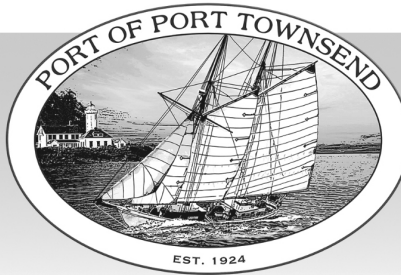


2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



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

www.portofpt.com

**Regular Commission Meeting
1st Monthly Meeting Agenda**

Wednesday, November 13, 2024, 1:00 p.m.

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

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Special Business Meeting Minutes from October 22, 20243-6
 - B. Approval & Ratification of Warrants7-28
 - C. Resolution 832-24 Authorizing the Executive Director of the Port of Port Townsend or Designee to file a Sub-Application for a Building Resilient Infrastructure and Communities Program (BRIC) Grant for the Sea Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief And Emergency Assistance Act (Stafford Act)29-32
- V. Continued Public Hearings:
 - A. 2025 Rate Cards32-47
 - B. Draft 2025 Operating & Capital Budget Resolution 829-24 establishing the 2025 Operating and Capital Budgets48-105
 - C. Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2025 106-107
 - D. Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025 108-110
- VI. Continued 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 111-140
- VII. Public Hearing Resolution 831-24 Relating to Charging Fees for Public Records Consistent with Applicable State Laws 141-162
- VIII. First Reading – none
- IX. Second Reading – none
- X. Regular Business
 - A. 2025 Legislative Agenda/Priorities

B. Harbormaster Report.....	163-170
C. Revisit Rescheduled December 9 Workshop at 9:30 a.m. and Business Meeting at 1 p.m.	171-182
XI. Staff Comments	
XII. Commissioner Comments	
XIII. Next Public Workshop and Regular Business Meeting: Tuesday, November 26, 2024 at Pavilion Building and via Zoom, with Regular Business Meeting at 1:00 p.m.	
XIV. Executive Session – None Scheduled	
XV. Adjournment	
<u>Informational Items</u>	172
• Letter of Support for an Application to Join NextCycle Accelerator by the Jefferson Timber Collective	173
• Lease Update	174-181
• Commission Meeting Schedule.....	182

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, October 22, 2024

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

Present: Commissioners Hanke, Petranek and Hasse
 Executive Director Eron Berg
 Deputy Director Eric Toews
 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 5:34 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:48)
 There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:45)

Tom Ehrlichman (written) commented on the difficulties following opportunities for public input on the Short Farm.

IV. CONSENT AGENDA (Rec. 00:02:00)

A. Approval of Regular Business Meeting Minutes of October 9, 2024

B. Approval & Ratification of Warrants

Warrant #069228 through #069281 in the amount of \$119,031.38

Warrant #069282 through #069284 and electronic payments in the total amount of \$141,851.60

C. Authorization of Lease Assignment & Assumption: Dive Tech, Inc. d/b/a Octopus Gardens Diving/Yackel Scuba Services, LLC

Unanimous approval of the Consent Agenda as written.

V. PUBLIC HEARINGS (Rec. 00:03:10):

Commissioner Hanke opened and reviewed the procedures for the public hearings.

A. 2025 Rate Cards

B. Draft 2025 Operating & Capital Budget Resolution 829-24 establishing the 2025 Operating and Capital Budgets

C. Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2025

D. Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025

Director of Finance and Administration Connie Anderson distributed her memorandum reviewing the changes to the 2025 rates and fees following the October 9 meeting primarily involving Point Hudson moorage and electrical fees. She also reviewed general property tax levy and IDD levy amounts reflected in the resolutions and explained the Sources and Uses of Cash, the high-level view of the Operating Budget, to be adopted as Exhibit A to Resolution 829-24. She then reviewed and responded to questions page by page in the detailed budget document.

Executive Director Eron Berg summarized there were no proposed changes following discussion to the three resolutions (budget, property tax levy, or IDD), as well as no discussion on the rate cards.

There was no public testimony. (Rec: 00:39:51)

Unanimous approval of motion to continue the public hearings on the 2025 Operating and Capital Budget, property tax levy, and IDD tax levy to November 13, 2024 at 1 p.m.

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 (Rec: 00:45:17)

Commissioner Hanke opened and reviewed the procedures for the public hearing.

Deputy Director Eric Toews gave the staff presentation according to the informational memo. Presented as the attachment to the resolution is what is hoped to be a template for future amendments showing a table of resolutions occurring over the year concerning capital budget decisions as well as the Port's process of acquiring the April Owen property near the airport. There is a non-programmatic SEPA review on this amendment with a threshold determination of non-significance issued for the amendment. The plan amendment is not a replacement for SEPA review and threshold determination on individual projects.

During Commission discussion, it was noted the Comprehensive Scheme needs to conform with the previously-updated mission to include *and to protect and maintain our environment, community resources and maritime heritage*. Staff clarified that recent updates to the capital budget will be mirrored in the next version of the amendment to the Comprehensive Scheme. Given Commission interest in completing an update to the Strategic Plan, staff agreed to present at the November workshop how a stakeholder committee might assist in the update.

Public Testimony (Rec: 00:58:31): Noted was the written comment from Ehrlichman (written) on the difficulties following opportunities for public input in Short Farm planning.

Unanimous Commission approval of motion to continue the public hearing to November 13, 2024 at 1 p.m. and keep the public record open on the Amendments to the Comprehensive Scheme of Harbor Improvements.

VII. REGULAR BUSINESS (Rec. 01:01:17)

A. Project Update - Sims Way and Boat Yard Expansion (Rec: 01:07:00).

Director of Capital Projects and Port Engineer Matt Klontz provided a brief update and led a discussion of the preliminary drawings and solicited input on the features of the frontage improvements. Joining the discussion was stakeholder committee member Joni Blanchard, representative from the maritime community. Following discussion of the fence height and type, there was Commission interest in proceeding with a six-foot high galvanized chain link fence, with the 18 inches between sidewalk and fence allowing for plantings. It was noted the City would be responsible for plants north of the sidewalk with the Port as adjoining property owner responsible for mowing, plant irrigation and maintenance on the other side of the sidewalk..

B. Decision on Cancelling or Rescheduling the December 11, 2024 Workshop and Business Meeting to Monday, December 9 at 9:30 and 1pm (Rec: 01:47:45)

Unanimous approval of motion to reschedule the first December Workshop and Business Meeting to Monday, December 9 at 9:30 a.m. and 1 p.m. respectively.

VIII. STAFF COMMENTS (Rec. 01:48:13)

Executive Director Eron Berg reported on the tour of Commander's Beach house and mutual tour of duplex, meeting with American Cruise Lines about moorage options and rates, he and Ross Widener met with National Resource Conservation Service (NRCS) about how they work with agriculture, US Coast Guard had their rigging school at Pavilion, an October 29 at 9 a.m. Public Infrastructure Fund (PIF) to advocate the Rural Light Industrial Park, and proposed rule amendment regarding adopting state statute regarding airplane seizure and sale for airport matters, and a 40-ft container at the Short Farm with household goods will be disposed.

Director of Capital Projects and Port Engineer Matt Klontz reported that Boat Haven stormwater improvement project will be publicly noticed next week.

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

Commissioner Hasse reported the September newsletter of Maritime Washington featured ten maritime activities in Port Townsend. She attended a Housing Solutions Network event at the NWMC and will attend North Olympic Development Council Energy Futures summit along with presenter Dave Nakagawara. At today's Climate Action Committee, Jefferson General Hospital consultant and designers presented on their use of low carbon footprint materials. The City's Shoreline Master Plan was last updated in 2021 and there will be coordination with the Port on including a shoreline adaptation component.

Commissioner Hanke recognized the statistic reflected just now in listening to National Public Radio is that 75% of the American public is having anxiety about upcoming election.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:03:33)

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.

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 02:03:40)

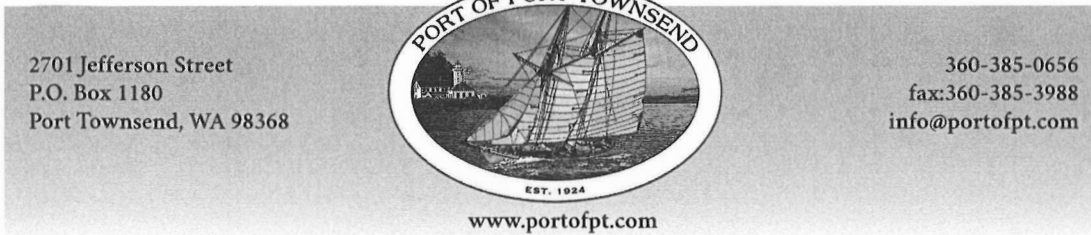
At 7:37 p.m., the meeting adjourned there being no further business before the Commission.

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 069285 – 069306 generated on October 21st, 2024 in the amount of \$124,244.57 is ratified.

Signed and Authenticated on this 13th day of November, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

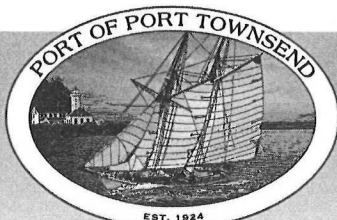
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			10/6/24 STATEMENTS	10/6/2024	375.32	0.00	375.32
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0000069295	10/21/2024	MAR047	Maritime Publishing				Check Entry Number: 001
			2024-92031	10/16/2024	1,397.00	0.00	1,397.00
0000069296	10/21/2024	OLY035	Olympic Peninsula Communications LLC				Check Entry Number: 001
			47	10/10/2024	1,762.50	0.00	1,762.50
0000069297	10/21/2024	PAC005	PESCO				Check Entry Number: 001
			24677	10/11/2024	850.00	0.00	850.00
0000069298	10/21/2024	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			95199	9/22/2024	92.00	0.00	92.00
0000069299	10/21/2024	PUD001	Pud District #1				Check Entry Number: 001
			10/11/24 STMNTS	10/11/2024	169.75	0.00	169.75
0000069300	10/21/2024	QUI001	Quill Corporation				Check Entry Number: 001
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			40746356	9/24/2024	9.45	0.00	9.45
			40746579	9/24/2024	11.18	0.00	11.18
			40751213	9/24/2024	112.57	0.00	112.57
			40770369	9/24/2024	21.03	0.00	21.03
			40793282	9/24/2024	30.16	0.00	30.16
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			8148111	9/30/2024	350.00	0.00	350.00
			PDN1003295	10/5/2024	159.22	0.00	159.22
			PDN1003559	10/12/2024	116.33	0.00	116.33
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Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

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			024-580	10/3/2024	850.00	0.00	850.00
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Report Total:					<u>124,244.57</u>	<u>0.00</u>	<u>124,244.57</u>

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



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

www.portofpt.com

WARRANT 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 069307 – 069329 generated on October 24th, 2024 in the amount of \$240,110.93 is ratified.

Signed and Authenticated on this 13th day of November, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance and Administration

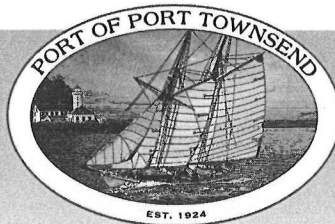
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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			101556-1	9/25/2024	43.64	0.00	43.64
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			207985-0018	10/18/2024	2,140.10	0.00	2,140.10
0000069309	10/24/2024	AHB040	AHBL Inc.				Check Entry Number: 001
			147415	8/31/2024	8,495.38	0.00	8,495.38
			148085	9/30/2024	38,853.64	0.00	38,853.64
			Check 0000069309 Total:		47,349.02	0.00	47,349.02
0000069310	10/24/2024	AMB001	AMB Tools & Equipment Co				Check Entry Number: 001
			T338062	9/30/2024	2,250.91	0.00	2,250.91
			T338166	10/11/2024	84.36	0.00	84.36
			T338210	10/18/2024	716.57	0.00	716.57
			Check 0000069310 Total:		1,618.70	0.00	1,618.70
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			5948-1060925	10/16/2024	306.32	0.00	306.32
			Check 0000069311 Total:		813.61	0.00	813.61
0000069312	10/24/2024	CIN020	Cintas				Check Entry Number: 001
			5236213014	10/23/2024	48.55	0.00	48.55
0000069313	10/24/2024	CIT010	City of Port Townsend				Check Entry Number: 001
			BLD24-237 10/23/24	10/23/2024	9,840.86	0.00	9,840.86
0000069314	10/24/2024	FIS020	Fish N Hole				Check Entry Number: 001
			5384222	10/8/2024	85.55	0.00	85.55
			5384226	10/16/2024	39.00	0.00	39.00
			5384297	10/24/2024	13.20	0.00	13.20
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			SI171369	10/14/2024	1,983.37	0.00	1,983.37
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			22338	10/21/2024	277.66	0.00	277.66
0000069322	10/24/2024	SHO010	Shold Excavating Inc				Check Entry Number: 001
			83639	10/14/2024	3,207.21	0.00	3,207.21
0000069323	10/24/2024	STA020	Ann Stafford				Check Entry Number: 001
			REFUND 10/10/24	10/10/2024	70.29	0.00	70.29
0000069324	10/24/2024	SUN020	Sunrise Coffee				Check Entry Number: 001
			20241207	10/18/2024	53.20	0.00	53.20
0000069325	10/24/2024	TOW017	Town & Country Tractors, Inc				Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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0000069328	10/24/2024	WA1803	380610 State of Washington	10/15/2024	286.20	0.00	286.20 Check Entry Number: 001
0000069329	10/24/2024	WES080	3RD QTR LET 2024 Peter West	10/24/2024	161,138.10	0.00	161,138.10 Check Entry Number: 001
			REFUND 10/9/24	10/9/2024	71.32	0.00	71.32
Report Total:					<u>240,110.93</u>	<u>0.00</u>	<u>240,110.93</u>

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



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

www.portoft.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No 069330 – 069353 generated on October 30th, 2024 in the amount of \$28,488.71 is ratified.

Signed and Authenticated on this 13th day of November, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance and Administration

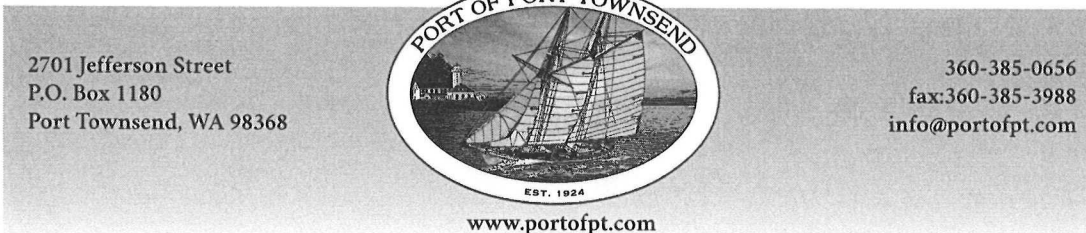
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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0000069331	10/30/2024	BOW040	Eric Bowles				Check Entry Number: 001
			REFUND 10292024	10/29/2024	248.99	0.00	248.99
0000069332	10/30/2024	BRO020	Carol Broderson				Check Entry Number: 001
			REFUND 10/11/2024	10/11/2024	0.56	0.00	0.56
0000069333	10/30/2024	COW020	Cowling and Co LLC				Check Entry Number: 001
			SOCIEAN SYSTEMS	10/15/2024	627.33	0.00	627.33
0000069334	10/30/2024	CPC020	CP Communications				Check Entry Number: 001
			0125	10/25/2024	600.00	0.00	600.00
0000069335	10/30/2024	DHE030	DH Environmental, Inc.				Check Entry Number: 001
			11750	10/29/2024	3,150.00	0.00	3,150.00
0000069336	10/30/2024	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			0000005757-001	10/22/2024	99.77	0.00	99.77
0000069337	10/30/2024	GOO040	Leo Goolden				Check Entry Number: 001
			SECURITY DEPOSIT REF	10/28/2024	1,109.99	0.00	1,109.99
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			10/25/24 STATEMENT	10/25/2024	175.37	0.00	175.37
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			REFUND 10/21/24	10/21/2024	65.60	0.00	65.60
0000069340	10/30/2024	KEN010	Kendrick Equipment				Check Entry Number: 001
			U52240	10/28/2024	1,810.70	0.00	1,810.70
0000069341	10/30/2024	MAI030	Elise Maier				Check Entry Number: 001
			REFUND 10/23/24	10/23/2024	485.72	0.00	485.72
0000069342	10/30/2024	MAL045	Mallory Paint Store				Check Entry Number: 001
			Z0235088	10/28/2024	120.21	0.00	120.21
0000069343	10/30/2024	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			2410-029099	10/11/2024	439.79	0.00	439.79
0000069344	10/30/2024	PER030	Zachary Perry				Check Entry Number: 001
			REFUND 10/29/24	10/29/2024	65.60	0.00	65.60
0000069345	10/30/2024	PET075	PetroCard				Check Entry Number: 001
			0280432-IN	10/17/2024	667.80	0.00	667.80
0000069346	10/30/2024	PIE050	Pierce County Clerk's & Finance Officer' Assoc				Check Entry Number: 001
			TRAINING-SANDERS	10/30/2024	75.00	0.00	75.00
0000069347	10/30/2024	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			95760	10/20/2024	41.50	0.00	41.50
0000069348	10/30/2024	POP060	Steve Pope				Check Entry Number: 001
			REFUND 10/23/24	10/23/2024	61.40	0.00	61.40
0000069349	10/30/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			10/11/24 STATEMENTS	10/11/2024	15,280.83	0.00	15,280.83
			10/18/24 STATEMENTS	10/18/2024	448.22	0.00	448.22
			10/18/24 STMNT	10/18/2024	49.61	0.00	49.61
			Check 0000069349 Total:		15,778.66	0.00	15,778.66
0000069350	10/30/2024	SAF001	Safeway, Inc.				Check Entry Number: 001
			10/24/24 STATEMENT	10/21/2024	1,996.25	0.00	1,996.25
0000069351	10/30/2024	SAN035	Joanna Sanders				Check Entry Number: 001
			10/2024 EXP	10/30/2024	98.83	0.00	98.83
			8/2024 EXP	10/30/2024	12.06	0.00	12.06
			9/2024 EXP	10/30/2024	12.06	0.00	12.06
			Check 0000069351 Total:		122.95	0.00	122.95

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
0000069352	10/30/2024	VER001	Verizon Wireless, Bellevue				
			9976389875	10/15/2024	617.52	0.00	617.52
							Check Entry Number: 001
0000069353	10/30/2024	WEB030	Kimberlie Webber				
			10/2024 EXP-TRAINING	10/30/2024	35.00	0.00	35.00
							Check Entry Number: 001
				Report Total:	<u>28,488.71</u>	<u>0.00</u>	<u>28,488.71</u>



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 069354 through No. 069359 generated on November 1, 2024 in the amount of \$38,577.69 and Electronic Payment in the amount of \$245,619.89, for a total amount of \$284,197.58 is **ratified.**

Signed and Authenticated on this 13th day of November, 2024.

For: Payroll and Benefits

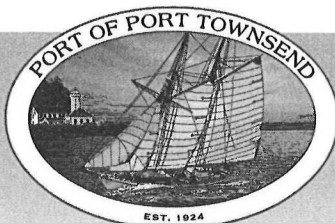
Commissioner Pete W Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And
Administration

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



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

www.portoft.com

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$77,735.08 is ratified.**

Signed and Authenticated on this 13th day of November, 2024.

