6,091	6,399	6,049	6,049	(350)	-5%
Pt Hudson - Laundry	10,626	8,108	7,488	8,048	6,415	6,415	(1,633)	-20%
Pt Hudson - Key Fobs	-	-	276	189	500	200	11	6%
Pt Hudson - Passenger Fee	19,544	20,595	27,186	22,037	21,554	45,000	22,963	104%
Pt Hudson - Promotional Sales	538	1,328	1,239	2,862	1,227	1,227	(1,635)	-57%
Pt Hudson - Miscellaneous Rev	2,923	6,087	210	5,661	1,559	1,559	(4,102)	-72%
Pt Hudson - Electric	31,673	17,484	9,962	14,487	33,673	33,673	19,186	132%
<b>Total Operating Revenues</b>	<b>\$ 1,690,255</b>	<b>\$ 1,532,331</b>	<b>\$ 1,565,563</b>	<b>\$ 1,706,631</b>	<b>\$ 1,715,273</b>	<b>\$ 1,933,781</b>	<b>\$ 227,150</b>	<b>13%</b>
<b>OPERATING EXPENSES</b>								
Point Hudson Salaries & Wages	156,701	188,897	190,366	206,956	187,038	211,353	4,397	2%
Point Hudson Payroll Taxes	18,921	21,983	26,764	27,916	21,423	29,564	1,648	6%
Point Hudson Employee Benefits	54,690	52,714	59,577	53,741	54,061	67,576	13,835	26%
Uniform Expense	300	987	1,496	800	600	800	-	0%
Maint Salaries & Wages	-	-	107,677	128,468	121,138	136,886	8,418	7%
Maint Payroll Taxes	13,444	16,442	16,638	17,382	11,247	15,521	(1,861)	-11%
Maint Employee Benefits	38,533	38,999	33,538	31,699	29,460	36,825	5,126	16%
Enviro Salaries & Wages	1,070	2,714	3,390	3,725	4,045	4,571	846	23%
Enviro Payroll Taxes	127	365	487	505	429	592	87	17%
Enviro Employee Benefits	364	842	1,052	578	-	-	-	-100%
Contract Services	31,038	27,690	58,332	46,840	53,127	55,783	8,944	19%
Insurance	56,117	71,013	111,620	98,584	98,584	121,777	23,193	24%
Facilities & Operations	104,324	141,168	94,273	116,973	97,987	102,122	(14,850)	-13%
Utilities	200,350	212,825	209,680	201,110	204,754	212,535	11,425	6%
Marketing & Advertising	12,537	14,194	22,975	18,162	22,204	23,048	4,886	27%
Travel & Training	389	1,222	88	604	1,800	1,868	1,264	209%
2015 LTGO Principal & Int pmts	550,450	551,200	546,500	546,500	546,500	551,050	4,550	1%
General & Administrative	355,950	273,774	167,138	410,950	410,950	483,620	72,670	18%
<b>Total Operating Expenses</b>	<b>\$ 1,595,304</b>	<b>\$ 1,617,029</b>	<b>\$ 1,651,591</b>	<b>\$ 1,911,492</b>	<b>\$ 1,865,347</b>	<b>\$ 2,055,491</b>	<b>\$ 143,999</b>	<b>8%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 94,950</b>	<b>\$ (84,698)</b>	<b>\$ (86,029)</b>	<b>\$ (204,862)</b>	<b>\$ (150,074)</b>	<b>\$ (121,710)</b>	<b>\$ 83,152</b>	<b>-41%</b>
<b>w/o debt or G&amp;A</b>	<b>688,904</b>	<b>792,055</b>	<b>937,953</b>	<b>954,042</b>	<b>907,897</b>	<b>1,020,821</b>	<b>66,779</b>	<b>7%</b>

\* 2015 LTGO debt paid in full July 1 2025

## Boat Haven Properties

Properties at Boat Haven are expected to have an increase in revenues of \$189,219 when compared to the 2024 Forecast, primarily due to the occasional leasehold step increases, market rate adjustments, and CPI increases. Most properties are marine dependent or related uses for manufacturing, warehousing, and office requirements.

Overall, operating expenses are expected to increase by \$69,142 when compared to the 2024 Forecast. Increases are related to salaries and benefits, contract services and utilities.



**Boat Haven Properties**

3rd DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdgt-2024	
	Actual	Actual	Actual	(2024 YTD AUG + 4 months of budget)	Budget	Budget	Forecast Variance	% incr.
<b>OPERATING REVENUES</b>								
PTBH Prop - Lease Revenue	746,964	725,035	822,541	935,894	967,893	1,127,722	191,828	20%
PTBH Prop - Fuel Dock Lease	20,239	19,758	17,161	17,296	20,531	20,531	3,236	19%
PTBH Prop - Electric	2,819	(443)	(2,482)	3,213	(1,145)	(1,145)	(4,358)	-136%
PTBH Prop - Garbage	28,141	3,550	4,217	4,581	4,142	4,142	(439)	-10%
PTBH Prop - Water	-	38,381	35,262	31,235	33,970	33,970	2,735	9%
PTBH Prop - Stormwater	9,727	9,519	8,856	9,152	10,434	10,434	1,282	14%
PTBH Prop - Storage Unit Revenue	11,196	12,035	12,696	12,979	12,972	12,972	(7)	0%
PTBH Prop - Miscellaneous	623	750	1,289	6,411	1,354	1,354	(5,057)	-79%
<b>Total Operating Revenues</b>	<b>\$ 819,708</b>	<b>\$ 808,584</b>	<b>\$ 899,538</b>	<b>\$ 1,020,762</b>	<b>\$ 1,050,151</b>	<b>\$ 1,209,980</b>	<b>\$ 189,219</b>	<b>19%</b>
<b>OPERATING EXPENSES</b>								
PTBH Property Salaries & Wages	60,929	70,110	72,961	74,485	66,612	75,272	786	1%
PTBH Property Payroll Taxes	5,399	6,316	6,431	7,317	7,061	9,744	2,427	33%
PTBH Property Employee Benefits	21,300	21,901	22,208	19,093	17,819	22,274	3,180	17%
Maint Salaries & Wages	72,403	76,839	72,553	78,686	68,007	76,848	(1,838)	-2%
Maint Payroll Taxes	10,574	10,523	11,834	11,594	7,209	9,948	(1,645)	-14%
Maint Employee Benefits	25,632	24,496	22,472	20,280	18,192	22,740	2,460	12%
Enviro Salaries & Wages	22,714	16,824	12,166	16,096	16,179	18,282	2,186	14%
Enviro Payroll Taxes	2,716	2,247	1,815	2,221	1,715	2,367	146	7%
Enviro Employee Benefits	7,977	5,166	3,778	4,016	4,328	5,410	1,394	35%
Contract Services	1,167	2,060	46,037	7,182	17,438	18,310	11,128	155%
Insurance	26,061	34,738	53,315	51,751	51,751	42,594	(9,157)	-18%
Facilities & Operations	23,273	55,553	42,567	37,444	33,906	35,233	(2,211)	-6%
Utilities	43,136	57,952	49,987	42,246	49,453	51,332	9,086	22%
Marketing & Advertising	43	331	-	52	155	161	109	211%
Travel/Training	80	155	174	144	220	228	84	58%
General & Administrative	172,622	142,623	110,301	251,598	251,598	302,605	51,007	20%
<b>Total Operating Expenses</b>	<b>\$ 496,026</b>	<b>\$ 527,834</b>	<b>\$ 528,598</b>	<b>\$ 624,206</b>	<b>\$ 611,643</b>	<b>\$ 693,348</b>	<b>\$ 69,142</b>	<b>11%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 323,682</b>	<b>\$ 280,750</b>	<b>\$ 370,940</b>	<b>\$ 396,556</b>	<b>\$ 438,508</b>	<b>\$ 516,632</b>	<b>\$ 120,077</b>	<b>30%</b>
<b>w/o G&amp;A</b>	<b>\$ 323,404</b>	<b>\$ 385,211</b>	<b>\$ 418,297</b>	<b>\$ 372,608</b>	<b>\$ 360,045</b>	<b>\$ 390,743</b>	<b>18,135</b>	<b>9%</b>



## Quilcene

Quilcene revenues are projected to decrease by \$3,903 in 2025 when compared to the 2024 Forecast. The decrease is primarily because of moving the Recreational Ramp Fees and Commercial Use Fees to the Water Access – Ramps department.

Overall, operating expenses are budgeted to increase by \$11,453. Most of this increase is in departmental staffing costs. There are no other significant increases in costs estimated for the facility in 2025, except for capital expenditures estimated for the marina dredge, ramp upgrade, bathroom remodel, and parking improvement projects that remain on the docket.



Quilcene

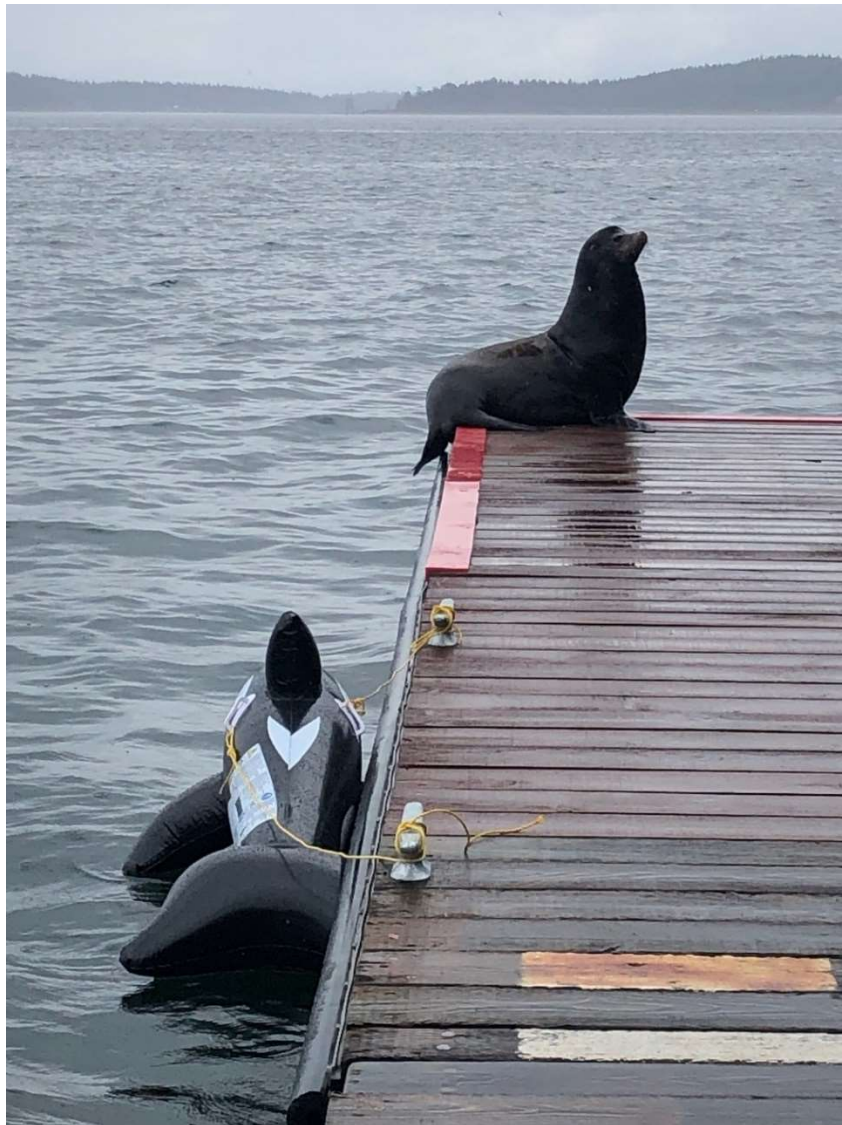
3rd DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdgt-	
	Actual	Actual	Actual	(2024 YTD AUG + 4 months of budget)	Budget	Budget	2024 Forecast	% in cr.
<b>OPERATING REVENUES</b>								
Quilcene - Lease Revenue	65,936	70,832	76,306	80,370	77,279	84,968	4,598	6%
Quilcene - Permanent Moorage	67,051	67,435	74,118	69,864	73,272	73,272	3,408	5%
Quilcene - Liveaboard Fee	2,590	-	271	-	-	-	-	-
Quilcene - Nightly Moorage	1,876	1,878	6,380	4,058	1,887	4,180	122	3%
Quilcene - Showers	2,521	2,262	2,152	2,628	2,812	2,812	184	7%
Quilcene - Reservations	352	198	-	-	-	-	-	-
Quilcene - Miscellaneous Revenue	240	980	158	137	200	200	63	46%
Quilcene - Water	12,835	11,274	8,732	11,820	12,922	12,922	1,102	9%
Quilcene - Electric	3,971	2,653	1,785	2,237	2,371	2,371	134	6%
Quilcene - Recreational Ramp Fees	11,300	11,622	10,026	10,049	10,913	-	(10,049)	-100%
Quilcene - Commercial Use Fees	2,200	5,030	5,400	3,441	5,702	-	(3,441)	-100%
Quilcene - Empty Trailer Parking	1,196	687	945	1,224	1,200	1,200	(24)	-2%
Quilcene - Kayak Racks	189	254	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 172,256</b>	<b>\$ 175,104</b>	<b>\$ 186,274</b>	<b>\$ 185,828</b>	<b>\$ 188,558</b>	<b>\$ 181,925</b>	<b>\$ (3,903)</b>	<b>-2%</b>
<b>OPERATING EXPENSES</b>								
Quilcene Salaries & Wages	29,327	37,156	59,495	68,553	76,258	73,500	4,947	7%
Quilcene Payroll Taxes	3,267	4,615	8,145	8,900	8,083	10,949	2,049	23%
Quilcene Employee Benefits	10,284	11,632	18,474	17,322	20,399	23,500	6,178	36%
Quilcene Uniforms	66	710	328	400	300	300	(100)	-25%
Maint Salaries & Wages	16,743	10,771	5,745	11,982	10,881	12,296	313	3%
Maint Payroll Taxes	1,961	1,336	796	1,546	1,153	1,591	45	3%
Maint Employee Benefits	5,819	3,511	1,796	3,000	2,911	3,639	639	21%
Enviro Salaries & Wages	743	614	471	946	674	762	(185)	-20%
Enviro Payroll Taxes	89	83	65	135	71	98	(37)	-27%
Enviro Employee Benefits	263	187	149	268	180	225	(43)	-16%
Contract Services	8,843	8,240	17,372	8,946	10,207	10,717	1,771	20%
Insurance	8,309	9,691	11,169	11,903	11,903	11,941	38	0%
Facilities & Operations	30,304	25,018	17,691	15,297	14,535	15,195	(102)	-1%
Utilities	14,512	13,534	15,704	16,728	15,741	16,339	(389)	-2%
Marketing & Advertising	1,425	4,597	8,593	9,717	5,100	5,294	(4,423)	-46%
Travel & Training	400	219	320	159	300	311	152	96%
General & Administrative	36,275	28,481	21,983	45,175	45,175	45,775	600	1%
<b>Total Operating Expenses</b>	<b>\$ 168,630</b>	<b>\$ 160,395</b>	<b>\$ 188,297</b>	<b>\$ 220,978</b>	<b>\$ 223,871</b>	<b>\$ 232,431</b>	<b>\$ 11,453</b>	<b>5%</b>
<b>NET OPERATING INCOME</b>	<b>\$ 3,626</b>	<b>\$ 14,710</b>	<b>\$ (2,023)</b>	<b>\$ (35,150)</b>	<b>\$ (35,313)</b>	<b>\$ (50,506)</b>	<b>\$ (15,356)</b>	<b>44%</b>
<b>w/o G&amp;A</b>	<b>132,355</b>	<b>131,914</b>	<b>166,314</b>	<b>175,803</b>	<b>178,696</b>	<b>186,656</b>	<b>10,853</b>	<b>6%</b>



## Water Access – Boat Ramps

The Port has boat launch ramps located in Port Townsend, Port Hadlock, Gardiner, Quilcene and Mats Mats in Port Ludlow. All these boat ramps are single ramps, except for the one in Port Townsend at Boat Haven, which is a double ramp. These revenues are expected to increase by \$7,133 when compared to the 2024 Forecast. The increase in revenues is partially due to moving the Recreational Ramp Fees and Commercial Use Fees from Quilcene.

Increased operating expenses are expected for Ramps in the amount of \$8.910. Most of the increase is for maintenance salaries and benefits. There are no other significant increases in costs estimated for the facility in 2025, except for capital expenditures anticipated for the Gardiner ramp upgrade targeted for Summer 2025.



### Water Access – Boat Ramps

3rd DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdgt-	
	Actual	Actual	Actual	(2024 YTD AUG + 4 months of budget)	Budget	Budget	2024 Forecast	% incr.
<b>OPERATING REVENUES</b>								
Ramp Fees	42,901	40,154	38,732	45,867	45,229	53,000	7,133	16%
PTBH - Commercial Use Fees	8,682	7,030	3,990	7,388	2,123	8,000	612	8%
Dinghy Float Revenue	854	1,093	1,636	1,044	1,557	1,557	513	49%
<b>Total Operating Revenues</b>	<b>\$ 52,437</b>	<b>\$ 48,277</b>	<b>\$ 44,358</b>	<b>\$ 54,298</b>	<b>\$ 48,909</b>	<b>\$ 62,557</b>	<b>\$ 8,259</b>	<b>15%</b>
<b>OPERATING EXPENSES</b>								
Ramps Salaries & Wages	2,767	3,516	5,475	8,914	7,318	9,000	86	1%
Ramps Payroll Taxes	363	472	841	1,262	776	1,251	(11)	-1%
Ramps Employee Benefits	984	1,118	1,707	2,344	1,958	2,448	104	4%
Maint Salaries & Wages	9,545	6,431	7,402	6,179	8,161	9,222	3,043	49%
Maint Payroll Taxes	1,107	813	1,044	782	865	1,194	412	53%
Maint Employee Benefits	3,341	1,860	2,311	1,693	2,183	2,729	1,036	61%
Enviro Salaries & Wages	610	1,795	2,787	3,722	3,371	3,809	88	2%
Enviro Payroll Taxes	73	242	415	520	357	493	(27)	-5%
Enviro Employee Benefits	210	542	866	947	902	1,128	180	19%
Contract Services	3,241	3,159	4,084	4,134	2,968	3,116	(1,017)	-25%
Insurance	5,705	7,439	11,009	9,315	9,315	8,701	(614)	-7%
Facilities & Operations	10,457	11,726	3,958	2,930	4,613	4,275	1,345	46%
Utilities	2,448	4,837	3,753	3,548	3,961	4,112	564	16%
Marketing & Advertising	1,700	300	1,202	1,450	1,200	1,246	(204)	-14%
General & Administrative	11,043	8,894	3,930	11,718	11,718	15,645	3,927	34%
<b>Total Operating Expenses</b>	<b>\$ 53,593</b>	<b>\$ 53,145</b>	<b>\$ 50,783</b>	<b>\$ 59,457</b>	<b>\$ 59,666</b>	<b>\$ 68,367</b>	<b>\$ 8,910</b>	<b>15%</b>
<b>NET OPERATING INCOME</b>	<b>\$ (1,156)</b>	<b>\$ (4,868)</b>	<b>\$ (6,425)</b>	<b>\$ (5,159)</b>	<b>\$ (10,757)</b>	<b>\$ (5,810)</b>	<b>\$ (652)</b>	<b>13%</b>
<b>w/o G&amp;A</b>	<b>42,550</b>	<b>44,251</b>	<b>46,853</b>	<b>47,739</b>	<b>47,948</b>	<b>52,722</b>	<b>4,983</b>	<b>10%</b>



## Jefferson County International Airport (JCIA)

JCIA revenues are estimated to increase by \$13,952 or 6% when compared to the 2024 Forecast. The largest increase is anticipated in Lease revenue because the majority of JCIA lease tenants are due for base rate adjustments.

Expenses are estimated to be less by \$1,390, when compared to the 2024 Forecast. Departmental salaries and wages are estimated to increase slightly increase, but maintenance salaries and wages are anticipated to drop, these are based on current YTD actual activity.



**Jefferson County International Airport (JCIA)**

3rd DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdgt-2024	
	Actual	Actual	Actual	(2024 YTD AUG + 4 months of budget)	Budget	Budget	Forecast Variance	% incr.
<b>OPERATING REVENUES</b>								
JCIA - Lease Revenue	120,582	136,074	149,114	165,697	167,379	178,050	12,353	7%
JCIA - Hangar Revenue	34,414	38,890	40,502	43,789	41,028	45,452	1,664	4%
JCIA - Fuel Lease Revenue	2,159	2,054	2,016	2,126	1,699	2,086	(40)	-2%
JCIA - Electric	1,570	1,220	-	-	-	-	-	-
JCIA - Vehicle Parking Revenue	736	800	1,420	434	1,062	1,402	968	223%
JCIA - Aircraft Parking	1,402	1,588	4,539	3,479	2,642	2,642	(837)	-24%
JCIA - Miscellaneous Revenue	6,133	4,746	755	1,062	905	905	(157)	-15%
<b>Total Operating Revenues</b>	<b>\$ 166,996</b>	<b>\$ 185,371</b>	<b>\$ 198,345</b>	<b>\$ 216,585</b>	<b>\$ 214,715</b>	<b>\$ 230,537</b>	<b>\$ 13,952</b>	<b>6%</b>
<b>OPERATING EXPENSES</b>								
JCIA Salaries & Wages	9,603	13,944	15,982	15,965	17,414	17,150	1,185	7%
JCIA Payroll Taxes	1,228	1,682	2,201	1,990	1,846	1,900	(90)	-5%
JCIA Employee Benefits	3,356	4,364	4,974	3,944	4,658	5,823	1,878	48%
Maint Salaries & Wages	47,294	30,228	35,146	46,850	38,084	43,035	(3,815)	-8%
Maint Payroll Taxes	5,381	3,762	5,062	6,329	4,037	5,571	(758)	-12%
Maint Employee Benefits	16,517	9,353	10,853	12,160	10,188	12,735	575	5%
Enviro Salaries & Wages	1,538	2,331	2,435	3,180	3,379	3,818	638	20%
Enviro Payroll Taxes	183	313	364	436	357	493	57	13%
Enviro Employee Benefits	529	715	756	804	902	1,128	323	40%
Contract Services	19,084	21,120	21,176	18,047	14,235	14,836	(3,211)	-18%
Insurance	34,164	40,487	50,376	52,786	52,786	64,160	11,374	22%
Facilities & Operations	18,743	16,140	11,382	21,037	11,180	11,702	(9,335)	-44%
Utilities	16,414	15,101	14,431	15,179	14,830	15,394	214	1%
Marketing & Advertising	-	-	-	1,671	1,200	1,246	(425)	-25%
General & Administrative	35,168	28,465	28,465	28,465	28,465	28,465	(0)	0%
<b>Total Operating Expenses</b>	<b>\$ 209,201</b>	<b>\$ 188,005</b>	<b>\$ 203,602</b>	<b>\$ 228,844</b>	<b>\$ 203,561</b>	<b>\$ 227,454</b>	<b>\$ (1,390)</b>	<b>-1%</b>
<b>NET OPERATING INCOME</b>	<b>\$ (42,206)</b>	<b>\$ (2,633)</b>	<b>\$ (5,257)</b>	<b>\$ (12,259)</b>	<b>\$ 11,154</b>	<b>\$ 3,083</b>	<b>\$ 15,342</b>	<b>-125%</b>
<b>w/o G&amp;A</b>	<b>174,034</b>	<b>159,540</b>	<b>175,138</b>	<b>200,379</b>	<b>175,096</b>	<b>198,989</b>	<b>(1,390)</b>	<b>-1%</b>



## Short Farm Property

In the summer of 2023, the Port acquired the 253-acre Short's Family Farm in Chimacum, one of the largest contiguous agricultural land holdings in Jefferson County. The Commission authorized the purchase of the farm with the objective of developing and maintaining infrastructure and establishing uses of the property that will help sustain and expand agriculture in Jefferson County. Acquisition, redevelopment, and active use of the Short's Family Farm represents a rare opportunity for the Port to help strengthen the agricultural sector of our economy and support the health of our local food system.

The 2025 budget reflects the beginning of the Port's investment in the Farm. The operating revenues include lease revenues for the farm structures, agricultural land and WDFW use license fees. The operating expenses for 2025 include salaries and benefits for two part-time temporary farm workers plus maintenance staff to address deferred maintenance of the property. In addition to the operational budget, capital work is planned for the farmhouse remodel as well as other capital projects around the farm.



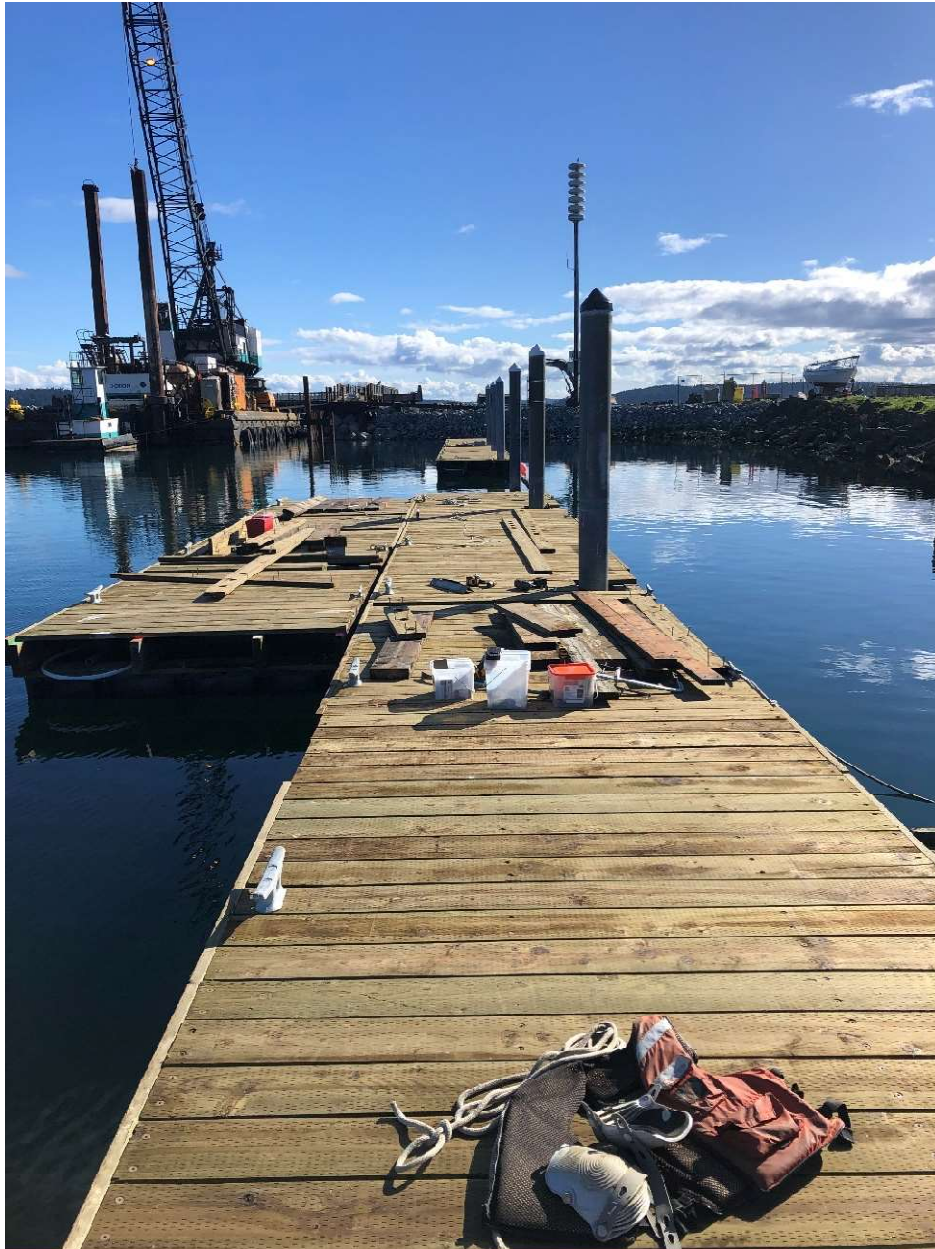
**Short Farm Property**

3rd DRAFT	2021	2022	2023	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024	2025	2025 Bdgt-2024 Forecast	
	Actual	Actual	Actual		Budget	Budget	Variance	% incr.
<b>OPERATING REVENUES</b>								
SHORT FARM - AG Leases	-	-	-	5,000	7,500	7,500	2,500	50%
SHORT FARM - Leases	-	-	-	3,200	4,800	30,000	26,800	838%
SHORT FARM - WDFW License Fee	-	-	-	10,000	10,000	10,000	-	0%
<b>Total Operating Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,200</b>	<b>\$ 22,300</b>	<b>\$ 47,500</b>	<b>\$ 29,300</b>	<b>161%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES: SHORT	-	-	-	5,189	5,078	83,400	78,211	1507%
PAYROLL TAXES: SHORT	-	-	-	464	538	18,000	17,536	3780%
EMPLOYEE BENEFITS: SHORT	-	-	-	1,275	1,358	8,940	7,665	601%
ENVIRO SALARIES-SHORT FARM	-	-	-	590	-	3,809	3,219	546%
ENVIRO TAXES-SHORT FARM	-	-	-	90	-	493	403	446%
ENVIRO BENEFITS-SHORT FARM	-	-	-	69	-	1,128	1,059	1525%
REPAIR/MAINT SALARIES-SHORT	-	-	-	14,937	10,881	12,000	(2,937)	-20%
REPAIR/MAINT TAXES-SHORT	-	-	-	1,859	1,153	1,800	(59)	-3%
REPAIR/MAINT BENEFITS: SHORT	-	-	-	1,458	2,911	4,000	2,542	174%
Contracted Services: SHORT FARM	-	-	-	57	-	7,500	7,443	
OPERATING SUPPLIES-SHORT FARM	-	-	-	1,896	-	6,000	4,104	216%
INSURANCE: SHORT	-	-	-	19,927	19,927	15,806	(4,121)	-21%
UTILITIES - ELECTRIC: SHORT	-	-	-	833	2,500	2,595	1,762	211%
ALLOCATED A & G EXP:-SHORT	-	-	-	5,343	5,343	7,500	2,157	40%
<b>Total Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,988</b>	<b>\$ 49,689</b>	<b>\$ 172,971</b>	<b>\$ 118,983</b>	<b>220%</b>
<b>NET OPERATING INCOME</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (35,788)</b>	<b>\$ (27,389)</b>	<b>\$ (125,471)</b>	<b>\$ (89,683)</b>	<b>251%</b>
							0	
<b>w/o G&amp;A</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,645</b>	<b>44,346</b>	<b>165,471</b>	<b>116,826</b>	<b>240%</b>



## Maintenance – General

Most of the Port's Maintenance department activity is recorded to the Port department in which the maintenance work is performed. Maintenance costs not tied to a specific department are included here under Maintenance - General. Variances between the 2025 budget and 2024 Forecast show year-to-year activity variances for non-specific departmental maintenance activity. It is anticipated the 2025 budget in Maintenance will remain relatively flat, with a 1% decrease in overall spending. This is because the maintenance team remains focused on work related to long-term capital improvements and deferred maintenance of the Port's infrastructure.