For: 3rd Quarter Payroll Taxes and September Excise Tax
in the amount of **\$77,735.08**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

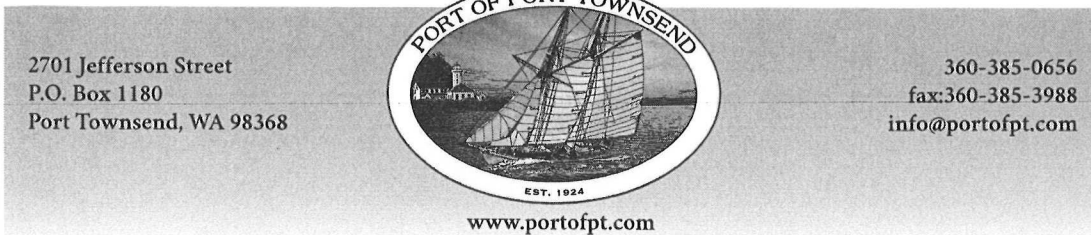
Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000000990 Check Comment: Qtr 3 L&I CKW00000099001	10/21/2024	WA1201 State of Washington			49,281.33
	10/21/2024	49,281.33 P/R TAX PAYABLE - LNI	0.00	49,281.33	
G/L Account: 213-6500-00					
W000000991 Check Comment: Qtr 3 WA PFML CKW00000099101	10/21/2024	WA0001 Wa Employment Security			4,864.20
	10/21/2024	4,864.20 PR TAXES PAYABLE-PD FAMILY MEDICAL LEAVE	0.00	4,864.20	
G/L Account: 213-6500-01					
W000000992 CKW00000099201	10/21/2024	WA0001 Wa Employment Security			4,997.36
	10/21/2024	4,997.36 PR TAXES PAYABLE - WA CARES LTC	0.00	4,997.36	
G/L Account: 213-6500-02					
W000000993 Check Comment: September Excise/Sales Tax CKW00000099301	10/21/2024	WA1802 Washington State Department of Revenue			18,592.19
	10/21/2024	18,592.19 SALES/EXCISE TAX REMITTED	0.00	13,760.08	
G/L Account: 589-3000-00				1,216.26	
G/L Account: 589-3002-00				900.45	
G/L Account: 721-9100-02				1,070.12	
G/L Account: 721-9100-05				12.10	
G/L Account: 761-9100-17				1,469.23	
G/L Account: 761-9100-19				62.85	
G/L Account: 761-9100-20				62.72	
G/L Account: 761-9100-21				5.29	
G/L Account: 711-9100-22				33.09	
G/L Account: 781-7425-28					
Check W000000993 Total:		18,592.19	0.00	18,592.19	18,592.19
Bank K Total:		77,735.08	0.00	77,735.08	77,735.08
Report Total:		77,735.08	0.00	77,735.08	77,735.08



ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank and US Bank is approved for payment in the amount of **\$20,282.58 is ratified.**

Signed and Authenticated on this 13th day of November, 2024.

For: Bank Fees, Contract Services, and Credit Card Fees
in the amount of **\$20,282.58**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And Administration

Bank: K KITSAP BANK

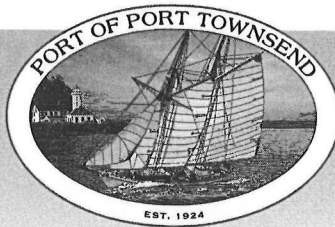
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000000995	9/30/2024	MOL010 Molo Inc.			15,155.75
Check Comment: Sept CC Fees & contract Services CKW00000099501					
	9/30/2024	15,155.75	0.00		
G/L Account: 761-7700-19		BANK CHARGES:P. H. MARINA & RV		24.84	
G/L Account: 761-3100-19		CONTRACT SERVICES: P. H. MARINA & RV		1.72	
G/L Account: 761-7700-21		BANK CHARGES: RAMP		307.67	
G/L Account: 761-3100-21		RAMP - CONTRACT SERVICES		19.56	
G/L Account: 721-7700-02		BANK CHARGES: MOOR		5,936.47	
G/L Account: 721-3100-02		CONTRACT SERVICES: MOOR		978.73	
G/L Account: 761-7700-17		BANK CHARGES: PROP RENT		483.91	
G/L Account: 761-3100-17		CONTRACT SERVICES: PROP RENT		79.79	
G/L Account: 711-7700-22		BANK CHARGES: JCIA		302.44	
G/L Account: 711-3100-22		CONTRACT SERVICES: JCIA		52.64	
G/L Account: 721-7700-05		BANK CHARGES: WORK YARD		5,823.79	
G/L Account: 721-3100-05		CONTRACT SERVICES: WORK YARD		869.23	
G/L Account: 761-7700-20		BANK CHARGES: QUIL		230.04	
G/L Account: 761-3100-20		CONTRACT SERVICES: QUIL		44.92	
Check W000000995 Total:		<u>15,155.75</u>	<u>0.00</u>	<u>15,155.75</u>	<u>15,155.75</u>
W000000996	9/30/2024	CAM050 CampLife			5,064.88
Check Comment: September CC Fees CKW00000099601					
	9/30/2024	5,064.88	0.00		
G/L Account: 761-7700-19		BANK CHARGES:P. H. MARINA & RV		5,064.88	
Bank K Total:		<u>20,220.63</u>	<u>0.00</u>	<u>20,220.63</u>	<u>20,220.63</u>

Port of Port Townsend (PTA)

Bank: Q US Bank - Quilcene

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000000997 CKW00000099701	9/30/2024	USB050 US Bank - Quilcene			61.95
	9/30/2024	61.95 BANK CHARGES: QUIL	0.00		
G/L Account:	761-7700-20			61.95	61.95
	Bank Q Total:	61.95	0.00	61.95	61.95
	Report Total:	20,282.58	0.00	20,282.58	20,282.58

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



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

www.portofpt.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that these claims are a just and unpaid obligation of the Port of Port Townsend, and that these claims, in Warrant No. 069277 in the amount of \$1,584.00 is declared void on this on this 13th day of November, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

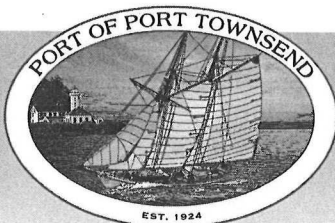
Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount	Distribution Amount	Check Amount
0000069277	REV 10/15/2024	WAG050	Waggoner Cruising Guide			1,584.00-
Check Comment: Business name changed						
CK000006927701						
	10/15/2024		1,584.00-	0.00		
G/L Account:	721-7425-02		MARKETING: MOORAGE		792.00-	
G/L Account:	761-7425-19		MARKETING: POINT HUD MARINA/RV		792.00-	
	Check 0000069277 Total:		<u>1,584.00-</u>	<u>0.00</u>	<u>1,584.00-</u>	<u>1,584.00-</u>
	Bank W Total:		<u>1,584.00-</u>	<u>0.00</u>	<u>1,584.00-</u>	<u>1,584.00-</u>
	Report Total:		<u>1,584.00-</u>	<u>0.00</u>	<u>1,584.00-</u>	<u>1,584.00-</u>

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



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

www.portofpt.com

WARRANT 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 069360 – 069409 generated on November 8th, 2024 in the amount of \$93,265.49 is ratified.

Signed and Authenticated on this 13th day of November, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069360	11/8/2024	48N010	48 North				Check Entry Number: 001
			106635	11/8/2024	1,775.00	0.00	1,775.00
0000069361	11/8/2024	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			10/31/24 STATEMENT	10/31/2024	237.38	0.00	237.38
0000069362	11/8/2024	AME090	American Cruise Lines				Check Entry Number: 001
			REFUND 10/30/24	10/30/2024	632.75	0.00	632.75
0000069363	11/8/2024	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			10/28/24 STATEMENT	10/28/2024	5,243.75	0.00	5,243.75
0000069364	11/8/2024	BER010	William Berninger				Check Entry Number: 001
			10/2024 EXPENSE	10/31/2024	50.59	0.00	50.59
0000069365	11/8/2024	BER045	Eron Berg				Check Entry Number: 001
			10/2024 EXPENSE	10/31/2024	870.65	0.00	870.65
0000069366	11/8/2024	CAR001	Carl's Building Supply				Check Entry Number: 001
			10/31/24 STATEMENT	10/31/2024	450.13	0.00	450.13
0000069367	11/8/2024	CED005	CED				Check Entry Number: 001
			5948-1061521	10/31/2024	55.79	0.00	55.79
0000069368	11/8/2024	COD001	Code Publishing Co				Check Entry Number: 001
			GCI0015881	10/31/2024	229.50	0.00	229.50
0000069369	11/8/2024	COO050	Cooper Fuel				Check Entry Number: 001
			11/1/24 STATEMENT	11/1/2024	6,012.66	0.00	6,012.66
0000069370	11/8/2024	DIR070	DirecTV				Check Entry Number: 001
			075436554X241028	10/28/2024	438.75	0.00	438.75
0000069371	11/8/2024	DLL010	D L Logos				Check Entry Number: 001
			4762	10/28/2024	23.07	0.00	23.07
0000069372	11/8/2024	DRY020	Dry Box				Check Entry Number: 001
			1491833	10/22/2024	10,283.60	0.00	10,283.60
0000069373	11/8/2024	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			0000006245-001	11/4/2024	55.80	0.00	55.80
0000069374	11/8/2024	FER001	Ferrellgas				Check Entry Number: 001
			10/27/24 STATEMENT	10/27/2024	402.52	0.00	402.52
0000069375	11/8/2024	FER020	Ferguson Waterworks #3156				Check Entry Number: 001
			0056883	10/30/2024	1,984.40	0.00	1,984.40
0000069376	11/8/2024	FER030	Kristian Ferrero				Check Entry Number: 001
			10/24 EXPENSE	11/4/2024	879.17	0.00	879.17
0000069377	11/8/2024	FIN030	Fine Edge Nautical & Recreational Publishing				Check Entry Number: 001
			111836	10/8/2024	1,584.00	0.00	1,584.00
0000069378	11/8/2024	GOO002	Good Man Sanitation				Check Entry Number: 001
			11/4/24 STATEMENTS	11/4/2024	2,781.32	0.00	2,781.32
0000069379	11/8/2024	GRE015	Greentree Communications Co				Check Entry Number: 001
			10654	11/1/2024	392.76	0.00	392.76
0000069380	11/8/2024	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1548433	11/1/2024	185.36	0.00	185.36
			1548434	11/1/2024	114.56	0.00	114.56
			1548435	11/1/2024	278.98	0.00	278.98
			1548436	11/1/2024	1,077.60	0.00	1,077.60
			1548437	11/1/2024	204.80	0.00	204.80
			Check 0000069380 Total:		1,861.30	0.00	1,861.30
0000069381	11/8/2024	HAS020	Carol Hasse				Check Entry Number: 001
			10/2024 EXPENSE	10/31/2024	129.71	0.00	129.71
0000069382	11/8/2024	HEN002	Henery Hardware				Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			782468	9/26/2024	12.85	0.00	12.85
			782498	9/26/2024	6.20	0.00	6.20
			782527	9/26/2024	311.78	0.00	311.78
			782570	9/27/2024	129.21	0.00	129.21
			782571	9/27/2024	12.68	0.00	12.68
			782705	9/30/2024	63.05	0.00	63.05
			782738	10/1/2024	11.76	0.00	11.76
			782742	10/1/2024	21.41	0.00	21.41
			782757	10/1/2024	10.49	0.00	10.49
			782763	10/1/2024	43.74	0.00	43.74
			782801	10/2/2024	117.04	0.00	117.04
			782809	10/2/2024	140.96	0.00	140.96
			782826	10/2/2024	15.31	0.00	15.31
			782858	10/2/2024	98.36	0.00	98.36
			782865	10/2/2024	85.31	0.00	85.31
			782918	10/3/2024	169.44	0.00	169.44
			783056	10/7/2024	122.46	0.00	122.46
			783109	10/8/2024	65.63	0.00	65.63
			783111	10/8/2024	27.88	0.00	27.88
			783136	10/8/2024	231.88	0.00	231.88
			783183	10/9/2024	90.76	0.00	90.76
			783247	10/10/2024	67.97	0.00	67.97
			783248	10/10/2024	114.79	0.00	114.79
			783350	10/11/2024	45.89	0.00	45.89
			783427	10/14/2024	52.67	0.00	52.67
			783478	10/15/2024	52.48	0.00	52.48
			783538	10/15/2024	47.02	0.00	47.02
			783629	10/17/2024	52.48	0.00	52.48
			783635	10/17/2024	27.33	0.00	27.33
			783639	10/17/2024	34.29	0.00	34.29
			783642	10/17/2024	9.43	0.00	9.43
			783750	10/18/2024	13.76	0.00	13.76
			783763	10/18/2024	62.24	0.00	62.24
			783840	10/21/2024	7.15	0.00	7.15
			783845	10/21/2024	7.64	0.00	7.64
			783875	10/21/2024	62.08	0.00	62.08
			783895	10/22/2024	28.42	0.00	28.42
			783900	10/22/2024	76.05	0.00	76.05
			783941	10/22/2024	84.21	0.00	84.21
			784003	10/23/2024	48.11	0.00	48.11
			784019	10/23/2024	16.36	0.00	16.36
			784057	10/24/2024	10.48	0.00	10.48
			784139	10/25/2024	30.13	0.00	30.13
			784173	10/25/2024	2.61	0.00	2.61
Check 0000069382 Total:					2,741.79	0.00	2,741.79
0000069383	11/8/2024	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			10/25/24 STATEMENT	10/25/2024	162.85	0.00	162.85
0000069384	11/8/2024	INM060	Richard Inman				Check Entry Number: 001
			REFUND 11/1/24	11/1/2024	90.34	0.00	90.34
0000069385	11/8/2024	INS070	Insight Strategic Partners LLC				Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			5248	1/31/2024	6,250.00	0.00	6,250.00
			5726	9/30/2024	6,250.00	0.00	6,250.00
			5784	10/31/2024	6,250.00	0.00	6,250.00
			Check 0000069385 Total:		18,750.00	0.00	18,750.00
0000069386	11/8/2024	KLO050	Matthew Klontz				Check Entry Number: 001
			10/2024 EXPENSE	11/1/2024	1,070.24	0.00	1,070.24
0000069387	11/8/2024	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4861913S185	11/1/2024	17.11	0.00	17.11
0000069388	11/8/2024	MAL045	Mallory Paint Store				Check Entry Number: 001
			Z0235306	11/5/2024	98.92	0.00	98.92
0000069389	11/8/2024	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			11/1/24 STATEMENTS	11/1/2024	11,887.88	0.00	11,887.88
			8333760S112	11/1/2024	2,228.10	0.00	2,228.10
			8333783S112	11/1/2024	272.70	0.00	272.70
			Check 0000069389 Total:		14,388.68	0.00	14,388.68
0000069390	11/8/2024	NOR010	Northwest Yachting Magazine				Check Entry Number: 001
			81856	11/1/2024	1,057.00	0.00	1,057.00
0000069391	11/8/2024	OLY002	HD Supply Formerly Home Depot Pro				Check Entry Number: 001
			827473422	9/25/2024	238.58	0.00	238.58
			827473430	9/25/2024	155.79	0.00	155.79
			832576987	10/24/2024	88.48	0.00	88.48
			Check 0000069391 Total:		482.85	0.00	482.85
0000069392	11/8/2024	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			11/1/24 STATEMENT	11/1/2024	1,081.67	0.00	1,081.67
0000069393	11/8/2024	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			72090	10/28/2024	82.05	0.00	82.05
0000069394	11/8/2024	PET025	Petrick Lock & Safe				Check Entry Number: 001
			22356	11/5/2024	231.42	0.00	231.42
0000069395	11/8/2024	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			96035	11/3/2024	124.50	0.00	124.50
0000069396	11/8/2024	POR005	Port Townsend Leader				Check Entry Number: 001
			116377	10/30/2024	402.50	0.00	402.50
0000069397	11/8/2024	POR065	Port of Port Townsend				Check Entry Number: 001
			REFUND 10/23/24	10/23/2024	4,170.57	0.00	4,170.57
0000069398	11/8/2024	PRE010	Precision Approach Engineering				Check Entry Number: 001
			6572	9/30/2024	1,777.35	0.00	1,777.35
0000069399	11/8/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			10/11/24 STMNT	10/11/2024	49.61	0.00	49.61
			10/25/24 STATEMENTS	10/25/2024	805.04	0.00	805.04
			10/25/24 STMNT	10/25/2024	550.00	0.00	550.00
			Check 0000069399 Total:		1,404.65	0.00	1,404.65
0000069400	11/8/2024	QUI001	Quill Corporation				Check Entry Number: 001
			41198920	10/22/2024	370.15	0.00	370.15
0000069401	11/8/2024	SEC010	Security Services				Check Entry Number: 001
			139028	11/1/2024	202.30	0.00	202.30
0000069402	11/8/2024	SNE020	S-Net Communications				Check Entry Number: 001
			239363	11/1/2024	598.57	0.00	598.57
0000069403	11/8/2024	TAR020	Tara Dunford CPA				Check Entry Number: 001
			2546	11/4/2024	185.00	0.00	185.00

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069404	11/8/2024	ULI040	ULINE				Check Entry Number: 001
			184746963	10/23/2024	1,235.52	0.00	1,235.52
			184828190	10/25/2024	3,574.19	0.00	3,574.19
			Check 0000069404 Total:		<u>4,809.71</u>	<u>0.00</u>	<u>4,809.71</u>
0000069405	11/8/2024	US0000	United States Postmaster				Check Entry Number: 001
			2025 ANNUAL	11/8/2024	436.00	0.00	436.00
0000069406	11/8/2024	VEN070	VenTek International				Check Entry Number: 001
			146687	10/1/2024	103.93	0.00	103.93
0000069407	11/8/2024	WA0126	Washington State Bar Association				Check Entry Number: 001
			ERON BERG 2025	11/4/2024	478.00	0.00	478.00
0000069408	11/8/2024	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0011123	10/26/2024	120.82	0.00	120.82
0000069409	11/8/2024	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			10/25/24 STATEMENT	10/25/2024	1,451.92	0.00	1,451.92
			Report Total:		<u>93,265.49</u>	<u>0.00</u>	<u>93,265.49</u>

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. C. Resolution 832-24 Authorizing the Executive Director of the Port of Port Townsend or Designee to file a Sub-Application for a Building Resilient Infrastructure and Communities Program (BRIC) Grant for the Sea Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 Of The Robert T. Stafford Disaster Relief And Emergency Assistance Act (Stafford Act)
STAFF LEAD	Dave Nakagawara, Capital Projects Engineer
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Resolution 832-24

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

Alternate action: Remove to regular business for discussion and move to approve Resolution 832-24 Authorizing the Executive Director of the Port of Port Townsend or Designee to file a Sub- Application for a Building Resilient Infrastructure and Communities Program (BRIC) Grant for the Sea Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 Of The Robert T. Stafford Disaster Relief And Emergency Assistance Act (Stafford Act) .

RESOLUTION NO. 832-24

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND OR DESIGNEE TO FILE A SUB-APPLICATION FOR A BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES PROGRAM (BRIC) GRANT FOR THE SEA LEVEL RISE PROJECT WITH THE STATE OF WASHINGTON MILITARY DEPARTMENT, EMERGENCY MANAGEMENT DIVISION, FOR THE PURPOSE OF OBTAINING AND ADMINISTERING CERTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE UNDER THE DISASTER RECOVERY REFORM ACT, SECTION 1234; AMENDED SECTION 203 OF THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (STAFFORD ACT)

WHEREAS, The Port of Port Townsend in partnership with the City of Port Townsend filed a pre-application for a Building Resiliency in Communities (BRIC) grant on September 26, 2024 for the Sea Level Rise Project with the Washington State Military Department, Emergency Management Division (EMD); and

WHEREAS, the Washington State Military Department, Emergency Management Division invited the Port of Port Townsend to submit a grant application formally through the Federal Emergency Management Agency (FEMA) online grants portal, with a deadline of December 13, 2024; and

WHEREAS, the 2024 BRIC application imposes certain obligations and conditions upon the applicant Port, and requires the Port to submit supporting information including preliminary designs, cost estimates, data and benefit-cost analyses to be supplied and performed in a timely and responsive manner; and

WHEREAS, the Washington State Military Department, Emergency Management Division requires a resolution from the governing body of the submitting party designating the applicant agent for the grant application and if awarded, grant administration and payment processing; and

WHEREAS, the Port has complied with all requirements of the BRIC pre-application process, the Commission has met in open session and considered filing an application for the Sea Level Rise Project with the Washington State Military Department, EMD, and has concluded that it is in the public interest to advance and complete the project described in the application;

NOW, THEREFORE, BE IT RESOLVED that:

1. Port Executive Director, Eron Berg, or his designee is hereby authorized to execute for and on behalf of the Port of Port Townsend, a local government entity, state agency, special purpose district, or federally recognized tribe established under the laws of the State of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under the Disaster Recovery

Reform Act, Section 1234; amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act).

2. The Port of Port Townsend hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such state non-disaster mitigation.

ADOPTED this 13th 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

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational <input type="checkbox"/> Continued Public Hearing
AGENDA TITLE	V. A. 4 th Draft of the 2025 Rate Cards
STAFF LEAD	Director of Finance and Administration, Connie Anderson
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Rates Memorandum 2. Draft 2025 Rates (rate cards)

RECOMMENDATION

Move to adopt the 2024 Rate Cards.

DATE: 11/13/2024
TO: Port Commission
FROM: Connie Anderson, Director of Finance & Administration & Eron Berg, Executive Director
SUBJECT: 4th Draft of 2025 Proposed Rate Cards

ISSUE

What direction does the Commission have following the workshop policy discussion and fourth review of the proposed 2025 Rate Cards? **Fourth draft updates are shown in purple.**

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 2nd 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 2nd draft are listed in green. Rate card formatting and edits will be completed with the 3rd 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 3rd 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 (4th draft) review in November. After final staff review, final changes and formatting have been incorporated and are shown in purple. The rate cards have been reorganized to group like fees and separate permanent from transient rates.**

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**

- c. **Non-Recreational defined as marine trade related, recreational fisherman in Commercial Basin, long-term guest monthly carry-over from winter season.**

YARD:

1. Remove the fee for Covered Storage. The shelter has been leased to ACI.
2. **Remove the electrical fee associated with Covered Storage.**
3. **Update Off-Port Blocking rate for both 70/75-ton and 300-ton yard rates to the match rate adjusted by Commission March 2024.**

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**
12. **Add back Electrical Fees related to Monthly Moorage**

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.**
4. **Updated Cruise Ship fee to a single per day fee instead of per foot & 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 1st Fob issued to tenants for restroom and laundry. The 1st Fob is included with the cost of the moorage. Rate for additional Fobs remains the same.
5. **Move the Restroom/Laundry Keys to the Miscellaneous section and change to "Access" Fob.**
6. Add standard charges for public records fees.
7. **Move Docking Fees to the Union Wharf, City Dock Rate card.**
8. **Add Legal document preparation fee at \$150 per hour.**
9. **Waitlist Fees updated by slip size to match changes made by Commission May 2024. Rates will hold at those rates for 2025.**

RECOMMENDATION

Motion to Adopt the 2025 Rates and Fees.

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
PERMANENT MOORAGE	
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*

Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check between Jan. 1 & 13, 2024.

ACTIVE COMMERCIAL FISHING

Up to 70'	\$ 8.50 /ft/mo*
71'+	\$ 9.67 /ft/mo*

OTHER MOORAGE

Limited Access	\$ 9.13 /ft/mo*
Undesirable	\$ 7.43 /ft/mo*
Business	same as perm. rate/ft/mo*

Kayak or rowing shell storage	\$ 31.14 /mo*
Top rack kayak storage	\$ 23.06 /mo*
Dory on Dock	\$ 74.96 /mo*
Wherry Parking	\$ 47.07 /mo*
Mast-up on trailer storage	\$ 100.00 /mo*

FEES

Live-aboard Fee	\$ 110.00 /month*
Live-aboard Background Check Fee	\$ 63.00

ELECTRICAL FEES

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 - 4th 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
PERMANENT LONG-TERM MOORAGE		
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

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.

ACTIVE COMMERCIAL FISHING

Up to 70'	\$ 8.82 /ft/mo*	\$ 0.32
71'+	\$ 10.04 /ft/mo*	\$ 0.37

OTHER MOORAGE & STORAGE FEES

Limited Access	\$ 9.48 /ft/mo*	\$ 0.35
Undesirable	\$ 7.71 /ft/mo*	\$ 0.28
Business	same as perm. rate /ft/mo*	

Kayak or rowing shell storage	\$ 32.32 /mo*	\$ 1.18
<i>(subject to change with utility rate increase) IA</i>	\$ 23.94 /mo*	\$ 0.88
Dory on dock	\$ 77.81 /mo*	\$ 2.85
Wherry Parking	\$ 50.00 /mo*	\$ 2.93
Mast-up on trailer storage	\$ 103.80 /mo*	\$ 3.80

FEES w- AGREEMENT

Live-aboard Fee	\$ 114.18 /month*	\$ 4.18
Live-aboard Background Check Fee	\$ 65.00	\$ 2.00

ELECTRICAL FEES

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

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

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

YEAR-ROUND NIGHTLY MOORAGE

Vessels Under 18' Wide	\$ 1.64 /ft/nt
Nightly Electric - under 55'	\$ 6.00
Nightly Electric - over 55'	\$ 12.00

TEMPORARY TIE-UP

	under 35'	over 35'
up to 4 hours	\$ 15.00	\$ 25.00

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*

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*

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 - 4th 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

YEAR-ROUND NIGHTLY MOORAGE

Vessels Under 18' Wide	\$ 1.70 /ft/nt	\$ 0.06
Nightly Electric - under 55'	\$ 6.00	\$ -
Nightly Electric - over 55'	\$ 12.00	\$ -

TEMPORARY TIE-UP

	under 35'	over 35'	
up to 4 hours	\$ 15.00	\$ 25.00	\$ -

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

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

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*
Electrical Rate:	
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 - 4th 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)	\$ 0.10 /ft/day*, **	\$ (2.56)
Trailer Vessel (w/agreement)	\$ 10.38 /ft/mo*, **	\$ 0.38
Covered Storage		
70' Covered Shed	\$ 75.00 /day*	\$ 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
(subject to change with utility rate increase)	\$ 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
Electrical Rate:	\$ -	\$ -
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)	\$ 0.12 /ft/day*, **	\$ (3.34)

**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 - 4th 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	<i>same as Boat Haven permanent rate /ft/mo*</i>		

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	<i>- See Miscellaneous Rates</i>		

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
<i>(subject to change w/utility rate increases) INCR. EFF. 7/5/2024 TO \$0.1112</i>			
Non-metered Electrical	\$	1.80	/ft/mo

**Port of Port Townsend
2025 Rate Schedule - 4th 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

YEAR-ROUND NIGHTLY MOORAGE

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)

25' slip	\$	315.48	/mo*	\$	11.55
27' slip	\$	348.71	/mo*	\$	12.77
30' slip	\$	394.33	/mo*	\$	14.44
32' slip	\$	420.62	/mo*		
35' slip	\$	479.05	/mo*	\$	17.54
40' slip	\$	551.09	/mo*	\$	20.17
45' slip	\$	652.95	/mo*	\$	23.90
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 MOORAGE	<i>same as Boat Haven permanent rate /ft/mo*</i>				

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	<i>- See Miscellaneous Rates</i>				

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 @	\$	0.1112	/KWH	\$	0.00
<i>(subject to change w/utility rate increases) INCR. EFF. 7/5/2024 TO \$0.1112</i>					
Non-metered Electrical	\$	1.87	/ft/mo	\$	0.07

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

**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

RV PARK - SUMMER (May 1 – September 30)

Nightly – Premium Waterfront (range) ¹	\$73.00	\$86.00
Nightly - Hookup (range) ¹	\$61.00	\$75.00

RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront (range) ¹	\$50.00	\$62.00
Nightly - Hookup (range) ¹	\$44.00	\$53.00

RV PARK – WINTER GUEST MONTHLY (October 1 – April 30)

Back row loop	\$ 731.47 /month*
Front row loop	\$ 830.31 /month*

RV PARK – YEAR ROUND

Back Row	\$ 53.05 /night ¹
Partial Hookup	\$ 38.05 /night ¹
Extra Vehicle in RV Space	\$ 7.14 /night
RV Holding Tank Dump Fee	\$ 15.00

"Landfall Site" Parking (next to Puget Sound Express):

Hourly	
Daily year-round	\$ 12.00 /day**

PARKING - BACK 40

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.

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

**Port of Port Townsend
2025 Rate Schedule - 4th 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

RV PARK - SUMMER (May 1 – September 30)

Nightly – Premium Waterfront (range) ¹	\$75.00	\$90.00	\$ 2.00	\$ 4.00
Nightly - Hookup (range) ¹	\$63.00	\$78.00	\$ 2.00	\$ 3.00
Nightly - Partial Hookup	\$55.00	\$70.00		

RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront (range) ¹	\$52.00	\$65.00	\$ 2.00	\$ 3.00
Nightly - Hookup (range) ¹	\$46.00	\$55.00	\$ 2.00	\$ 2.00
Nightly - Partial Hookup	\$40.00	\$50.00		

RV PARK – WINTER GUEST MONTHLY (October 1 – April 30)

Oct. 1 to April 30 , Back row loop	\$ 760.00 /month*	\$ 28.53
Nov. 1 to March 31 , Front row loop	\$ 860.00 /month*	\$ 29.69

RV PARK – YEAR-ROUND

Back Row	\$ 55.07 /night¹	\$ 2.02
Partial Hookup Overflow Space	\$ 40.00 /night ¹	\$ 1.95
Extra Vehicle in RV Space	\$ 7.41 /night	\$ 0.27
RV Holding Tank Dump Fee	\$ 15.00	\$ -

"Landfall Site" Parking (next to Puget Sound Express):

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

Landfall / Armory

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

Cupola

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

PARKING - BACK 40

First 9 hours	\$ - No Charge	\$ -
Daily Overnight Parking	\$ 10.00 /day**	\$ -
Weekly	\$ 40.00 /week**	\$ -
Monthly	\$ 100.00 /month*	\$ -

Boat on Trailer - flag for discussion

Monthly	\$ 100.00 /month*	\$ 100.00
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** 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.

¹ 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>	

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

Port of Port Townsend
2025 Rate Schedule - 4th 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.

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

	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- 39 40 ft.	\$ 10.11 ft/mo*	\$ 0.37
40-50 ft.	\$ 11.37 ft/mo*	\$ 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	\$ -
over 55'	\$ 12.46	\$ 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>		

STORAGE		
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

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
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	

* 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 - 4th 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
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		

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port

** Subject to Current Sales Tax Rate

*** Free with verified DVA determination

CPI - SEA-TAC-BEL, June to June

3.8%

Port of Port Townsend

2024 Rate Schedule

JEFFERSON COUNTY
INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2024 ^a

Approved by Port Commission on November 8, 2023

	2024 Rates
Prevailing Ground Lease Rate ^a	\$ 0.07 /sq ft/mo*

TIE-DOWNS

Overnight	\$ 10.00
Monthly Grass	\$ 50.00 / mo*
Annual Grass (must pay in advance)	\$ 510.00 / year*
Monthly Paved	\$ 68.00 / mo*

Monthly Hangar	\$ 275.00 / mo*
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Commercial Landing Fee	\$ 0.36
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/1000 # of max loaded gross weight

VEHICLE PARKING

Weekly (7 or more days) <i>(rate includes Current Sales Tax Rate)</i>	\$ 35.00 / week **
Monthly <i>(rate includes Leasehold Tax)</i>	\$ 80.00 / mo*
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

^a The Prevailing Ground Lease Rate which is effective December 1, 2023.

Port of Port Townsend

2025 Rate Schedule - 4th 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

TIE-DOWNS

Overnight	\$ 10.00	\$ -
Monthly Grass	\$ 52.00 / mo*	\$ 2.00
Annual Grass (must pay in advance)	\$ 510.00 / year*	\$ -
Monthly Paved	\$ 70.00 / mo*	\$ 2.00

Monthly Hangar	\$ 285.45 / mo*	\$ 10.45
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Commercial Landing Fee	\$ 0.37	\$ 0.01
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/1000 # of max loaded gross weight

VEHICLE PARKING

Weekly (7 or more days) <i>(rate includes WA State Sales Tax)</i>	\$ 36.00 / week **	\$ 1.00
Monthly <i>(rate includes Leasehold Tax)</i>	\$ 83.00 / mo*	\$ 3.00
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

NIGHTLY MOORAGE (3 night maximum stay)

Vessels up to 35'	\$ 35.00 /night
Vessels 35'-79'	\$ 50.00 /night
Vessels > 80' (Union Wharf only, advanced notice required)	\$ 2.20 /ft/nt

TEMPORARY TIE-UP (up to 4 hours)

Under 35' length	\$ 10.00
Over 35' length	\$ 20.00

EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK

Daily Rental Fee (8am - 11pm)	\$ 361.00 /day
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EVENT FACILITIES -POINT HUDSON MARINA ROOM

Daily Rental Fee (8am - 11pm)	\$ 157.00 /day
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EVENT FACILITIES - Point Hudson Pavillion

5 Hour Rental	\$ 500.00
Full Day 8am-11pm	\$ 1,000.00
Damage & Cleaning Deposit (refundable)	\$ 500.00

(All Pavillion rental rates for RV groups & Yacht clubs 50%)

Port of Port Townsend

2025 Rate Schedule - 4th DRAFT

UNION WHARF, CITY DOCK & EVENT FACILITIES

360-385-2828

Service Rates – Effective January 1, 2025

Approved by Port Commission on xx/xx/xxxx

2025 Rates

NIGHTLY MOORAGE (3 night maximum stay)

Vessels under 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

TEMPORARY TIE-UP (up to 4 hours)

Under 35'	\$ 10.00	\$ -
35' and over	\$ 20.00	\$ -

EVENT FACILITIES RENTAL – UNION WHARF OR CITY DOCK

Daily Rental Fee (8am - 11pm)	\$ 375.00 /day	\$ 14.00
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EVENT FACILITIES -POINT HUDSON MARINA ROOM

Daily Rental Fee (8am - 11pm)	\$ 160.00 /day	\$ 3.00
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EVENT FACILITIES - Point Hudson Pavillion

5 Hour Rental	\$ 500.00	\$ -
Full Day (8am-11pm)	\$ 1,000.00	\$ -
Damage & Cleaning Deposit (refundable)	\$ 500.00	\$ -

(All Pavillion rental rates for RV groups & Yacht clubs 50%)

Cruise Ship

Docking Fee	\$ 1,100.00 per day	\$ 1,100.00
Passenger Fee	\$ 4.00 /passenger	\$ 4.00

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

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

PORT LABOR RATES & FEES

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

WAIT LIST FEES

Sign-up Fee	\$ 100.00
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Renewal Fee or Pass Fee	\$ 50.00
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MISCELLANEOUS RATES & FEES

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	\$ 1.27 /person

(payable monthly in season)

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

WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)

Daily Rate, includes Top Side Access	\$ 2.48 /ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$ 57.67 2 hours

LAUNCH RAMP

Daily Pass	\$ 15.00
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(includes 1 day of boat trailer parking)

Annual Pass (Rolling Calendar)	\$ 105.00 /year
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(free with DAV determination)

COMMERCIAL TRUCK FEE

Daily	\$ 220.00 **
Monthly	\$ 660.00 **
Annual (Rolling Calendar)	\$ 1,660.00 **

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

Dock	Monthly \$ 30.00	Annual \$ 175.00
Beach	Monthly \$ 25.00	Annual \$ 110.00

Port of Port Townsend

2025 Rate Schedule - 4th 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 Rates

PORT LABOR RATES & FEES

Port Labor Rate	\$ 85.00 /hr/person**	\$ 5.00
Overtime Labor Rate	\$ 125.00 /hr/person**	\$ 5.00
Docking Fee	\$ 2.62 2.72 /ft/day	
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

WAIT LIST FEES

Sign-up Fee	\$ 100.00	\$ -
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25' slip	\$ 250.00	
30'-34' slip	\$ 360.00	
35' slip	\$ 390.00	
40'-42' slip	\$ 470.00	
45' slip	\$ 530.00	
50' slip	\$ 590.00	

Renewal Fee or Pass Fee	\$ 50.00
-------------------------	----------

MISCELLANEOUS RATES & FEES

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	\$ 1.32 /person	\$ 0.05

(payable monthly in season)

RESTROOM/LAUNDRY KEYS & FOBS (tenants only)

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

WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)

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

TEMPORARY TIE-UP (up to 4 hours)

Under 35'	\$ 10.00	\$ 10.00
35' and over	\$ 20.00	\$ 20.00

LAUNCH RAMP

Daily Pass	\$ 15.00	\$ -
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(includes 1 day of boat trailer parking)

Annual Pass (Rolling Calendar)	\$ 105.00 /year	\$ -
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(free with DVA determination)

COMMERCIAL TRUCK FEE

Daily	\$ 228.36 **	\$ 8.36
Monthly	\$ 685.08 **	\$ 25.08
Annual (Rolling Calendar)	\$ 1,723.08 **	\$ 63.08

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

Dock	Monthly \$ 30.00	Annual \$ 175.00	\$ -
Beach	Monthly \$ 25.00	Annual \$ 110.00	\$ -

CPI - SEA-TAC-BEL, June to June

3.8%

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

	1st Offense	2nd Offense	3rd Offense
VIOLATION FEES			
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 min. or 5%, whichever	
Late Payment	\$ 25.00	higher	
NSF Check	\$ 50.00	/occurrence	

LEASE & LICENSE FEES

Lease Assignment Review & Approval	\$ 302.00
Use License preparation fee	\$ 110.00
Use License	<i>Varies by location, space & duration</i>
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 - 4th 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

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

	1st Offense	2nd Offense	3rd Offense	
VIOLATION FEES				
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 min. or 1.5%, whichever		\$ -
Late Payment	\$ 5.00	higher		\$ (20.00)
NSF Check	\$ 50.00	/occurrence		\$ -

LEASE & LICENSE FEES

Lease Assignment Review & Approval	\$ 313.48	\$ 11.48
Use License preparation fee	\$ 110.00	\$ -
Use License	<i>Varies by location, space & duration</i>	\$ -
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 deli	\$ 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

-A 10% deposit may be required prior to the duplication of records or customized services

-Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.