**3rd DRAFT**

	2021 Actual	2022 Actual	2023 Actual	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024 Budget	2025 Budget	2025 Bdgt- 2024 Forecast Variance	% incr.
<b>OPERATING EXPENSES</b>								
Salaries & Wages	187,865	226,207	243,158	301,616	252,322	305,325	3,709	1%
Payroll Taxes	17,370	22,234	25,230	33,243	26,746	36,909	3,666	11%
Employee Benefits	57,706	71,178	76,585	78,376	67,497	82,384	4,008	5%
Uniform Expense	3,968	9,466	5,877	7,778	4,785	5,220	(2,558)	-33%
Contract Services	909	1,314	1,757	3,077	3,244	3,406	330	11%
Insurance	26,565	30,774	13,317	28,463	28,463	17,884	(10,579)	-37%
Facilities & Operations	75,729	122,217	133,031	145,624	114,704	134,923	(10,701)	-7%
Utilities	6,661	7,137	9,293	8,473	10,673	11,079	2,606	31%
Advertising (legal)	544	-	2,028	385	300	311	(74)	-19%
Travel & Training	162	3,176	1,226	593	1,780	1,848	1,254	211%
<b>Total Operating Expenses</b>	<b>377,478</b>	<b>493,703</b>	<b>511,504</b>	<b>607,627</b>	<b>510,514</b>	<b>599,289</b>	<b>\$ (8,338)</b>	<b>-1%</b>





Administration

The Port’s administration consists of the Commission, Executive Director and staff, engineering department and accounting department. Administration provides overall support to the operations of the Port. The General and Administrative costs are distributed quarterly to the operational units based on YTD revenues.

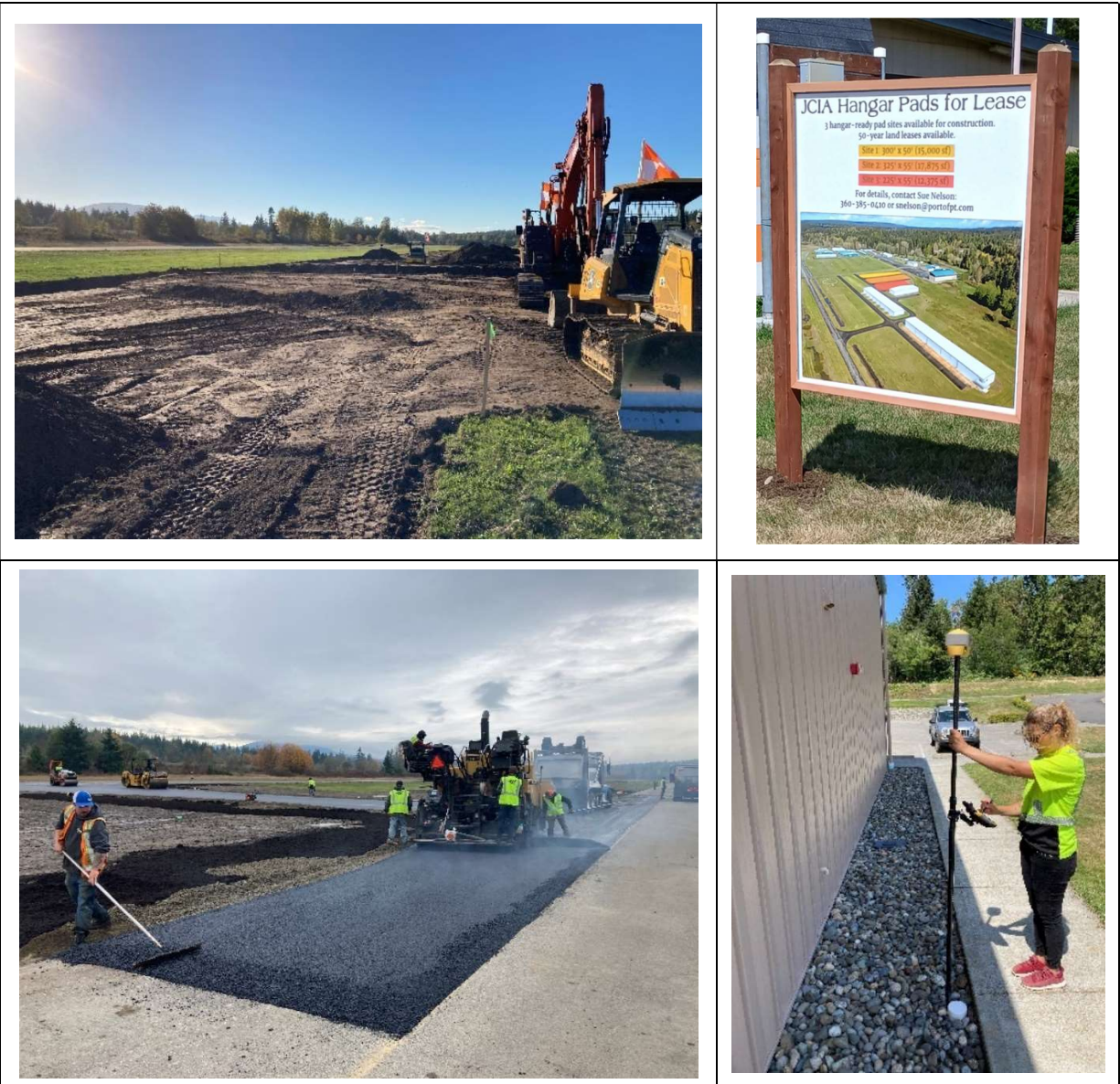
3rd DRAFT	2021 Actual	2022 Actual	2023 Actual	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024 Budget	2025 Budget	2025 Bdgt-2024 Forecast Variance	% incr.
<b>OPERATING EXPENSES</b>								
Acctg Salaries & Wages	275,163	352,916	394,612	501,259	495,347	559,742	58,483	12%
Acctg Payroll Taxes	21,528	27,702	31,107	44,029	52,507	72,460	28,431	65%
Acctg Employee Benefits	96,175	117,174	138,488	142,854	132,507	165,634	22,780	16%
Exec & Eng Salaries & Wages	414,966	432,038	503,543	541,250	467,235	527,976	(13,274)	-2%
Exec & Eng Payroll Taxes	29,409	30,843	35,851	46,588	49,527	68,347	21,760	47%
Exec & Eng Employee Benefits	145,368	140,318	152,566	140,106	124,987	156,234	16,128	12%
Comm Salaries & Wages	82,935	73,762	77,042	84,727	77,060	87,078	2,351	3%
Comm Payroll Taxes	7,391	5,742	6,008	7,149	8,168	11,272	4,123	58%
Comm Employee Benefits	26,967	22,887	24,027	21,541	20,614	25,768	4,227	20%
Contract Services	178,313	162,607	206,105	159,635	179,550	188,527	28,893	18%
Legal Expense	51,480	49,388	38,737	36,370	48,826	37,500	1,130	3%
Insurance	28,402	36,030	11,306	405,710	15,008	8,935	(396,775)	-98%
Audit Expense	32,403	6,798	32,528	46,939	35,000	42,000	(4,939)	-11%
Facilities & Operations	27,251	45,027	48,677	53,755	50,439	50,929	(2,826)	-5%
Utilities	12,612	13,533	15,434	14,797	15,528	16,118	1,321	9%
Marketing & Advertising	11,835	22,756	51,534	41,502	32,698	33,811	(7,691)	-19%
Travel & Training	8,028	25,449	11,351	22,838	23,345	26,732	3,894	17%
Community Relations	3,997	1,276	15,649	46,803	53,000	55,014	8,211	18%
Economic Development	15,000	30,000	40,045	53,233	67,000	69,546	16,313	31%
General & Administrative	(1,508,352)	(1,223,177)	(876,710)	(1,881,346)	(1,385,903)	(2,203,079)	321,733	17%
<b>Total Operating Expenses</b>	<b>\$ (54,128)</b>	<b>\$ 343,068</b>	<b>\$ 917,855</b>	<b>\$ 476,504</b>	<b>\$ 495,443</b>	<b>\$ 543</b>	<b>\$ (475,961)</b>	<b>-100%</b>
<b>w/o G&amp;A</b>	<b>1,454,223</b>	<b>1,566,245</b>	<b>1,794,565</b>	<b>2,357,850</b>	<b>1,881,346</b>	<b>2,203,622</b>		<b>-7%</b>



# CAPITAL BUDGET 2025 – PROJECT SCOPE

## Overview

Capital projects maintain, improve, and create new infrastructure within the Port. The Port has been successful in obtaining grant funding for capital projects and we will continue to look for funding assistance whenever feasible. We have 45 planned projects in various stages of development in the 2025 budget, amounting to \$15,851,555 in capital expenditures and approximately \$716,000 in unsecured funding. We have \$8,843,592 in funding from Federal, State, and Local grants. If a project can be funded through rents or on a reimbursement basis and will break even or better with the current fiscal year, it may be considered. The following is a summary of the 2025 budgeted projects.



## Boat Haven

### Boat Haven Main Breakwater Repair

The eastern 600 feet of the main breakwater at Boat Haven was originally constructed in 1935. This portion of the breakwater suffered considerable damage during a storm on December 20, 2018, in addition to similar damage which occurred in 2016. The majority of federal permits were issued in 2022, and in early 2024, the Port secured an \$800,000 grant from the Maritime Administration (USDOT) through their Port Infrastructure Development Program (PIPD). Repair construction is planned for 2025 and is estimated to cost \$2,800,000, with Port match comprised by funding from the Boat Haven Capital Reserve, Industrial Development District Levy, and mitigation credits earned through the removal of creosote piles that were a part of the old Point Hudson Breakwater structure.

### Sea Level Rise Project

The Sea Level Rise Project aims to provide protection for Boat Haven and the low-lying “Flats District” from the bluff west of Boat Haven northeastward to the Port Townsend-Coupeville Ferry from coastal flooding due to king-tides and severe weather events. The project is to follow the City of Port Townsend’s Shoreline Master Program and will aim to incorporate pedestrian access referred to as the “Waterwalk” along the entire project’s coastal frontage. In 2024, the Port worked with KPFF Consulting to complete 10% preliminary design plans with the expectation of submitting a grant application for Building Resilience in Communities (BRIC) through FEMA in hopes of securing funding for design and construction.

### Sims Gateway & North Boatyard Expansion

The boatyard expansion to the northwest and gateway improvements along the south side of Sims Way (SR 20) is a partnership project with the PUD and City to expand the boatyard, underground power, and implement the City’s Gateway Development Plan. The expansion of the boatyard will provide additional necessary workspace critical to the marine trades and improve the safety and flexibility of boatyard operations. The project estimates in the Capital Improvement Program are inclusive of City and Port costs only, since the tree removal and power undergrounding managed by PUD will occur prior to and will be managed separately from yard widening and landscape improvements. The Port’s portion of the project is estimated at \$1.37M in 2025. The Port, PUD, and City obtained two separate grants through the County Public Infrastructure Fund (PIF) in 2021 and 2023 for this project, totaling \$1.3M; the Port’s portion of this grant is \$450,000, with the balance of the Port’s funding obligations covered by IDD reserves.

### Boat Haven Stormwater System Improvement

Boat Haven stormwater is regulated by the WA Department of Ecology (DOE) under a Boatyard General Permit. Recent changes to the allowable discharge limits for copper and new testing requirements for pH, turbidity, and oil, have established a need to improve the Port’s existing treatment facility in order to remain. These improvements will address anticipated future reductions in acceptable discharge limits by DOE as well as plans to expand the boatyard which will increase the need in treatment facility capacity. Project design was completed in late 2024 with construction scheduled for late May through August of 2025, estimated at \$5.23M, with \$4.15M funded by grants through the WA Department of Commerce, and the balance paid for with IDD levy funds.

### West Boatyard Expansion

This project aims to expand the boatyard to fill the low land area north of the maintenance yard access road to potentially increase the usable yard area up to an additional 4.16 acres. With the help of a Community Economic Revitalization Board (CERB) grant through the WA Department of Commerce, the preliminary design/planning was completed in 2023. The Port intends to pursue yard expansion in a phased approach, with permitting and design moving forward in 2025 and 2026. During this time, the Port will seek funding for the first phase of construction planned for 2027.

### Boat Haven Building/Facility Preservation

The buildings and facilities at Boat Haven require regular maintenance and upkeep to ensure they remain suitable for continued use and viable assets for Port operations. This program budgets \$100,000 of funding annually to renovate and refresh these facilities periodically (once every 10 years), with the majority of work performed by Port staff.

Included in this program are the Sperry buildings constructed in the early 1970s. Due to their moderate to substantial condition issues, their repair has been prioritized through 2027, with an estimated two buildings addressed each year. The Sperry building repairs and renovations will be covered by IDD levy funds and are estimated to cost \$75,000 in 2025.

### Point Hudson

#### Building/Facility Preservation & Energy Efficiency Improvement Project

As outlined in the Point Hudson Rehabilitation Plan (2020), this program is dedicated to the restoration of Point Hudson's original Quarantine and Naval Station buildings to full service life. This rehabilitation includes, but is not limited to indoor air quality, heat pump air conditioning and heating, barrier-free accessibility, interior finishes, plumbing and electrical upgrades and energy efficiency, including decarbonization.

#### Point Hudson Roof Replacement/Weatherization

Using Heritage Capital Project grant funding from the State of Washington, this project will replace existing asbestos-cement shingle and asphalt shingle roofing, nearing the end of their service life, for nine buildings on the north and east side of the Point Hudson harbor. The project, which will result in standing seam metal roof protection for the nine buildings, includes asbestos remediation and re-installation of gutters, downspouts, and other architectural features.

### Jefferson County International Airport

#### Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)

This project aims to enhance the longevity and functionality of JCIA pavement infrastructure through targeted preservation efforts. Key activities will include sealing cracks to prevent water infiltration and further deterioration, which is essential for maintaining the integrity of the pavement surface and may also include slurry sealing to rejuvenate aged asphalt and provide a protective barrier to weatherization.

#### Fuel System Improvement

The underground fuel tank is at the end of its useful life and does not meet current insurance standards. The Port plans to use Federal Aviation Administration (FAA) Bipartisan Infrastructure Law (BIL) funding to design and construct the replacement above ground fueling system in 2025. The Port will match 10% of the project cost with IDD reserves in the amount of \$77,200 to fully fund this project. The Port is working with the Pollution Liability Insurance Agency (PLIA) to decommission the existing tank and fuel dispensers.

#### Airport Master Plan Update

The airport master plan update is a periodic planning document for JCIA. The last master plan was completed in 2014. The upcoming update will outline the necessary facility improvements for the next 5, 10, and 20 years. This master plan is crucial for securing capital project funding from the Federal Aviation Administration.

#### Airport Pilot Center

The airport is a precious, under-utilized asset of the Port. Although there are many private pilots who utilize this facility, those more transient pilots are unable to do more than a simple, one-day fly-in because there are no facilities where

they can rest, make flight plans, use the bathroom and or wait for transportation to take them to local restaurants, hotels, or shops. To address this need, the Port plans to build a new airport terminal building for \$140,000.

### Stormwater Management

The Stormwater system at JClA requires regular capital maintenance. This program budgets funding to repair damaged facilities, replace existing failed infrastructure, or install new facilities necessary to maintain proper airfield drainage. The cost of this work over the next 5 years is estimated at \$25,000 annually and will be performed by Port staff.

### Rural Light Industrial Park (24 acres)

This project advances design and permitting for an ecologically friendly, light industrial park on an undeveloped 24-acre parcel of Port-owned land adjacent to the Jefferson County International Airport. Upon completion, the project will provide up to eleven (11) one-acre "pad ready" sites with supporting infrastructure to attract new businesses and to allow existing businesses in our community to expand. The remaining design, engineering, and permitting scheduled for 2024 is estimated at \$380,000 funded by a PIF grant from Jefferson County, an Industrial Site Readiness grant from WA Department of Commerce, and match from the IDD reserve. A second, and as of yet, unsecured, PIF grant from Jefferson County is intended to fund road access construction in 2026. The Port plans to pursue additional funding for construction with the intention of beginning site development in 2027.

### Rural Light Industrial Park (43.5 acres)

As the second phase of the aforementioned project, this project is in the exploratory and feasibility phase and will include planning for property south of the Runway BRL (Building Restriction Line) west, east and north of the initial 24 acres, including areas west of SR-20. This work is funded through an Industrial Site Readiness grant through the WA Department of Commerce.

## Quilcene

### Campground

This project will restore the RV campground in the upland area above the Herb Beck Marina. The campsites will include utility connections (water, septic, power) and will implement low-impact development techniques such as permeable gravel surfacing instead of asphalt pavement at each campsite. This project estimate is for \$200,000 and will be funded with unreserved cash and will be performed by Port forces.

### Boat Launch & Facility Improvements

The boat launch replacement project at Herb Beck Marina aims to replace the deteriorating existing structure with a new ramp and handling float. The upgraded facility will provide ADA access and improve the ease of use of this facility. Additional upgrades at Herb Beck Marina include renovation of the bathroom facilities, performed by Port staff, and parking lot improvements

## Short's Family Farm

### Farm Property/Facility Maintenance

This program at the Short's Family Farm maintains and restores structures, facilities, and habitat at the property recently acquired by the Port. Examples of this work include maintenance and restoration of the main farmhouse and barns, site grading, and vegetation management.

## Water Access

### Gardiner Launch Ramp with Seasonal Float

The boat launch replacement project in Gardiner aims to replace the deteriorated boat launch with a new ramp and handling float. This replacement will provide ADA access and improve the ease of use of this facility, which is the only boat ramp with public access to Discovery Bay. Construction is planned for the summer of 2025 and is estimated to cost \$953,000.

## Other

### Port Equipment/Vehicle Replacement

In 2025, the Port will make its final payment (\$953k) toward the 300T Variable-Width Marine Travelift scheduled for arrival mid-2025. An EDA grant awarded to the Port in 2024 for \$2.35m will cover \$425k of the final installment, with the remaining balance paid for with unreserved cash. Additional planned equipment includes (2) Gators w-cabs and network servers. Additional money has been included as a placeholder to purchase miscellaneous equipment and/or attachments for Port maintenance.

### Port-Wide – Yard/Parking/RV Resurfacing

This ongoing capital program aims to grade, resurface with gravel, or repave with asphalt various Port-owned properties as part of continued capital asset management. The estimated cost starting in 2025 is \$25,000 per year for the next 5 years with funding from unreserved cash balances.

### Comprehensive Routine Maintenance and Repair Program (CRAMP)

The Comprehensive Routine Maintenance and Repair Program (CRAMP) is an initiative by the National Marine Fisheries Service, the federal agency responsible for the stewardship of U.S. national marine resources. This program allows the Port to fulfill mitigation requirements for in-water maintenance, repair, and capital improvement projects. CRAMP will link beneficial fish habitat enhancement projects at Short's Farm with in-water projects at other Port facilities that require mitigation for the repair or replacement of existing structures, such as repair and replacement floating docks. Furthermore, mitigation is necessary for new facilities. For example, the new boarding and handling float at the Herb Beck Boat Launch in Quilcene will require mitigation. In essence, fish habitat improvements at Short's Farm will serve as mitigation for in-water work at other Port facilities.

## Unplanned / Emergency Repairs

### Boat Haven Bulkhead Repair/Replacement

In 2022, prolonged king tide events caused the inundation of the Port's Boat Haven bulkhead. Flood waters flooded the upland areas behind the bulkhead, causing the soil to become overly saturated. Then, the tide surge receded piping of the soil behind the bulkhead, resulting in subgrade failures along the bulkhead. This project repairs the marina bulkhead.

### Boat Haven Pavement Repair

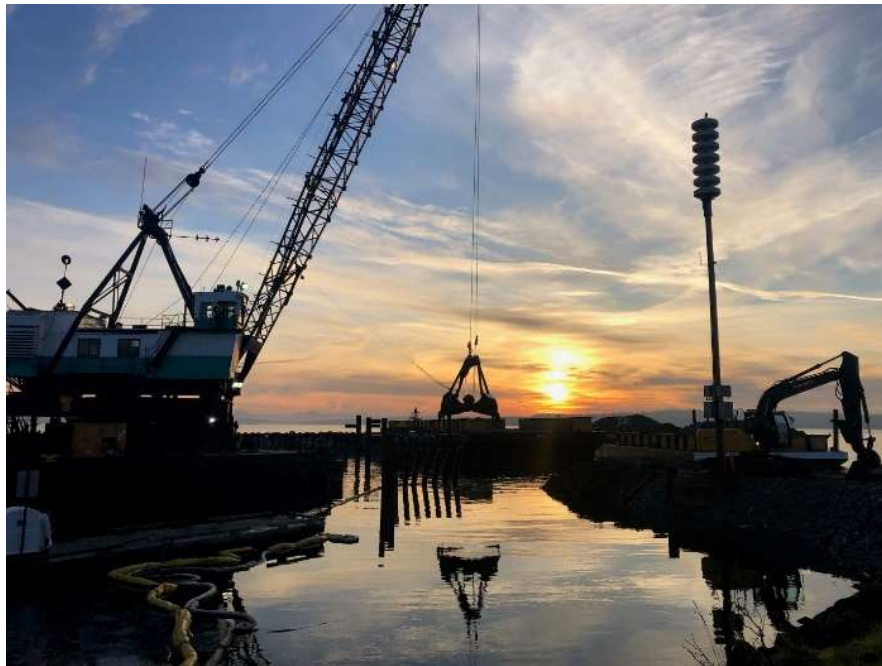
In 2022, prolonged king tide events caused both surface flooding and supersaturated subsurface conditions at the Boat Haven Marina Parking lot. The Port has monitored the effects of the conditions and has determined damage occurred to sections of the parking lot and subsurface. Damage to the subsurface material has caused the asphalt to settle, creating dips in the parking lot surface. This project repairs the damaged pavement.

City Dock Repair

In 2021, dock support piles, beams, and connections to the decking were damaged at City Dock, causing the entire end section of the facility to sway laterally, compromising the structural integrity of the facility. In October 2024, the Port received a grant from FEMA to complete preliminary engineering to a 40% level for repairs to the damaged dock.

Small Capital projects

This is a placeholder for small, unidentified projects that may arise during the year and are often performed by Port maintenance staff but may also be performed by hired consultants and contractors. Examples might include replacing the coin-based laundry and shower payment system with a card/phone-based payment system or creating a work order system for maintenance.



# 5-YEAR CIP OVERVIEW

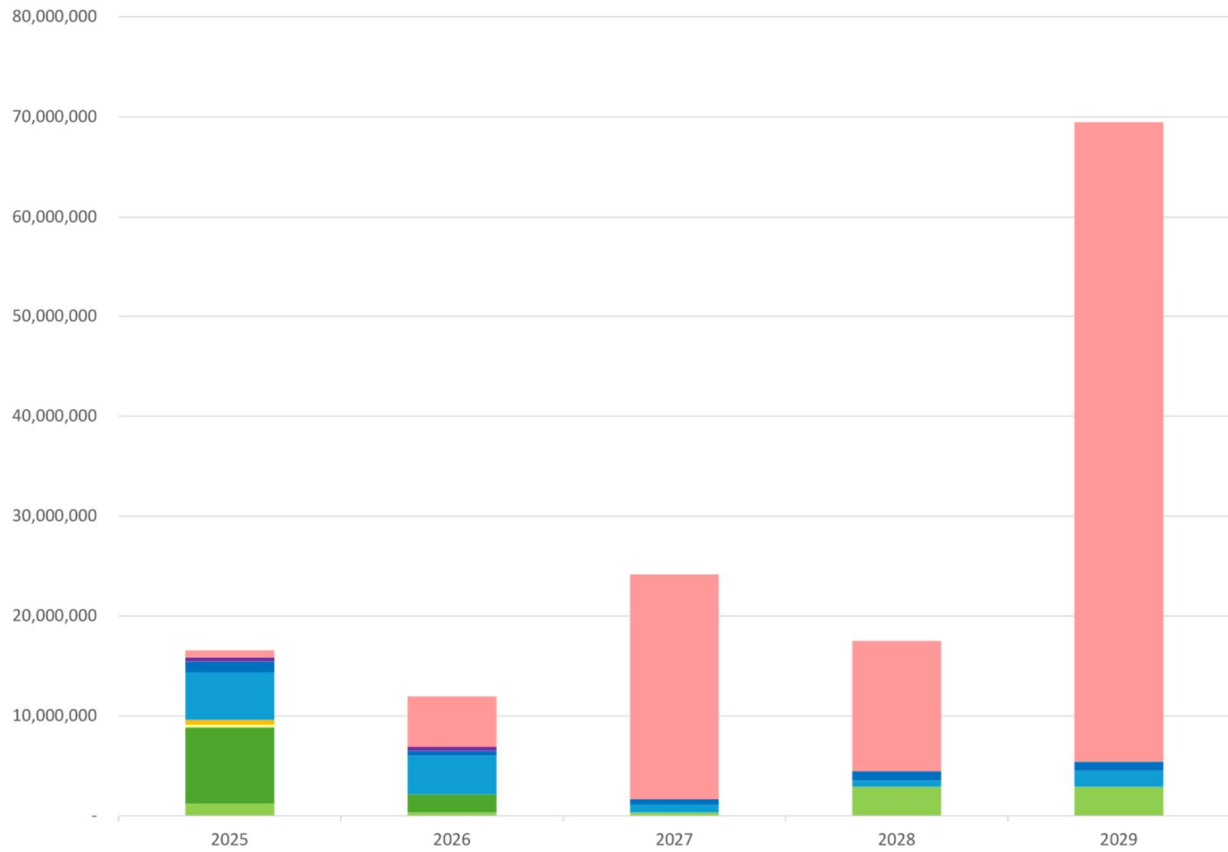
## Capital Project Costs

Project	2025	2026	2027	2028	2029	5 Year Total
<b>Boat Haven</b>	<b>9,075,000</b>	<b>3,550,000</b>	<b>8,925,000</b>	<b>5,450,000</b>	<b>61,133,000</b>	<b>88,133,000</b>
Linear Dock Replacement	-	-	-	-	4,533,000	4,533,000
Main Breakwater Project	1,700,000	1,400,000	-	-	-	3,100,000
Marina Dredging	-	150,000	550,000	-	-	700,000
Sea Level Rise Project	40,000	550,000	4,300,000	5,250,000	56,500,000	66,640,000
Sims Gateway & North Boatyard Expansion	1,955,000	-	-	-	-	1,955,000
Stormwater Improvement Project	5,230,000	-	-	-	-	5,230,000
Travelift Yard Electrical Upgrades (70/75/300T)	-	100,000	100,000	100,000	-	300,000
West Boatyard Expansion	50,000	1,250,000	3,875,000	-	-	5,175,000
Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)	100,000	100,000	100,000	100,000	100,000	500,000
<b>Point Hudson</b>	<b>1,770,000</b>	<b>3,199,000</b>	<b>1,742,000</b>	<b>1,755,000</b>	<b>4,419,000</b>	<b>12,885,000</b>
Cantilevered Esplanade	-	-	-	375,000	3,275,000	3,650,000
Pavement Preservation (Grind & Overlay)	-	650,000	-	-	-	650,000
RV Park Restoration	-	500,000	-	-	-	500,000
Utility Rehabilitation (Mains)	-	500,000	-	-	-	500,000
Building/Facility Preservation & Energy Efficiency Improvement	730,000	549,000	1,742,000	1,380,000	1,144,000	5,545,000
Roof Replacement/Weatherization (Standing Seam Metal Roof)	1,040,000	1,000,000	-	-	-	2,040,000
<b>JCIA</b>	<b>2,134,555</b>	<b>1,239,333</b>	<b>4,073,889</b>	<b>6,775,000</b>	<b>3,075,000</b>	<b>17,297,777</b>
Taxilanes (Crack/Slurry Seal)	555,555	-	-	-	-	555,555
JCIA Fuel System Improvement	772,000	-	-	-	-	772,000
JCIA Master Plan Update	222,000	111,000	-	-	-	333,000
Airport Pilot Center	70,000	70,000	-	-	-	140,000
Renovate Port Owned Hangars	-	-	48,889	-	-	48,889
Shift/Widen Parallel Taxiway	-	333,333	300,000	3,050,000	3,050,000	6,733,333
Stormwater Management	25,000	25,000	25,000	25,000	25,000	125,000
Rural Light Industrial Park (24 acres)	380,000	700,000	3,700,000	3,700,000	-	8,480,000
Rural Light Industrial Park (43.5 acres)	110,000	-	-	-	-	110,000
<b>Quilcene</b>	<b>575,000</b>	<b>2,301,000</b>	<b>2,977,000</b>	<b>-</b>	<b>-</b>	<b>5,853,000</b>
Campground	200,000	-	-	-	-	200,000
Marina Dredge, Dock, and Gangway Replacement	-	191,000	2,977,000	-	-	3,168,000
Herb Beck Boat Launch & Facility Improvements	375,000	2,110,000	-	-	-	2,485,000
<b>Short's Family Farm</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>750,000</b>
Farm Property/Facility Maintenance	150,000	150,000	150,000	150,000	150,000	750,000
<b>Water Access</b>	<b>953,000</b>	<b>364,000</b>	<b>978,000</b>	<b>637,000</b>	<b>212,000</b>	<b>3,144,000</b>
Mats Mats Bay Facilities	-	30,000	-	-	-	30,000
Gardiner Launch Ramp with Seasonal Float	953,000	-	-	-	-	953,000
Hadlock Dock and Gangway Replacement	-	-	100,000	637,000	212,000	949,000
Union Wharf Electrification & Mooring Dolphins	-	334,000	878,000	-	-	1,212,000
<b>Other</b>	<b>1,228,000</b>	<b>145,000</b>	<b>125,000</b>	<b>435,000</b>	<b>375,000</b>	<b>2,308,000</b>
Port Equipment/Vehicle Replacement	953,000	120,000	100,000	160,000	100,000	1,433,000
Port Wide - Yard/Parking/RV Resurfacing	25,000	25,000	25,000	25,000	25,000	125,000
Port Wide - Dock Renovations & Piling Replacement	-	-	-	250,000	250,000	500,000
Comprehensive Routine Maintenance and Repair Program (CRAMP)	250,000	-	-	-	-	250,000
<b>Emergency</b>	<b>682,000</b>	<b>1,000,000</b>	<b>5,200,000</b>	<b>2,300,000</b>	<b>100,000</b>	<b>9,282,000</b>
Boat Haven Bulkhead Repair/Replacement	300,000	-	-	-	-	300,000
Boat Haven Pavement Repair	100,000	-	-	-	-	100,000
City Dock Repair	182,000	200,000	500,000	-	-	882,000
Mats Mats Bulkhead Repair	-	100,000	200,000	1,200,000	-	1,500,000
Point Hudson Marina Revetment Repair	-	250,000	1,600,000	-	-	1,850,000
Point Hudson Shoreline Repair	-	250,000	2,600,000	-	-	2,850,000
Quilcene Revetment Repair	-	100,000	200,000	1,000,000	-	1,300,000
Small Capital Projects	100,000	100,000	100,000	100,000	100,000	500,000
<b>Grand Total</b>	<b>16,567,555</b>	<b>11,948,333</b>	<b>24,170,889</b>	<b>17,502,000</b>	<b>69,464,000</b>	<b>139,652,777</b>