* 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

AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Continued Public Hearing
AGENDA TITLE	V. B. Resolution 829-24 Establishing the 2025 Operating and Capital Budget
STAFF LEAD	Director of Finance and Administration, Connie Anderson
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Finance Director Memorandum Draft of the 2025 Budget 2. Resolution 829-24 establishing the 2025 Operating and Capital Budgets 3. Exhibit A to Resolution 829-24 Sources and Uses of Cash 4. Draft Operating and Capital Budget

RECOMMENDATION

After closing the Public Hearing, Port staff recommends the Commission make the following motion:

Move to Adopt Resolution 829-24 Establishing the 2025 Operating and Capital Budget

Cover Memorandum - Late Materials

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:

Port Attorney

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

Exhibit A
Res. No. 829-24

	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.
OPERATING REVENUES								
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%
Water Access	52,437	48,277	44,358	54,298	48,909	62,557	8,259	15%
Total Operating Revenues	\$ 7,131,877	\$ 7,417,654	\$ 7,782,038	\$ 8,131,989	\$ 8,335,134	\$ 8,809,123	\$ 677,134	8%
OPERATING EXPENDITURES								
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	331,289	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%
Total Operating Expenditures	\$ 5,495,798	\$ 6,407,586	\$ 6,891,446	\$ 7,502,237	\$ 7,102,618	\$ 8,165,065	\$ 662,828	9%
NET OPERATING INCOME	\$ 1,636,080	\$ 1,010,067	\$ 890,591	\$ 629,752	\$ 1,232,516	\$ 644,058	\$ 14,306	2%
OTHER INCREASES IN FUND RESOURCES								
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%
Total Incr. in Other Fund Resources	\$ 4,074,496	\$ 5,231,377	\$ 14,299,160	\$ 14,418,571	\$ 7,721,775	\$ 14,652,949	\$ 234,378	2%
OTHER DECREASES IN FUND RESOURCES								
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%
Total Other Decr. in Fund Resources	\$ 6,886,665	\$ 4,556,263	\$ 5,843,585	\$ 11,631,749	\$ 8,888,359	\$ 19,132,694	\$ 7,500,945	64%
Net Other Incr./Decr. in Fund Resources	\$ (2,812,169)	\$ 675,113	\$ 8,455,575	\$ 2,786,822	\$ (1,166,584)	\$ (4,479,745)	\$ (7,266,567)	
Increase/(Decrease) in Cash	\$ (1,176,089)	\$ 1,685,181	\$ 9,346,166	\$ 3,416,574	\$ 65,932	\$ (3,835,687)	\$ (7,252,261)	



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

Introduction

Our 2024 budget overestimated some revenues and underestimated some expenses. With that experience in mind, the theme for the 2025 budget is to maintain a conservative approach with a long planning horizon. As the Port enters its 101st year, we intend to manage and plan for a Port that intends to celebrate its 200th birthday too. The 2025 budget includes net operating income (NOI) of \$644,058 which is similar to the revised estimated NOI for 2024 of \$629,752. No new positions are included in the 2025 budget and to the extent it is possible, we plan to carefully evaluate any vacancies prior to filling them, ensuring that we align our staffing needs with our financial capabilities. As we prepare for the end of the Industrial Development District (IDD) levy (last dollars to be collected in 2027), we are actively planning for capital budgets in 2028 and beyond.

The Port welcomes and encourages your participation in the development of our priorities and I encourage your engagement.

Economic & Financial Outlook

Every year I state the obvious: it's very difficult to forecast the future, particularly in an ever changing, increasingly complex world economy. The 2025 budget assumes no radical changes during the year.

Planned 2025 Capital Investments

The Port continues with its aggressive capital improvement program. The updated five-year plan begins on page 33. Projects are planned in Quilcene, Discovery Bay, Chimacum, at JCIA, and in Port Townsend. The biggest projects in 2025 are in the Boatyard with construction phase work planned on a new stormwater system and the northern expansion projects.

Capital projects generally take years between the identification of need, project development, community engagement, permitting, funding, designing, bidding and construction. The Port's capital projects team is very busy!

2025 Budget Priorities

Our key priorities are becoming thematic and include:

1. Maintaining core lines of revenue for the Port by focusing on the basics (i.e., increasing business and holding the line on costs).
2. Faithfully executing IDD Levy funded and other planned capital projects.
3. Continuing and expanding the trend of enhanced maintenance at all Port properties to both keep our infrastructure working and sustainable, and to improve their appearance.
4. Maintaining strong customer service throughout the Port.
5. Considering future projects to support economic development across Jefferson County.

This 2025 budget is again ambitious and on behalf of the staff team, we appreciate the help and support of our tenants and the community. It is truly felt as a tailwind on our mission.



PORT INTRODUCTION

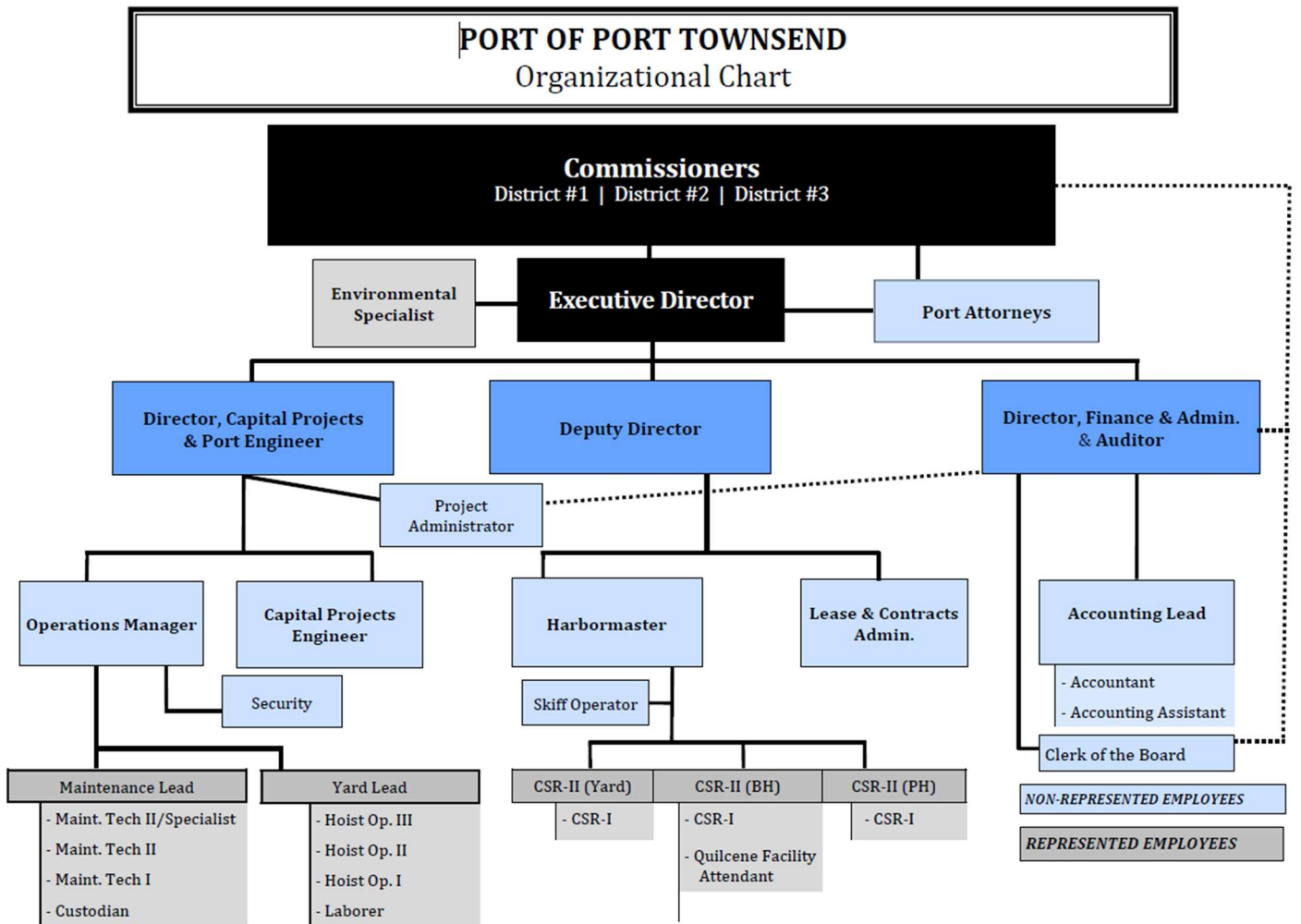
About Us

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."



2025 OPERATING AND CAPITAL BUDGET OVERVIEW

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, utilities, and General & Administrative (G&A) expenses total \$2,248,079 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 commission recommended baseline net operating income of \$500,000.

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 fourth 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 Consolidated 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 strategic plan to address the deferred maintenance of the Port's capital infrastructure.

Estimated Ending Cash Balance and Reserves

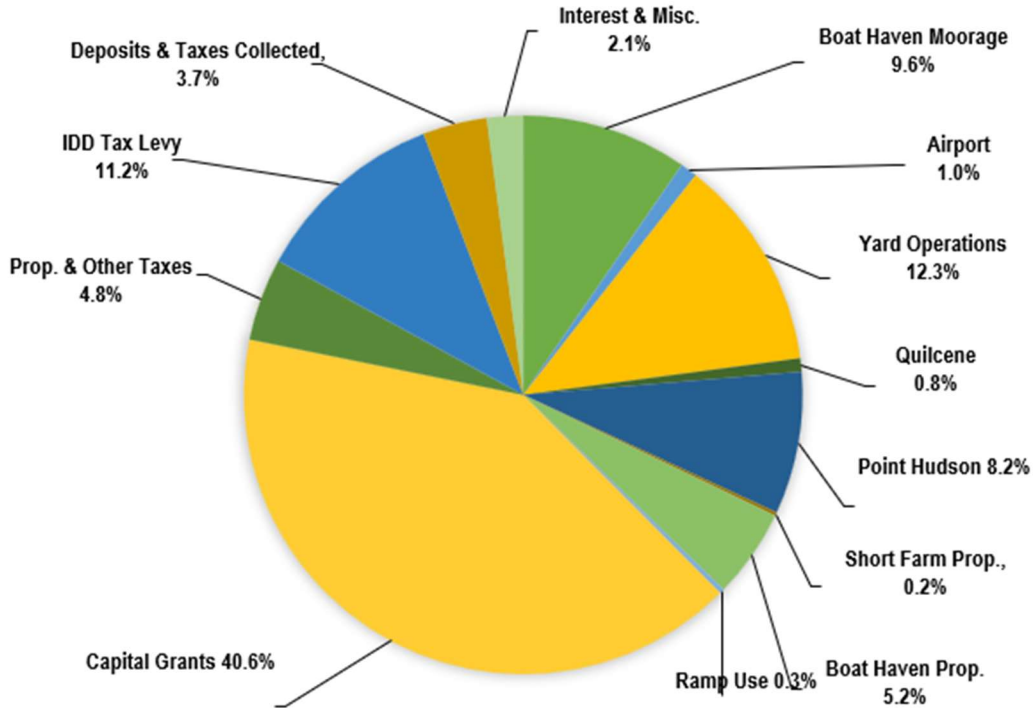
The ending cash balance estimates for 2025 total \$10,898,278, including \$8,663,624 in Reserved Cash and \$2,234,654 in Unreserved Cash. The estimated composition of ending Reserved Cash balances for 2025 is as follows:

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



Revenues by Source: Where Will the Money Come From?

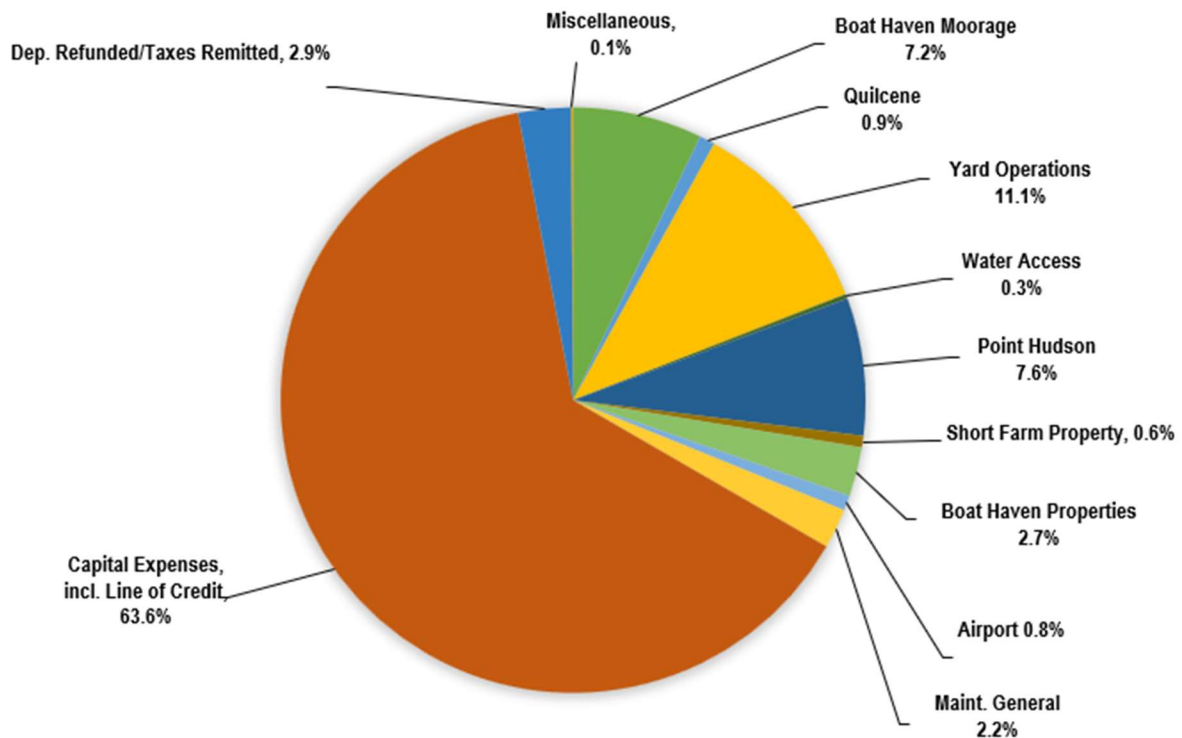


2025 Budget - All Incoming Resources

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%
<u>\$ 23,462,072</u>		



Expenditures by Expense Type: Where Will the Money Go?



2025 Budget - All Outgoing Resources

Boat Haven Moorage *	\$ 1,946,196	7.2%
Yard Operations *	3,017,383	11.1%
Point Hudson *	2,065,865	7.6%
Boat Haven Properties	738,348	2.7%
Quilcene	232,431	0.9%
Water Access	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%
	\$ 27,201,637	



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

4th 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.
OPERATING REVENUES								
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%
Water Access	52,437	48,277	44,358	54,298	48,909	62,557	8,259	15%
Total Operating Revenues	\$ 7,131,877	\$ 7,417,654	\$ 7,782,038	\$ 8,131,989	\$ 8,335,134	\$ 8,809,123	\$ 677,134	8%
OPERATING EXPENDITURES								
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	331,289	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%
Total Operating Expenditures	\$ 5,495,798	\$ 6,407,586	\$ 6,891,446	\$ 7,502,237	\$ 7,102,618	\$ 8,165,065	\$ 662,828	9%
NET OPERATING INCOME	\$ 1,636,080	\$ 1,010,067	\$ 890,591	\$ 629,752	\$ 1,232,516	\$ 644,058	\$ 14,306	2%
OTHER INCREASES IN FUND RESOURCES								
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%
Total Incr. in Other Fund Resources	\$ 4,074,496	\$ 5,231,377	\$ 14,299,160	\$ 14,418,571	\$ 7,721,775	\$ 14,652,949	\$ 234,378	2%
OTHER DECREASES IN FUND RESOURCES								
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	
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%
Total Other Decr. in Fund Resources	\$ 6,886,665	\$ 4,556,263	\$ 5,843,585	\$ 11,631,749	\$ 8,888,359	\$ 19,132,694	\$ 7,500,945	64%
Net Other Incr./Decr. in Fund Resources	\$ (2,812,169)	\$ 675,113	\$ 8,455,575	\$ 2,786,822	\$ (1,166,584)	\$ (4,479,745)	\$ (7,266,567)	
Increase/(Decrease) in Cash	\$ (1,176,089)	\$ 1,685,181	\$ 9,346,166	\$ 3,416,574	\$ 65,932	\$ (3,835,687)	\$ (7,252,261)	



5-Year Projected Cash Flow (2025 – 2029) ~ With 2024 Forecast baseline

		2024 forecast Projection	2025 Projection	2026 Projection	2027 Projection	2028 Projection	2029 Projection
Capital Project Funding Summary							
(2025 Budget, pg. 49)							
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
Projected Beginning Year Cash		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	1,315,375		
Revenues - Other Increases in Fund Resources	c	10,651,500	10,868,660	5,857,160	7,164,459	8,468,103	8,456,254
Total INFLOW		22,550,560	23,462,072	18,928,956	19,420,584	19,938,269	20,483,390
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
Total OUTFLOW		19,133,986	27,297,760	17,527,544	18,092,771	18,694,737	19,335,832
Net INFLOW / OUTFLOW -- Change in Cash Balance		3,416,574	(3,835,688)	1,401,411	1,327,813	1,243,531	1,147,559
RESERVE BALANCES							
IDD Levy Reserve	h	7,618,180	5,903,667	4,976,956	5,709,886	5,278,636	3,805,199
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
Total Ending Cash Reserves		10,729,491	8,663,624	7,869,596	8,743,832	8,463,074	7,149,910
Total Unreserved Cash		4,004,475	2,234,654	4,430,093	4,883,670	6,407,959	8,868,682
Total Ending Year Cash & Investments		14,733,966	10,898,278	12,299,689	13,627,502	14,871,033	16,018,592



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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 its 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 its 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. (Res. 712-19)
- 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. (Res. 693-19)
- 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. (Res. 433-04)
- 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. (res. 692-19)
- l.) In November 2020, the Port commission passed resolution 730-20 to fund an Emergency Fund for \$500,000. (Res. 730-20)
- m.) The Port commission approved an Unemployment Reserve of \$10,000 by motion.





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

4th DRAFT	2024 Forecast						2025 Bdg-	
	2021 Actual	2022 Actual	2023 Actual	(2024 YTD AUG + 4 months of budget)	2024 Budget	2025 Budget	2024 Forecast Variance	% incr.
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	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%
Total Operating Revenues	\$ 1,917,967	\$ 2,015,492	\$ 2,134,590	\$ 2,172,776	\$ 2,152,587	\$ 2,255,339	\$ 82,563	4%
OPERATING EXPENSES								
Moorage Salaries & Wages	166,054	211,881	228,360	257,618	285,908	286,076	28,458	11%
Moorage Payroll Taxes	18,247	25,696	31,343	32,750	30,806	38,450	5,700	17%
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	32,240	(4,192)	-12%
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%
Total Operating Expenses	\$ 1,490,415	\$ 1,526,566	\$ 1,519,800	\$ 1,867,657	\$ 1,845,897	\$ 1,946,196	\$ 78,540	4%
NET OPERATING INCOME	\$ 427,552	\$ 488,926	\$ 614,790	\$ 305,119	\$ 306,690	\$ 309,143	\$ 4,023	1%
Net Operating Income w/o debt	830,466	888,561	1,014,923	705,190	706,761	708,591	3,400	

* 2010 LTGO debt paid in full December 2029



Boat Haven Yard

Overall, Yard revenue is expected to increase by \$130,594 over 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 75-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.





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Boat Haven Yard

4th DRAFT	2024 Forecast (2024 YTD AUG + 4 months of budget)						2025 Bdgt- 2024 Forecast	
	2021 Actual	2022 Actual	2023 Actual	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	-	-	-
Total Operating Revenues	\$ 2,312,259	\$ 2,652,493	\$ 2,753,370	\$ 2,756,910	\$ 2,942,641	\$ 2,887,504	130,594	5%
OPERATING EXPENSES								
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%
Uniform 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%
Total Operating Expenses	\$ 2,017,157	\$ 2,317,737	\$ 2,231,976	\$ 2,726,127	\$ 2,724,317	\$ 3,017,383	\$ 291,256	11%
NET OPERATING INCOME	\$ 295,102	\$ 334,756	\$ 521,395	\$ 30,783	\$ 218,324	\$ (129,879)	\$ (160,662)	-52.2%
Net Operating Income w/o deb	377,626	416,609	603,350	112,725	300,266	(48,064)	(160,789)	-14.3%

* 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 the Point Hudson jetty replacement in early 2024, the marina was once again 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

4th DRAFT	2024 Forecast (2024 YTD AUG + 4 months of budget)						2025 Bdgt- 2024 Forecast	
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Variance	% incr.	
OPERATING REVENUES								
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 Wharf - 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%
Total Operating Revenues	\$ 1,690,255	\$ 1,532,331	\$ 1,565,563	\$ 1,706,631	\$ 1,715,273	\$ 1,933,781	\$ 227,150	13%
OPERATING EXPENSES								
Point Hudson Salaries & Wages	156,701	188,897	190,366	206,956	187,038	248,352	41,396	20%
Point Hudson Payroll Taxes	18,921	21,983	26,764	27,916	21,423	32,936	5,020	18%
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	25,786	(21,053)	-45%
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%
Total Operating Expenses	\$ 1,595,304	\$ 1,617,029	\$ 1,651,591	\$ 1,911,492	\$ 1,865,347	\$ 2,065,865	\$ 154,373	8%
NET OPERATING INCOME	\$ 94,950	\$ (84,698)	\$ (86,029)	\$ (204,862)	\$ (150,074)	\$ (132,084)	\$ 72,777	-36%
Net Operating Income w/o debt	645,400	466,502	460,471	341,638	396,426	418,966	77,327	23%

* 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

4th DRAFT	2024 Forecast (2024 YTD AUG + 4 months of budget)						2025 Bdg- 2024 Forecast	
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Variance	% incr.	
OPERATING REVENUES								
PTBH Prop - Lease Revenue	746,964	725,085	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	12,085	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%
Total Operating Revenues	\$ 819,708	\$ 808,584	\$ 899,538	\$ 1,020,762	\$ 1,050,151	\$ 1,209,980	\$ 189,219	19%
OPERATING EXPENSES								
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	347,605	96,007	38%
Total Operating Expenses	\$ 496,026	\$ 527,834	\$ 528,598	\$ 624,206	\$ 611,643	\$ 738,348	\$ 114,142	18%
NET OPERATING INCOME	\$ 323,682	\$ 280,750	\$ 370,940	\$ 396,556	\$ 438,508	\$ 471,632	\$ 75,077	19%





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

4th DRAFT	2024 Forecast (2024 YTD AUG + 4 months of budget)						2025 Bdgt- 2024 Forecast	
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Variance	% incr.	
OPERATING REVENUES								
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	-	-	-	-	-	-
Total Operating Revenues	\$ 172,256	\$ 175,104	\$ 186,274	\$ 185,828	\$ 188,558	\$ 181,925	\$ (3,903)	-2%
OPERATING EXPENSES								
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%
Total Operating Expenses	\$ 168,630	\$ 160,395	\$ 188,297	\$ 220,978	\$ 223,871	\$ 232,431	\$ 11,453	5%
NET OPERATING INCOME	\$ 3,626	\$ 14,710	\$ (2,023)	\$ (35,150)	\$ (35,313)	\$ (50,506)	\$ (15,356)	44%



Water Access

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

4th DRAFT	2024 Forecast (2024 YTD AUG +						2025 Bdgt-	
	2021 Actual	2022 Actual	2023 Actual	4 months of budget)	2024 Budget	2025 Budget	2024 Forecast Variance	% incr.
OPERATING REVENUES								
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%
Total Operating Revenues	\$ 52,437	\$ 48,277	\$ 44,358	\$ 54,298	\$ 48,909	\$ 62,557	\$ 8,259	15%
OPERATING EXPENSES								
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%
Total Operating Expenses	\$ 53,593	\$ 53,145	\$ 50,783	\$ 59,457	\$ 59,666	\$ 68,367	\$ 8,910	15%
NET OPERATING INCOME	\$ (1,156)	\$ (4,868)	\$ (6,425)	\$ (5,159)	\$ (10,757)	\$ (5,810)	\$ (652)	13%





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, but maintenance salaries and wages are anticipated to drop, these are based on current YTD actual activity.





Jefferson County International Airport (JCIA)

	4th DRAFT						2025 Bdgt-	
	2021	2022	2023	2024 Forecast (2024 YTD AUG + 4 months of budget)	2024	2025	2024 Forecast	% incr.
	Actual	Actual	Actual		Budget	Budget	Variance	
OPERATING REVENUES								
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%
Total Operating Revenues	\$ 166,996	\$ 185,371	\$ 198,345	\$ 216,585	\$ 214,715	\$ 230,537	\$ 13,952	6%
OPERATING EXPENSES								
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%
Total Operating Expenses	\$ 209,201	\$ 188,005	\$ 203,602	\$ 228,844	\$ 203,561	\$ 227,454	\$ (1,390)	-1%
NET OPERATING INCOME	\$ (42,206)	\$ (2,633)	\$ (5,257)	\$ (12,259)	\$ 11,154	\$ 3,083	\$ 15,342	-125%





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

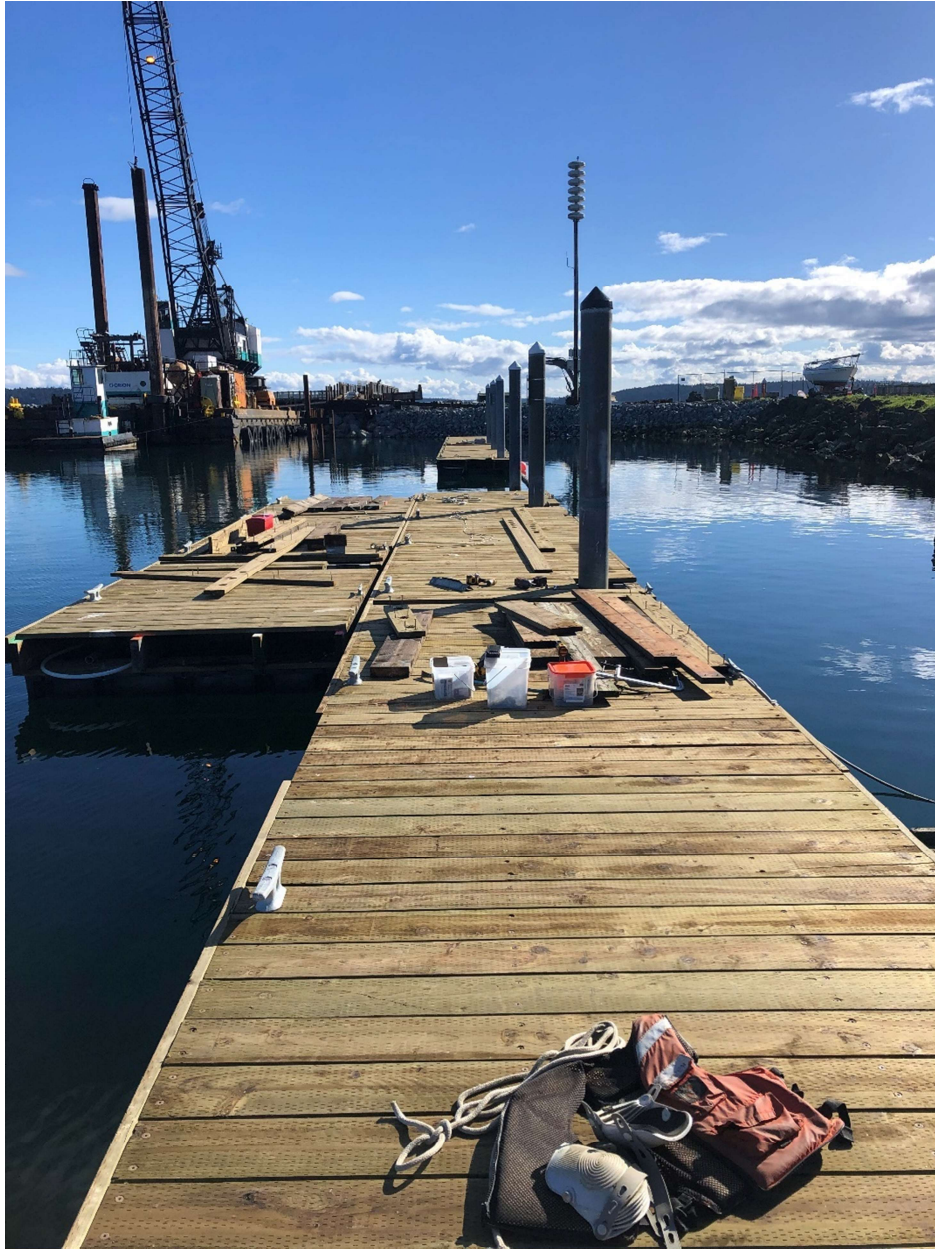
4th DRAFT	2021	2022	2023	2024 Forecast	2024	2025	2025 Bdgt-	
	Actual	Actual	Actual	(2024 YTD AUG + 4 months of budget)	Budget	Budget	2024 Forecast	% incr.
OPERATING REVENUES								
SHORT FARM - AG Leases	-	-	-	5,000	7,500	7,500	2,500	50%
SHORT FARM - Leases	-	-	-	3,200	4,800	30,000	26,800	838%
SHORT FARM - WDFW License Fee	-	-	-	10,000	10,000	10,000	-	0%
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 18,200	\$ 22,300	\$ 47,500	\$ 29,300	161%
OPERATING EXPENSES								
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%
Total Operating Expenses	\$ -	\$ -	\$ -	\$ 53,988	\$ 49,689	\$ 172,971	\$ 118,983	220%
							0	
NET OPERATING INCOME	\$ -	\$ -	\$ -	\$ (35,788)	\$ (27,389)	\$ (125,471)	\$ (89,683)	251%





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.





Maintenance - General

4th DRAFT	2024 Forecast (2024 YTD AUG + 4 months of budget)						2025 Bdgt- 2024 Forecast	
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2025 Budget	Variance	% incr.
OPERATING EXPENSES								
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%
Total Operating Expenses	377,478	493,703	511,504	607,627	510,514	599,289	\$ (8,338)	-1%





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.

4th DRAFT	2024 Forecast (2024 YTD AUG + 4 months of budget)						2025 Bdg- 2024 Forecast	
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Variance	% incr.	
OPERATING EXPENSES								
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	233,524	73,890	46%
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)	(2,248,079)	366,733	19%
Total Operating Expenses	\$ (54,128)	\$ 343,068	\$ 917,855	\$ 476,504	\$ 495,443	\$ 540	\$ (475,964)	-100%





2025 CAPITAL BUDGET

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.





2025 CAPITAL PROJECT SCOPE

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 JCIA 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 Capital

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. 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 with in-water projects 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.

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.

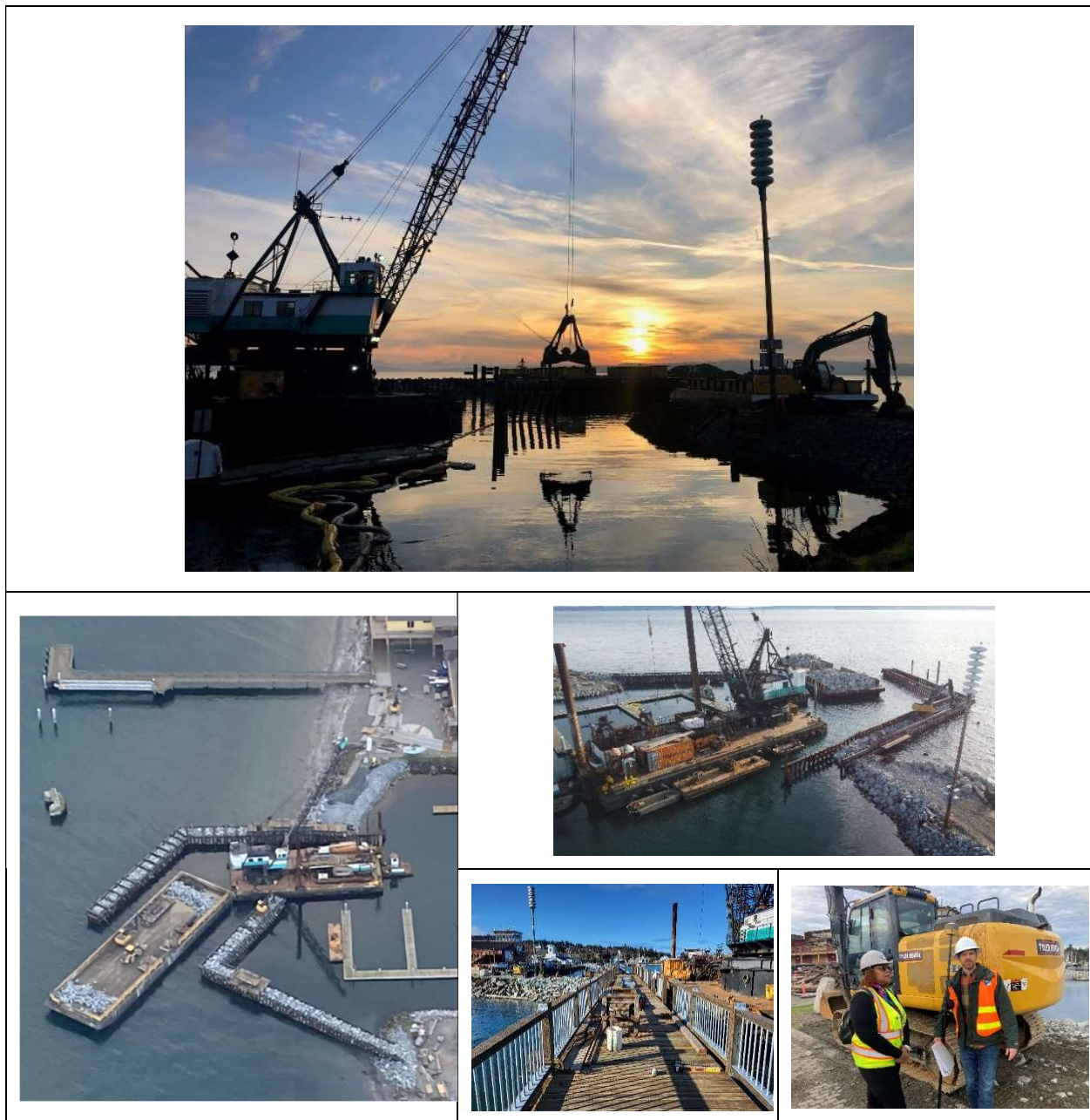


City Dock Repair

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, upgrading the network servers or creating a work order system for maintenance.





CAPITAL PROJECT COSTS & FUNDING

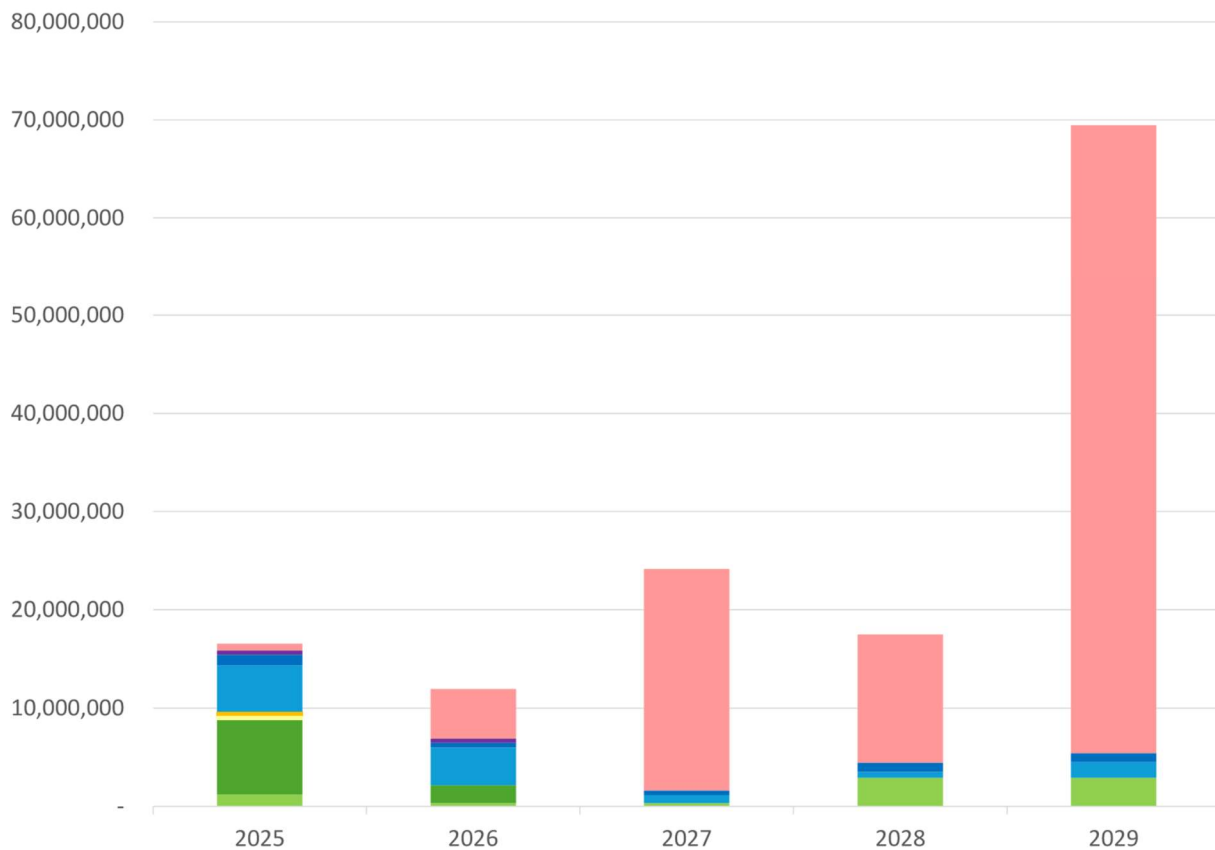
2025 – 2029 Capital Project Costs

Project	2025	2026	2027	2028	2029	5 Year Total
Boat Haven	9,075,000	3,550,000	8,925,000	5,450,000	61,133,000	88,133,000
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
Point Hudson	1,770,000	3,199,000	1,742,000	1,755,000	4,419,000	12,885,000
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
JCIA	2,134,555	1,239,333	4,073,889	6,775,000	3,075,000	17,297,777
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
Quilcene	575,000	2,301,000	2,977,000	-	-	5,853,000
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
Short's Family Farm	150,000	150,000	150,000	150,000	150,000	750,000
Farm Property/Facility Maintenance	150,000	150,000	150,000	150,000	150,000	750,000
Water Access	953,000	364,000	978,000	637,000	212,000	3,144,000
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
Other	1,228,000	145,000	125,000	435,000	375,000	2,308,000
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
Emergency	682,000	1,000,000	5,200,000	2,300,000	100,000	9,282,000
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
Grand Total	16,567,555	11,948,333	24,170,889	17,502,000	69,464,000	139,652,777