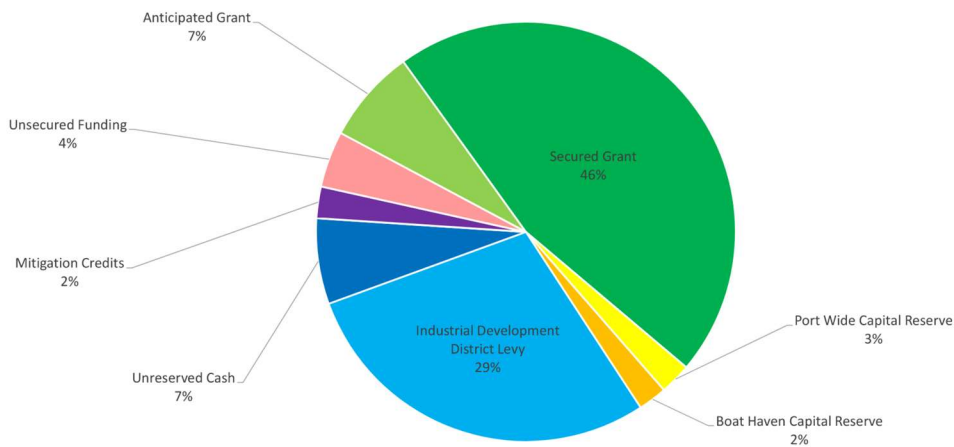
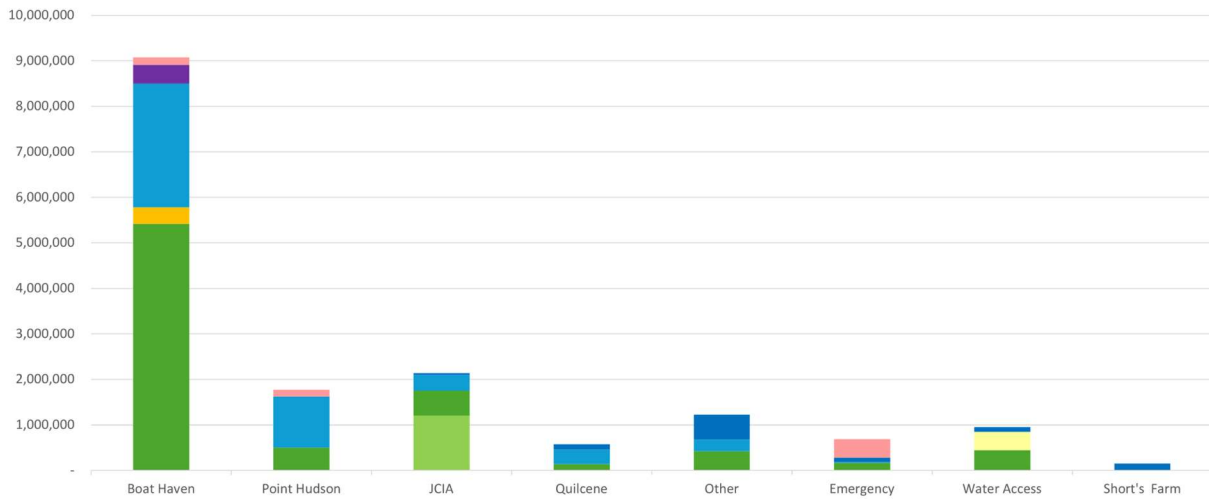
Capital Funding Sources

Funding	2025	2026	2027	2028	2029	5 Year Total
Anticipated Grant	1,205,900	322,216	331,444	2,897,500	2,897,500	7,654,560
Secured Grant	7,637,692	1,812,900	-	-	-	9,450,592
Port Wide Capital Reserve	400,000	-	-	-	-	400,000
Boat Haven Capital Reserve	367,061	-	-	-	-	367,061
Industrial Development District Levy	4,748,802	3,861,000	807,445	600,000	1,600,000	11,617,247
Unreserved Cash	1,092,100	492,217	490,000	962,500	902,500	3,939,317
Mitigation Credits	400,000	400,000	-	-	-	800,000
Unsecured Funding	716,000	5,060,000	22,542,000	13,042,000	64,064,000	105,424,000
<b>Funded Total</b>	<b>15,851,555</b>	<b>6,888,333</b>	<b>1,628,889</b>	<b>4,460,000</b>	<b>5,400,000</b>	<b>34,228,777</b>
<b>Grand Total</b>	<b>16,567,555</b>	<b>11,948,333</b>	<b>24,170,889</b>	<b>17,502,000</b>	<b>69,464,000</b>	<b>139,652,777</b>



# 2025 CAPITAL PROJECTS OVERVIEW

Funding	Boat Haven	Point Hudson	JCIA	Quilcene	Other	Emergency	Water Access	Short's Farm	Grand Total
Anticipated Grant	-	-	1,205,900	-	-	-	-	-	1,205,900
Secured Grant	5,414,000	500,000	549,800	140,000	425,000	163,892	445,000	-	7,637,692
Port Wide Capital Reserve	-	-	-	-	-	-	400,000	-	400,000
Boat Haven Capital Reserve	367,061	-	-	-	-	-	-	-	367,061
Industrial Development District Levy	2,702,939	1,120,000	342,755	315,000	250,000	18,108	-	-	4,748,802
Unreserved Cash	25,000	-	36,100	120,000	553,000	100,000	108,000	150,000	1,092,100
Mitigation Credits	400,000	-	-	-	-	-	-	-	400,000
Unsecured Funding	166,000	150,000	-	-	-	400,000	-	-	716,000
<b>Funded Total</b>	<b>8,909,000</b>	<b>1,620,000</b>	<b>2,134,555</b>	<b>575,000</b>	<b>1,228,000</b>	<b>282,000</b>	<b>953,000</b>	<b>150,000</b>	<b>15,851,555</b>
<b>Grand Total</b>	<b>9,075,000</b>	<b>1,770,000</b>	<b>2,134,555</b>	<b>575,000</b>	<b>1,228,000</b>	<b>682,000</b>	<b>953,000</b>	<b>150,000</b>	<b>16,567,555</b>



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project	2025	2026	2027	2028	2029	5 Year Total
<b>Boat Haven</b>	-	-	-	-	-	-
<b>Linear Dock Replacement</b>	-	-	-	-	-	-
(PE) Design	-	-	-	-	366,000	366,000
(CN) Construction	-	-	-	-	4,167,000	4,167,000
(IDD) Port Funds	-	-	-	-	(1,100,000)	(1,100,000)
(U) Unsecured Funding	-	-	-	-	(3,433,000)	(3,433,000)
<b>Main Breakwater Project</b>	-	-	-	-	-	-
(PE) Design	300,000	-	-	-	-	300,000
(CN) Construction	1,400,000	1,400,000	-	-	-	2,800,000
(S) MARAD PIPD Grant	(400,000)	(400,000)	-	-	-	(800,000)
(S) Mitigation Credits	(400,000)	(400,000)	-	-	-	(800,000)
(BH) Boat Haven Capital Reserve	(367,061)	-	-	-	-	(367,061)
(IDD) Staff Compensation (Engineering)	(80,000)	(50,000)	-	-	-	(130,000)
(IDD) Port Funds	(452,939)	(550,000)	-	-	-	(1,002,939)
<b>Marina Dredging</b>	-	-	-	-	-	-
(PE) Design	-	150,000	-	-	-	150,000
(CN) Construction	-	-	550,000	-	-	550,000
(IDD) Staff Compensation (Engineering)	-	(50,000)	(25,000)	-	-	(75,000)
(U) Unsecured Funding	-	(100,000)	(525,000)	-	-	(625,000)
<b>Sea Level Rise Project</b>	-	-	-	-	-	-
(PL) BRIC Application	40,000	-	-	-	-	40,000
(PE) Design	-	550,000	4,300,000	3,750,000	-	8,600,000
(RW) Right-of-Way Acquisition	-	-	-	1,500,000	1,500,000	3,000,000
(CN) Construction	-	-	-	-	55,000,000	55,000,000
(IDD) Staff Compensation (Engineering)	(10,000)	-	-	-	-	(10,000)
(IDD) Port Funds	(30,000)	-	-	-	-	(30,000)
(U) Unsecured Funding	-	(550,000)	(4,300,000)	(5,250,000)	(56,500,000)	(66,600,000)
<b>Sims Gateway &amp; North Boatyard Expansion</b>	-	-	-	-	-	-
(PE) Design	75,000	-	-	-	-	75,000
(CN) Construction (Yard Widening, Pathway, Landscaping)	1,880,000	-	-	-	-	1,880,000
(S) Jefferson County PIF Grant 2021 (Port + City)	(569,000)	-	-	-	-	(569,000)
(S) Jefferson County PIF Grant 2023 (City)	(300,000)	-	-	-	-	(300,000)
(IDD) Staff Compensation (Engineering)	(70,000)	-	-	-	-	(70,000)
(IDD) Port Funds	(850,000)	-	-	-	-	(850,000)
(U) Unsecured Funding	(166,000)	-	-	-	-	(166,000)

Project	2025	2026	2027	2028	2029	5 Year Total
<b>Stormwater Improvement Project</b>	-	-	-	-	-	-
<b>(CN) Construction</b>	<b>5,230,000</b>	-	-	-	-	<b>5,230,000</b>
(S) WA Dept. Commerce ARPA Grant	(1,095,000)	-	-	-	-	(1,095,000)
(S) WA Dept. Commerce MTCA Grant	(3,050,000)	-	-	-	-	(3,050,000)
(IDD) Staff Compensation (Engineering)	(151,000)	-	-	-	-	(151,000)
(IDD) Port Funds	(934,000)	-	-	-	-	(934,000)
<b>Travelift Yard Electrical Upgrades (70/75/300T)</b>	-	-	-	-	-	-
<b>Upgrades</b>	-	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-	<b>300,000</b>
(IDD) Port Funds	-	(100,000)	(100,000)	(100,000)	-	(300,000)
<b>West Boatyard Expansion</b>	-	-	-	-	-	-
<b>(PE) Design</b>	<b>50,000</b>	<b>1,250,000</b>	-	-	-	<b>1,300,000</b>
<b>(CN) Construction</b>	-	-	<b>3,875,000</b>	-	-	<b>3,875,000</b>
(IDD) Staff Compensation (Engineering)	(20,000)	-	-	-	-	(20,000)
(IDD) Port Funds	(30,000)	-	-	-	-	(30,000)
(U) Unsecured Funding	-	(1,250,000)	(3,875,000)	-	-	(5,125,000)
<b>Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)</b>	-	-	-	-	-	-
<b>Capital Maintenance (excl. Sperry Buildings)</b>	<b>25,000</b>	<b>50,000</b>	<b>75,000</b>	<b>100,000</b>	<b>100,000</b>	<b>350,000</b>
<b>Sperry Building Capital Maintenance</b>	<b>75,000</b>	<b>50,000</b>	<b>25,000</b>	-	-	<b>150,000</b>
(IDD) Staff Compensation (Maintenance)	(25,000)	(16,500)	(16,750)	-	-	(58,250)
(URC) Port Funds	(8,250)	(33,500)	(50,000)	(67,000)	(67,000)	(225,750)
(URC) Staff Compensation (Maintenance)	(16,750)	(16,500)	(25,000)	(33,000)	(33,000)	(124,250)
(IDD) Port Funds	(50,000)	(33,500)	(8,250)	-	-	(91,750)
<b>Point Hudson</b>	-	-	-	-	-	-
<b>Cantilevered Esplanade</b>	-	-	-	-	-	-
<b>(PE) Design</b>	-	-	-	<b>375,000</b>	-	<b>375,000</b>
<b>(CN) Construction</b>	-	-	-	-	<b>3,275,000</b>	<b>3,275,000</b>
(U) Unsecured Funding	-	-	-	(375,000)	(3,275,000)	(3,650,000)
<b>Pavement Preservation (Grind &amp; Overlay)</b>	-	-	-	-	-	-
<b>Capital Maintenance</b>	-	<b>650,000</b>	-	-	-	<b>650,000</b>
(U) Unsecured Funding	-	(650,000)	-	-	-	(650,000)
<b>RV Park Restoration</b>	-	-	-	-	-	-
<b>Capital Maintenance</b>	-	<b>500,000</b>	-	-	-	<b>500,000</b>
(U) Unsecured Funding	-	(500,000)	-	-	-	(500,000)
<b>Utility Rehabilitation (Mains)</b>	-	-	-	-	-	-
<b>Capital Maintenance</b>	-	<b>500,000</b>	-	-	-	<b>500,000</b>
(IDD) Port Funds	-	(500,000)	-	-	-	(500,000)

Project	2025	2026	2027	2028	2029	5 Year Total
<b>Building/Facility Preservation &amp; Energy Efficiency Improvement</b>	-	-	-	-	-	-
(PE) Duplex HVAC/DOAS Design	30,000	-	-	-	-	30,000
(CN) Duplex Preservation & Improvement	700,000	-	-	-	-	700,000
(PE) Commander's Beach House HVAC/DOAS Design	-	33,000	-	-	-	33,000
(CN) Commander's Beach House Preservation & Improvement	-	516,000	-	-	-	516,000
(PE) Main Building HVAC/DOAS Design	-	-	37,000	-	-	37,000
(CN) Main Building Preservation & Improvements	-	-	1,705,000	-	-	1,705,000
(PE) Hospital Building & Doc's HVAC/DOAS Design	-	-	-	40,000	-	40,000
(CN) Hospital Building & Doc's Preservation & Improvements	-	-	-	1,340,000	-	1,340,000
(PE) Point Hudson West Campus HVAC/DOAS Design	-	-	-	-	44,000	44,000
(CN) Point Hudson West Campus Building Preservation & Improvements	-	-	-	-	1,100,000	1,100,000
(IDD) Staff Compensation (Engineering)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(50,000)
(IDD) Staff Compensation (Maintenance)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(350,000)
(IDD) Port Funds	(650,000)	(370,000)	(370,000)	(370,000)	(370,000)	(2,130,000)
(U) Unsecured Funding	-	(99,000)	(1,292,000)	(930,000)	(694,000)	(3,015,000)
<b>Roof Replacement/Weatherization (Standing Seam Metal Roof)</b>	-	-	-	-	-	-
(PE) Design	40,000	-	-	-	-	40,000
(CN) Construction	1,000,000	1,000,000	-	-	-	2,000,000
(S) Heritage Capital Projects Grant	(500,000)	(500,000)	-	-	-	(1,000,000)
(IDD) Staff Compensation (Engineering)	(20,000)	-	-	-	-	(20,000)
(IDD) Port Funds	(370,000)	(350,000)	(50,000)	(50,000)	(50,000)	(870,000)
(U) WA Dept of Ecology Abestos Abatement Loan (50% forgiveable)	(150,000)	(150,000)	50,000	50,000	50,000	(150,000)
<b>JCIA</b>	-	-	-	-	-	-
<b>JCIA Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)</b>	-	-	-	-	-	-
(CN) Construction	555,555	-	-	-	-	555,555
(A) FAA NPE Funds	(500,000)	-	-	-	-	(500,000)
(IDD) Port Match	(55,555)	-	-	-	-	(55,555)
<b>JCIA Fuel System Improvement</b>	-	-	-	-	-	-
(PE) Design	200,000	-	-	-	-	200,000
(CN) Construction	572,000	-	-	-	-	572,000
(IDD) Port Match	(77,200)	-	-	-	-	(77,200)
(A) FAA BIL Funds (Construction)	(514,800)	-	-	-	-	(514,800)
(A) FAA BIL Funds (Design)	(180,000)	-	-	-	-	(180,000)



Project	2025	2026	2027	2028	2029	5 Year Total
<b>Rural Light Industrial Park (24 acres)</b>	-	-	-	-	-	-
<b>(PE) Design</b>	380,000	-	-	-	-	380,000
<b>(CN) Construction (Site Development)</b>	-	-	3,700,000	3,700,000	-	7,400,000
<b>(CN) Construction (Road Access)</b>	-	700,000	-	-	-	700,000
<i>(S) Jefferson County PIF Grant (2023; Design)</i>	(150,000)	-	-	-	-	(150,000)
<i>(S) WA Commerce Industrial Site Readiness Grant</i>	(100,000)	-	-	-	-	(100,000)
<i>(IDD) Port Funds (Design &amp; Engineering)</i>	(100,000)	-	-	-	-	(100,000)
<i>(IDD) Port Funds (Road Access)</i>	-	(350,000)	-	-	-	(350,000)
<i>(IDD) Staff Compensation (Engineering)</i>	(30,000)	-	-	-	-	(30,000)
<i>(U) Jefferson County PIF Grant (2024; Road Access)</i>	-	(350,000)	-	-	-	(350,000)
<i>(U) Unsecured Funding</i>	-	-	(3,700,000)	(3,700,000)	-	(7,400,000)
<b>Rural Light Industrial Park (43.5 acres)</b>	-	-	-	-	-	-
<b>(PE) Design (10%)</b>	110,000	-	-	-	-	110,000
<i>(S) WA Commerce Industrial Site Readiness Grant</i>	(100,000)	-	-	-	-	(100,000)
<i>(IDD) Staff Compensation (Engineering)</i>	(10,000)	-	-	-	-	(10,000)
<b>Quilcene</b>	-	-	-	-	-	-
<b>Campground</b>	-	-	-	-	-	-
<b>(PE) Design</b>	20,000	-	-	-	-	20,000
<b>(CN) Construction</b>	180,000	-	-	-	-	180,000
<i>(IDD) Staff Compensation (Engineering)</i>	(20,000)	-	-	-	-	(20,000)
<i>(IDD) Staff Compensation (Maintenance)</i>	(60,000)	-	-	-	-	(60,000)
<i>(URC) Port Funds</i>	(120,000)	-	-	-	-	(120,000)
<b>Marina Dredge, Dock, and Gangway Replacement</b>	-	-	-	-	-	-
<b>(PE) Design</b>	-	191,000	200,000	-	-	391,000
<b>(CN) Demolition, Removal, and Piling Replacement</b>	-	-	1,152,000	-	-	1,152,000
<b>(CN) Marina Dredge</b>	-	-	498,000	-	-	498,000
<b>(CN) Construction (Docks incl. Mitigation; performed by Maintenance Staff)</b>	-	-	1,127,000	-	-	1,127,000
<i>(IDD) Staff Compensation (Engineering)</i>	-	(14,000)	(49,000)	-	-	(63,000)
<i>(IDD) Staff Compensation (Maintenance)</i>	-	-	(106,000)	-	-	(106,000)
<i>(U) Unsecured Funding</i>	-	(177,000)	(2,822,000)	-	-	(2,999,000)

Project	2025	2026	2027	2028	2029	5 Year Total
<b>Herb Beck Boat Launch &amp; Facility Improvements</b>	-	-	-	-	-	-
(PE) Design (Boat Launch)	279,000	-	-	-	-	279,000
(CN) Construction (Boat Launch)	-	1,366,000	-	-	-	1,366,000
(PE) Design (Parking Lot)	44,000	-	-	-	-	44,000
(CN) Construction (Parking Lot)	-	542,000	-	-	-	542,000
(PE) Design (Bathroom)	52,000	-	-	-	-	52,000
(CN) Construction (Bathroom)	-	202,000	-	-	-	202,000
(S) RCO Boating Facilities Program Grant	(140,000)	(813,000)	-	-	-	(953,000)
(IDD) Staff Compensation (Environmental)	-	(37,500)	-	-	-	(37,500)
(IDD) Staff Compensation (Engineering)	(77,000)	(63,000)	-	-	-	(140,000)
(IDD) Staff Compensation (Maintenance; Bathroom Remodel)	-	(32,000)	-	-	-	(32,000)
(IDD) Port Funds	(158,000)	(1,164,500)	-	-	-	(1,322,500)
<b>Short's Family Farm</b>	-	-	-	-	-	-
<b>Farm Property/Facility Maintenance</b>	-	-	-	-	-	-
<b>Capital Maintenance</b>	150,000	150,000	150,000	150,000	150,000	750,000
(URC) Port Funds	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)
(URC) Staff Compensation (Maintenance)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(250,000)
<b>Water Access</b>	-	-	-	-	-	-
<b>Mats Mats Bay Facilities</b>	-	-	-	-	-	-
<b>Capital Maintenance</b>	-	30,000	-	-	-	30,000
(IDD) Port Funds	-	(30,000)	-	-	-	(30,000)
<b>Gardiner Launch Ramp with Seasonal Float</b>	-	-	-	-	-	-
<b>(CN) Construction</b>	953,000	-	-	-	-	953,000
(S) RCO Boating Facilities Program Grant	(400,000)	-	-	-	-	(400,000)
(S) Jefferson County Road Contribution	(45,000)	-	-	-	-	(45,000)
(PW) Port Wide Capital Reserve	(400,000)	-	-	-	-	(400,000)
(URC) Port Funds	(25,000)	-	-	-	-	(25,000)
(URC) Staff Compensation (Engineering)	(83,000)	-	-	-	-	(83,000)



Project	2025	2026	2027	2028	2029	5 Year Total
<b>Hadlock Dock and Gangway Replacement</b>	-	-	-	-	-	-
(PE) Design	-	-	100,000	205,000	-	305,000
(CN) Construction	-	-	-	432,000	212,000	644,000
<i>(U) Unsecured Funding</i>	-	-	(100,000)	(637,000)	(212,000)	(949,000)
<b>Union Wharf Electrification &amp; Mooring Dolphins</b>	-	-	-	-	-	-
(PE) Design	-	334,000	-	-	-	334,000
(CN) Construction	-	-	878,000	-	-	878,000
<i>(U) Unsecured Funding</i>	-	(334,000)	(878,000)	-	-	(1,212,000)
<b>Other</b>	-	-	-	-	-	-
<b>Port Equipment/Vehicle Replacement</b>	-	-	-	-	-	-
<b>300T Variable Width Travelift (Final Payment)</b>	953,000	-	-	-	-	953,000
<b>Equipment/Vehicle Replacement</b>	-	120,000	100,000	160,000	100,000	480,000
<i>(S) EDA Travelift Grant</i>	(425,000)	-	-	-	-	(425,000)
<i>(URC) Port Funds</i>	(528,000)	(120,000)	(100,000)	(160,000)	(100,000)	(1,008,000)
<b>Port Wide - Yard/Parking/RV Resurfacing</b>	-	-	-	-	-	-
<b>Yard/Parking/RV Resurfacing</b>	25,000	25,000	25,000	25,000	25,000	125,000
<i>(URC) Port Funds</i>	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
<b>Port Wide - Dock Renovations &amp; Piling Replacement</b>	-	-	-	-	-	-
<b>Dock Renovations &amp; Piling Replacement</b>	-	-	-	250,000	250,000	500,000
<i>(URC) Port Funds</i>	-	-	-	(250,000)	(250,000)	(500,000)
<b>Comprehensive Routine Maintenance and Repair Program (CRAMP)</b>	-	-	-	-	-	-
<b>CRAMP Application (USACE)</b>	250,000	-	-	-	-	250,000
<i>(IDD) Staff Compensation (Environmental)</i>	(25,000)	-	-	-	-	(25,000)
<i>(IDD) Staff Compensation (Engineering)</i>	(15,000)	-	-	-	-	(15,000)
<i>(IDD) Port Funds</i>	(210,000)	-	-	-	-	(210,000)
<b>Emergency</b>	-	-	-	-	-	-
<b>Boat Haven Bulkhead Repair/Replacement</b>	-	-	-	-	-	-
<b>Bulkhead Repair/Replacement</b>	300,000	-	-	-	-	300,000
<i>(U) Unsecured Funding</i>	(300,000)	-	-	-	-	(300,000)
<b>Boat Haven Pavement Repair</b>	-	-	-	-	-	-
<b>Pavement Repair</b>	100,000	-	-	-	-	100,000
<i>(U) Unsecured Funding</i>	(100,000)	-	-	-	-	(100,000)



5-Year Projected Cash Flow

		2024 forecast	2025	2026	2027	2028	2029
		Projection	Projection	Projection	Projection	Projection	Projection
<b>Capital Project Funding Summary</b>							
Total Capital Project Total		11,640,000	16,567,555	11,948,333	24,170,889	17,502,000	69,464,000
Anticipated Grant			1,205,900	322,216	331,444	2,897,500	2,897,500
Secured Grant		2,687,054	7,637,692	1,812,900			
Port Wide Capital Reserve		400,000	400,000				
Boat Haven Capital Reserve		367,061	367,061				
Industrial Development District Levy		2,770,685	4,748,802	3,861,000	807,445	600,000	1,600,000
Unreserved Cash		842,200	1,092,100	492,217	490,000	962,500	902,500
Mitigation Credits			400,000	400,000			
Secured Funding		7,067,000	15,851,555	6,888,333	1,628,889	4,460,000	5,400,000
Unsecured Funding		4,573,000	716,000	5,060,000	22,542,000	13,042,000	64,064,000
<b>Projected Beginning Year Cash</b>							
		11,317,392	14,733,966	10,898,278	12,299,689	13,627,502	14,871,033
	note						
Revenues - Operations	a	8,131,989	8,809,123	9,276,007	9,767,635	10,285,320	10,830,441
Revenues - General Property Tax Levy	b	1,132,694	1,150,000	1,161,500	1,173,115	1,184,846	1,196,695
Revenues - Industrial Development District (IDD) Tax Levy	b	2,634,377	2,634,289	2,634,289	552,904		
Revenues - Other Increases in Fund Resources	c	10,651,500	10,868,660	5,857,160	7,926,930	8,468,103	8,456,254
<b>Total INFLOW</b>		<b>22,550,560</b>	<b>23,462,072</b>	<b>18,928,956</b>	<b>19,420,584</b>	<b>19,938,269</b>	<b>20,483,390</b>
Expenses - Operations	d	7,502,237	8,165,066	8,695,795	9,261,022	9,862,988	10,504,083
Expenses - Bond Principal & Interest	e	2,162,472	2,259,361	1,601,886	1,313,225	449,674	447,645
Expenses - Capital Projects (secured funding)	f	6,822,000	15,851,555	6,888,333	1,628,889	4,460,000	5,400,000
Expenses - Other Decreases in Fund Resources	g	2,647,277	1,021,778	341,530	5,889,635	3,922,075	2,984,104
<b>Total OUTFLOW</b>		<b>19,133,986</b>	<b>27,297,760</b>	<b>17,527,544</b>	<b>18,092,771</b>	<b>18,694,737</b>	<b>19,335,832</b>
<b>Net INFLOW / OUTFLOW -- Change in Cash Balance</b>		<b>3,416,574</b>	<b>(3,835,688)</b>	<b>1,401,411</b>	<b>1,327,813</b>	<b>1,243,531</b>	<b>1,147,559</b>
<b>RESERVE BALANCES</b>							
IDD Levy Reserve	h	7,618,180	5,903,667	4,976,956	4,947,415	4,516,165	3,042,728
Port Wide Capital Reserve	i	406,745	6,745	6,745	6,745	6,745	6,745
Boat Haven Renovation	j	319,007	201,946	201,946	201,946	201,946	201,946
Operating Reserve	k	1,875,559	2,041,267	2,173,949	2,315,255	2,465,747	2,626,021
Emergency Reserve	l	500,000	500,000	500,000	500,000	500,000	500,000
Unemployment Reserve		10,000	10,000	10,000	10,000	10,000	10,000
<b>Total Ending Cash Reserves</b>		<b>10,729,491</b>	<b>8,663,624</b>	<b>7,869,596</b>	<b>7,981,361</b>	<b>7,700,603</b>	<b>6,387,439</b>
<b>Total Unreserved Cash</b>		<b>4,004,475</b>	<b>2,234,654</b>	<b>4,430,093</b>	<b>5,646,141</b>	<b>7,170,430</b>	<b>9,631,153</b>
<b>Total Ending Year Cash &amp; Investments</b>		<b>14,733,966</b>	<b>10,898,278</b>	<b>12,299,689</b>	<b>13,627,502</b>	<b>14,871,033</b>	<b>16,018,592</b>

Port of Port Townsend 2024 Operating & Capital Budget

5 Year Projected Cashflow Notes:

- a.) Revenues - Operating were increased each year by 5.3% after 2025, based on averaging the Port's most recent update to it's 10 year historical activity.
- b.) Revenues - General Property Tax Levy was increased annually by 1.0% as allowed by statute (actual may vary due to changes in the AV and new construction estimates calculated annually by County Assessor). The IDD levy is held at the proposed 2022 level to support significant capital projects until it is anticipated to expire in 2027.
- c.) Revenues - Other Increases in Fund Resources in all periods, are based on the previous years similar regular recurring revenues less prior year projected grants and adding the current year's projected grants, per the 5 Year Capital Improvement Program.
- d.) Expenses - Operating is increased annually at 6.5% after 2025, based on averaging the Port's most recent update to it's 10 year historical activity. Given the current economic uncertainty, these numbers may increase.
- e.) Expenses - Bond Principal & Interest is based on bond amortization schedules of current debt. Due to the uncertainty of grant reimbursement timing, the Port obtained a \$7 million Line of Credit in 2021 as a bridge.
- f.) Expenses - Capital Projects are shown separately from the "Other" category so as to be easily identified and matched to the 5 Year Capital Improvement Program, as projected.
- g.) Expenses - Other Decreases in Fund Resources start with 2025 budget estimates. Subsequent years are based on non-capital costs that are known, regular and recurring expenses increased annually by 2%, based on the Port's most recent 10 year historical average.
- h.) In November 2019, Jefferson County voters approved the Industrial Development District Levy for the Port's use in most of Jefferson county's Port projects; the Gardiner area is not in the Industrial Development District. This reserve is a restricted.
- i.) In January 2019, the Commission passed Res. 693-19, establishing the Port-Wide Capital Reserve. It currently extends only through 2023 to be funded \$250,000 per year. Here we have extended that through 2027, however, a planned revision will be prepared for the 2026 budget.
- j.) If the capital expenditures on the Boat Haven centric projects planned in 2025 reach or exceed the funding amounts budgeted for 2025, this reserve should be extinguished.
- k.) In January 2019, the Port commission approved a minimum cash reserve for operations to ensure the long term sustainability of the Port. The target is 25% of annual operating expenses, which is fully funded.
- l.) In November 2020, the Port commission passed resolution 730-20 to fund an Emergency Fund for \$500,000.