2025 – 2029 Capital Project Funding Sources

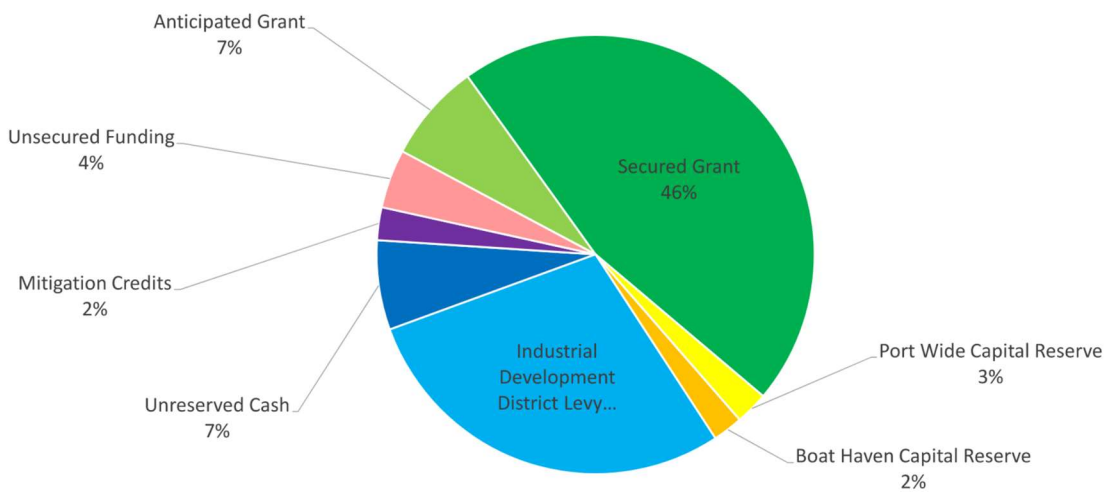
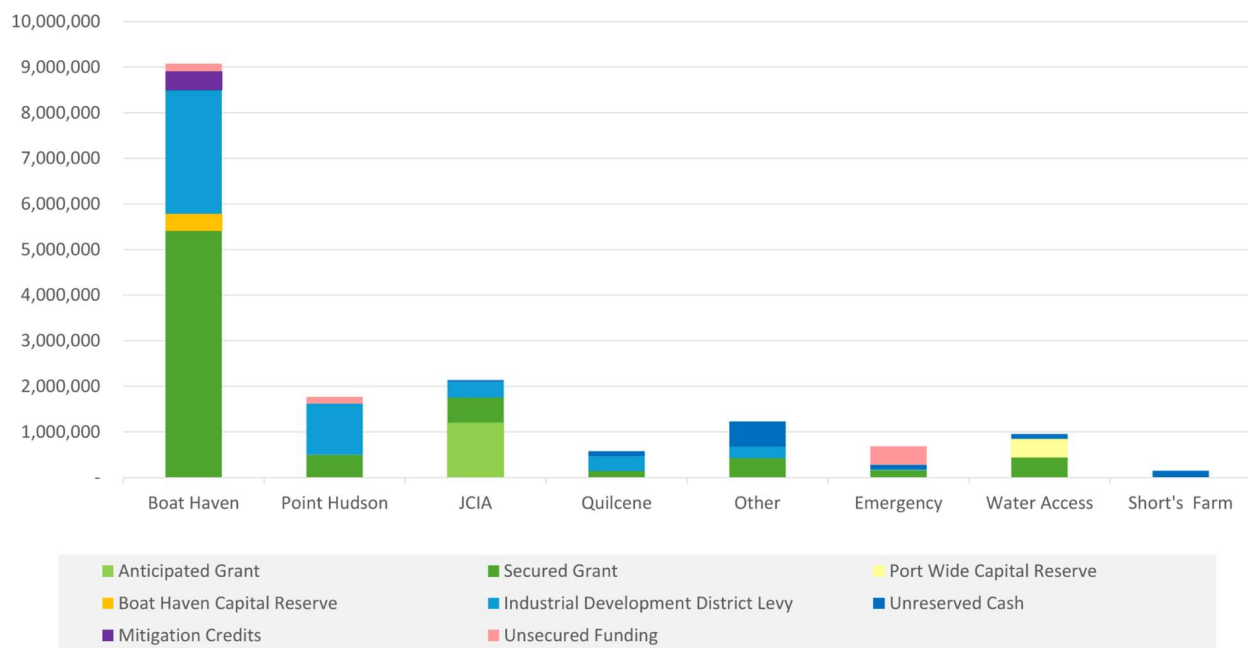
Funding	2025	2026	2027	2028	2029	5 Year Total
Anticipated Grant	1,205,900	322,216	331,444	2,897,500	2,897,500	7,654,560
Secured Grant	7,637,692	1,812,900	-	-	-	9,450,592
Port Wide Capital Reserve	400,000	-	-	-	-	400,000
Boat Haven Capital Reserve	367,061	-	-	-	-	367,061
Industrial Development District 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
Funded Total	15,851,555	6,888,333	1,628,889	4,460,000	5,400,000	34,228,777
Grand Total	16,567,555	11,948,333	24,170,889	17,502,000	69,464,000	139,652,777





2025 Capital Project Funding by Location

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
Funded Total	8,909,000	1,620,000	2,134,555	575,000	1,228,000	282,000	953,000	150,000	15,851,555
Grand Total	9,075,000	1,770,000	2,134,555	575,000	1,228,000	682,000	953,000	150,000	16,567,555





5-YEAR CAPITAL IMPROVEMENT PROGRAM (2025 – 2029)

Project	2025	2026	2027	2028	2029	5 Year Total
Boat Haven	-	-	-	-	-	-
Linear Dock Replacement	-	-	-	-	-	-
(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)
Main Breakwater Project	-	-	-	-	-	-
(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)
Marina Dredging	-	-	-	-	-	-
(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)
Sea Level Rise Project	-	-	-	-	-	-
(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)
Sims Gateway & North Boatyard Expansion	-	-	-	-	-	-
(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)



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Project	2025	2026	2027	2028	2029	5 Year Total
Stormwater Improvement Project	-	-	-	-	-	-
(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) Staff Compensation (Engineering)	(151,000)	-	-	-	-	(151,000)
(IDD) Port Funds	(934,000)	-	-	-	-	(934,000)
Travelift Yard Electrical Upgrades (70/75/300T)	-	-	-	-	-	-
Upgrades	-	100,000	100,000	100,000	-	300,000
(IDD) Port Funds	-	(100,000)	(100,000)	(100,000)	-	(300,000)
West Boatyard Expansion	-	-	-	-	-	-
(PE) Design	50,000	1,250,000	-	-	-	1,300,000
(CN) Construction	-	-	3,875,000	-	-	3,875,000
(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)
Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)	-	-	-	-	-	-
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) 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)
Point Hudson	-	-	-	-	-	-
Cantilevered Esplanade	-	-	-	-	-	-
(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)
Pavement Preservation (Grind & Overlay)	-	-	-	-	-	-
Capital Maintenance	-	650,000	-	-	-	650,000
(U) Unsecured Funding	-	(650,000)	-	-	-	(650,000)
RV Park Restoration	-	-	-	-	-	-
Capital Maintenance	-	500,000	-	-	-	500,000
(U) Unsecured Funding	-	(500,000)	-	-	-	(500,000)
Utility Rehabilitation (Mains)	-	-	-	-	-	-
Capital Maintenance	-	500,000	-	-	-	500,000
(IDD) Port Funds	-	(500,000)	-	-	-	(500,000)



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Project	2025	2026	2027	2028	2029	5 Year Total
Building/Facility Preservation & Energy Efficiency Improvement	-	-	-	-	-	-
(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)
Roof Replacement/Weatherization (Standing Seam Metal Roof)	-	-	-	-	-	-
(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)
JCIA	-	-	-	-	-	-
JCIA Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)	-	-	-	-	-	-
(CN) Construction	555,555	-	-	-	-	555,555
(A) FAA NPE Funds	(500,000)	-	-	-	-	(500,000)
(IDD) Port Match	(55,555)	-	-	-	-	(55,555)
JCIA Fuel System Improvement	-	-	-	-	-	-
(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)

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Project	2025	2026	2027	2028	2029	5 Year Total
JCIA Master Plan Update	-	-	-	-	-	-
(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)
Airport Pilot Center	-	-	-	-	-	-
(CN) Construction	70,000	70,000	-	-	-	140,000
(IDD) Port Funds	(70,000)	(70,000)	-	-	-	(140,000)
Renovate Port Owned Hangars	-	-	-	-	-	-
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)
Shift/Widen Parallel Taxiway	-	-	-	-	-	-
Environmental Assessment	-	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)
Stormwater Management	-	-	-	-	-	-
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)

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Project	2025	2026	2027	2028	2029	5 Year Total
Rural Light Industrial Park (24 acres)	-	-	-	-	-	-
(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
<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 & 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)
Rural Light Industrial Park (43.5 acres)	-	-	-	-	-	-
(PE) Design (10%)	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)
Quilcene	-	-	-	-	-	-
Campground	-	-	-	-	-	-
(PE) Design	20,000	-	-	-	-	20,000
(CN) Construction	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)
Marina Dredge, Dock, and Gangway Replacement	-	-	-	-	-	-
(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
<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)

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Project	2025	2026	2027	2028	2029	5 Year Total
Herb Beck Boat Launch & Facility Improvements	-	-	-	-	-	-
(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)
Short's Family Farm	-	-	-	-	-	-
Farm Property/Facility Maintenance	-	-	-	-	-	-
Capital Maintenance	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)
Water Access	-	-	-	-	-	-
Mats Mats Bay Facilities	-	-	-	-	-	-
Capital Maintenance	-	30,000	-	-	-	30,000
(IDD) Port Funds	-	(30,000)	-	-	-	(30,000)
Gardiner Launch Ramp with Seasonal Float	-	-	-	-	-	-
(CN) Construction	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)

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Project	2025	2026	2027	2028	2029	5 Year Total
Hadlock Dock and Gangway Replacement	-	-	-	-	-	-
(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)
Union Wharf Electrification & Mooring Dolphins	-	-	-	-	-	-
(PE) Design	-	334,000	-	-	-	334,000
(CN) Construction	-	-	878,000	-	-	878,000
<i>(U) Unsecured Funding</i>	-	(334,000)	(878,000)	-	-	(1,212,000)
Other	-	-	-	-	-	-
Port Equipment/Vehicle Replacement	-	-	-	-	-	-
300T Variable Width Travelift (Final Payment)	953,000	-	-	-	-	953,000
Equipment/Vehicle Replacement	-	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)
Port Wide - Yard/Parking/RV Resurfacing	-	-	-	-	-	-
Yard/Parking/RV Resurfacing	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)
Port Wide - Dock Renovations & Piling Replacement	-	-	-	-	-	-
Dock Renovations & Piling Replacement	-	-	-	250,000	250,000	500,000
<i>(URC) Port Funds</i>	-	-	-	(250,000)	(250,000)	(500,000)
Comprehensive Routine Maintenance and Repair Program (CRAMP)	-	-	-	-	-	-
CRAMP Application (USACE)	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)
Emergency	-	-	-	-	-	-
Boat Haven Bulkhead Repair/Replacement	-	-	-	-	-	-
Bulkhead Repair/Replacement	300,000	-	-	-	-	300,000
<i>(U) Unsecured Funding</i>	(300,000)	-	-	-	-	(300,000)
Boat Haven Pavement Repair	-	-	-	-	-	-
Pavement Repair	100,000	-	-	-	-	100,000
<i>(U) Unsecured Funding</i>	(100,000)	-	-	-	-	(100,000)



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Project	2025	2026	2027	2028	2029	5 Year Total
City Dock Repair	-	-	-	-	-	-
(PE) 40% Design	182,000	-	-	-	-	182,000
(PE) Final Design	-	200,000	-	-	-	200,000
(CN) Construction	-	-	500,000	-	-	500,000
(S) FEMA Grant	(163,892)	-	-	-	-	(163,892)
(IDD) Port Funds	(18,108)	-	-	-	-	(18,108)
(U) Unsecured Funding	-	(200,000)	(500,000)	-	-	(700,000)
Mats Mats Bulkhead Repair	-	-	-	-	-	-
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)
Point Hudson Marina Revetment Repair	-	-	-	-	-	-
Marina Revetment Repair	-	250,000	1,600,000	-	-	1,850,000
(U) Unsecured Funding	-	(250,000)	(1,600,000)	-	-	(1,850,000)
Point Hudson Shoreline Repair	-	-	-	-	-	-
Shoreline Repair	-	250,000	2,600,000	-	-	2,850,000
(U) Unsecured Funding	-	(250,000)	(2,600,000)	-	-	(2,850,000)
Quilcene Revetment Repair	-	-	-	-	-	-
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)
Small Capital Projects	-	-	-	-	-	-
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)



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 2nd IDD levy by a 53% to 47% margin in November of 2019. As a result, 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)	\$ 809,354
Year 2 (2021)	\$ 1,634,289
Year 3 (2022)	\$ 2,634,289
Year 4 (2023)	\$ 2,634,289
Year 5 (2024)	\$ 2,634,289
Total to Date	\$10,346,510



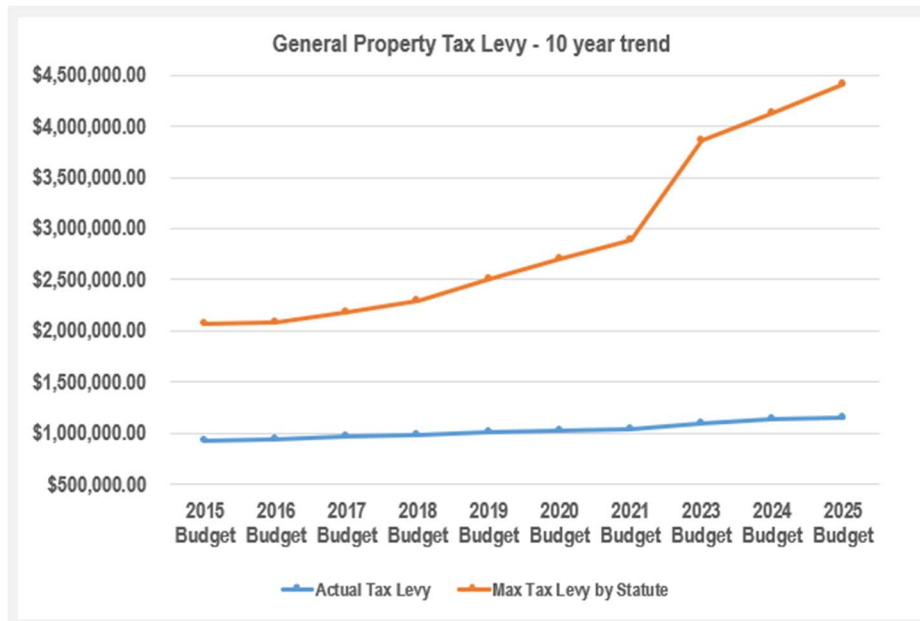
The Port Commission has decided to levy the same amount in 2025 as for the prior three (3) years - \$2,634,289. The same AV is used for purposes of calculating the IDD levy; the levy rate is estimated to be \$0.268 per \$1,000 of AV.

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.

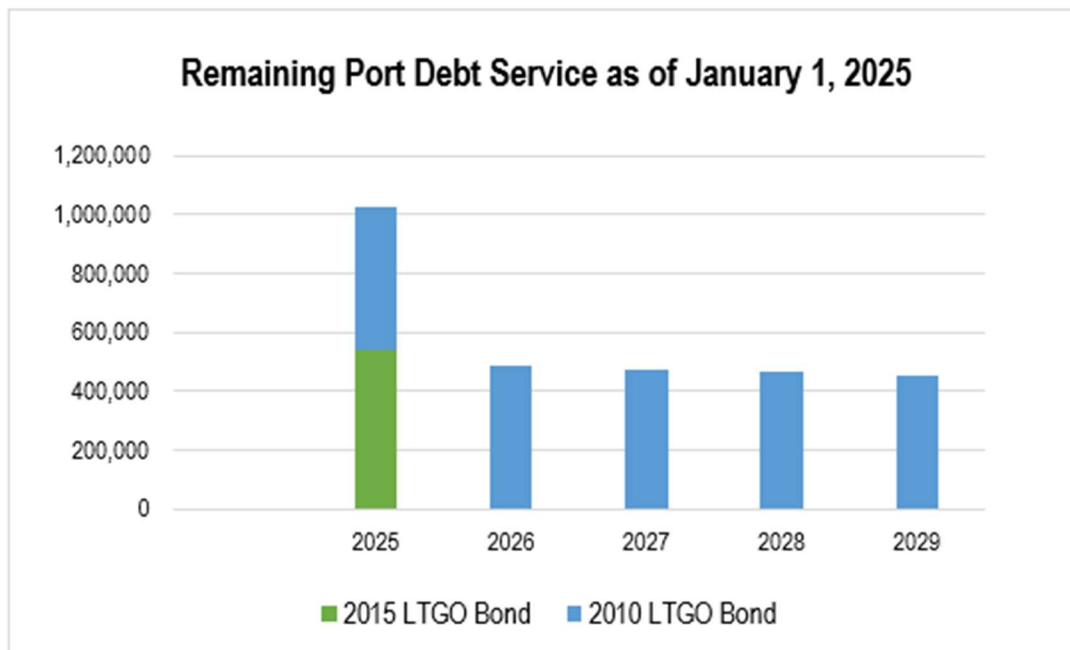




DEBT SERVICE (legal obligation)

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
totals	\$ 2,530,000	\$ 386,500	
collective total		\$ 2,916,500	



Schedule and Purpose of Debt:

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

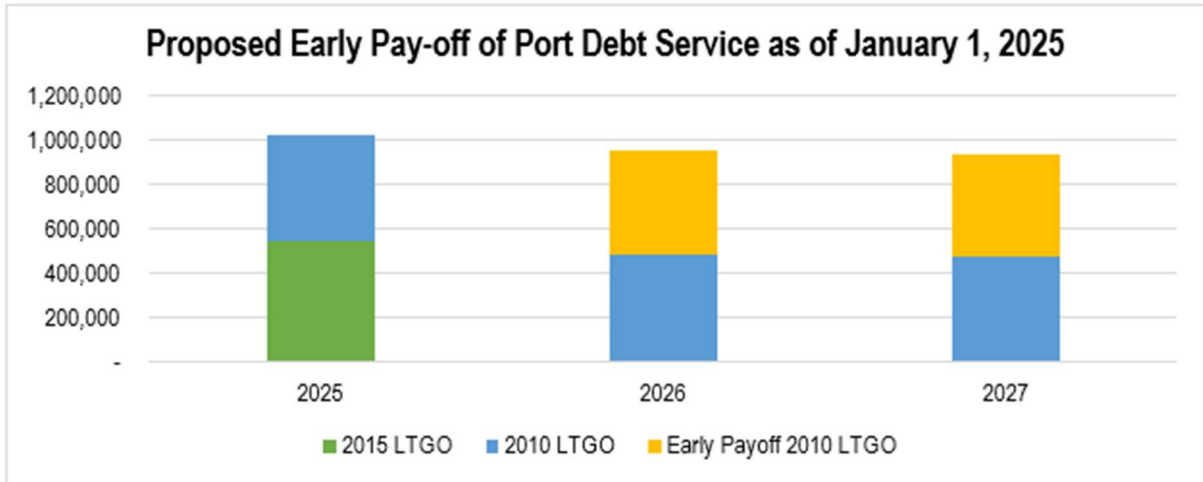
2010 LTGO Bond – Reconstruction of Boat Haven A/B Dock (83%) and 80-Ton Lift Pier (17%)

(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

MEETING DATE	November 13, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Continued Public Hearing
AGENDA TITLE	V. C. Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2024.
STAFF LEAD	Finance Director Connie Anderson
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2025

Recommendation: Close Public Hearing and Move to adopt Resolution 827-24 fixing the amount of general property tax to be levied for collection in the year 2024.