# PROPERTY TAXES

## Regular Tax Levy

The preliminary total assessed value (AV) for the Port District for 2024, as of this budget version, is \$9,816,484,674 per the County Assessor, the total recommended general tax levy to budget for 2025 is projected to be approximately \$0.12 per \$1,000 of AV, which calculates to \$1,150,000, including estimations for new construction, utilities, and refunds.

The Jefferson County Treasurer acts as an agent to collect property taxes levied in the County for all taxing authorities. Taxes are levied annually on January 1 using the property value listed as of the prior year. Assessed values are established by the County Assessor at 100% of fair market value. A revaluation of all property is required annually, which includes physical inspections every six years while the remainder is performed with a combination of statistics, sales studies, and inspections.

The Port is permitted by law to levy up to 45 cents per \$1,000 of assessed valuation for general port purposes. The rate may be reduced for either of the following reasons:

1. Washington State Law in Revised Code (RCW) 84.55.010 limits tax growth to 1% per year, plus adjustments for new construction.
2. If the assessed valuation increases by more than the tax limitations due to revaluation, the levy rate is decreased accordingly so that no more than the tax limit is collected.

## Special Tax Levies

Special levies approved by the voters are not subject to the above limitations. The Port can levy property taxes for dredging, canal construction, leveling or filling upon majority voter approval within the Port District, not to exceed \$0.45 per \$1,000 of AV of taxable property. The Port currently has no such levies.

## Industrial Development District (IDD) Tax Levy

The Port may also levy property taxes for Industrial Development Districts (under a comprehensive scheme of harbor improvements), for up to 3 multiyear levy periods. (A third multiyear levy is allowed for counties bordering the Pacific Ocean, such as Jefferson County, but first must be brought to the voters for approval.) The IDD levy may not exceed the sum of \$2.70 per \$1,000 of AV for taxable property in the Port District for taxes collected in the base year and the maximum allowable amount that could have been collected under RCW 84.55.010 for the first six (6) collection years of the levy period. The levy period may not exceed 20 years from the date of the initial levy, and the levy rate in any year may not exceed \$0.45 per \$1,000 of AV.

Jefferson County voters authorized the Port's 2<sup>nd</sup> IDD levy by a 53% to 47% margin in November of 2019. In consequence, 2019 is the base year from which the total permissible levy amount is calculated and is anticipated to generate up to \$16,902,767 in revenue during the allowable levy period (i.e., up to 20 years). Each year during the budget process, the Commission determines the amount to be levied (if any) during the following year. The total IDD levies budgeted to date are:

Year 1 (2020)	\$ 809,054
Year 2 (2021)	\$ 1,634,289
Year 3 (2022)	\$ 2,634,289
Year 4 (2023)	\$ 2,634,289
Year 5 (2024)	\$ 2,634,289
<b>Total to Date</b>	<b>\$10,346,210</b>

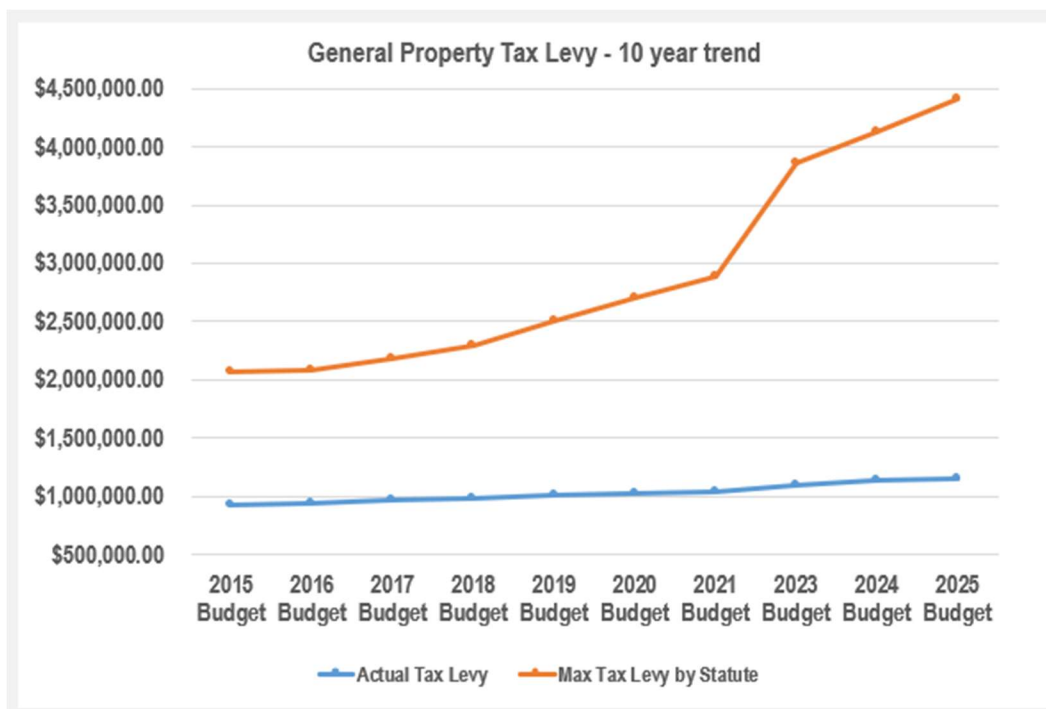
The Port Commission has decided to levy the same amount in 2025 as for the prior two (3) years - \$2,634,289. The same AV is used for purposes of calculating the IDD levy; the levy rate is estimated to be \$0.268 per \$1,000 of AV.

### Tax Levy Uses

The Port Commission has directed that the funds collected by the regular tax levy will be used for debt service for general obligation bonds. It is anticipated that this use will result in zero long-term debt by the end of 2027, freeing these dollars for reinvestment in capital improvements, economic development, or other commission-approved Port purposes.

### Tax Levy Graph

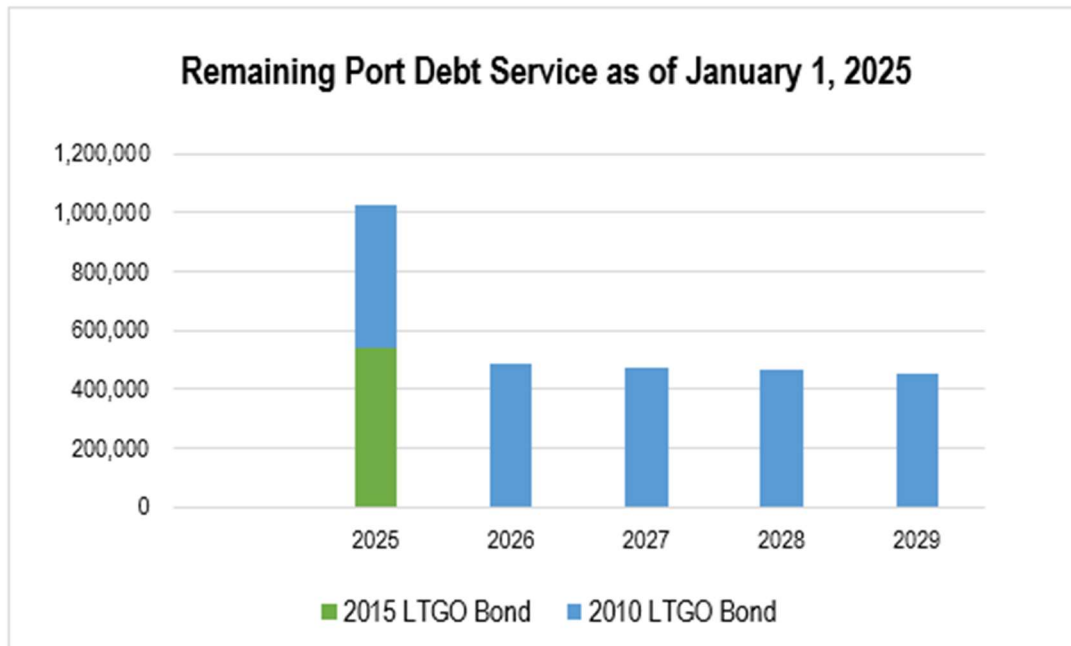
The following graph depicts the actual regular property tax levy for the last 10 years (blue line) as compared to the statutory maximum rate for the same period. This maximum by statute depicted by the graph's orange line, would require approval of the Port District's voters, as discussed above. Annually, the Port is restricted to increases in the levy by 1% (RCW 84.55.010) or more if there is banked capacity. Banked capacity can only occur when a taxing district opts not to take an increase in any given tax year. The Port does not have any banked capacity.



## DEBT SERVICE (legal obligation)

Balances remaining as of January 1, 2025

Name of Debt	Principal balance	Interest balance	Retirement
2015 LTGO Refunding Bond	\$ 535,000	\$ 16,050	December 2025
2010 LTGO Bond	1,995,000	370,450	December 2029
<b>totals</b>	<b>\$ 2,530,000</b>	<b>\$ 386,500</b>	
<b>collective total</b>		<b>\$ 2,916,500</b>	



### Schedule and Purpose of Debt:

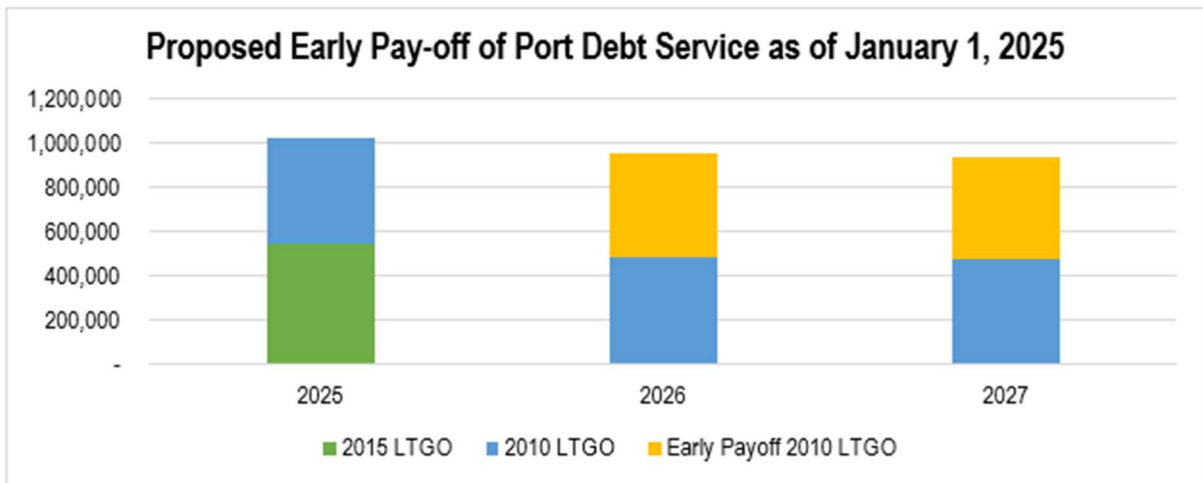
2015 LTGO Bond – Refunding of 2005 LTGO Bond used for Point Hudson Marina Reconstruction

2010 LTGO Bond – Reconstruction of Boat Haven A/B Dock (83%) and 80-Ton Lift Pier (17%)

(LTGO – Limited Tax General Obligation Bond)

## DEBT SERVICE RETIREMENT TARGET

As an alternative to paying off currently obligated debt in accordance with the amortization schedules, staff proposes the Port move more quickly to extinguish that debt. Starting in 2026, if the Port were to continue to use the general property tax levy receipts received annually (which will be just over \$1.1 million) to pay down current debt, the Port's LTGO debt could be paid in full by the end of 2027. Starting in 2028, the annual property tax dollars could be used on capital projects, community economic development, etc. to better serve the community and maintain or increase the Port's infrastructure.





# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 22, 2024
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Public Hearing
<b>AGENDA TITLE</b>	VI. Resolution 830-24 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate Acquisition of the Owen Property at the JCIA and the Capital projects Described in the 2025 Operating & Capital Budget
<b>STAFF LEAD</b>	Deputy Director Eric Toews
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Informational Memo</li> <li>2. Resolution 830-24 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Capital projects Contained in the 2025 Operating a&amp; Capital Budget</li> <li>3. 2024 Amendments to the Comprehensive Scheme</li> </ol>

Recommendation: Close the Public Hearing and begin deliberating on the 2024 Amendments to the Comprehensive Scheme of Harbor Improvements (CSHI). Following deliberation, move to continue deliberations to November 13 on Resolution 830-24 amending the CSHI.

Alternative: Move to Continue the Public Hearing to November 13, 2024, and keep the record open on the 2024 Amendments to the Comprehensive Scheme of Harbor Improvements.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 10/18/2024  
**TO:** Port Townsend Port Commission  
**FROM:** Eric Toews, Deputy Director  
**SUBJECT:** 2024 Amendments to the Comprehensive Scheme of Harbor Improvements (CSHI) – Public Hearing - First Reading

---

**ISSUE:** Should the Commission approve Resolution No. 830-24 and formally adopt the 2024 Amendments to the Port of Port Townsend Comprehensive Scheme of Harbor Improvements?

**BACKGROUND:** Under Chapter 53.20 RCW, ports are required to adopt prepare and periodically update a comprehensive scheme of proposed capital improvements, ensuring transparency in the expenditure of public funds. The Port substantially updated its Comprehensive Scheme of Harbor Improvements (CSHI) in 2020. In 2023, the CSHI was amended to reflect acquisition of the Short's Family Farm, as well as the projects identified in the 2024 Operating and Capital Budget.

The use and development plans for Port facilities outlined in the 2020 CSHI remain fundamentally unchanged. The 2024 CSHI Amendments are intended to provide greater clarity concerning the capital projects the Port is undertaking to implement the CSHI. Specifically, the amendments will update the CSHI to reflect the acquisition of the Owen property at the JCIA and the projects outlined in the Port's annual Capital Budget and Five-Year Capital Improvement Plan (incorporated within the 2025 Operating & Capital Budget). The proposed 2024 amendments also incorporate updated maps of Port properties which describe their current use and the long-range development plans for each.

**DISCUSSION:** Amending the CSHI in conjunction with adoption of the 2025 Operating & Capital Budget was briefly discussed with the Commission during the Regular Business Meeting of Wednesday, October 9, 2024. Following publication of notices satisfying the requirements of RCW 53.20.010, the Commission will be conducting an open record pre-decision public hearing at its October 18, 2024, meeting to receive public testimony on the proposed amendments to the CSHI (first reading). Following the hearing, the Commission may discuss and deliberate upon the proposal and testimony received. Final legislative action (second reading and adoption) is anticipated to occur in conjunction with adoption of the 2025 Operating & Capital Budget at the Commission's November 13, 2024, Regular Meeting.

State Environmental Policy Act (SEPA) review is being conducted for the proposed action. A Threshold Determination of Non-Significance (DNS) was issued by the Port's SEPA Responsible Official (Executive Director) and distributed to agencies with jurisdiction on October 7. The 14-day comment period on the threshold determination will close on Monday, October 21. As of the date of this writing, October 18, 2024, no comment letters have been received. Any comments letters which are received will be provided to the Commission in advance of the

October 22 public hearing. The 21-day SEPA appeal period will lapse on Tuesday, November 12, 2024. If no appeals are filed by that date, the SEPA process will be complete, and final legislative action may be taken.

**FISCAL IMPACT:** The adoption of Resolution No. 830-24 approving the 2024 Amendments to the CSHI will ensure alignment between the Comprehensive Scheme and the 2025 Operating and Capital Budget approved by the Commission (i.e., including the one-year Capital Budget and Five-Year Capital Improvement Plan).

**RECOMMENDATION:** Close the Public Hearing Public Hearing and begin deliberating on the 2024 Amendments to the Comprehensive Scheme of Harbor Improvements (CSHI). Following deliberation, move to continue deliberations on the adoption of Resolution No. 830-24 to November 13, 2024.

**ATTACHMENTS:** 2024 Amendments to the Comprehensive Scheme of Harbor Improvements (CSHI), consisting of 24 pages.

**RESOLUTION NO. 830-24**  
**A Resolution of the Commission of the Port of Port Townsend**

**Amending the Port of Port Townsend’s Comprehensive Scheme of Harbor Improvements to Incorporate the Acquisition of the April Owen Property at JCIA and the Capital Projects Described in the 2025 Operating & Capital Budget**

**WHEREAS**, on October 14, 2020, the Port of Port Townsend adopted an updated Comprehensive Scheme of Harbor Improvements (CSHI) via Resolution No. 724-20; and

**WHEREAS**, RCW 53.20.010 and RCW 53.20.020 allow for changes to be made to the Port of Port Townsend’s CSHI; and

**WHEREAS**, pursuant to RCW 53.20.010 and RCW 53.20.020, notice of a public hearing to accept public testimony on proposed amendments to the CSHI was published on October 5 and 12, 2024, in the Port Townsend-Jefferson County Leader, and on October 9 and 16, 2024, in the Peninsula Daily News, respectively; and

**WHEREAS**, on October 18, 2024, the Commission conducted an open-record public hearing to accept public testimony on the proposed CSHI amendments that would reflect the Port’s acquisition of a portion of the April Owen property at JCIA and the capital projects in the Port’s proposed 2025 Operating and Capital Budget; and

**WHEREAS**, on November \_\_, 2024, after a duly noticed public hearing, the Port of Port Townsend adopted its 2025 Operating & Capital Budget which describes and provides budget authorization for specific capital projects throughout the Port;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Port Townsend as follows:

The Port of Port Townsend Comprehensive Scheme of Harbor Improvements is hereby amended and updated as set forth in Attachment “A” to reflect the acquisition of that portion of the April Owen property lying north of Four Corners Road at JCIA, and to incorporate the capital projects described in the 2025 Operating & Capital Budget.

**ADOPTED** in open session at a meeting of the Board of Commissioners of the Port of Port Townsend on the \_\_\_<sup>th</sup> day of November 2024, and duly authenticated by the signatures of the Commission and the seal of the Commission affixed hereto.

**ATTEST:**

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

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

---

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

---

Port Attorney

DRAFT

**ATTACHMENT “A”**

**PORT OF PORT TOWNSEND**

**2024 Amendments to the**

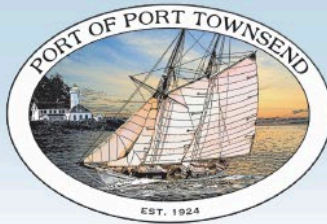
**COMPREHENSIVE SCHEME OF  
HARBOR IMPROVEMENTS (CSHI)**



**Adopted: November \_\_, 2024**

**via Port Resolution #830-24**

2701 Jefferson Street  
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Port Townsend, WA 98368



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## Our Mission:

*“To serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, provide community access to Port facilities and services, and protect and maintain our community resources and maritime heritage.”*

# COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

Amendments Adopted November \_\_\_\_, 2024 - Port Resolution #830-24

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<sup>1</sup> Excerpted from the Draft Port of Port Townsend 2025 Operating & Capital Budget

<sup>2</sup> Ibid.



## INTRODUCTION

### The CSHI - Statutory Requirements

Chapter 53.20.010 of the Revised Code of Washington (RCW) requires port districts to prepare and update a “comprehensive scheme” of their proposed capital improvements. The mandate ensures transparency in the expenditure of public funds. Generally, comprehensive schemes are updated every 10 to 20 years, although they may be updated more frequently to address changing priorities within port districts and in response to requirements from funding sources (e.g., federal grant requirements).

The statute does not specify the required length, content, or title of the comprehensive scheme, although most comprehensive schemes contain the following:

- An inventory of the Port’s properties and facilities;
- A description of the recommended development of these assets; and
- An implementation plan, prioritizing and describing the development of these assets over time.

The Washington Supreme Court has interpreted the statute and held that the legislative purpose of RCW 53.20.010 is to give the taxpayers a relatively detailed picture of what a port will do with land if it is acquired and to inform the taxpayers of the manner and purposes for which their money will be spent.<sup>3</sup>

Washington Courts also have reviewed the level of detail necessary to satisfy the statute’s purpose of providing notice to the public of planned port actions. While the Washington State Supreme Court has rejected a mere recitation of the Port’s general powers as insufficient, it has also ruled that a document, or a set of documents, and/or documents not necessarily titled as a “Comprehensive Scheme of Harbor Improvements” satisfies the statute’s requirement.<sup>4</sup> Thus, the projects delineated in the Port’s annually adopted Capital Budget, Five-Year Capital Improvement Plan and FAA approved Airport Master Plan operate to amend, and become a part of, the Comprehensive Scheme.

More recent decisions agree that compliance can be achieved by a plan that gives a reasonably detailed picture of what the Port intends to do, and which fairly informs citizens of the nature and extent of proposed improvements. However, the detail needed for final construction of improvements is not needed at the planning stage. Instead, comprehensive schemes are inherently conceptual in nature and do not rise to the level of individual site planning.<sup>5</sup> Thus, both the statute and the case law interpreting it allow the Commission considerable discretion in the creation of the Port of Port Townsend’s Comprehensive Scheme of Harbor Improvements (CSHI). This CSHI seeks to inform the citizens of Jefferson County as to how the Port’s capital spending will be dedicated.<sup>6</sup>

<sup>3</sup> See *Hutchinson v. Port of Benton*, 62 Wn.2d 451,457,383 P.2d 500 (1963).

<sup>4</sup> See *Port of Everett v. Everett Imp. Co.*, 124 Wash. 486, 214, p 1064 (1923).

<sup>5</sup> See *Port of Seattle v. Certified Mfg. Co.* (1965) 66 Wash.2d 598, 404 P.2d 25.

<sup>6</sup> See *In Re: the Matter of the Recall of PAUL TELFORD and BILL McGREGGOR, Port of Olympia Commissioners*, 166 Wn.2d 148, 206 P.3d 1248 (2009).

Finally, it should be noted that the comprehensive scheme process is distinctly different from city or county municipal planning under the Washington State Growth Management Act (GMA) (Chapter 36.70A RCW). Port districts are not required to fulfill this planning requirement. Rather, ports are subject to the land use policy and regulatory authority of the cities and counties in which they operate.

## **Programmatic (Non-Project) SEPA Compliance**

Adoption of these 2024 Amendments to the Port's Comprehensive Scheme of Harbor Improvements (CSHI) requires compliance with the State Environmental Policy Act (SEPA, codified at Chapter 43.21C RCW). Because the Port continues to develop its properties in a manner substantially consistent with the "preferred alternative" outlined in the 2003 CSHI, the impacts of this development were largely assessed in the draft and final Environmental Impact Statements prepared for that document. Accordingly, those environmental documents continue to have relevance today and provide useful information and analysis supporting these 2024 Amendments to the CSHI.<sup>7</sup>

The proposed 2024 CSHI Amendments are a non-project, programmatic action under SEPA. In accordance with WAC 197-11-340(2), the Port has determined that the proposed amendments do not have a probable significant adverse impact on the environment, and that an environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of an environmental checklist prepared for the proposal.

## **DOCUMENT CONTEXT**

The Port of Port Townsend first enacted a Comprehensive Scheme of Harbor Improvements (CSHI) in October of 1926 (Port Commission Resolution No. 9). Thereafter, the CSHI was repeatedly amended by way of successive Commission resolutions.

In 2003, the Port undertook a wide-ranging effort to develop an entirely new Comprehensive Scheme, which was issued as an integrated CSHI and Environmental Impact Statement (EIS) (Port Commission Resolution No. 409-03) (<https://portofpt.com/wp-content/uploads/Final.Comp.Scheme-EIS-reduced.pdf>). Substantial updates to the 2003 CSHI occurred again in 2013 (Port Commission Resolution No. 603-13) (<https://portofpt.com/wp-content/uploads/12-2013-CompleteCompScheme.pdf>) and 2020 (Port Commission Resolution No. 724-20) (<https://portofpt.com/wp-content/uploads/CSHI-2020-Update-Final.101420.pdf>). Resolutions amending 2003 CSHI are set forth in Table #1, on page 8, below.

## **2024 CSHI AMENDMENTS**

These 2024 Amendments to the CSHI supplement the substantial Comprehensive Scheme Update adopted by the Port in October of 2020.<sup>8</sup> The Port's facility development plans remain fundamentally unchanged, although each year as the Port adopts its Operating & Capital Budget (incorporating the annual Capital Budget and Five-Year Capital Improvement Plan) greater clarity is

<sup>7</sup> Draft and Final Environmental Impact Statements (DEIS/FEIS) dated September 26, 2003, and December 2, 2003, respectively.

<sup>8</sup> Note: The 2020 CSHI was also later amended by way of Resolution 804-23 on November 8, 2023, reflecting the Port's acquisition of the 253-acre Short's Family Farm, as well as projects set forth in the 2024 Operating & Capital Budget.

provided on the precise nature and scope of the capital projects being undertaken by the Port to implement the CSHI. Like the 2020 Comprehensive Scheme Update, the 2024 Amendments to the CSHI seek to provide a roadmap to guide the development of the Port's nine (9) waterfront and two (2) upland properties over the coming years.

## Port Properties – Inventory, Current Use & Long-Range Plans

Figures #1-8, on pages 7 to 14, below, provide a comprehensive inventory of current Port properties, including a summary of their current use and the Port's long-range development plans for each.



Old Union Wharf – Port Townsend, WA

## Budget & Planning Documents Adopted & Incorporated by Reference

The following planning and budgetary documents, **as they now exist, or may hereafter be amended**, are hereby adopted and incorporated by reference within the Port's Comprehensive Scheme of Harbor Improvements:

- Port of Port Townsend Strategic Plan: 2010-2015 (originally adopted via Port Commission Resolution No. 535-10)  
(<https://portofpt.com/wp-content/uploads/StratPlanAdopted3.24.10.pdf>)
- Short's Family Farm Plan (Port Commission Resolution No. 822-24)  
(<https://portofpt.com/wp-content/uploads/Shorts-Family-Farm-Plan-Combined.070924.pdf>)
- 2016 Jefferson County – City of Port Townsend All Hazard Mitigation Plan (Including Special Purpose Districts)  
(<https://www.co.jefferson.wa.us/DocumentCenter/View/3318/2016-Hazard-Mitigation-Plan?bidId=>)

- Jefferson County International Airport Master Plan (2014 Update)  
(<https://portofpt.com/wp-content/uploads/JCIA-MPU-Complete-Report.pdf>)
- Point Hudson Preservation Plan (June 24, 2020)  
([https://portofpt.com/wp-content/uploads/PortPT\\_PtHudsonBooklet.pdf](https://portofpt.com/wp-content/uploads/PortPT_PtHudsonBooklet.pdf))
- 2024 Operating & Capital Budget (including Five-Year Capital Improvement Plan)  
(<https://portofpt.com/wp-content/uploads/2024-Budget-11-08-2023-ADOPTED.pdf>)

## Compliance with Federal, State & Local Regulations

In addition to the guidance provided by the Port’s current planning and budgetary documents, development, particularly in marine environments, typically requires permits from federal and state agencies as well as local government (i.e., Jefferson County or the City of Port Townsend). Local government permits are generally required to assure compliance with local building codes and locally adopted Shoreline Master Programs.

Federal and state permits are required when impacts to navigable waters or fish and wildlife habitat are anticipated. Development activities occurring waterward of the mean higher high water (MHHW) mark in tidal waters are regulated by the United States Army Corps of Engineers (USACE), the Washington State Department of Ecology (ECY), and the Washington State Department of Fish and Wildlife (WDFW).

Additionally, the National Oceanographic and Atmospheric Administration (NOAA Fisheries) and the United States Fish and Wildlife Service (USFWS) must concur that any project requiring federal approvals (e.g., a USACE permit) is consistent with the Endangered Species Act (ESA). Together, these agencies will require project mitigation measures to avoid or reduce impacts on listed fish and wildlife species, or to compensate for impacts through restoration activities.

## Project Level SEPA Review

A project or plan advanced by the Port will also typically be subject to review under the Washington State Environmental Policy Act ((SEPA) Chapter 43.21C RCW). Although the Port is authorized by state law to act as its own “lead agency” to conduct environmental review under SEPA, the Port of Port Townsend typically assumes this authority only for “non-project actions” (see WAC 197-11-704(2)(b) and 197-11-774), while deferring to local agencies to conduct SEPA review for non-exempt project level actions (see WAC 197-11-704(2)(a)).

This means that, whenever the Port requests a land or shoreline use permit from the City of Port Townsend or Jefferson County for an individual project, that the City or County will assume lead agency status (see WAC 197-11-758) to fulfill the environmental documentation and procedural requirements of SEPA.

Each improvement identified as a physical project is subject to individualized SEPA review as soon as the “*principal features of a proposal and its environmental impacts can be reasonably identified . . . and the environmental effects can be meaningfully evaluated?*” (see WAC 197-11-055).

## TABLES & FIGURES

<b>Table #1: CSHI Amendments – 2003 to Present</b>		
<b>Resolution No.</b>	<b>Adoption Date</b>	<b>Subject Matter</b>
409-03	December 22, 2003	Adoption of 2003 CSHI
410-03	December 22, 2003	Adoption of JCIA Master Plan
417-04	April 14, 2004	Declaring 10' x 300' Parcel of Real Property at Quilcene Surplus to Port Needs and Authorizing Sale
459-06	January 25, 2006	Authorizing Buy-Out of Land Leases & Acquisition of Sperry Buildings at Boat Haven
482-06	December 13, 2006	Declaring “Wills House” at JCIA Surplus to Port Needs and Authorizing Sale
509-08	September 10, 2008	Declaring “Airport Rental House” at JCIA Surplus to Port Needs and Authorizing Sale
519-09	June 10, 2009	Declaring “Spruce Goose Restaurant Building” at JCIA Surplus to Port Needs and Authorizing Sale
535-10	March 24, 2010	Adoption of Strategic Plan
548-10	November 10, 2010	Adoption of 2011 Operating & Capital Budget
550-10	November 10, 2020	Adoption of Jefferson County – City of Port Townsend All Hazards Mitigation Plan
575-12	May 21, 2012	Authorizing Executive Director to Negotiate with City Manager to Resolve Kah Tai Litigation, Including Property Transfers Between Port and City
581-12	August 8, 2012	Amending CSHI - Declaring Surplus Port's Kah Tai Property Surplus to Port Needs and Authorizing Transfer to City of Port Townsend
603-13	December 23, 2013	Adopting CSHI Update 2013
621-14	November 19, 2014	Adoption of 2015 Operating & Capital Budget
637-16	January 19, 2016	Amending CSHI – Declaring “New Day Fisheries” Building at Boat Haven Surplus to Port Needs & Authorizing Sale

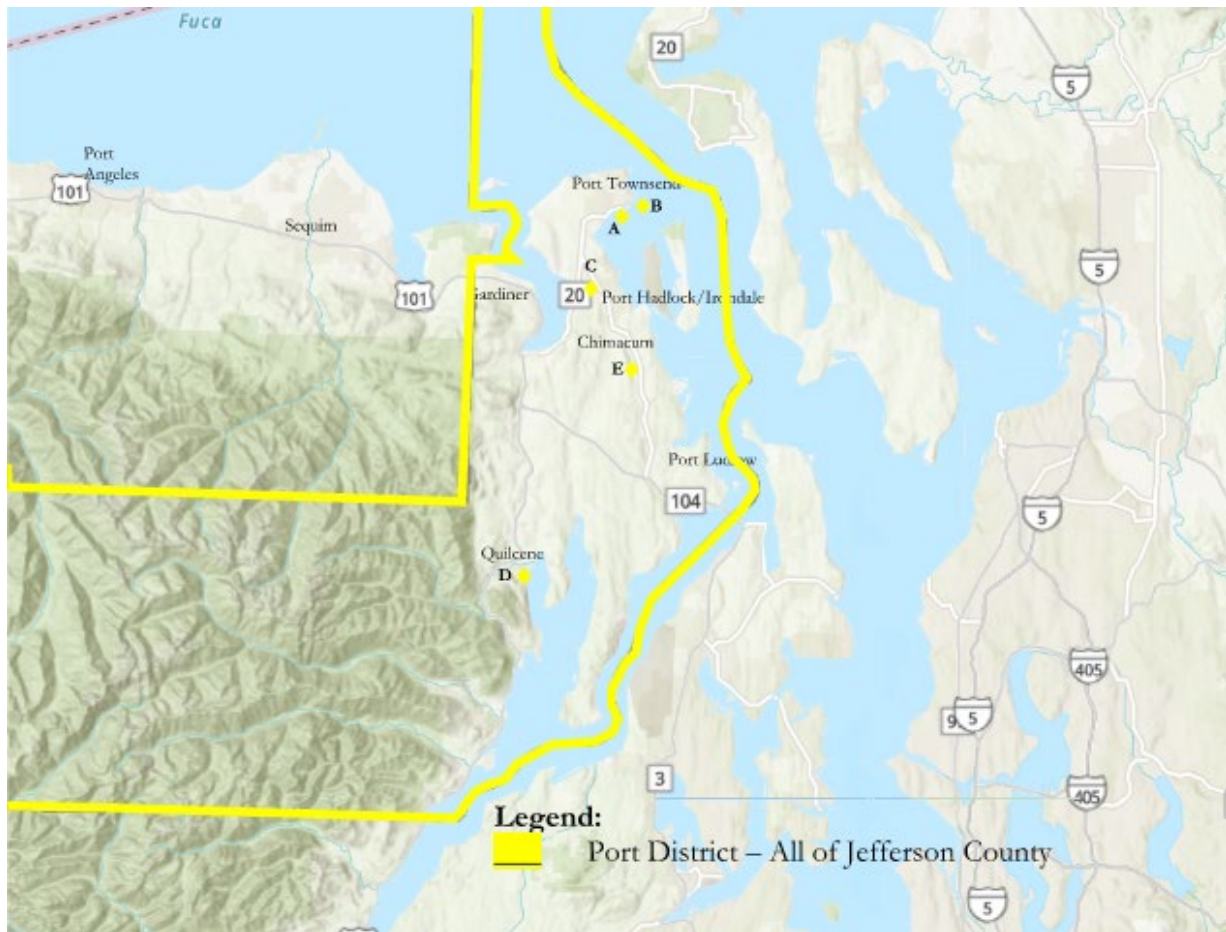
**Table #1: CSHI Amendments – 2003 to Present, continued**

<b>Resolution No.</b>	<b>Adoption Date</b>	<b>Subject Matter</b>
642-16	February 24, 2016	Amending CSHI – Declaring “Westerly New Day Fisheries Buildings” at Boat Haven Surplus to Port Needs & Authorizing Sale
651-16	November 22, 2016	Adoption of 2017 Operating & Capital Budget
670-17	November 21, 2017	Adoption of 2018 Operating & Capital Budget
686-18	October 24, 2018	Adoption of 2019 Operating & Capital Budget
724-20	October 14, 2020	Adopting CSHI Update 2020
758-21	November 10, 2021	Adoption of 2022 Operating & Capital Budget
779-22	November 9, 2022	Adoption of 2023 Operating & Capital Budget
787-23	February 15, 2023	Authorizing Acquisition of the Short’s Family Farm, Chimacum
802-23	November 8, 2023	Adoption of 2024 Operating & Capital Budget
804-23	November 8, 2023	Amending the CSHI to Incorporate Short’s Family Farm and Projects in 2024 Operating and Capital Budget
822-24	July 10, 2024	Adopting the Short’s Family Farm Plan

**Table #2: Properties Declared Surplus to Port Needs  
January 1, 2024, to Present**

<b>Resolution No.</b>	<b>Adoption Date</b>	<b>Property Description</b>
N/A	N/A	N/A - No properties have been declared surplus to Port needs in 2024

**Figure #1: Map Key – Overview of Location of Port Properties**



Overview – Location of Port-Owned Properties	
Description	Figure, Page Number
A - Boat Haven Marina & Industrial Park	#2, Page 8
B - Point Hudson Marina & RV Park	#3, Page 9
C - Jefferson County International Airport	#4, Page 10
D - Herb Beck Marina, Quilcene	#5, Page 11
E - Short's Family Farm, Chimacum	#6, Page 12
F - Docks, Wharves & Beach Access F-1 - Union Wharf F-2 - Quincy Street Dock F-3 - City ("Cotton") Dock F-4 - Fort Worden Beach	#7, Page 13
G - Launch Ramps G-1 - Gardiner G-2 - Hadlock G-3 - Mats Mats	#8, Page 14

**Figure #2: Boat Haven Marina & Industrial Park – Current Use & Long-Range Plan**



**Current Uses:** Marina & Industrial Park as described in the 2020 CSHI Update (pp. III-1 – III-15)

**Long Range Plan:** Continue to develop and maintain consistent with 2020 CSHI as amended by the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)



**Figure #3: Point Hudson Marina & RV Park – Current Use & Long-Range Plan**



**Current Uses:** RV Park & Marina as described in the 2020 CSHI Update (pp. III-16 – III-27)

**Long Range Plan:** Continue to develop and maintain consistent with 2020 CSHI as amended by the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)

**Figure #4: JCIA – Current Use & Long-Range Plan**



**Current Uses:** General Aviation Airport with supporting aviation-related/dependent uses & non-aviation-related rural light industrial park as described in the FAA-Approved 2014 JCIA Master Plan Update

**Long Range Plan:** Continue to develop and maintain consistent with the Airport Master Plan (as it may be amended and updated) and the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)

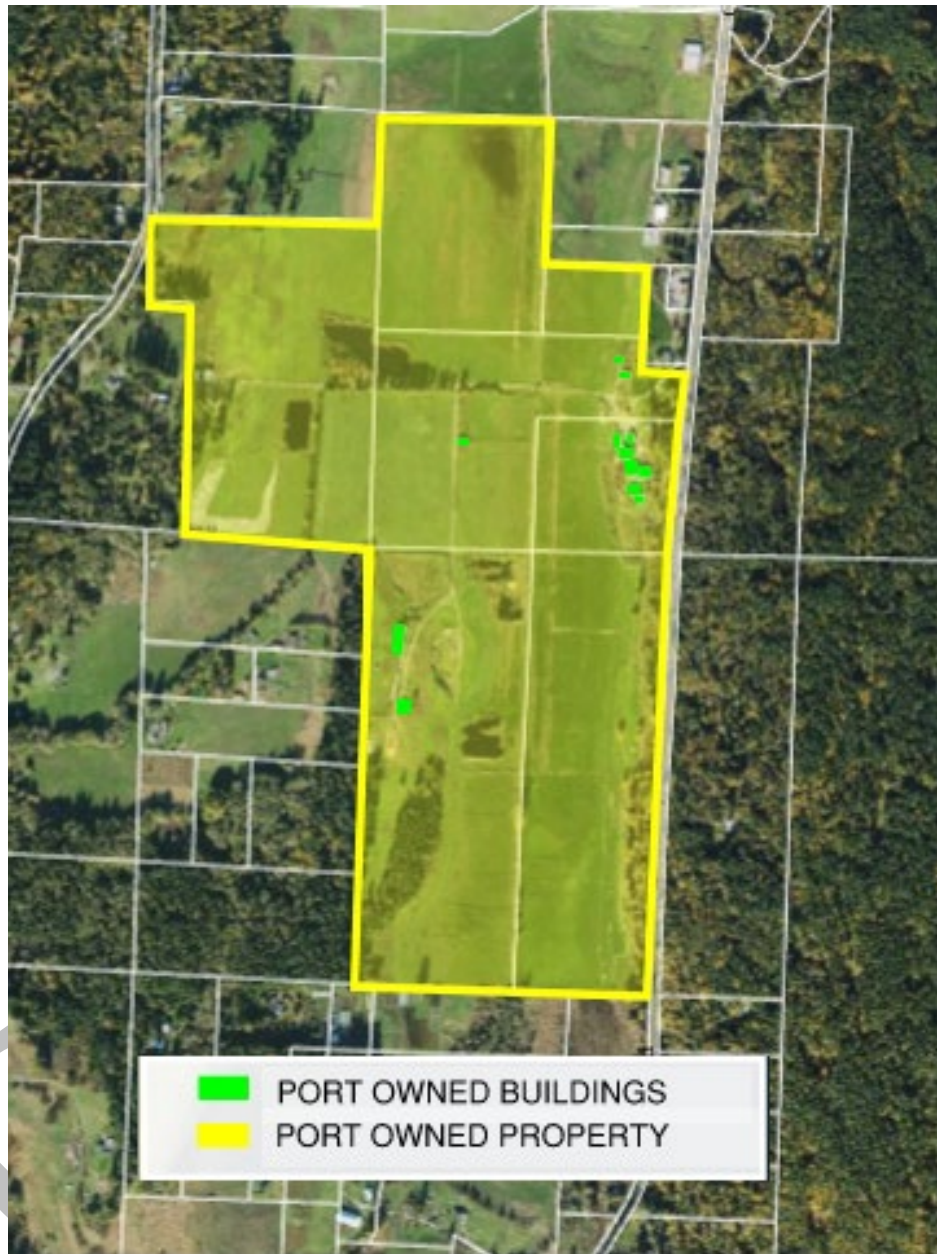
**Figure #5: Herb Beck Marina, Quilcene – Current Use & Long-Range Plan**



**Current Uses:** Marina and Launch Ramp as described in the 2020 CSHI Update (pp. III-28 – III-30)

**Long Range Plan:** Continue to develop and maintain consistent with 2020 CSHI as amended by the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)

**Figure #6: Short's Family Farm – Current Use & Long-Range Plan**



**Current Uses:** Farming and ag-supporting infrastructure as described in the 2024 Short's Family Farm Plan (p. 2)

**Long Range Plan:** Develop and maintain consistent with 2024 Short's Family Farm Plan as amended by the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)

**Figure #7: Docks & Wharves – Current Uses & Long-Range Plans**



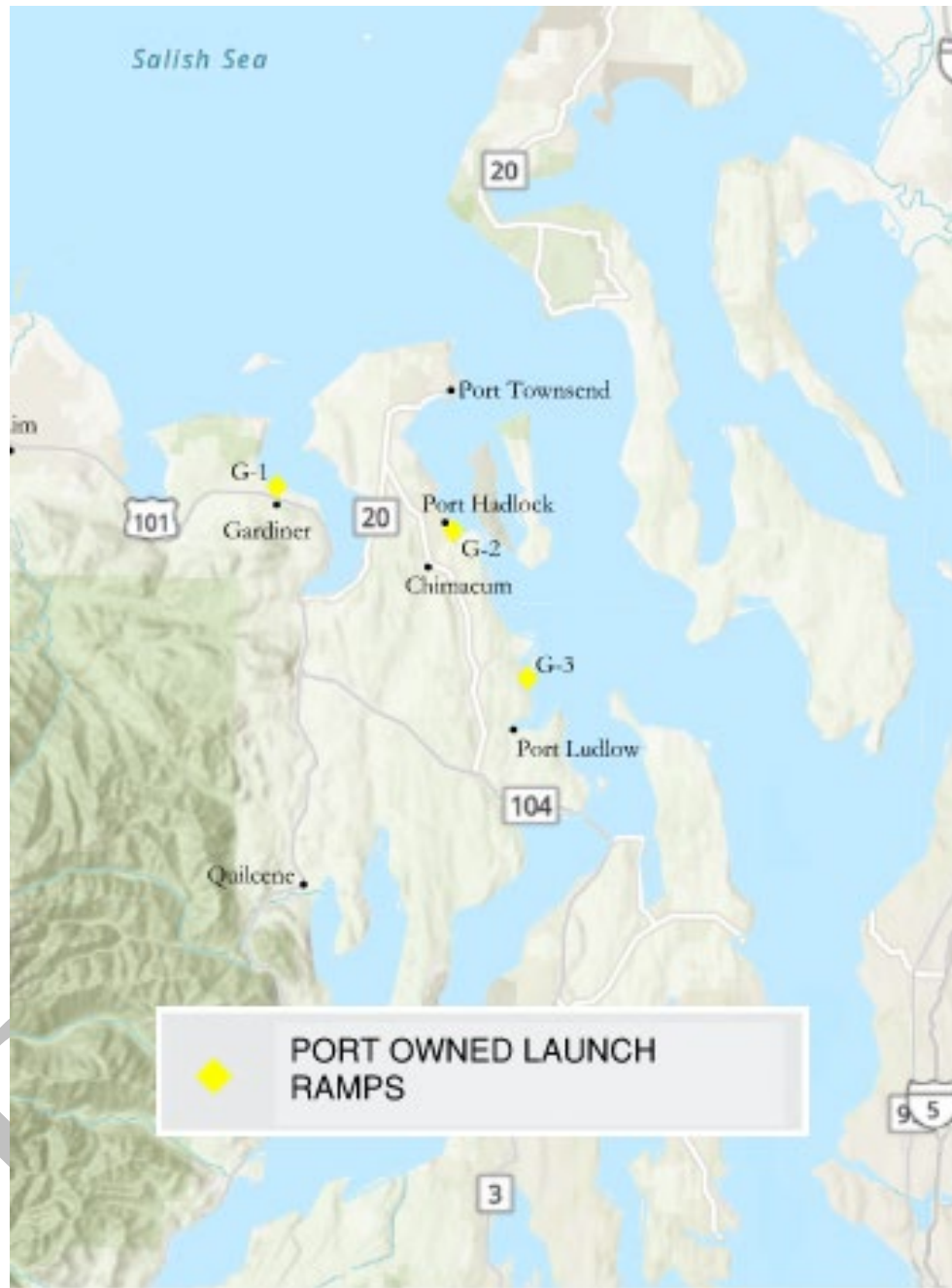
**Map Key:** F-1 - Union Wharf; F-2 - Quincy Street Dock; F-3 - City (“Cotton”) Dock; F-4 - Fort Worden Beach<sup>9</sup>

**Current Uses:** Public dock and wharf facilities and beach access stairs (note: Fort Worden only) as Described in the 2020 CSHI Update (pp. III-46 – III-52)

**Long Range Plans:** Continue to develop and maintain consistent with 2020 CSHI as amended by the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)

<sup>9</sup> Accessed via easement granted to the State of Washington (1955).

**Figure #8: Launch Ramps – Current Uses & Long-Range Plans**



**Map Key:** G-1 – Gardiner; G-2 – Hadlock; G-3 - Mats Mats

**Current Uses:** Public recreational boat ramps and launches as Described in the 2020 CSHI Update (pp. III-33 – III-38)

**Long Range Plans:** Continue to develop and maintain consistent with 2020 CSHI as amended by the current Operating & Capital Budget (i.e., including Annual Capital Budget and Five-Year Capital Improvement Plan)

**(DRAFT) 2025 CAPITAL BUDGET**  
**2025 Capital Budget**

Row Labels	Sum of 2025
<b>Boat Haven</b>	-
<b>Main Breakwater Project</b>	-
<b>(PE) Design</b>	300,000
<b>(CN) Construction</b>	1,400,000
(S) MARAD PIPD Grant	(400,000)
(S) Mitigation Credits	(400,000)
(BH) Boat Haven Capital Reserve	(367,061)
(IDD) Port Funds	(452,939)
(IDD) Staff Compensation (Engineering)	(80,000)
<b>Sea Level Rise Project</b>	-
<b>(PL) BRIC Application</b>	40,000
(IDD) Port Funds	(30,000)
(IDD) Staff Compensation (Engineering)	(10,000)
<b>Sims Gateway &amp; North Boatyard Expansion</b>	-
<b>(PE) Design</b>	75,000
<b>(CN) Construction (Yard Widening, Pathway, Landscaping)</b>	1,880,000
(S) Jefferson County PIF Grant 2021 (Port + City)	(569,000)
(S) Jefferson County PIF Grant 2023 (City)	(300,000)
(IDD) Port Funds	(850,000)
(IDD) Staff Compensation (Engineering)	(70,000)
(U) Unsecured Funding	(166,000)
<b>Stormwater Improvement Project</b>	-
<b>(CN) Construction</b>	5,230,000
(S) WA Dept. Commerce ARPA Grant	(1,095,000)
(S) WA Dept. Commerce MTCA Grant	(3,050,000)
(IDD) Port Funds	(934,000)
(IDD) Staff Compensation (Engineering)	(151,000)
<b>West Boatyard Expansion</b>	-
<b>(PE) Design</b>	50,000
(IDD) Port Funds	(30,000)
(IDD) Staff Compensation (Engineering)	(20,000)
<b>Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)</b>	-
<b>Capital Maintenance (excl. Sperry Buildings)</b>	25,000
<b>Sperry Building Capital Maintenance</b>	75,000
(IDD) Port Funds	(50,000)
(IDD) Staff Compensation (Maintenance)	(25,000)
(URC) Port Funds	(8,250)
(URC) Staff Compensation (Maintenance)	(16,750)
<b>Point Hudson</b>	-
<b>Building/Facility Preservation &amp; Energy Efficiency Improvement</b>	-
<b>(PE) Duplex HVAC/DOAS Design</b>	30,000
<b>(CN) Duplex Preservation &amp; Improvement</b>	700,000
(IDD) Port Funds	(650,000)
(IDD) Staff Compensation (Engineering)	(10,000)
(IDD) Staff Compensation (Maintenance)	(70,000)

Balanced Summary  
2025 Capital Budget

1

Updated 10/3/2024

## 2025 Capital Budget

Row Labels	Sum of 2025
<b>Roof Replacement/Weatherization (Standing Seam Metal Roof)</b>	-
(PE) Design	40,000
(CN) Construction	1,000,000
(S) Heritage Capital Projects Grant	(500,000)
(IDD) Port Funds	(370,000)
(IDD) Staff Compensation (Engineering)	(20,000)
(U) WA Dept of Ecology Abestos Abatement Loan (50% forgivable)	(150,000)
<b>JCIA</b>	-
<b>JCIA Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)</b>	-
(CN) Construction	555,555
(A) FAA NPE Funds	(500,000)
(IDD) Port Match	(55,555)
<b>JCIA Fuel System Improvement</b>	-
(PE) Design	200,000
(CN) Construction	572,000
(S) FAA BIL Funds (Design)	(180,000)
(S) FAA BIL Funds (Construction)	(514,800)
(IDD) Port Match	(77,200)
<b>JCIA Master Plan Update</b>	-
(PL) Master Plan Update	222,000
(S) FAA NPE Funds	(199,800)
(A) WSDOT Aviation Match	(11,100)
(URC) Port Funds	(11,100)
<b>JCIA Pilot Terminal</b>	-
(CN) Construction	70,000
(IDD) Port Funds	(70,000)
<b>Stormwater Management</b>	-
Stormwater Management	25,000
(URC) Staff Compensation (Maintenance)	(25,000)
<b>Rural Light Industrial Park (24 acres)</b>	-
(PE) Design	380,000
(S) Jefferson County PIF Grant (2023; Design)	(150,000)
(S) WA Commerce Industrial Site Readiness Grant	(100,000)
(IDD) Port Funds (Design & Engineering)	(100,000)
(IDD) Staff Compensation (Engineering)	(30,000)
<b>Rural Light Industrial Park (43.5 acres)</b>	-
(PE) Design (10%)	110,000
(S) WA Commerce Industrial Site Readiness Grant	(100,000)
(IDD) Staff Compensation (Engineering)	(10,000)
<b>Quilcene</b>	-
<b>Campground</b>	-
(PE) Design	20,000
(CN) Construction	180,000
(IDD) Staff Compensation (Engineering)	(20,000)
(IDD) Staff Compensation (Maintenance)	(60,000)
(URC) Port Funds	(120,000)



## 2025 Capital Budget

Row Labels	Sum of 2025
<b>Herb Beck Boat Launch &amp; Facility Improvements</b>	-
(PE) Design (Boat Launch)	279,000
(PE) Design (Parking Lot)	44,000
(PE) Design (Bathroom)	52,000
(S) RCO Boating Facilities Program Grant	(140,000)
(IDD) Port Funds	(158,000)
(IDD) Staff Compensation (Engineering)	(77,000)
<b>Short's Farm</b>	-
<b>Farm Property/Facility Maintenance</b>	-
<b>Capital Maintenance</b>	150,000
(URC) Port Funds	(100,000)
(URC) Staff Compensation (Maintenance)	(50,000)
<b>Water Access</b>	-
<b>Gardiner Launch Ramp with Seasonal Float</b>	-
(CN) Construction	953,000
(S) RCO Boating Facilities Program Grant	(400,000)
(S) Jefferson County Road Contribution	(45,000)
(PW) Port Wide Capital Reserve	(400,000)
(URC) Port Funds	(25,000)
(URC) Staff Compensation (Engineering)	(83,000)
<b>Other</b>	-
<b>Port Equipment/Vehicle Replacement</b>	-
<b>300T Variable Width Travelift (Final Payment)</b>	953,000
(S) EDA Travelift Grant	(425,000)
(URC) Port Funds	(528,000)
<b>Port Wide - Yard/Parking/RV Resurfacing</b>	-
<b>Yard/Parking/RV Resurfacing</b>	25,000
(URC) Port Funds	(25,000)
<b>Comprehensive Routine Maintenance and Repair Program (CRAMP)</b>	-
<b>CRAMP Application (USACE)</b>	250,000
(IDD) Port Funds	(210,000)
(IDD) Staff Compensation (Environmental)	(25,000)
(IDD) Staff Compensation (Engineering)	(15,000)
<b>Emergency</b>	-
<b>Boat Haven Bulkhead Repair/Replacement</b>	-
<b>Bulkhead Repair/Replacement</b>	300,000
(U) Unsecured Funding	(300,000)
<b>Boat Haven Pavement Repair</b>	-
<b>Pavement Repair</b>	100,000
(U) Unsecured Funding	(100,000)
<b>City Dock Repair</b>	-
<b>City Dock Repair</b>	350,000
(U) Unsecured Funding	(350,000)
<b>Small Capital Projects</b>	-
<b>Unplanned Small Capital Projects</b>	100,000
(URC) Port Funds	(100,000)

(DRAFT) CAPITAL IMPROVEMENT PLAN: 2025-2029

Capital Improvement Plan  
2025-2029

Row Labels	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of Total 5 Year
<b>Boat Haven</b>	-	-	-	-	-	-
<b>Linear Dock Replacement</b>	-	-	-	-	-	-
(PE) Design	-	-	-	-	366,000	366,000
(CN) Construction	-	-	-	-	4,167,000	4,167,000
(IDD) Port Funds	-	-	-	-	(1,100,000)	(1,100,000)
(U) Unsecured Funding	-	-	-	-	(3,433,000)	(3,433,000)
<b>Main Breakwater Project</b>	-	-	-	-	-	-
(PE) Design	300,000	-	-	-	-	300,000
(CN) Construction	1,400,000	1,400,000	-	-	-	2,800,000
(S) MARAD PFD Grant	(400,000)	(400,000)	-	-	-	(800,000)
(S) Mitigation Credits	(400,000)	(400,000)	-	-	-	(800,000)
(BH) Boat Haven Capital Reserve	(367,061)	-	-	-	-	(367,061)
(IDD) Port Funds	(452,939)	(550,000)	-	-	-	(1,002,939)
(IDD) Staff Compensation (Engineering)	(80,000)	(50,000)	-	-	-	(130,000)
<b>Marina Dredging</b>	-	-	-	-	-	-
(PE) Design	-	150,000	-	-	-	150,000
(CN) Construction	-	-	550,000	-	-	550,000
(IDD) Staff Compensation (Engineering)	-	(50,000)	(25,000)	-	-	(75,000)
(U) Unsecured Funding	-	(100,000)	(525,000)	-	-	(625,000)
<b>Sea Level Rise Project</b>	-	-	-	-	-	-
(PL) BRIC Application	40,000	-	-	-	-	40,000
(PE) Design	-	550,000	4,300,000	3,750,000	-	8,600,000
(RW) Right-of-Way Acquisition	-	-	-	1,500,000	1,500,000	3,000,000
(CN) Construction	-	-	-	-	55,000,000	55,000,000
(IDD) Port Funds	(30,000)	-	-	-	-	(30,000)
(IDD) Staff Compensation (Engineering)	(10,000)	-	-	-	-	(10,000)
(U) Unsecured Funding	-	(550,000)	(4,300,000)	(5,250,000)	(56,500,000)	(66,600,000)
<b>Sims Gateway &amp; North Boatyard Expansion</b>	-	-	-	-	-	-
(PE) Design	75,000	-	-	-	-	75,000
(CN) Construction (Yard Widening, Pathway, Landscaping)	1,880,000	-	-	-	-	1,880,000
(S) Jefferson County PIF Grant 2021 (Port + City)	(569,000)	-	-	-	-	(569,000)
(S) Jefferson County PIF Grant 2023 (City)	(300,000)	-	-	-	-	(300,000)
(IDD) Port Funds	(850,000)	-	-	-	-	(850,000)
(IDD) Staff Compensation (Engineering)	(70,000)	-	-	-	-	(70,000)
(U) Unsecured Funding	(166,000)	-	-	-	-	(166,000)
<b>Stormwater Improvement Project</b>	-	-	-	-	-	-
(CN) Construction	5,230,000	-	-	-	-	5,230,000
(S) WA Dept. Commerce ARPA Grant	(1,095,000)	-	-	-	-	(1,095,000)
(S) WA Dept. Commerce MTCA Grant	(3,050,000)	-	-	-	-	(3,050,000)
(IDD) Port Funds	(934,000)	-	-	-	-	(934,000)
(IDD) Staff Compensation (Engineering)	(151,000)	-	-	-	-	(151,000)
<b>Travelift Yard Electrical Upgrades (70/75/300T)</b>	-	-	-	-	-	-
Upgrades	-	100,000	100,000	100,000	-	300,000
(IDD) Port Funds	-	(100,000)	(100,000)	(100,000)	-	(300,000)
<b>West Boatyard Expansion</b>	-	-	-	-	-	-
(PE) Design	50,000	1,250,000	-	-	-	1,300,000
(CN) Construction	-	-	3,875,000	-	-	3,875,000
(IDD) Port Funds	(30,000)	-	-	-	-	(30,000)
(IDD) Staff Compensation (Engineering)	(20,000)	-	-	-	-	(20,000)
(U) Unsecured Funding	-	(1,250,000)	(3,875,000)	-	-	(5,125,000)
<b>Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)</b>	-	-	-	-	-	-
Capital Maintenance (excl. Sperry Buildings)	25,000	50,000	75,000	100,000	100,000	350,000
Sperry Building Capital Maintenance	75,000	50,000	25,000	-	-	150,000
(IDD) Port Funds	(50,000)	(33,500)	(8,250)	-	-	(91,750)
(IDD) Staff Compensation (Maintenance)	(25,000)	(16,500)	(16,750)	-	-	(58,250)
(URC) Port Funds	(8,250)	(33,500)	(50,000)	(67,000)	(67,000)	(225,750)
(URC) Staff Compensation (Maintenance)	(16,750)	(16,500)	(25,000)	(33,000)	(33,000)	(124,250)
<b>Point Hudson</b>	-	-	-	-	-	-
<b>Cantilevered Esplanade</b>	-	-	-	-	-	-
(PE) Design	-	-	-	375,000	-	375,000
(CN) Construction	-	-	-	-	3,275,000	3,275,000
(U) Unsecured Funding	-	-	-	(375,000)	(3,275,000)	(3,650,000)
<b>Pavement Preservation (Grind &amp; Overlay)</b>	-	-	-	-	-	-
Capital Maintenance	-	650,000	-	-	-	650,000
(U) Unsecured Funding	-	(650,000)	-	-	-	(650,000)