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 13th 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

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 22, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Public Hearing
AGENDA TITLE	V. D. Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025
STAFF LEAD	Finance Director Connie Anderson
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025

Recommendation: Close Public Hearing and move to approve Resolution 828-24 fixing the amount of IDD tax to be levied for collection in the year 2025.

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 13th 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

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Continued Public Hearing
AGENDA TITLE	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
STAFF LEAD	Deputy Director Eric Toews
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informational Memo 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& Capital Budget 3. 2024 Amendments to the Comprehensive Scheme

Attachments 1 and 2 (the Informational Memo and Resolution) are in all material respects the same as the prior packet. Attachment 3 (amendment to the Comprehensive Scheme) has been updated consistent with the direction provided by the Commission's at the October 22 meeting and will be further modified to accurately reflect the adopted 2025 budget and Capital Improvement Plan.

Recommendation: Close the Public Hearing and begin deliberating on the 2024 Amendments to the Comprehensive Scheme of Harbor Improvements (CSHI). Following deliberation, move to adopt 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

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 22, 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 13, 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 13th 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

ATTACHMENT “A”

PORT OF PORT TOWNSEND

2024 Amendments to the

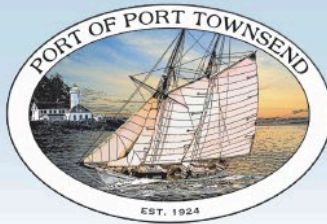
**COMPREHENSIVE SCHEME OF
HARBOR IMPROVEMENTS (CSHI)**



Adopted: November 13, 2024

via Port Resolution #830-24

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



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

www.portofpt.com



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 to protect and maintain our environment, community resources and maritime heritage.”

COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

Amendments Adopted November 13, 2024 - Port Resolution #830-24

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(DRAFT) 2025 CAPITAL BUDGET ¹	15
(DRAFT) CAPITAL IMPROVEMENT PLAN: 2025-2029 ²	18

¹ Excerpted from the Draft Port of Port Townsend 2025 Operating & Capital Budget

² 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.³

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.⁴ 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.⁵ 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.⁶

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

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

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

⁶ 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.⁷

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 2020.⁸ 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

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

⁸ 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)
- 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

Table #1: CSHI Amendments – 2003 to Present		
Resolution No.	Adoption Date	Subject Matter
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

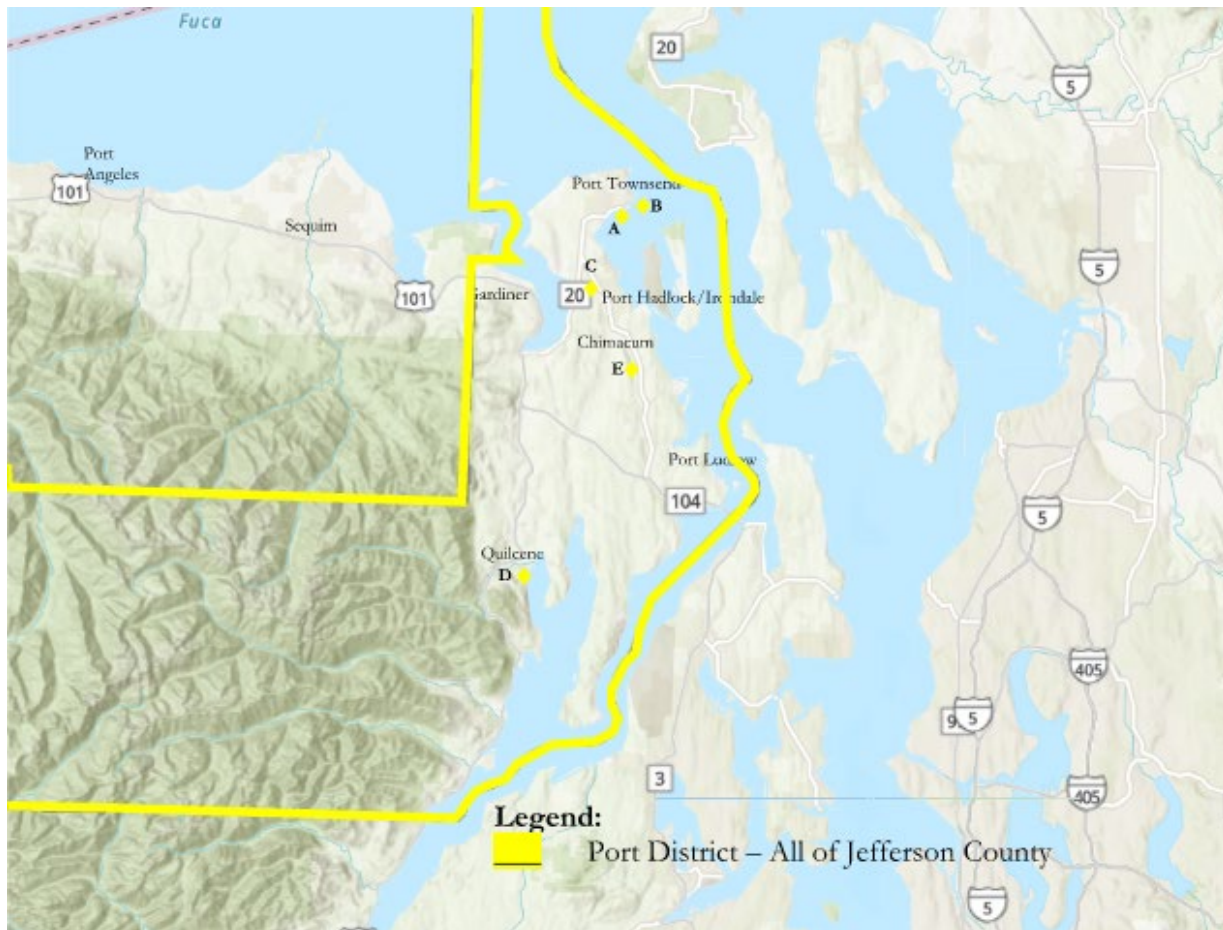
Table #1: CSHI Amendments – 2003 to Present, continued

Resolution No.	Adoption Date	Subject Matter
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**

Resolution No.	Adoption Date	Property Description
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)

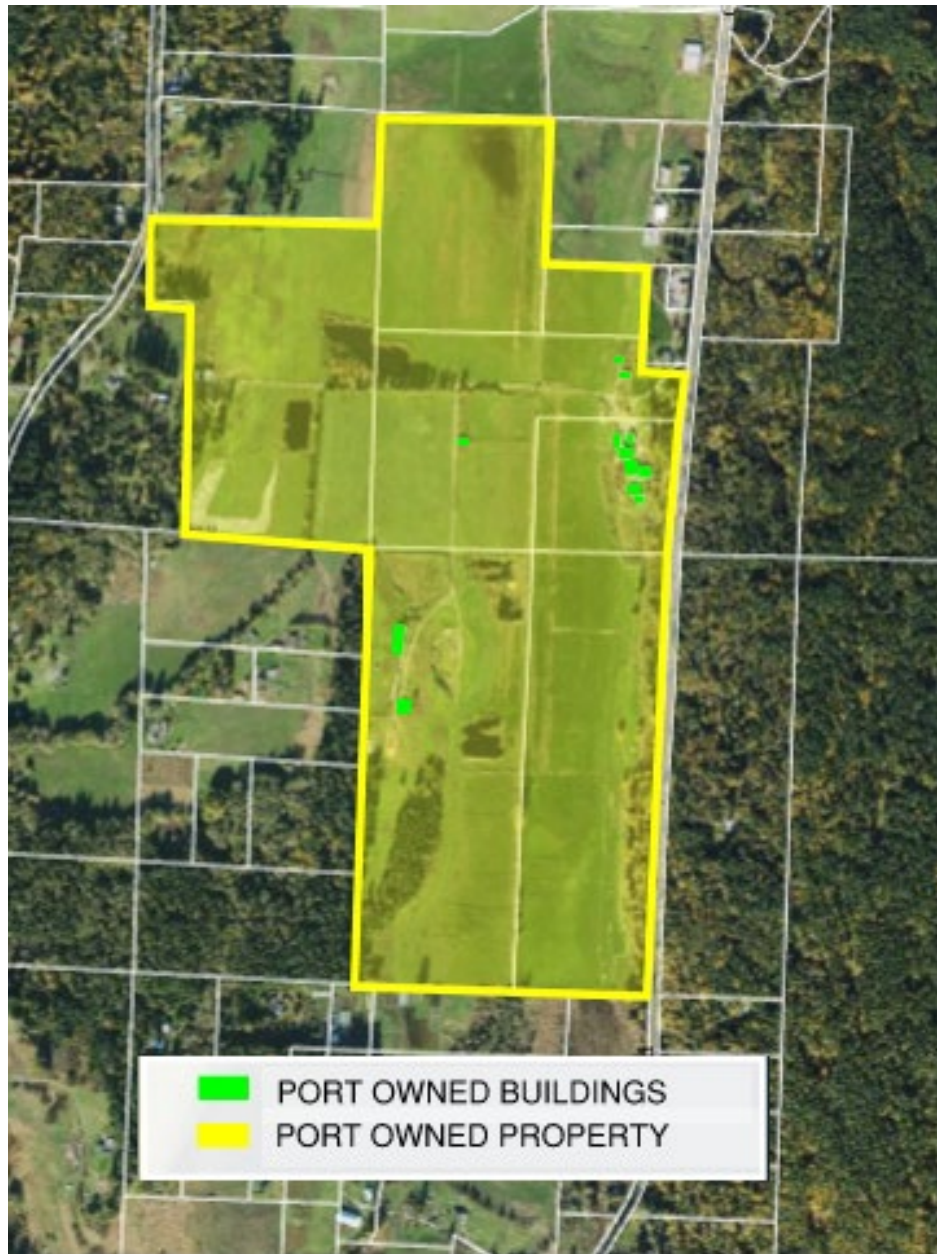
Figure #5: Herb Beck Marina, Quilcene – Current Use & Long-Range Plan



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



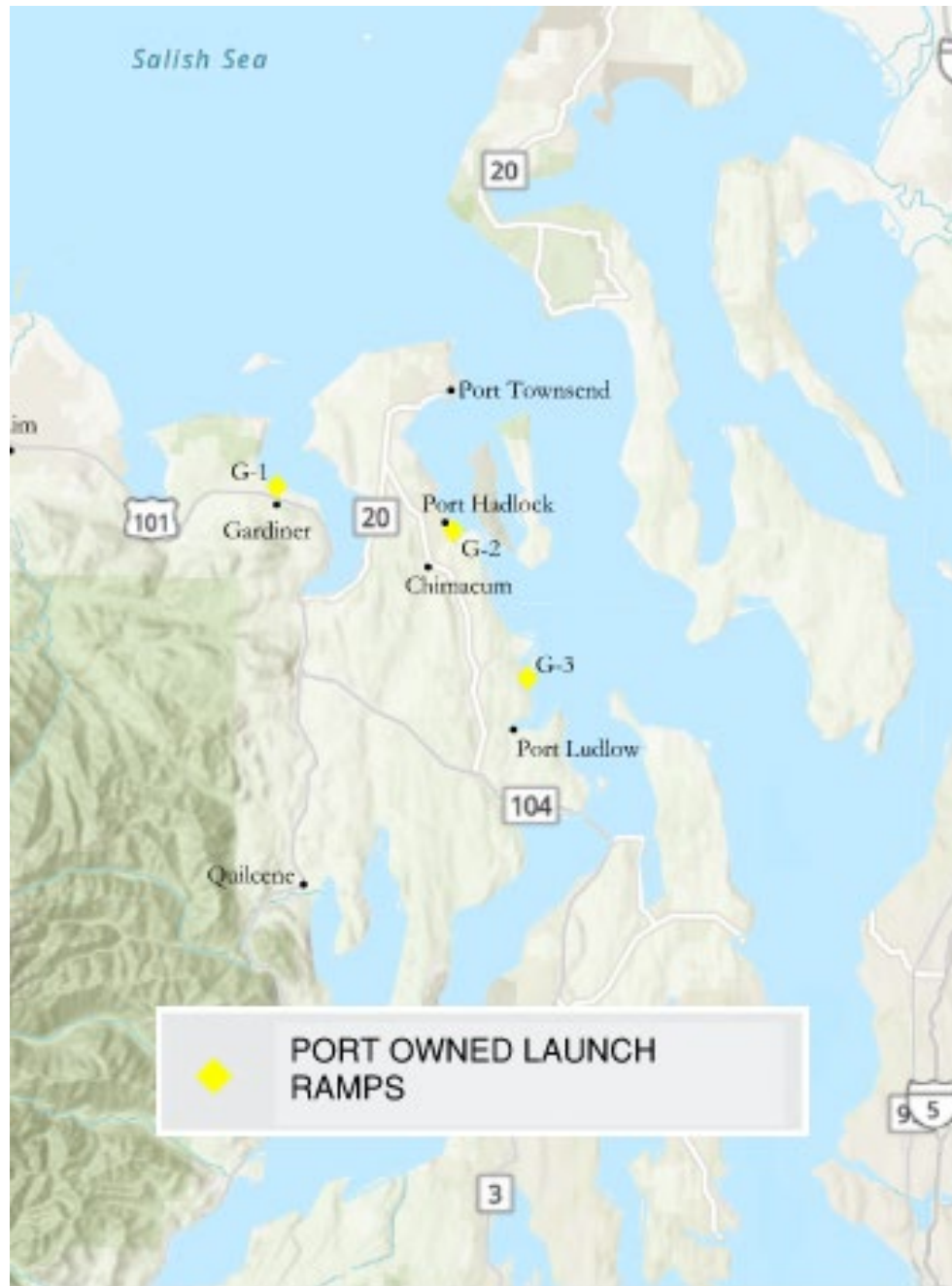
Map Key: F-1 - Union Wharf; F-2 - Quincy Street Dock; F-3 - City (“Cotton”) Dock; F-4 - Fort Worden Beach⁹

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)

⁹ 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)



5-YEAR CAPITAL IMPROVEMENT PROGRAM (2025 – 2029)

Project	2025	2026	2027	2028	2029	5 Year Total
Boat Haven	-	-	-	-	-	-
Linear Dock Replacement	-	-	-	-	-	-
(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)
Main Breakwater Project	-	-	-	-	-	-
(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)
Marina Dredging	-	-	-	-	-	-
(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)
Sea Level Rise Project	-	-	-	-	-	-
(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)
Sims Gateway & North Boatyard Expansion	-	-	-	-	-	-
(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)



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Project	2025	2026	2027	2028	2029	5 Year Total
Stormwater Improvement Project	-	-	-	-	-	-
(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) Staff Compensation (Engineering)	(151,000)	-	-	-	-	(151,000)
(IDD) Port Funds	(934,000)	-	-	-	-	(934,000)
Travelift Yard Electrical Upgrades (70/75/300T)	-	-	-	-	-	-
Upgrades	-	100,000	100,000	100,000	-	300,000
(IDD) Port Funds	-	(100,000)	(100,000)	(100,000)	-	(300,000)
West Boatyard Expansion	-	-	-	-	-	-
(PE) Design	50,000	1,250,000	-	-	-	1,300,000
(CN) Construction	-	-	3,875,000	-	-	3,875,000
(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)
Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)	-	-	-	-	-	-
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) 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)
Point Hudson	-	-	-	-	-	-
Cantilevered Esplanade	-	-	-	-	-	-
(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)
Pavement Preservation (Grind & Overlay)	-	-	-	-	-	-
Capital Maintenance	-	650,000	-	-	-	650,000
(U) Unsecured Funding	-	(650,000)	-	-	-	(650,000)
RV Park Restoration	-	-	-	-	-	-
Capital Maintenance	-	500,000	-	-	-	500,000
(U) Unsecured Funding	-	(500,000)	-	-	-	(500,000)
Utility Rehabilitation (Mains)	-	-	-	-	-	-
Capital Maintenance	-	500,000	-	-	-	500,000
(IDD) Port Funds	-	(500,000)	-	-	-	(500,000)



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Project	2025	2026	2027	2028	2029	5 Year Total
Building/Facility Preservation & Energy Efficiency Improvement	-	-	-	-	-	-
(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)
Roof Replacement/Weatherization (Standing Seam Metal Roof)	-	-	-	-	-	-
(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% forgivable)	(150,000)	(150,000)	50,000	50,000	50,000	(150,000)
JCIA	-	-	-	-	-	-
JCIA Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)	-	-	-	-	-	-
(CN) Construction	555,555	-	-	-	-	555,555
(A) FAA NPE Funds	(500,000)	-	-	-	-	(500,000)
(IDD) Port Match	(55,555)	-	-	-	-	(55,555)
JCIA Fuel System Improvement	-	-	-	-	-	-
(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)



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Project	2025	2026	2027	2028	2029	5 Year Total
JCIA Master Plan Update	-	-	-	-	-	-
(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)
Airport Pilot Center	-	-	-	-	-	-
(CN) Construction	70,000	70,000	-	-	-	140,000
(IDD) Port Funds	(70,000)	(70,000)	-	-	-	(140,000)
Renovate Port Owned Hangars	-	-	-	-	-	-
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)
Shift/Widen Parallel Taxiway	-	-	-	-	-	-
Environmental Assessment	-	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)
Stormwater Management	-	-	-	-	-	-
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)



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Project	2025	2026	2027	2028	2029	5 Year Total
Rural Light Industrial Park (24 acres)	-	-	-	-	-	-
(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) Port Funds (Design & Engineering)	(100,000)	-	-	-	-	(100,000)
(IDD) Port 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)
Rural Light Industrial Park (43.5 acres)	-	-	-	-	-	-
(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)
Quilcene	-	-	-	-	-	-
Campground	-	-	-	-	-	-
(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) Port Funds	(120,000)	-	-	-	-	(120,000)
Marina Dredge, Dock, and Gangway Replacement	-	-	-	-	-	-
(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)



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Project	2025	2026	2027	2028	2029	5 Year Total
Herb Beck Boat Launch & Facility Improvements	-	-	-	-	-	-
(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)
Short's Family Farm	-	-	-	-	-	-
Farm Property/Facility Maintenance	-	-	-	-	-	-
Capital Maintenance	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)
Water Access	-	-	-	-	-	-
Mats Mats Bay Facilities	-	-	-	-	-	-
Capital Maintenance	-	30,000	-	-	-	30,000
(IDD) Port Funds	-	(30,000)	-	-	-	(30,000)
Gardiner Launch Ramp with Seasonal Float	-	-	-	-	-	-
(CN) Construction	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)



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



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Project	2025	2026	2027	2028	2029	5 Year Total
City Dock Repair	-	-	-	-	-	-
(PE) 40% Design	182,000	-	-	-	-	182,000
(PE) Final Design	-	200,000	-	-	-	200,000
(CN) Construction	-	-	500,000	-	-	500,000
(S) FEMA Grant	(163,892)	-	-	-	-	(163,892)
(IDD) Port Funds	(18,108)	-	-	-	-	(18,108)
(U) Unsecured Funding	-	(200,000)	(500,000)	-	-	(700,000)
Mats Mats Bulkhead Repair	-	-	-	-	-	-
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)
Point Hudson Marina Revetment Repair	-	-	-	-	-	-
Marina Revetment Repair	-	250,000	1,600,000	-	-	1,850,000
(U) Unsecured Funding	-	(250,000)	(1,600,000)	-	-	(1,850,000)
Point Hudson Shoreline Repair	-	-	-	-	-	-
Shoreline Repair	-	250,000	2,600,000	-	-	2,850,000
(U) Unsecured Funding	-	(250,000)	(2,600,000)	-	-	(2,850,000)
Quilcene Revetment Repair	-	-	-	-	-	-
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)
Small Capital Projects	-	-	-	-	-	-
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

MEETING DATE	November 13, 2024
AGENDA ITEM	<input checked="" type="checkbox"/> Public Hearing
AGENDA TITLE	VII. Public Hearing Resolution 831-24 Public Records Policy and Fee Schedule Changes
STAFF LEAD	Joanna Sanders, Administrative Assistant/Public Records Officer
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informational Memo 2. Resolution 831-24 Public Records Policy 3. Exhibit A to Resolution Policy and Fee Schedule 4. Resolution 480-06 5. Fee Schedule Changes

Following the Public Hearing, discuss the fee schedule and provide input on the policy.