Capital Improvement Plan  
2025-2029

Row Labels	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of Total 5 Year
<b>RV Park Restoration</b>	-	-	-	-	-	-
Capital Maintenance	-	500,000	-	-	-	500,000
(U) Unsecured Funding	-	(500,000)	-	-	-	(500,000)
<b>Utility Rehabilitation (Mains)</b>	-	-	-	-	-	-
Capital Maintenance	-	500,000	-	-	-	500,000
(IDD) Port Funds	-	(500,000)	-	-	-	(500,000)
<b>Building/Facility Preservation &amp; Energy Efficiency Improvement</b>	-	-	-	-	-	-
(PE) Duplex HVAC/DOAS Design	30,000	-	-	-	-	30,000
(CN) Duplex Preservation & Improvement	700,000	-	-	-	-	700,000
(PE) Commander's Beach House HVAC/DOAS Design	-	33,000	-	-	-	33,000
(CN) Commander's Beach House Preservation & Improvement	-	516,000	-	-	-	516,000
(PE) Main Building HVAC/DOAS Design	-	-	37,000	-	-	37,000
(CN) Main Building Preservation & Improvements	-	-	1,705,000	-	-	1,705,000
(PE) Hospital Building & Doc's HVAC/DOAS Design	-	-	-	40,000	-	40,000
(CN) Hospital Building & Doc's Preservation & Improvements	-	-	-	1,340,000	-	1,340,000
(PE) Point Hudson West Campus HVAC/DOAS Design	-	-	-	-	44,000	44,000
(CN) Point Hudson West Campus Building Preservation & Improvements	-	-	-	-	1,100,000	1,100,000
(IDD) Port Funds	(650,000)	(370,000)	(370,000)	(370,000)	(370,000)	(2,130,000)
(IDD) Staff Compensation (Engineering)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(50,000)
(IDD) Staff Compensation (Maintenance)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(350,000)
(U) Unsecured Funding	-	(99,000)	(1,792,000)	(930,000)	(694,000)	(3,015,000)
<b>Roof Replacement/Weatherization (Standing Seam Metal Roof)</b>	-	-	-	-	-	-
(PE) Design	40,000	-	-	-	-	40,000
(CN) Construction	1,000,000	1,000,000	-	-	-	2,000,000
(S) Heritage Capital Projects Grant	(500,000)	(500,000)	-	-	-	(1,000,000)
(IDD) Port Funds	(370,000)	(350,000)	(50,000)	(50,000)	(50,000)	(870,000)
(IDD) Staff Compensation (Engineering)	(20,000)	-	-	-	-	(20,000)
(U) WA Dept of Ecology Asbestos Abatement Loan (50% forgivable)	(150,000)	(150,000)	50,000	50,000	50,000	(150,000)
<b>JCIA</b>	-	-	-	-	-	-
<b>JCIA Airport Wide Rehabilitation Apron, Taxhways, and Taxlanes (Crack/Slurry Seal)</b>	-	-	-	-	-	-
(CN) Construction	555,555	-	-	-	-	555,555
(A) FAA NPE Funds	(500,000)	-	-	-	-	(500,000)
(IDD) Port Match	(55,555)	-	-	-	-	(55,555)
<b>JCIA Fuel System Improvement</b>	-	-	-	-	-	-
(PE) Design	200,000	-	-	-	-	200,000
(CN) Construction	572,000	-	-	-	-	572,000
(S) FAA Bil. Funds (Design)	(180,000)	-	-	-	-	(180,000)
(S) FAA Bil. Funds (Construction)	(514,800)	-	-	-	-	(514,800)
(IDD) Port Match	(77,200)	-	-	-	-	(77,200)
<b>JCIA Master Plan Update</b>	-	-	-	-	-	-
(PL) Master Plan Update	222,000	111,000	-	-	-	333,000
(S) FAA NPE Funds	(199,800)	(99,900)	-	-	-	(299,700)
(A) WSDOT Aviation Match	(11,100)	(5,550)	-	-	-	(16,650)
(URC) Port Funds	(11,100)	(5,550)	-	-	-	(16,650)
<b>JCIA Pilot Terminal</b>	-	-	-	-	-	-
(CN) Construction	70,000	70,000	-	-	-	140,000
(IDD) Port Funds	(70,000)	(70,000)	-	-	-	(140,000)
<b>Renovate Port Owned Hangars</b>	-	-	-	-	-	-
Renovate Port Owned Hangars	-	-	48,889	-	-	48,889
(A) FAA Bil. Funds	-	-	(44,000)	-	-	(44,000)
(A) WSDOT Aviation Match	-	-	(2,444)	-	-	(2,444)
(IDD) Port Match	-	-	(2,445)	-	-	(2,445)
<b>Shift/Widen Parallel Taxiway</b>	-	-	-	-	-	-
<b>Environmental Assessment</b>	-	333,333	-	-	-	333,333
(PE) Design	-	-	300,000	-	-	300,000
(CN) Construction	-	-	-	3,050,000	3,050,000	6,100,000
(A) FAA NPE Funds (Environmental Assessment)	-	(300,000)	-	-	-	(300,000)
(A) WSDOT Match (Environmental Assessment)	-	(16,666)	-	-	-	(16,666)
(A) FAA NPE Funds (Design)	-	-	(270,000)	-	-	(270,000)
(A) WSDOT Match (Design)	-	-	(15,000)	-	-	(15,000)
(A) FAA NPE Funds (Construction)	-	-	-	(2,745,000)	(2,745,000)	(5,490,000)
(A) WSDOT Match (Construction)	-	-	-	(152,500)	(152,500)	(305,000)
(URC) Port Funds	-	(16,667)	(15,000)	(152,500)	(152,500)	(336,667)

Capital Improvement Plan  
2025-2029

Row Labels	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of Total 5 Year
<b>Stormwater Management</b>	-	-	-	-	-	-
Stormwater Management	25,000	25,000	25,000	25,000	25,000	125,000
(URC) Staff Compensation (Maintenance)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
<b>Rural Light Industrial Park (24 acres)</b>	-	-	-	-	-	-
(PE) Design	380,000	-	-	-	-	380,000
(CN) Construction (Site Development)	-	-	3,700,000	3,700,000	-	7,400,000
(CN) Construction (Road Access)	-	700,000	-	-	-	700,000
(S) Jefferson County PIF Grant (2023; Design)	(150,000)	-	-	-	-	(150,000)
(S) WA Commerce Industrial Site Readiness Grant	(100,000)	-	-	-	-	(100,000)
(IDD) Part Funds (Design & Engineering)	(100,000)	-	-	-	-	(100,000)
(IDD) Part Funds (Road Access)	-	(350,000)	-	-	-	(350,000)
(IDD) Staff Compensation (Engineering)	(30,000)	-	-	-	-	(30,000)
(U) Jefferson County PIF Grant (2024; Road Access)	-	(350,000)	-	-	-	(350,000)
(U) Unsecured Funding	-	-	(3,700,000)	(3,700,000)	-	(7,400,000)
<b>Rural Light Industrial Park (43.5 acres)</b>	-	-	-	-	-	-
(PE) Design (10%)	110,000	-	-	-	-	110,000
(S) WA Commerce Industrial Site Readiness Grant	(100,000)	-	-	-	-	(100,000)
(IDD) Staff Compensation (Engineering)	(10,000)	-	-	-	-	(10,000)
<b>Quikene</b>	-	-	-	-	-	-
<b>Campground</b>	-	-	-	-	-	-
(PE) Design	20,000	-	-	-	-	20,000
(CN) Construction	180,000	-	-	-	-	180,000
(IDD) Staff Compensation (Engineering)	(20,000)	-	-	-	-	(20,000)
(IDD) Staff Compensation (Maintenance)	(60,000)	-	-	-	-	(60,000)
(URC) Part Funds	(120,000)	-	-	-	-	(120,000)
<b>Marina Dredge, Dock, and Gangway Replacement</b>	-	-	-	-	-	-
(PE) Design	-	191,000	200,000	-	-	391,000
(CN) Demolition, Removal, and Piling Replacement	-	-	1,152,000	-	-	1,152,000
(CN) Marina Dredge	-	-	498,000	-	-	498,000
(CN) Construction (Docks incl. Mitigation; performed by Maintenance Staff)	-	-	1,127,000	-	-	1,127,000
(IDD) Staff Compensation (Engineering)	-	(14,000)	(49,000)	-	-	(63,000)
(IDD) Staff Compensation (Maintenance)	-	-	(106,000)	-	-	(106,000)
(U) Unsecured Funding	-	(177,000)	(2,822,000)	-	-	(2,999,000)
<b>Herb Beck Boat Launch &amp; Facility Improvements</b>	-	-	-	-	-	-
(PE) Design (Boat Launch)	279,000	-	-	-	-	279,000
(CN) Construction (Boat Launch)	-	1,366,000	-	-	-	1,366,000
(PE) Design (Parking Lot)	44,000	-	-	-	-	44,000
(CN) Construction (Parking Lot)	-	542,000	-	-	-	542,000
(PE) Design (Bathroom)	52,000	-	-	-	-	52,000
(CN) Construction (Bathroom)	-	202,000	-	-	-	202,000
(S) RCD Boating Facilities Program Grant	(140,000)	(813,000)	-	-	-	(953,000)
(IDD) Part Funds	(158,000)	(1,164,500)	-	-	-	(1,322,500)
(IDD) Staff Compensation (Environmental)	-	(37,500)	-	-	-	(37,500)
(IDD) Staff Compensation (Engineering)	(77,000)	(63,000)	-	-	-	(140,000)
(IDD) Staff Compensation (Maintenance; Bathroom Remodel)	-	(32,000)	-	-	-	(32,000)
<b>Short's Farm</b>	-	-	-	-	-	-
<b>Farm Property/Facility Maintenance</b>	-	-	-	-	-	-
Capital Maintenance	150,000	150,000	150,000	150,000	150,000	750,000
(URC) Part Funds	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)
(URC) Staff Compensation (Maintenance)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(250,000)
<b>Water Access</b>	-	-	-	-	-	-
<b>Mats Mats Bay Facilities</b>	-	-	-	-	-	-
Capital Maintenance	-	30,000	-	-	-	30,000
(IDD) Part Funds	-	(30,000)	-	-	-	(30,000)
<b>Gardiner Launch Ramp with Seasonal Float</b>	-	-	-	-	-	-
(CN) Construction	953,000	-	-	-	-	953,000
(S) RCD Boating Facilities Program Grant	(400,000)	-	-	-	-	(400,000)
(S) Jefferson County Road Contribution	(45,000)	-	-	-	-	(45,000)
(PW) Part Wide Capital Reserve	(400,000)	-	-	-	-	(400,000)
(URC) Part Funds	(25,000)	-	-	-	-	(25,000)
(URC) Staff Compensation (Engineering)	(83,000)	-	-	-	-	(83,000)
<b>Hadlock Dock and Gangway Replacement</b>	-	-	-	-	-	-
(PE) Design	-	-	100,000	205,000	-	305,000
(CN) Construction	-	-	-	432,000	212,000	644,000
(U) Unsecured Funding	-	-	(100,000)	(637,000)	(212,000)	(949,000)

Capital Improvement Plan  
2025-2029

Row Labels	Sum of 2025	Sum of 2026	Sum of 2027	Sum of 2028	Sum of 2029	Sum of Total 5 Year
<b>Union Wharf Electrification &amp; Mooring Dolphins</b>	-	-	-	-	-	-
(PE) Design	-	334,000	-	-	-	334,000
(CN) Construction	-	-	878,000	-	-	878,000
(U) Unsecured Funding	-	(334,000)	(878,000)	-	-	(1,212,000)
<b>Other</b>	-	-	-	-	-	-
<b>Port Equipment/Vehicle Replacement</b>	-	-	-	-	-	-
300T Variable Width Travelfit (Final Payment)	953,000	-	-	-	-	953,000
Equipment/Vehicle Replacement	-	120,000	100,000	160,000	100,000	480,000
(S) EDA Travelfit Grant	(425,000)	-	-	-	-	(425,000)
(URC) Port Funds	(528,000)	(120,000)	(100,000)	(160,000)	(100,000)	(1,008,000)
<b>Port Wide - Yard/Parking/RV Resurfacing</b>	-	-	-	-	-	-
Yard/Parking/RV Resurfacing	25,000	25,000	25,000	25,000	25,000	125,000
(URC) Port Funds	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
<b>Port Wide - Dock Renovations &amp; Piling Replacement</b>	-	-	-	-	-	-
Dock Renovations & Piling Replacement	-	-	-	250,000	250,000	500,000
(URC) Port Funds	-	-	-	(250,000)	(250,000)	(500,000)
<b>Comprehensive Routine Maintenance and Repair Program (CRAMP)</b>	-	-	-	-	-	-
CRAMP Application (USACE)	250,000	-	-	-	-	250,000
(100) Port Funds	(210,000)	-	-	-	-	(210,000)
(100) Staff Compensation (Environmental)	(25,000)	-	-	-	-	(25,000)
(100) Staff Compensation (Engineering)	(15,000)	-	-	-	-	(15,000)
<b>Emergency</b>	-	-	-	-	-	-
<b>Boat Haven Bulkhead Repair/Replacement</b>	-	-	-	-	-	-
Bulkhead Repair/Replacement	300,000	-	-	-	-	300,000
(U) Unsecured Funding	(300,000)	-	-	-	-	(300,000)
<b>Boat Haven Pavement Repair</b>	-	-	-	-	-	-
Pavement Repair	100,000	-	-	-	-	100,000
(U) Unsecured Funding	(100,000)	-	-	-	-	(100,000)
<b>City Dock Repair</b>	-	-	-	-	-	-
City Dock Repair	350,000	3,500,000	-	-	-	3,850,000
(U) Unsecured Funding	(350,000)	(3,500,000)	-	-	-	(3,850,000)
<b>Mats Mats Bulkhead Repair</b>	-	-	-	-	-	-
Bulkhead Repair	-	100,000	200,000	1,200,000	-	1,500,000
(U) Unsecured Funding	-	(100,000)	(200,000)	(1,200,000)	-	(1,500,000)
<b>Point Hudson Marina Revetment Repair</b>	-	-	-	-	-	-
Marina Revetment Repair	-	250,000	1,600,000	-	-	1,850,000
(U) Unsecured Funding	-	(250,000)	(1,600,000)	-	-	(1,850,000)
<b>Point Hudson Shoreline Repair</b>	-	-	-	-	-	-
Shoreline Repair	-	250,000	2,600,000	-	-	2,850,000
(U) Unsecured Funding	-	(250,000)	(2,600,000)	-	-	(2,850,000)
<b>Quilcene Revetment Repair</b>	-	-	-	-	-	-
Revetment Repair	-	100,000	200,000	1,000,000	-	1,300,000
(U) Unsecured Funding	-	(100,000)	(200,000)	(1,000,000)	-	(1,300,000)
<b>Small Capital Projects</b>	-	-	-	-	-	-
Unplanned Small Capital Projects	100,000	100,000	100,000	100,000	100,000	500,000
(URC) Port Funds	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 22, 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>	IX. A. Project Update - Sims Way and Boat Yard Expansion
<b>STAFF LEAD</b>	Director of Capital Projects and Port Engineer Matt Klontz
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Attachment 1: Sims Way and Boat Yard Expansion Concept Plans</li> <li>• Attachment 2: Cross Section</li> <li>• Attachment 3: Fence Pricing</li> </ul>

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 10/22/2024  
**TO:** Commissioners  
**FROM:** Matt Klontz, P.E.  
**CC:** Eron Berg, Eric Toews, Connie Anderson  
**SUBJECT:** Project Update - Sims Way and Boat Yard Expansion

---

### ISSUE

Does the Port Commission have feedback on the proposed components of the boat yard widening, specifically regarding the type and height of the fence?

### BACKGROUND

The Port of Port Townsend (Port), along with the City of Port Townsend (City) and landscape architecture firm MacLeod Reckord (collectively known as the Design Team), have developed a conceptual layout for the Sims Way and Boat Yard Expansion project. This layout has been shared with community stakeholders who are providing ongoing feedback, including input on landscape restoration and the fence separating the boat yard from Sims Way.

### DISCUSSION

A key aspect of the boat yard project is the fence. During the last stakeholder meeting, the Design Team suggested a 5-foot galvanized chain link fence located along the property line and spaced 18-inches from the sidewalk on the northside of the fence, complemented by climbing vines for aesthetics and screening. The Design Team's rationale includes:

1. **Low Maintenance:** A steel chain link fence generally requires less upkeep and has a longer lifespan compared to timber.
2. **Visibility:** A 5-foot fence would enhance visibility into the boat yard for pedestrians using the sidewalk, aligning with the City Gateway Development Plan's goal of creating visual corridors.
3. **Screening:** Potential climbing plants to enhance aesthetics and privacy along the fence include Graham Thomas Honeysuckle, Apple Blossom Clematis, and Star Jasmine.
4. **Separation:** Positioning the sidewalk as close as possible to the fence maximizes separation from the sidewalk and trees planted along Sims Way, thereby reducing; 1) the risk of root uplift and sidewalk heaving over time, 2) branch intrusion over the sidewalk, and 3) root intrusion into the PUD duct bank located under the sidewalk.

However, stakeholder Joni Blanchard, representing the Marine Trades, raised concerns regarding fence height, type, and screening.

1. **Security:** A 5-foot fence is likely to not provide adequate security; a 6-foot fence would enhance protection for the boat yard.

2. **Aesthetics:** A chain link fence is likely to be perceived as unattractive; a timber or steel framed fence would enhance aesthetics.
3. **Screening:** An 18" space between the fence and sidewalk is likely too narrow for creating separation and privacy from pedestrians on the sidewalk; more space for plantings would enhance screening and privacy.

### **FISCAL IMPACT**

A chain link fence is less expensive to construct and maintain compared to a custom wood fence. The project budget includes \$75 per linear foot for the fence including landscaping for privacy screening. A galvanized chain link option will cost approximately \$35 to \$45 per linear foot, while alternative fence types will range from \$50 to \$70 per linear foot for steel frame and wire mesh, and \$100 to \$150 per linear foot for steel frame with panels. The project plans to install about 1,500 linear feet of fence.

<b>Fence Type</b>	<b>Fence Estimate 1500 ft</b>	<b>Available Budget for Screening Vegetation</b>
Galvanized chain link (5')	\$52,500	\$60,000
Galvanized chain link (6')	\$67,500	\$45,000
Steel frame w/ wire mesh (6')	\$75,000 to \$105,000	\$7,500 to \$37,500
Budgeted Amount	\$112,500	
Steel frame w/ panels (6')	\$150,000 to \$225,000	\$0

The Port will be responsible for maintaining the plantings south of the sidewalk between the sidewalk and the fence, while the City will maintain the landscaping north of the sidewalk between the sidewalk and Sims Way. Adding additional plantings along the fence will increase the Port's maintenance responsibilities and may require irrigation until the plants are established.

### **ATTACHMENTS**

Attachment 1: Sims Way and Boat Yard Expansion Concept Plans

Attachment 2: Cross Section

Attachment 3: Fence Pricing

### **RECOMMENDATION**

No immediate action is required, but Port Staff encourages any feedback from the Port Commission regarding the boatyard widening components, particularly concerning fence type and height.





VICINITY MAP  
NO SCALE



**CLIENT:**

**PORT OF PORT TOWNSEND**  
2701 JEFFERSON STREET  
P.O. BOX 1180  
PORT TOWNSEND, WA 98368

**CONTACT:**  
MATTHEW KLONTZ  
DIRECTOR OF CAPITAL PROJECTS/PORT ENGINEER  
PHONE: 360-385-0656  
EMAIL: matt@portoft.com

**CONSULTANTS:**

**MACLEOD RECKORD, PLLC - LANDSCAPE ARCHITECTS**  
110 PREFONTAINE PLACE SOUTH, SUITE 600  
SEATTLE, WA 98104  
CONTACT: CONNIE RECKORD  
PHONE: 206-323-7919

**TREE SOLUTIONS, INC.**  
2940 WESTLAKE AVE N #200  
SEATTLE, WA 98109  
PHONE: 206-528-4670

- COVER SHEET
- G1.0 – LEGEND, NOTES, AND ABBREVIATIONS
- G1.1 – SHEET INDEX
- S1.0 – SURVEY
- S1.1 – SURVEY
- D1.0 – SITE PREPARATION
- D1.1 – SITE PREPARATION
- D1.2 – SITE PREPARATION DETAILS – NOT INCLUDED
- L1.0 – LAYOUT PLAN
- L1.1 – LAYOUT PLAN
- L2.0 – PLANTING PLAN
- L2.1 – PLANTING PLAN
- L2.2 – PLANTING SCHEDULE
- L2.3 – PLANTING DETAILS
- L3.0 – IRRIGATION PLAN
- L3.1 – IRRIGATION PLAN
- L3.2 – IRRIGATION LEGEND AND DETAILS – NOT INCLUDED
- L3.3 – IRRIGATION DETAILS – NOT INCLUDED
- L4.0 – TRAIL CONSTRUCTION DETAILS

# SIMS WAY GATEWAY AND BOATYARD EXPANSION

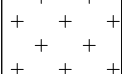

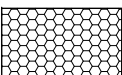


PORT TOWNSEND, WASHINGTON

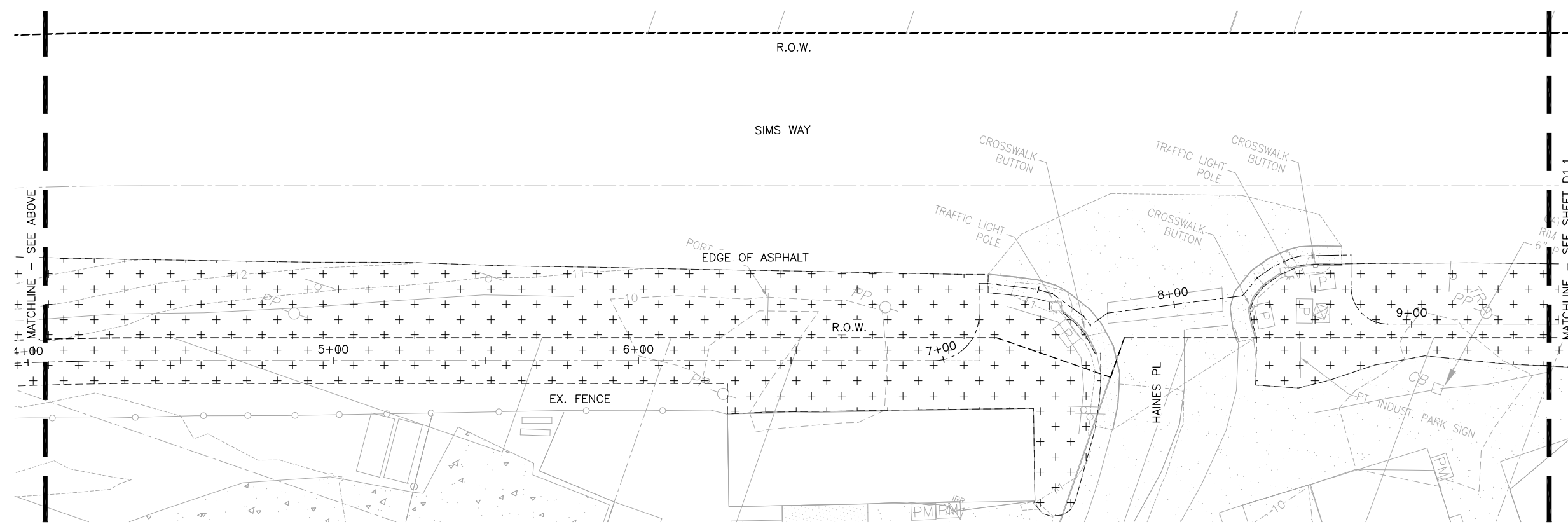
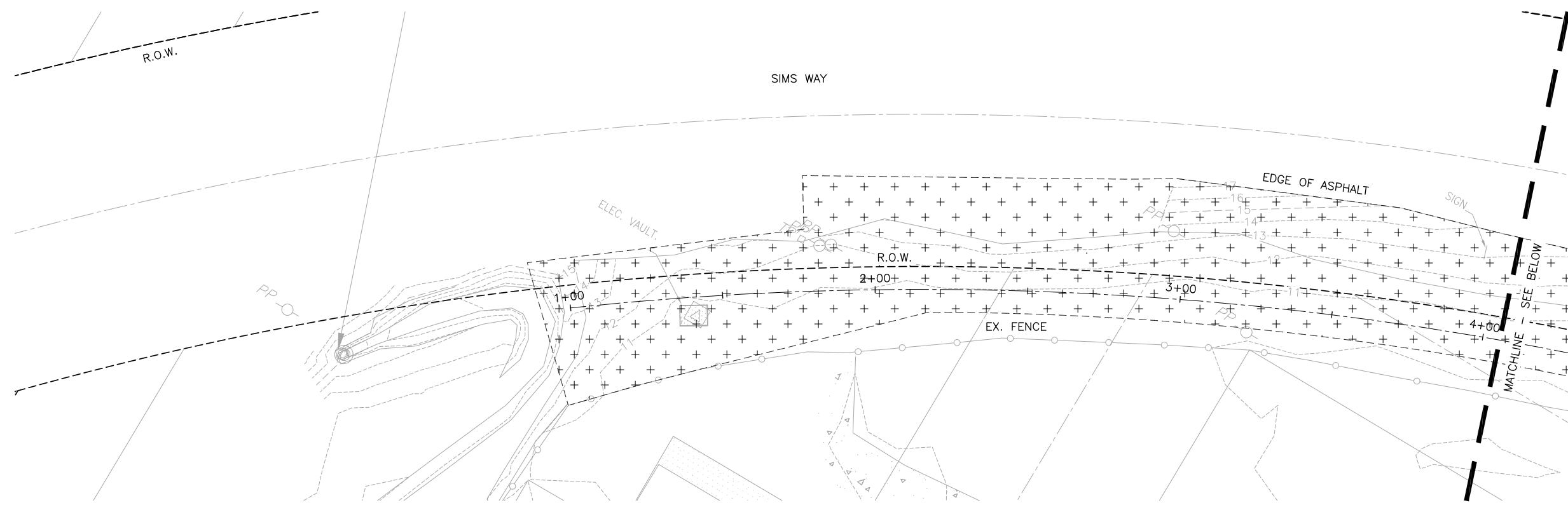
30% PRELIMINARY DESIGN

9/26/2024

1. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING THE SITE FROM UNAUTHORIZED PUBLIC ACCESS DURING CONSTRUCTION. INSTALL TEMPORARY CONSTRUCTION FENCING PRIOR TO COMMENCING WITH SITE PREPARATION WORK. PROVIDE TEMPORARY OPENINGS AS NECESSARY FOR CONSTRUCTION ACCESS TO SITE.
2. CLEARLY FLAG LIMIT OF WORK (LOW) IN FIELD FOR APPROVAL PRIOR TO CONSTRUCTION. DURING THE CONSTRUCTION PERIOD, NO DISTURBANCE BEYOND THE LOW SHALL BE PERMITTED.
3. THE CONSTRUCTION FENCE AND SILT FENCE SHALL BE MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF CONSTRUCTION.
4. PRESERVE AND PROTECT ALL EXISTING TREES AND ITEMS NOT DESIGNATED FOR REMOVAL. HAUL ALL MATERIALS NOT DESIGNATED TO REMAIN UNLESS OTHERWISE SPECIFIED.
5. IF ENCOUNTERED, REMOVE ANY INACTIVE UNDERGROUND UTILITIES WHICH INTERFERE WITH NEW CONSTRUCTION. NOTIFY OWNER IF ACTIVE LINES INTERFERE WITH NEW CONSTRUCTION.
6. PROTECT TREE ROOTS EXPOSED DURING TRENCHING PER THE SPECS.
7. CONTRACTOR IS RESPONSIBLE FOR REMOVAL AND LEGAL DISPOSAL OF ALL ITEMS TO BE REMOVED AND ANY ASSOCIATED SUBSURFACE FOOTINGS.
8. AREAS OF CONSTRUCTION STAGING AND STOCKPILING TO BE RESTORED TO EQUAL OR BETTER CONDITION.
9. STREET FRONTAGE AND ADJACENT STREETS TO BE KEPT FREE OF SEDIMENT AT ALL TIMES. SWEEP STREET ON A DAILY BASIS OR AS DIRECTED BY THE ENGINEER.

**SITE PREPARATION LEGEND:**

-  CLEAR AND GRUB PER SPECIFICATIONS
-  REMOVE GRAVEL SURFACING
-  REMOVE EXISTING CONCRETE SIDEWALK AND BASE COURSE
-  DECOMPACT SOIL TO 3'-0" DEPTH, SPREAD AND TILL COMPOST PER SPECIFICATIONS
-  LIMIT OF WORK LINE



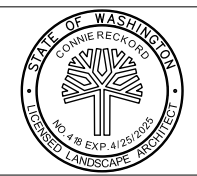
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**MacLeod Reckord PLLC**  
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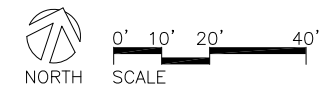
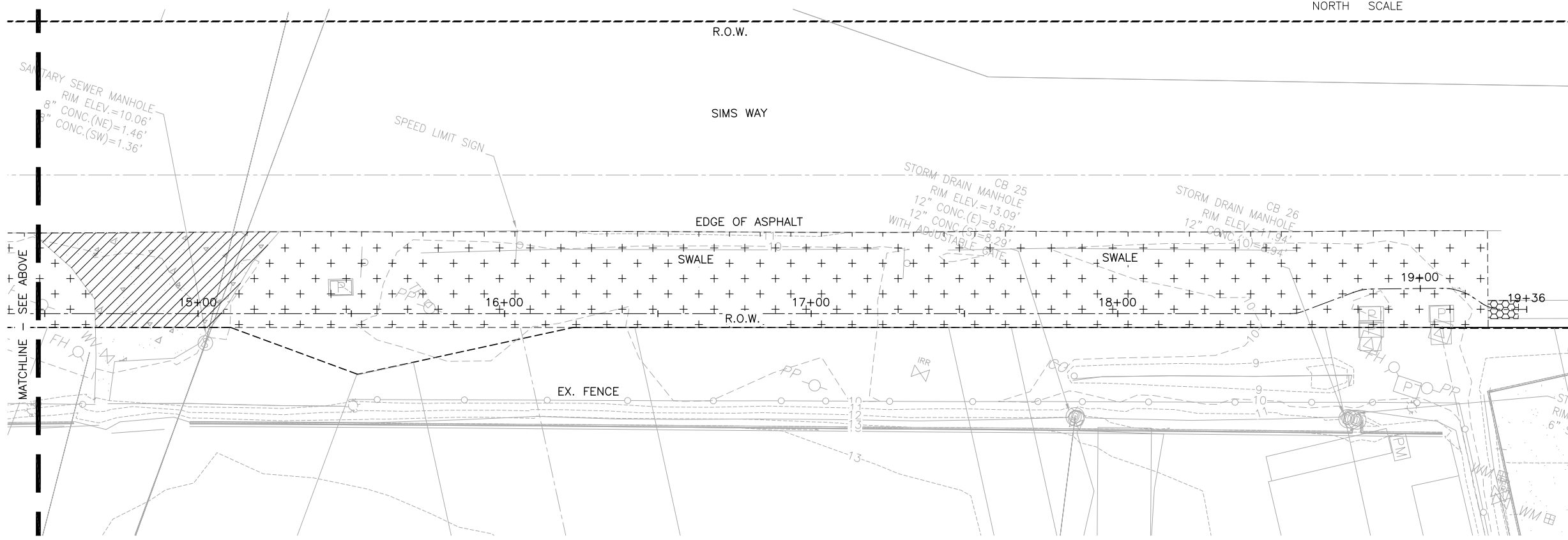
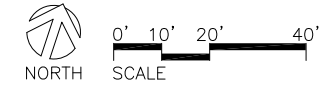
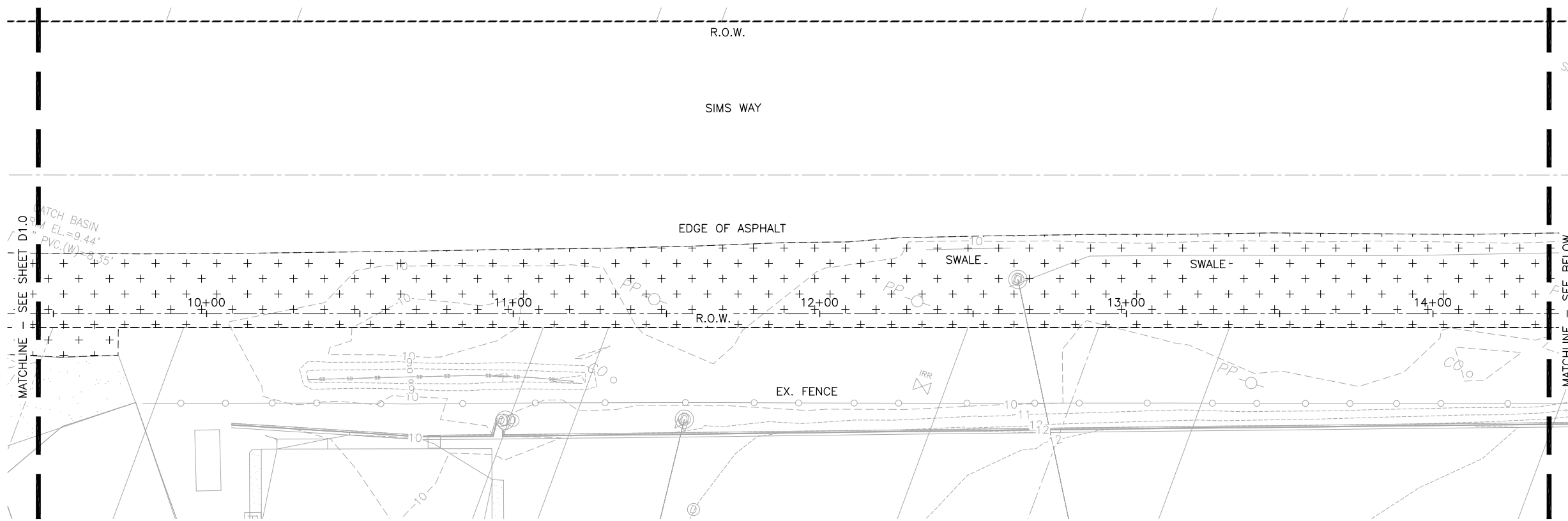
**SIMS WAY GATEWAY AND BOATYARD EXPANSION**

SCALE:	AS SHOWN
DATE:	SEPT 2024
DRAWN BY:	J.D.
CHECKED BY:	C.R.
JOB NO.:	

**SITE PREPARATION**

SHEET  
**D1.0**

- SEE SHEET D1.0 FOR SITE PREPARATION NOTES AND LEGEND.



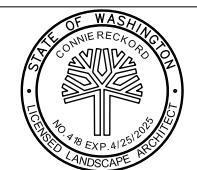
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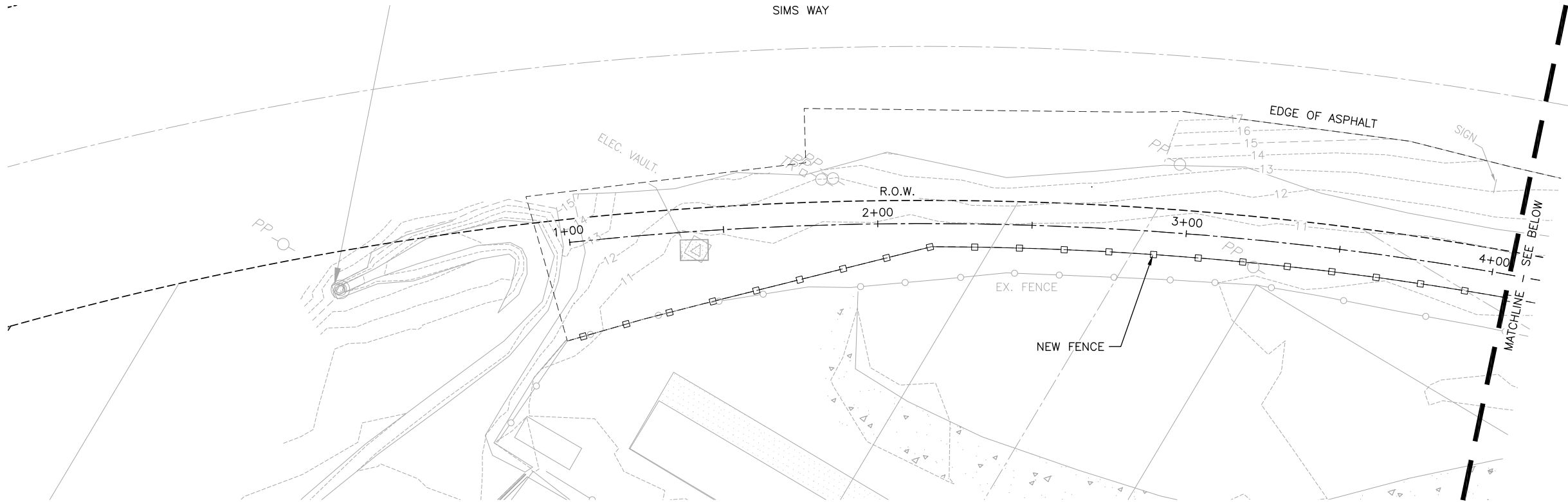
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**SITE PREPARATION**

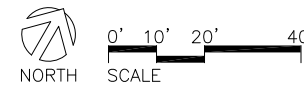
**D1.1**

SHEET

SIMS WAY



A-LINE PLAN



**LAYOUT AND MATERIAL NOTES:**

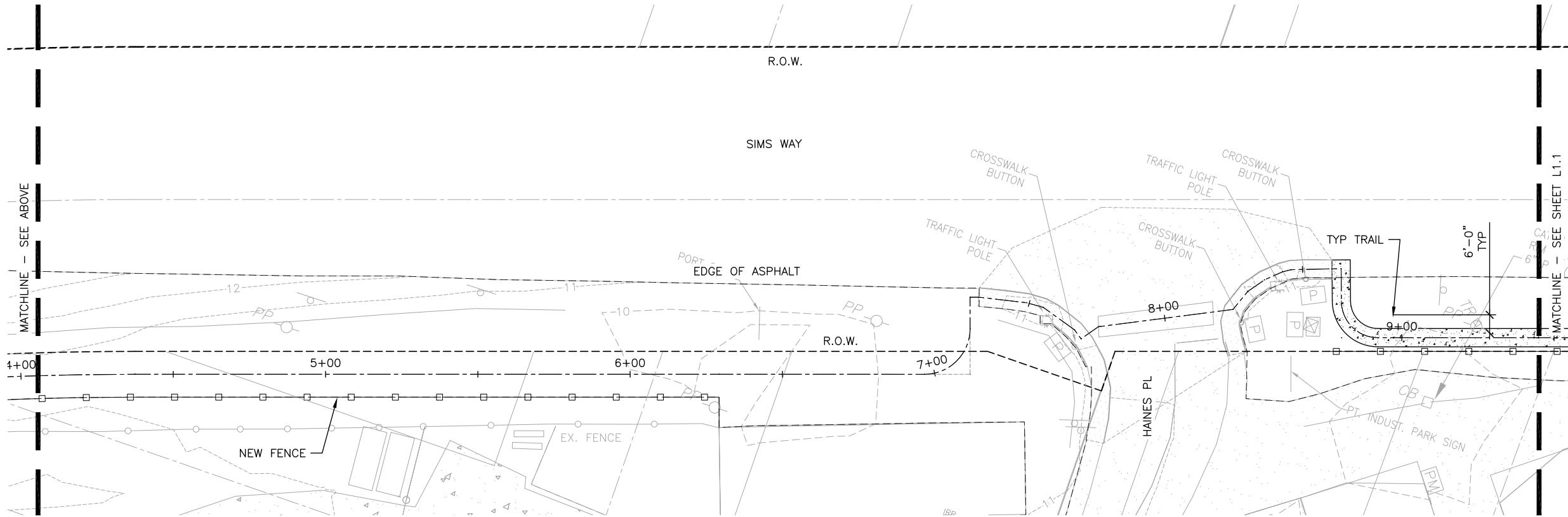
1. PROVIDE ALL CONSTRUCTION SURVEY AND STAKING.
2. STAKE OR PAINT LOCATION OF THE FOLLOWING ITEMS FOR APPROVAL PRIOR TO CONSTRUCTION
  - PATH CENTERLINES AND SUBGRADE
  - FENCE
  - LARGE TREES
  - LIMITS OF PLANT BED
3. STAKE AND COORDINATE WITH OTHER TRADES LOCATIONS OF ALL EXISTING AND PROPOSED UTILITIES PRIOR TO INSTALLATION.
4. ALL DIMENSIONS AND COORDINATE REFERENCES ARE TO FACE OF CURB, WALL OR BUILDING UNLESS OTHERWISE NOTED.
5. ALL ANGULAR DIMENSIONS ARE 90° UNLESS OTHERWISE SPECIFIED.
6. PRESERVE AND PROTECT EXISTING PAVEMENT, VEGETATION, FENCING, UTILITIES AND OTHER ITEMS TO REMAIN.
7. PROTECT ANY ROOTS OF THE TREES TO REMAIN EXPOSED DURING TRENCHING.
8. PROPOSED IMPROVEMENTS TO MEET AND MATCH EXISTING TO REMAIN WITH A SMOOTH AND FLUSH CONDITION.

**LAYOUT AND MATERIAL LEGEND:**

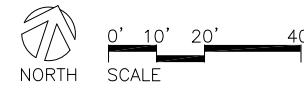
- CEMENT CONCRETE PATH
- NEW FENCE
- LIMIT OF WORK LINE

R.O.W.

SIMS WAY



A-LINE PLAN



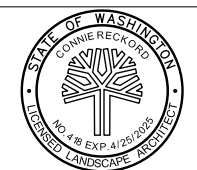
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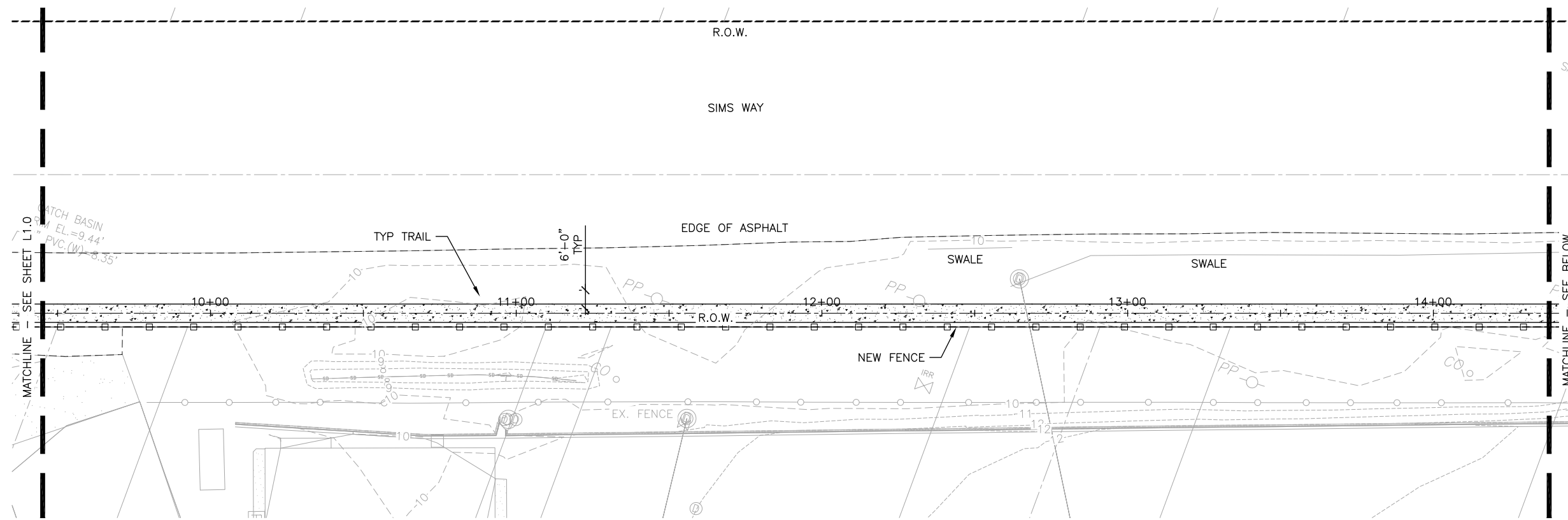
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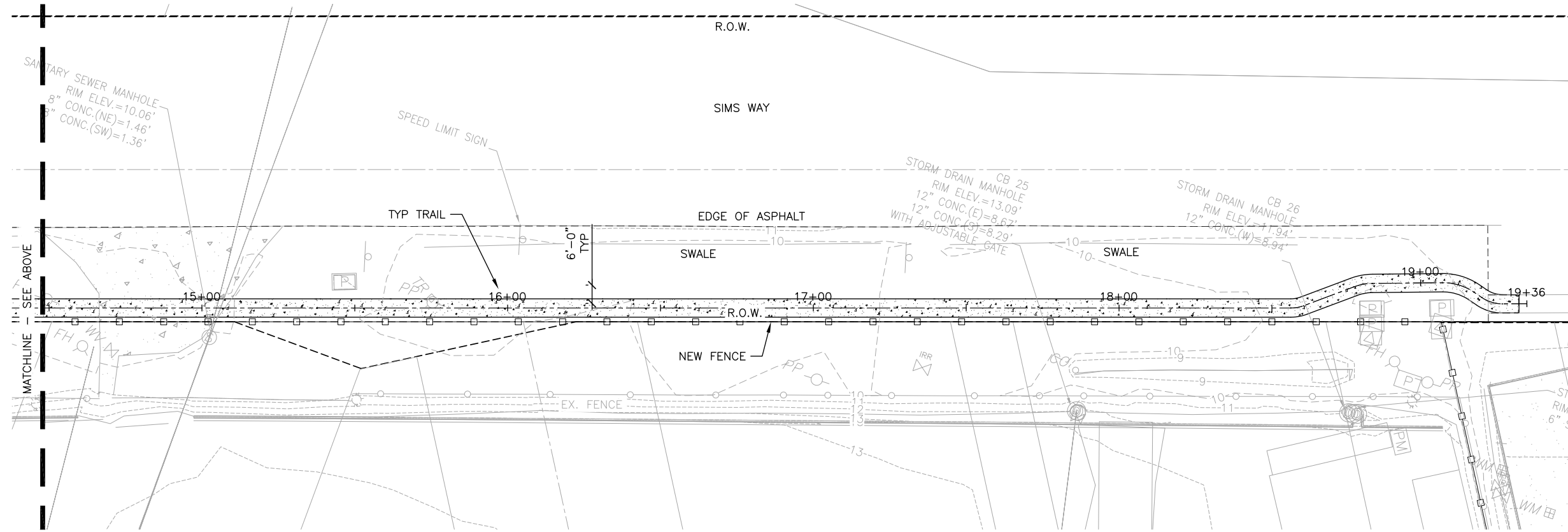
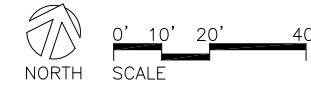
SHEET **L1.0**

**LAYOUT AND MATERIALS**

- SEE SHEET L1.0 FOR LAYOUT AND MATERIALS NOTES AND LEGEND.



**A-LINE PLAN**



**A-LINE PLAN**



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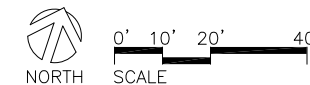
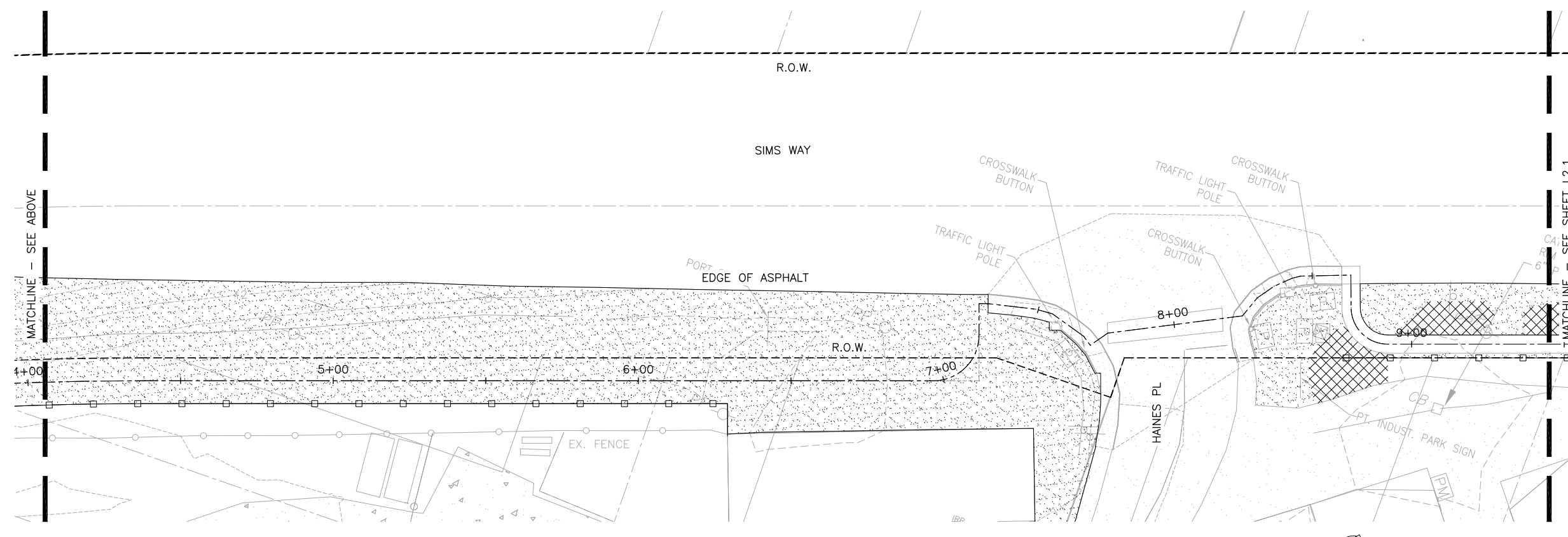
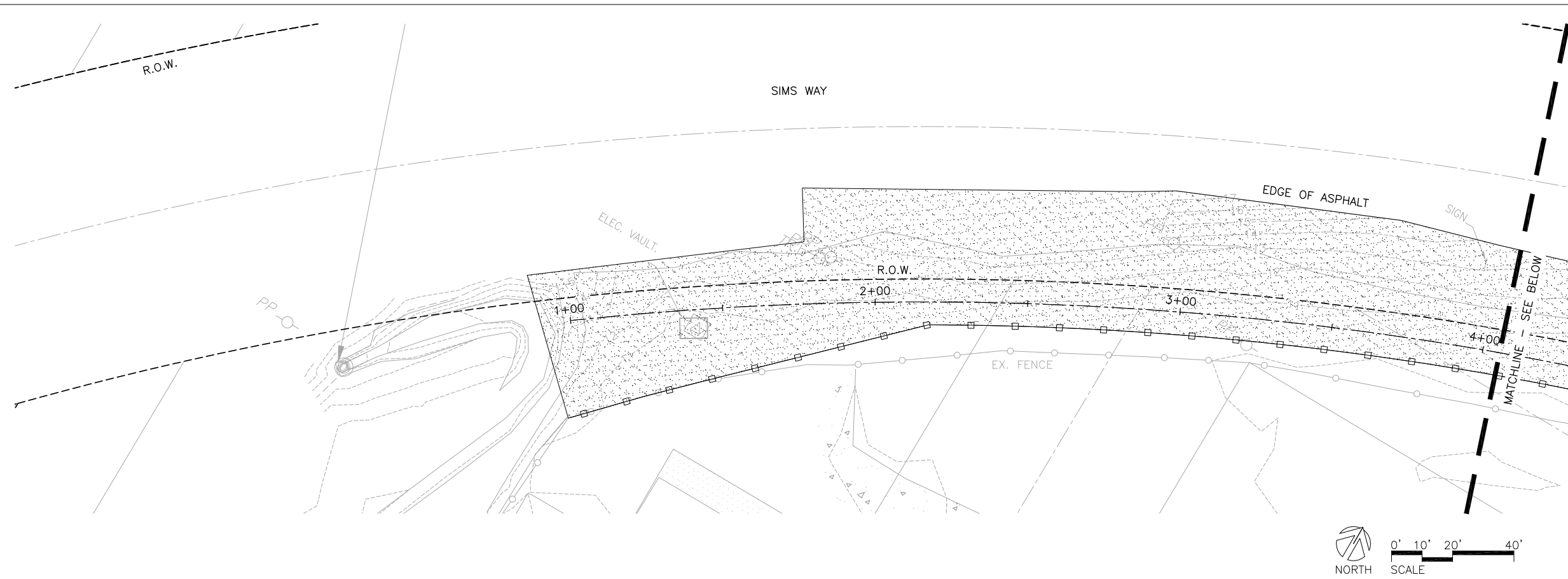
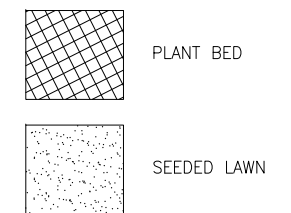


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<b>SIMS WAY GATEWAY AND BOATYARD EXPANSION</b>		<b>LAYOUT PLAN</b>	<b>L1.1</b>
SCALE: AS SHOWN	DATE: SEPT 2024		
DRAWN BY: J.D.	CHECKED BY: C.R.	JOB NO.:	

1. VERIFY LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO BEGINNING WORK. NOTIFY OWNER'S REPRESENTATIVE OF ANY CONFLICTS.
2. STAKE LOCATIONS OF ALL NEW TREES FOR APPROVAL AND ORIENT AS DIRECTED. STAKE LOCATIONS OF ALL NEW PLANT BEDS FOR APPROVAL PRIOR TO PLANTING. SET SHRUBS IN PROPOSED LOCATIONS PRIOR TO PLANTING AND ADJUST LOCATIONS OF SHRUBS IN FIELD AS DIRECTED BY OWNER'S REPRESENTATIVE.
3. PRESERVE AND PROTECT ALL EXISTING VEGETATION TO REMAIN. AVOID DRIVING POSTS OR STAKES INTO MAJOR ROOTS AND/OR EXISTING UTILITIES TO REMAIN. DO NOT DRIVE MACHINERY OVER ROOTS WITHIN EXISTING TREE DRIPLINES, INCLUDING TREES LOCATED OUTSIDE THE LIMIT OF WORK.
4. ALL PLANT MATERIAL SHALL BE IN ACCORDANCE WITH MINIMUM SIZES AND TYPES IDENTIFIED IN THE PLANT SCHEDULE. PLANTING MATERIALS AND METHODS SHALL BE PER THE SPECIFICATIONS. PLANT QUANTITIES SHALL BE PER PLANT SCHEDULE AND AS SHOWN ON THE DRAWINGS. IF THERE IS A DISCREPANCY, THE GREATER QUANTITY SHALL BE INSTALLED.
5. PRUNE EXISTING AND NEW VEGETATION ONLY AS DIRECTED BY OWNERS REPRESENTATIVE.
6. ALL PLANT BEDS AND SEEDED LAWN AREAS SHALL BE WATERED WITH AN AUTOMATIC IRRIGATION SYSTEM. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL NEW PLANTS IN A HEALTHY CONDITION THROUGH FINAL ACCEPTANCE OF THE PROJECT. IRRIGATION DESIGN TO BE DEVELOPED AS A PART OF THE 90% DOCUMENTS.
7. SEE SPECIFICATIONS AND PLANTING DETAILS FOR PREPARATION OF PLANTED AREAS, INCLUDING SUBGRADE PREPARATION, IMPORTED MATERIALS AND FINISH GRADING.
8. ALL DISTURBED AREAS NOT OTHERWISE DESIGNATED FOR IMPROVEMENTS SHALL BE RESTORED TO PREVIOUS OR BETTER CONDITION.
9. SEE SHEET L2.2 FOR PLANT SCHEDULE.
10. SEE SHEET L2.3 FOR PLANTING LAYOUT.

**PLANTING LEGEND:**



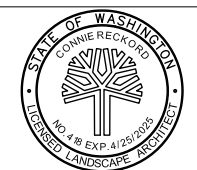
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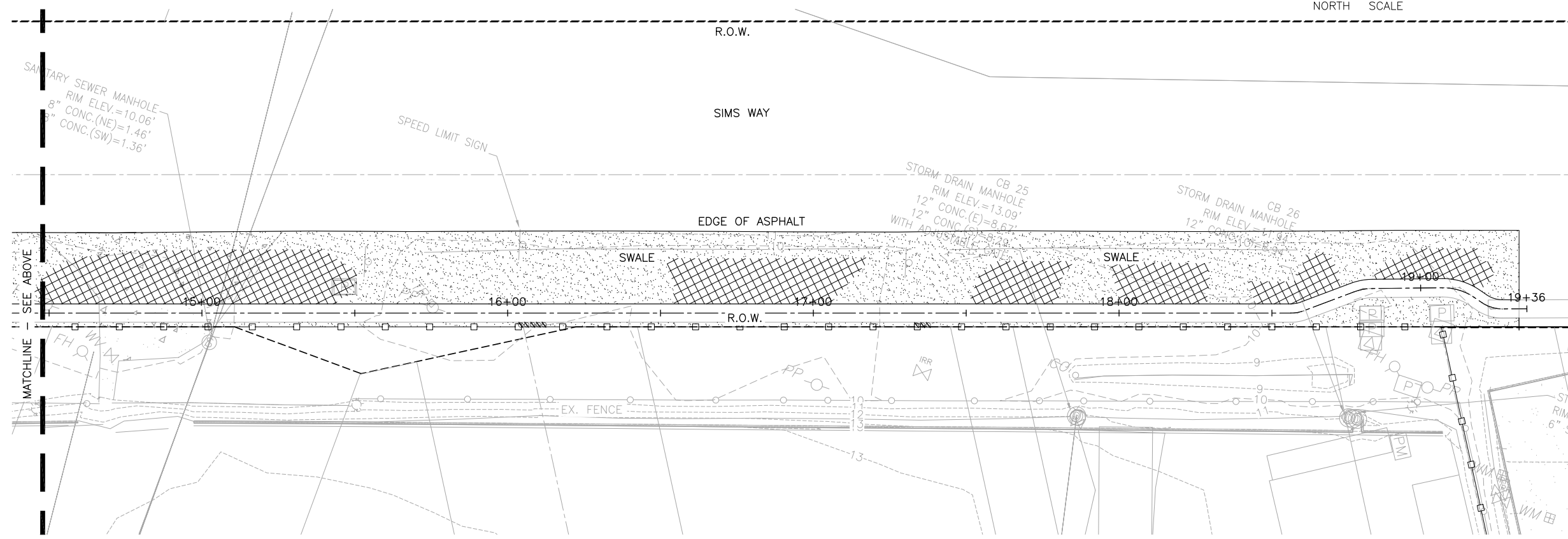
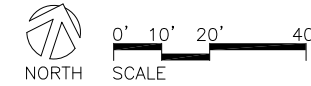
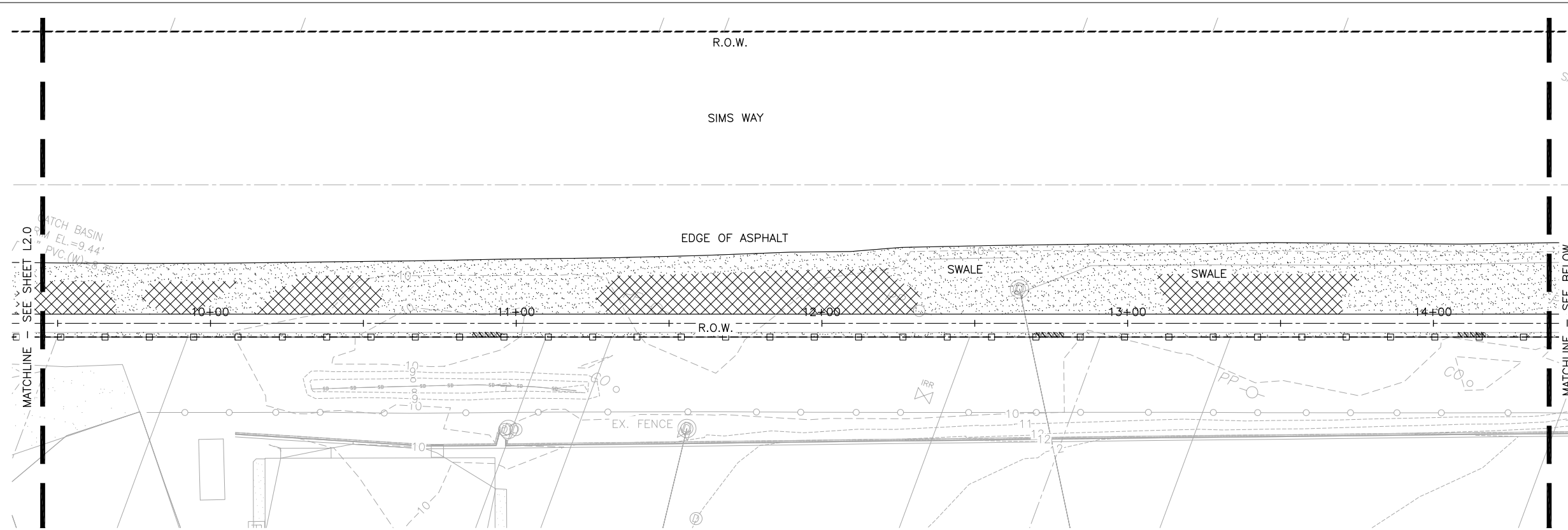
**SIMS WAY GATEWAY AND BOATYARD EXPANSION**

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DRAWN BY:	J.D.
CHECKED BY:	C.R.
JOB NO.:	

**PLANTING PLAN**

SHEET **L2.0**

1. SEE SHEET L2.0 FOR PLANTING NOTES.



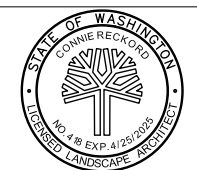
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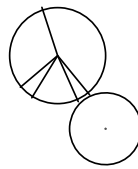
<b>SIMS WAY GATEWAY AND BOATYARD EXPANSION</b>		<h1>PLANTING PLAN</h1>	<h1>L2.1</h1>
SCALE:	AS SHOWN		
DATE:	SEPT 2024		
DRAWN BY:	J.D.		
CHECKED BY:	C.R.		
JOB NO.:		SHEET	

**PLANTING SCHEDULE:**

SYMBOL	SCIENTIFIC / COMMON NAME	QUANTITY	SIZE	SPACING / NOTES
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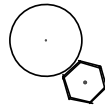
LARGE/MEDIUM TREES

- Liriodendron tulipifera 'Fastigiatum' / Columnar Tulip Tree
- Stewartia monodelpha / Orange Bark Stewartia
- Tilia americana / American Linden
- Tilia cordata / Little Leaf Linden
- Tilia cordata 'Greenspire' / Greenspire Linden
- Tilia tomentosa 'Sterling' / Sterling Silver Linden
- Ulmus x 'Frontier' / Frontier Elm



MEDIUM/SMALL TREES

- Arbutus unedo / Strawberry Tree
- Cornus kousa 'Chinensis' / Kousa Dogwood
- Lagerstroemia spp / Crape Myrtle
- Magnolia grandiflora 'Victoria' / Victoria Evergreen Magnolia
- Magnolia kobus / Kobus Magnolia
- Malus 'Adirondack', 'Golden Raindrops' / Adirondack Crabapple
- Morella californica / Pacific Wax Myrtle
- Rhododendron macrophyllum / Western Rhododendron



LARGE/MEDIUM SHRUBS

- Arctostaphylos columbiana / Hairy Manzanita
- Arctostaphylos uva-ursi / Kinnickinnick
- Gautheria shallon / Salal
- Lonicera involucrata / Black Twinberry
- Mahonia nervosa / Dull Oregon Grape



MEDIUM/SMALL SHRUBS

- Holodiscus discolor / Oceanspray
- Mahonia aquifolium / Tall Oregon Grape
- Philadelphus lewisii / Mock Orange
- Physocarpus capitatus / Pacific Ninebark
- Rhododendron sp. / Rhododendron
- Ribes sanguineum / Red Flowering Currant
- Rosa nutkana / Nootka Rose
- Rubus parvifolius / Thimbleberry
- Symphoricarpos albus / Snowberry
- Vaccinium ovatum / Evergreen Huckleberry

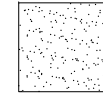


**PLANTING SCHEDULE CONTINUED:**

SYMBOL	SCIENTIFIC / COMMON NAME	QUANTITY	SIZE	SPACING / NOTES
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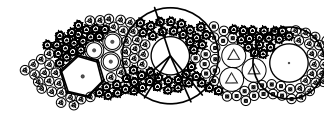
CLIMBING/VINES

- Clematis 'Apple Blossom' / Evergreen Clematis
- Lonicera periclymenum 'Graham Thomas' / Graham Thomas Honeysuckle 23 EA
- Trachelospermum jasmenoides / Star Jasmine

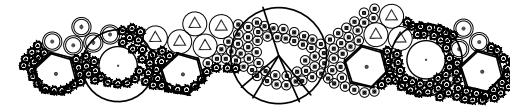


SEEDED LAWN 46,229 SF

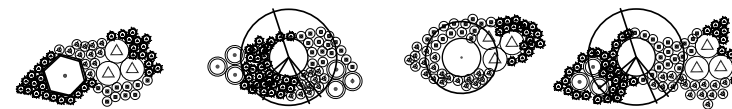
CONCEPTUAL PLANTING LAYOUTS:



LAYOUT A



LAYOUT B



LAYOUT C

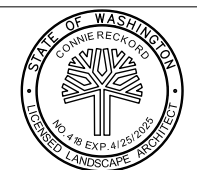
FILE NAME: Z:\Projects\Sims Way Gateway and Boatyard Expansion\CAO\Working\SMGB-PLNT.dwg PLOTTED: Thursday, September 26, 2024 - 10:50am USER: jrmead

REVISIONS:	DATE



**PORT OF PORT TOWNSEND**  
 2701 JEFFERSON STREET  
 P.O. BOX 1180  
 PORT TOWNSEND, WA 98368

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 110 Prefontaine Place South, Suite 600  
 Seattle, Washington 98104  
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 F 206-323-9242



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<b>SIMS WAY GATEWAY AND BOATYARD EXPANSION</b>		<b>PLANTING SCHEDULE</b>	<b>L2.2</b>
SCALE: AS SHOWN	DATE: SEPT 2024		
DRAWN BY: J.D.	CHECKED BY: C.R.	JOB NO.:	



**NOTE:**

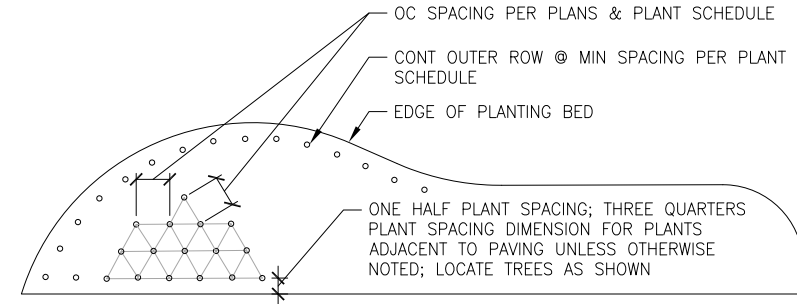
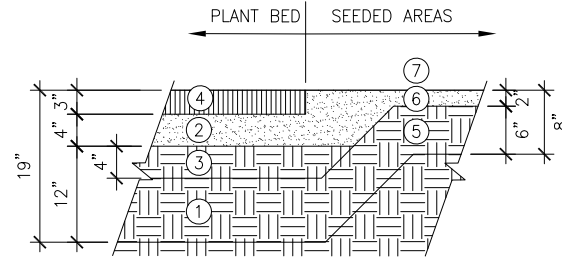
1. SEE SPECS FOR PRODUCTS AND EXECUTION INFORMATION.
2. SCARIFICATION RESTRICTED TO 2" DEPTH INSIDE ICRZ PERIMETERS.

**SEQUENCE OF WORK (PLANT BED)**

- ① SCARIFY SUBGRADE MIN. 12" DEPTH
- ② PLACE 4" DEPTH TOPSOIL
- ③ TILL TOPSOIL INTO TOP 4" OF SCARIFIED SUBGRADE
- ④ PLACE 3" DEPTH MULCH. FINISH GRADE OF MULCH TO BE FLUSH WITH FINISH GRADE OF TOPSOIL IN SEEDED AREAS

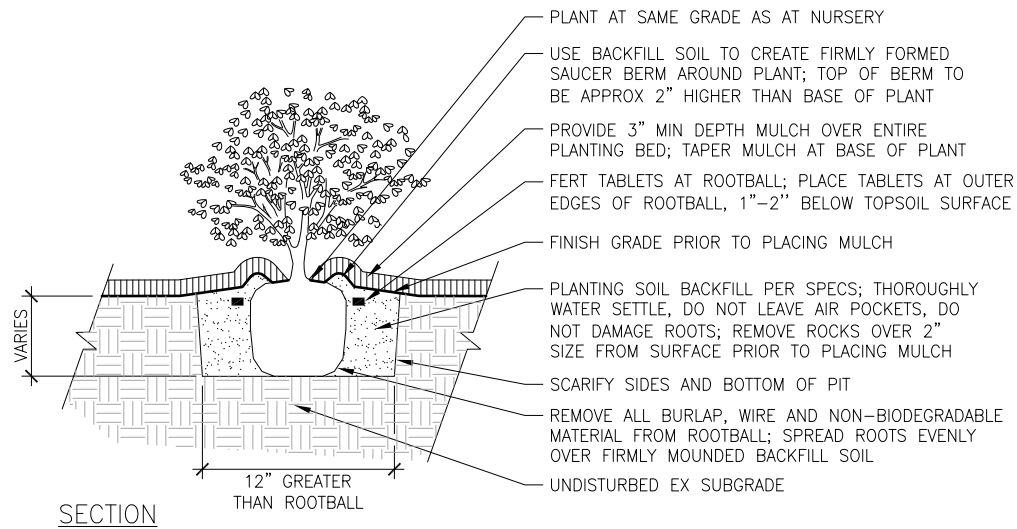
**SEQUENCE OF WORK (LAWN SEED AREAS)**

- ⑤ SCARIFY SUBGRADE 6" DEPTH. WHERE SEEDED AREAS ARE INSIDE ICRZ, SCARIFY SUBGRADE TO 2" DEPTH
- ⑥ PLACE 2" DEPTH TOPSOIL
- ⑦ FINISH GRADE TOPSOIL PRIOR TO SEEDING

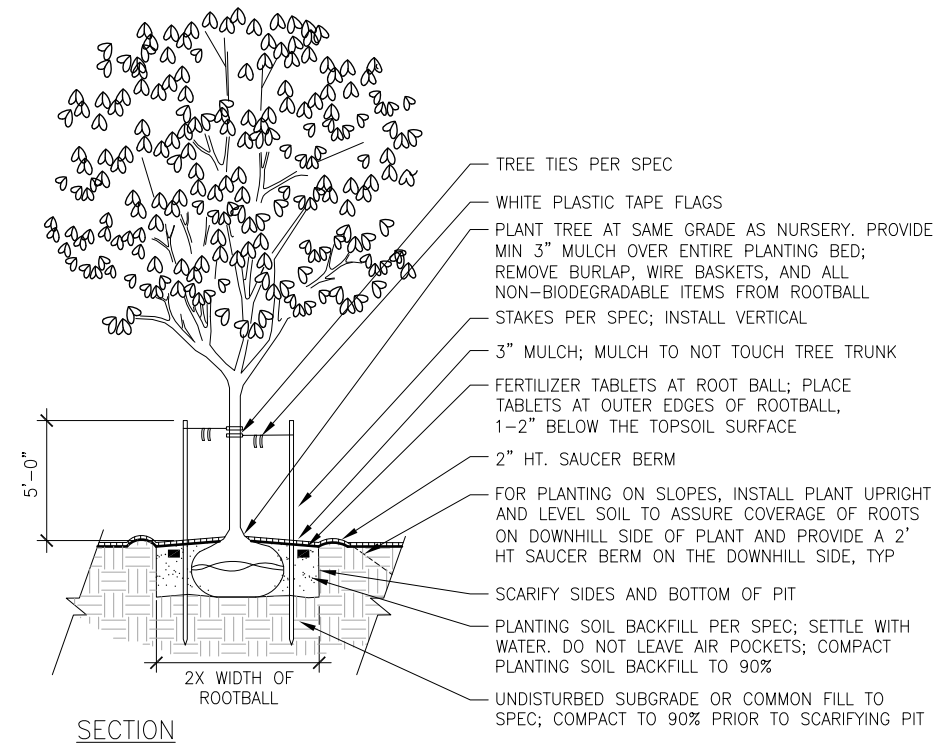


**1 SOIL PREP**  
SCALE: 1"=1'-0"

**2 GROUND COVER SPACING**  
SCALE: 1/2"=1'-0"



**3 SHRUB & GROUNDCOVER PLANTING**  
SCALE: 1"=1'-0"



**4 TREE PLANTING**  
SCALE: 1/4"=1'-0"

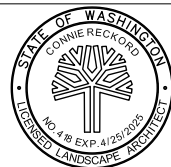
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REVISIONS:	DATE



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2701 JEFFERSON STREET  
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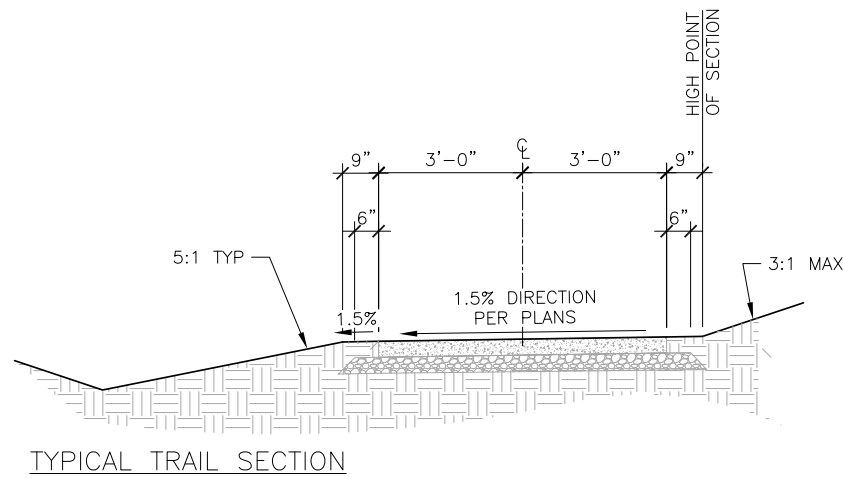
**SIMS WAY GATEWAY AND BOATYARD EXPANSION**

SCALE:	AS SHOWN
DATE:	SEPT 2024
DRAWN BY:	J.D.
CHECKED BY:	C.R.
JOB NO.:	

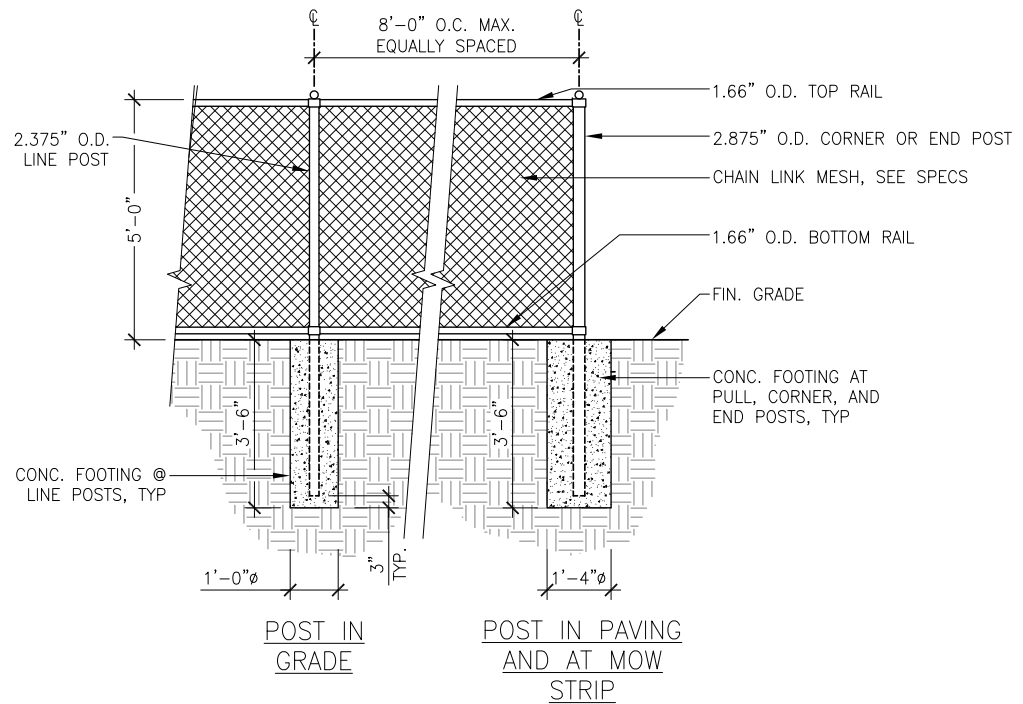
**PLANTING DETAILS**

SHEET

**L2.3**



**1** TYPICAL TRAIL SECTION  
SCALE: 1/2"=1'-0"



**2** FENCE  
SCALE: 1/2"=1'-0"

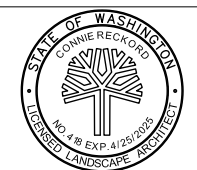
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REVISIONS:	DATE



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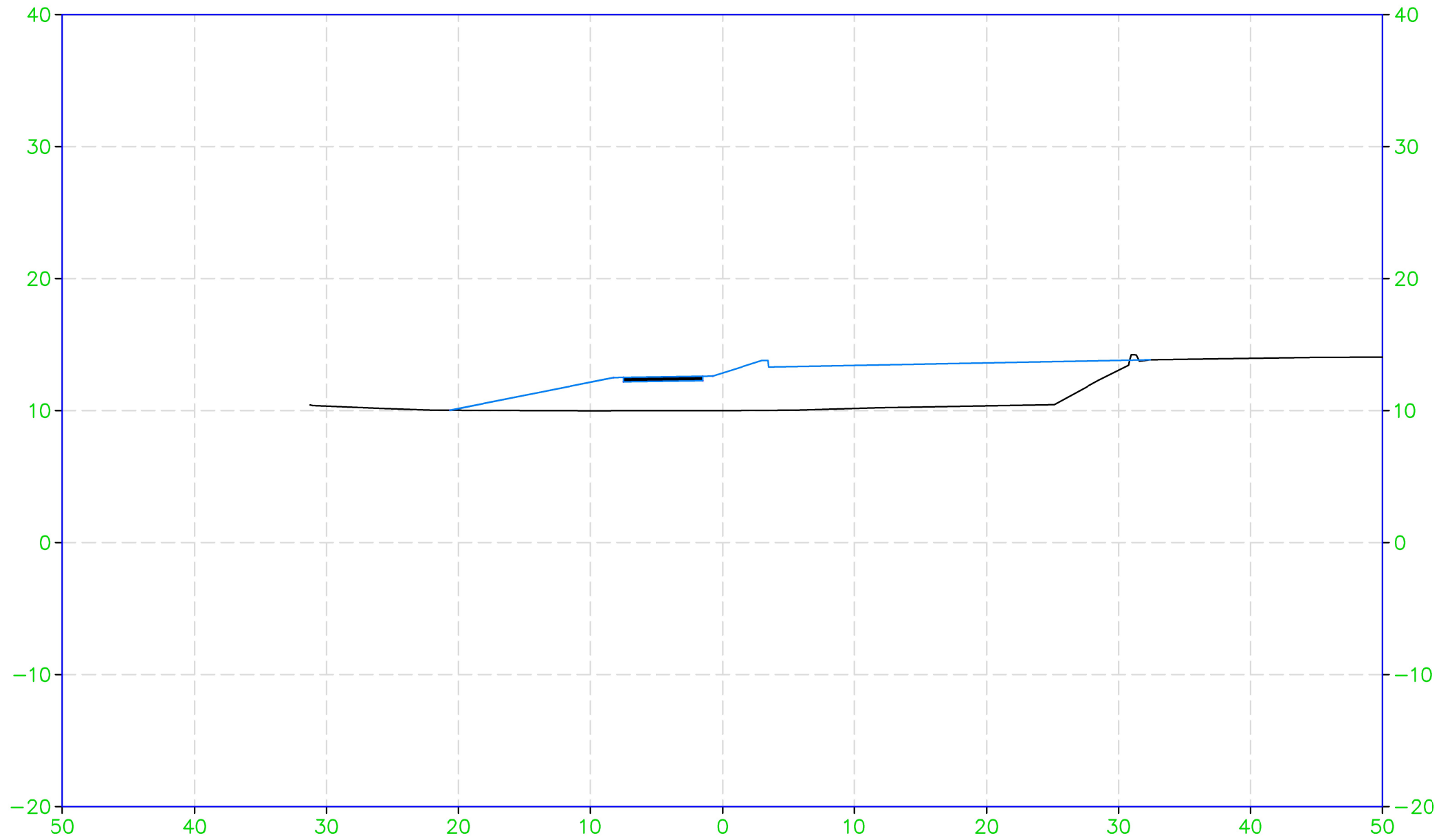
**MacLeod Reckord** PLLC  
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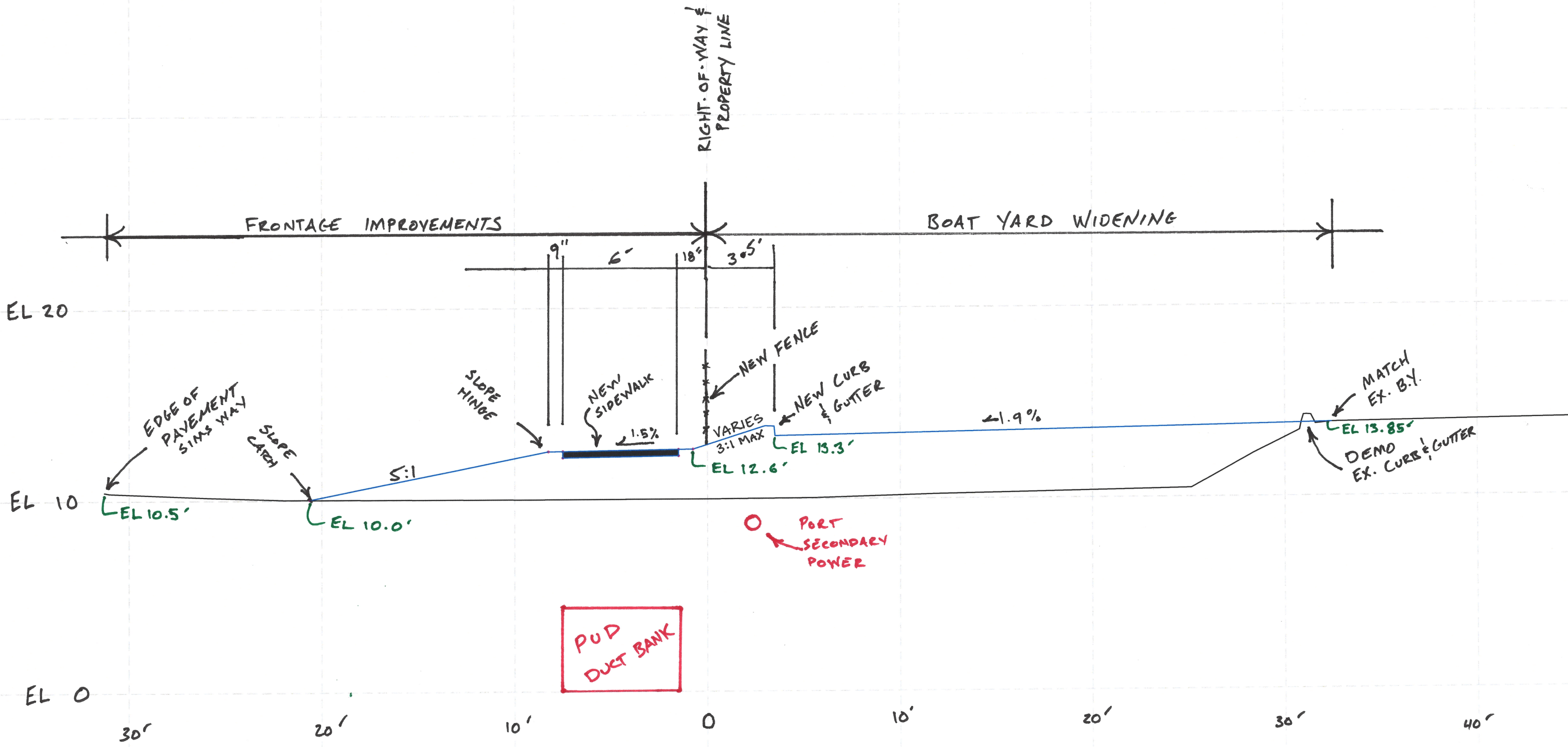
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UNDERGROUND SERVICE (USA)

<b>SIMS WAY GATEWAY AND BOATYARD EXPANSION</b>		<b>TRAIL CONSTRUCTION DETAILS</b>	<b>L4.0</b>
SCALE:	AS SHOWN		
DATE:	SEPT 2024		
DRAWN BY:	J.D.		
CHECKED BY:	C.R.		
JOB NO.:			

25+50.00



**CROSS SECTION @**  
**TALLEST FILL EMBANKMENT (CLEAN)**  
**10 SCALE**



CROSS SECTION @

TALLEST FILL EMBANKMENT

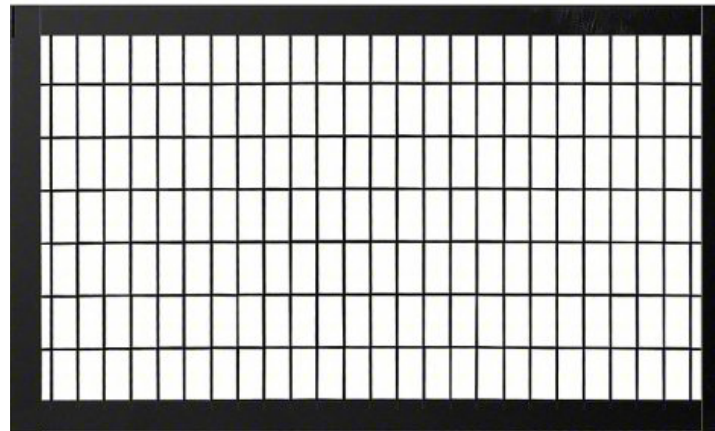
5 SCALE



**CHAIN LINK / STEEL  
STANDARD OR MINI MESH / BLACK VINYL COATED  
\$35 - \$45 PER LINEAR FOOT**



**AGRICULTURAL WIRE MESH  
STEEL FRAME  
\$50 - \$70 PER LINEAR FOOT**



**WIRE MESH / PANEL  
STEEL FRAME  
\$100 - \$150 PER LINEAR FOOT**

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

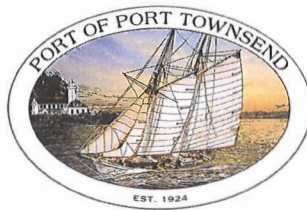
<b>MEETING DATE</b>	October 22, 2024
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IX. B. Decision on Cancelling or Rescheduling the December 11, 2024 Workshop and Business Meeting to Monday, December 9 at 9:30 and 1pm.
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	

The question before the Commission is whether the first December Workshop and Business Meeting will be rescheduled to Monday, December 9. The Washington Public Ports Association Annual Meeting begins December 11 in Bellevue Washington and conflicts with the normal meeting day.

Recommended Motion: Move to reschedule the first December Workshop and Special Business Meeting to Monday, December 9 at 9:30 a.m. and 1 p.m. respectively.

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	October 22, 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>• Rule Amendment Title 10 <i>New Section</i> 10.01.020 Enforcement of Unpaid Rents, Fees, or Charges</li> <li>• Commission Meeting Schedule</li> </ul>



## AMENDMENT TO PORT RULES & REGULATIONS

ISSUED BY: Eron Berg, Executive Director/Airport Manager

DATED: October 17, 2024

EFFECTIVE: October 23, 2024

SUMMARY: This amendment updates Title 10 by adopting RCW 14.08.122.

RULE:

**10.01.020 Enforcement of Unpaid Rents, Fees, or Charges.** The Port of Port Townsend hereby incorporates by reference, as if specifically set forth herein, all rights and procedures set forth in RCW 14.08.122 as now adopted or hereinafter amended for enforcing unpaid Airport rents, fees, or charges of any kind. The rights and procedures set forth herein shall be in addition to, and not limitation of, any other rights provided by law or equity.



**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>Thurs-Fri Oct. 24-25</b>		WPPA Small Ports Seminar (No Commissioners Attending)	Campbell's Resort, Lake Chelan	
<b>Mon., Nov. 11</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Nov. 13 9:30 am</b>	Workshop		Pav	
<b>Wed., Nov. 13 1 pm</b>	Meeting	Public Hearing Public Records Fee Schedule 2 <sup>nd</sup> Reading/Continued Public Hearing Draft 2025 Operating and Capital Budget, rates, property tax levy and IDD levy (and associated Resolutions) Adoption of Resolution Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Capital Projects Contained in the 2025 Operating & Capital Budget August/September 2024 Year to Date Financial Report 2025 Legislative Agenda/Priorities Northwest Custom Hangars, LLC – JCIA Hangar Site #6 Land Lease. Revision Marine Lease (tentative) 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>Thurs./Fri., Nov. 28/29</b>		<i>Holiday -Port Offices Closed</i>		
<b>Mon., Dec. 9 9:30 am</b>	Workshop	<i>Tentative</i> Quarter 4 Capital Improvement Project Update	Pav	
<b>Mon., Dec. 9 1 pm</b>	Spec. Meeting	<i>Tentative</i> October 2024 Year to Date Financial Report Harbormaster Report		

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

		Lease/Contract Update		
<b>Wed., Dec. 11 9:30 am</b>	Workshop	<i>Rescheduled</i> Due to Conflict with WPPA Annual Meeting	Pav	
<b>Wed., Dec. 11 1 pm</b>	Meeting	<i>Rescheduled</i> Due to Conflict with WPPA Annual Meeting	Pav	
<b>Wed/Fri, Dec 11-13</b>		WPPA Annual Meeting	Hyatt Regency, Bellevue	
<b>Tues-Wed. Dec. 24-25</b>		<i>Holiday -Port Offices Closed</i>		
<b>Wed., Jan 1</b>		<i>Holiday -Port Offices Closed</i>		
<b>Wed., Jan 8</b>	Workshop		Pav	
<b>Wed., Jan 8</b>	Meeting	2025 Organizational Topics (Election of Commission Officers, Committee Assignments, Review Commission Meeting Procedures, Delegation of Management Authority, Commission Annual Retreat Meeting of the Industrial Development Corporation of the Port of Port Townsend (Elect Officers, Minutes, review financial statement 2024)	Pav	
<b>Mon., Jan. 20</b>		<i>Holiday – Port Offices Closed</i>		