Recommended Action: Close public hearing, deliberate, and move to approve Resolution 831-24 Relating to adoption of Public Records Policy and Fee Schedule for consistency with applicable State Laws.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/13/2024
TO: Port Commission
FROM: Joanna Sanders, Admin. Assistant/Public Records Officer
SUBJECT: Public Records Policy and Fee Schedule

BACKGROUND

This matter is before the Commission to consider an update to its Public Records Act Policy and fee schedule and adoption of the same. Prior Resolution 480-06 does not contemplate or address charges for certain electronic records which are now frequently a subject of public records requests. In 2017, the Legislature passed Engrossed House Bill 1595 related to costs associated with responding to public records requests (RCW42.56.120). The bill requires a public hearing for any jurisdiction considering the implementation of these fees. Among other things, the bill authorizes agencies to charge a small fee for providing electronically produced copies of records and a customized service charge for requests that require staff with information technology expertise to prepare data compilations or provide customized electronic assess. The public records act specifically allows agencies to charge for electronically produced copies. Options are to conduct a cost-study to determine actual costs, or if determining actual costs would be unduly burdensome, the local jurisdiction can access statutorily-established default charges, or it may charge a flat fee as an alternative to accessing actual or default charges. Staff's recommendation is to adopt the default fee schedule in lieu of the flat fee which would recover little if any of the costs associated with processing requests. Calculating actual costs involves creating formulas with a loaded hourly rate for each person involved in processing a request, associated time to scan, and associated printing and scanning equipment costs. Washington's Public Records Act, Chapter 42.56 RCW (PRA), requires public agencies to make public records available for inspection and copying upon request. The PRA was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government and accountability to the public. The Port places a high value on openness and accountability and is fully committed to complying with the PRA. The Port is not allowed to charge fees for locating public records or for making records available for review or inspection. To ease payment processing costs, there would be no charge until reaching a \$2.00 threshold..

DISCUSSION

FISCAL IMPACT

None.

RECOMMENDATION

Action: Close public hearing, deliberate, and move to approve Resolution 831-24 Relating to adoption of Public Records Policy and Fee Schedule for consistency with applicable State Laws

ATTACHMENTS

- Resolution 831-24 Public Records Policy
- Exhibit A to Resolution Policy and Fee Schedule
- Resolution 480-06
- Fee Schedule Changes

RESOLUTION 831-24

A Resolution of the Commission of the Port of Port Townsend

**ESTABLISHING PUBLIC RECORDS ACT POLICY AND FEE SCHEDULE
(UPDATING AND SUPERCEDING RESOLUTION NO. 480-06)**

WHEREAS, pursuant to Chapter RCW 42.56, the Port of Port Townsend is required to establish and publish procedures governing the availability of public records maintained by the Port; and

WHEREAS, a Washington Administrative Code section sets forth the Attorney General Model Rules for the Public Records Act; and

WHEREAS, recent amendments to the Open Public Records Act are reflected in those Model Rules; and

WHEREAS, although the Model Rules are advisory only, they are intended to provide practical guidance on many issues that are not clear in the statutes, and the Attorney General’s office has encouraged local and state agencies and units of government to adopt the Model Rules by resolution or ordinance; and

WHEREAS, the Port of Port Townsend desires to comply with these requirements so as to ensure the availability of public records to its citizens, mindful of individuals’ privacy rights and the desirability of the efficient administration of government; and

WHEREAS, the purpose of adopting the attached Policy, based on the Model Rules, is to establish procedures that the Port of Port Townsend will follow in order to provide full access to public records.

NOW, THEREFORE BE IT HEREBY RESOLVED: by the Port Commission of the Port of Port Townsend, as follows:

Section 1. The Port of Port Townsend hereby adopts the above recitals as findings in support of this resolution.

Section 2. The attached Public Records Policy and Fee Schedule is hereby adopted as the rules governing the disclosure, inspection and copying of “public records” maintained by the Port of Port Townsend. Minor corrections or edits consistent with the purpose and intent of the Rules are permitted by the Port staff without Commission approval. However, any substantive change requires amendment by this Commission.

Section 3. The Port’s Public Records Policy and Fee Schedule does not calculate actual costs for copying its records because to do so would be unduly burdensome for the following reason(s): the Port does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential agency functions. Therefore, in order to timely implement a fee schedule consistent with the

Public Records Act, it is more cost-efficient, expeditious, and in the public interest for the Port to adopt the state legislature's approved fees and costs for the Port's records, as authorized in RCW 42.56.120.

Section 4. This Policy shall be effective November 13, 2024 with the exception of Section 2 and the Fee Schedule which shall go into effect January 1, 2025; Resolution Nos. 284-98, 460-06, and 480-06 to the extent inconsistent with this Resolution, are hereby repealed.

ADOPTED this 13th 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

Exhibit A

PORT OF PORT TOWNSEND PUBLIC RECORDS POLICY AND FEE SCHEDULE

The Port of Port Townsend (the “Agency”) is required by RCW 42.56.100 to adopt and enforce reasonable rules and regulations, consistent with the intent of the Washington State Public Records Act (“PRA”), referenced in RCW Chapter 42.56 and the Model Rules of WAC 44-14., and to provide access to public records, protect public records from damage and disorganization, and to prevent excessive interference with other essential functions of the Agency. The Agency is also required to protect certain public records from disclosure subject to various legal exemptions.

This PRA Policy (“Policy”) establishes the procedures the Agency will follow to provide for the fullest assistance to requesters, including the timeliest possible action on requests, while protecting public records from damage and preventing “excessive interference with other essential agency functions.” RCW 42.56.100. The Agency is required to respond to public records requests pursuant to Chapter 42.56 RCW.

The Agency is not required to respond to questions, do research, or to give information that is not the subject of an identifiable public record.

Except where these guidelines are mandated by statute, the guidelines in this Policy are discretionary and advisory only and shall not impose any affirmative duty on the Agency. The Agency reserves the right to apply and interpret this Policy as it sees fit and to revise or change the Policy at any time.

Failure to comply with any provision of this Policy shall not result in any liability imposed upon the Agency other than that required in the PRA.

DEFINITIONS

1. “Public Record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the Agency regardless of physical form or characteristics. RCW 42.56.010(2).
2. “Writing” means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. RCW 42.56.010(3).
3. “Identifiable record” means an identifiable record is one in existence at the time the records request is made and that Agency staff can locate after an objectively reasonable search.
4. “Exempt record” includes all Agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes.

RESPONSIBILITY

Public Records Officer: the Agency's Public Records Officer is the Administrative Assistant. Other Agency personnel may also process public records requests, as needs require. The PRO shall complete and maintain his/her public records act training as required by RCW 42.56.152.

PROCEDURE

1. **HOW TO REQUEST RECORDS.** Any person requesting access to public records or seeking assistance in making such a request should contact the Public Records Officer at:

Public Records Officer
2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368
Phone: 360-385-0656
Fax: 360-385-3988
Email: info@portofpt.com
Hours: 8:00 am to 4:30 pm Monday through Friday

2. **REQUEST FORMAT.** While there is no specific required format for a public records request, a requester must provide the Agency with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

The Agency encourages requesters to issue requests for public records in writing on the Agency's Standard Public Records Request Form, which is available from the Public Records Officer and from the Agency's website.

Requests may be submitted in person, orally, by mail, fax, or e-mail. Mail, e-mail, and faxes will be considered received on the date the form is stamped "received," not on the date sent. Any requests that come in during non-business hours are not "received" until the start of the next business day.

Requests should include the following information:

- A. The requester's name, mailing address, and contact phone number;
- B. The date of the request;
- C. The nature of the request, including a detailed description of the public record(s) adequate for the Agency to be able to locate the records;
- D. A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070(9)); and
- E. Whether the requester desires electronic or hard copies, or to inspect the requested records in-person.

Requests for public records made orally must be made during normal business hours to the Public Records Officer or designee. If a request for public records is made orally to the appropriate individual, it will be confirmed by the Public Records Officer in writing within five (5) business days. If the requester does not receive such written confirmation, the requester should contact the Public Records Officer in writing to confirm that the request was received.

Please Note: A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records pursuant to RCW 42.56.080.

3. **RESPONSE TO REQUESTS.** The Agency will process requests in the most efficient manner as the Public Records Officer deems appropriate. The Public Records Officer may ask a requester to prioritize the records he or she is requesting so that the most important records may be provided first.

Within five (5) business days of receiving a request, the Agency will either (A) provide the record(s); (B) provide an internet address and link on the Agency's website to the specific records requested, except that if the requester notifies the Agency that he or she cannot access the records through the internet, then the Agency will provide copies of the record or allow the requester to view copies using an Agency computer; (C) acknowledge that the Agency has received the request and provide a reasonable estimate of the time the Agency will require to respond to the request; (D) acknowledge that the Agency has received the request and ask the requester to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of the time the Agency will require to respond to the request if it is not clarified; or (E) deny the public record request.

Additional time to respond may be based on the need to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare an exemption log, to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate, and/or to consult with the Agency's legal counsel about whether the records are exempt from disclosure. The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

If the requester fails to respond to the Agency's request to clarify the request, and the entire request is unclear, the Agency will not respond to it. Otherwise, the Agency will respond only to those portions of the request that are clear.

If the Agency receives a request for public records identified in terms of "any and all documents related to" or similar language, and the requester is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the Agency's response and/or reduce the volume of potentially responsive documents, the Public Records Officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. The Agency personnel shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requester, and the PRA does not allow a requester to search through the Agency's files for records which cannot be identified or described to the Agency.

The Agency is not authorized to provide lists of individuals for commercial purposes. The Public Records Officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requester fails to clarify an unclear request within fifteen (15) working days, the Agency will treat the request as having been withdrawn. RCW 42.56.520(3).

If the public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the Agency may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. The Agency may take

the above into account when providing an estimate of when the records will be available. Nothing in this Policy is intended to, nor does it, create any right to such notice.

When a request uses a phrase such as “all records relating to,” the Public Records Officer may interpret the request to be for records which directly and fairly address the topic. The Agency may respond to a request to provide access to a public record by providing the requester with a link to the Agency’s website containing an electronic copy of that record if it can be determined that the requester has internet access and the requester agrees that the request has been satisfied.

When the requester has found the records he or she is seeking, the requester should advise the Public Records Officer that the requested records have been provided and the remainder of the request may be cancelled.

4. **PROVIDING RECORDS IN INSTALLMENTS.** When the request is for a large number of records, the Agency may provide access for inspection and copying in partial installments if reasonably determined that it would be practical to provide the records in that way. If the requester does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the Agency may deem the request abandoned and may stop fulfilling the remainder of the request. The Agency may prioritize record requests received after commencing to fulfill the large request. RCW 42.56.120.

5. **ELECTRONIC RECORDS.** The process for requesting electronic public records is the same as the process for requesting paper public records. When a requester requests records in an electronic format, if technically feasible, the Public Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the Agency and is generally commercially available; or will provide the records in a format that is reasonably translatable from the format in which the Agency keeps the record.

With the consent of the requester, the Agency may provide customized access under RCW 42.56.120 if the record is not reasonably locatable or not reasonably translatable into the format requested. The Agency may charge a fee consistent with RCW 43.56.120 for such customized access.

6. **DOCUMENTS AVAILABLE ON WEBSITE.** Some public records may be available on the Agency’s website. The Public Records Officer may direct the requester to the Agency’s website to fulfill a records request. For those who do not have access to the internet, a record viewing workstation can be provided at the Agency’s Administrative Office located at 2701 Jefferson Street, Port Townsend, WA.

7. **VIDEOS AND OTHER MULTIMEDIA.** Agency business may be recorded on video. All requests for video or other multimedia information or records shall state a date on which the event occurred as these digital files are not indexed as to the subject and are not word searchable.

8. **NO DUTY TO CREATE RECORDS.** This policy does not require the Agency to answer written questions, summarize data or information, create new public records, or provide information in a format that is different from original public records; however, the Agency may, in its discretion, create such a new record to fulfill the request where it may be easier for the Agency to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. WAC 44-14-04003(6).

9. **NO DUTY TO PROVIDE INFORMATION.** This Policy does not require the Agency to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this Policy.

10. **NO DUTY TO SUPPLEMENT RESPONSES.** The Agency is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

11. **FEES.**

11.1. The Agency has determined that it would be unduly burdensome to calculate the actual costs for providing public records. Accordingly, the Agency adopts the statutory default fees pursuant to RCW 42.56.120 (as amended from time to time). The Agency will not impose copying charges for access to or downloading of records that are routinely posted on the Agency's website prior to receipt of a request unless the requester has specifically requested that the Agency provide copies of such records through other means.

11.2. If requested, the Agency will provide a summary of the applicable charges before any copies are made and the requester may revise the request to reduce the number of copies to be made and reduce the applicable charges.

11.3. In addition to the charge imposed for providing copies of public records, the Agency may include a customized service charge. A customized service charge is imposed if the Agency estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations and customized access services are not used by the Agency for other Agency purposes.

11.3.1. The customized service charge may reimburse the Agency up to the actual cost of providing the services in this subsection.

11.3.2. The Agency will assess a customized service charge only when the Agency has notified the requester of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice will also provide the requester the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

11.4. Waiver of Charges: copying costs may be waived at the discretion of the PRO if the total fee is less than Two Dollars (\$2.00).

11.5. Alternate Agreement: The Port may enter into any contract, memorandum of understanding, or other agreement with a requester that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

12. **DEPOSIT.** The Agency may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requester. The Agency may also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying an installment before providing that installment. RCW 42.56.120.

13. **PRESERVATION OF PUBLIC RECORDS.** No member of the public may remove a public record from the Agency's property without the Public Records Officer's written permission. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by Agency staff. Copies of public records may be copied only on copying machines of the Agency unless other arrangements are made by the Public Records Officer. No food or drink will be permitted during the

inspection of public records. Access to file cabinets, shelves, vaults and other Agency storage areas is restricted to authorized Agency staff.

14. **ORGANIZATION OF PUBLIC RECORDS.** The Agency finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with Agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by the Agency. RCW 42.56.070(4). Notwithstanding the foregoing, the Agency will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

15. **CLOSING ABANDONED OR UNPAID REQUESTS.** If the requester withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, Agency personnel will close the request. Agency personnel will document closure of the request and the conditions that led to closure. RCW 42.56.120.

16. **RECORDS EXEMPT FROM PUBLIC DISCLOSURE.** The Agency is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The Agency is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8). The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 contains a large number of exemptions from public inspection and copying. Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information. RCW 42.56.070(1). The Agency's failure to list an exemption in this Policy shall not affect the effectiveness of the exemption.

17. **DENIAL OF REQUEST DUE TO EXEMPTION.** All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3).

18. **MECHANISM FOR REVIEW OF DENIAL.** Any person who objects to the denial of a public records request may petition in writing to the Public Records Officer for a reconsideration of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request. The Public Records Officer shall perform a review of the denial as promptly as possible. Pursuant to state law, the review shall be deemed concluded at the end of the second business day following the denial to represent final action for the purposes of judicial review. RCW 42.56.530.

19. **RETENTION OF RECORDS.** The Agency is not required to retain all records it creates or uses. However, the Agency will follow RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The Secretary of State, State Archives Committee approves a general retention schedule for local agency records that is common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedule for local agencies is available at www.secstate.wa.gov/archives. Retention schedules for documents vary based on the content of the record. WAC 4414-03005.

The Agency shall not alter or destroy records when such records are responsive or related to a pending public record request or litigation hold.

20. **LOSS OF RIGHT TO INSPECT.** Inspection shall be denied and the records withdrawn by the Public Records Officer if the requester, when reviewing the records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the Agency.

21. **DISCLAIMER OF LIABILITY.** Neither the Agency nor any officer, employee, official or custodian shall be liable, or shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this Policy. This Policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as “shall,” nothing in this Policy is intended to impose mandatory duties on the Agency beyond those imposed by state and federal law.

FEE SCHEDULE

The below fee schedule is reflective of Section 11 of the Port’s Public Records Policy which adopts the statutory default costs under RCW 42.56.120 (as may be amended from time to time). The Port PRO may administratively update the below Fee Schedule Table if necessary to reflect statutory updates to RCW 42.56.120.

Description	Fee
Inspection of Records (in-person)	No Fee
Standard black and white copies	\$0.15/per page
Documents scanned into electronic format	@ \$0.10/per page
Files or attachments provided in electronic delivery	\$0.05/every 4 files
Electronic records transmission	\$0.10/per gigabyte
Digital storage/media devices	Actual cost of device
Postage	Actual cost of postage
Envelopes/packaging	Actual Cost of supplies
Customized service charges	Actual cost of service

A 10% deposit may be required prior to the duplication of records or customized services;

Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.

RESOLUTION NO. 480-06

A Resolution of the Commission of the Port of Port Townsend

ESTABLISHING RULES AND PROCEDURES FOR HANDLING PUBLIC RECORDS OF THE PORT UNDER THE PUBLIC RECORDS ACT, CONSISTANT WITH THE ATTORNEY GENERAL MODEL RULES CODIFIED AT WAC CHAPTER 44-14

WHEREAS, pursuant to Chapter RCW 42.56, the Port of Port Townsend is required to establish and publish procedures governing the availability of public records maintained by the Port; and

WHEREAS, a new Washington Administrative Code section has recently been published setting forth the Attorney General Model Rules for the Public Records Act; and

WHEREAS, recent amendments to the Open Public Records Act are reflected in those Model Rules; and

WHEREAS, although the Model Rules are advisory only, they are intended to provide practical guidance on many issues that are not clear in the statutes, and the Attorney General's office has encouraged local and state agencies and units of government to adopt the Model Rules by resolution or ordinance; and

WHEREAS, the Port of Port Townsend desires to comply with these requirements so as to ensure the availability of public records to its citizens, mindful of individuals' privacy rights and the desirability of the efficient administration of government; and

WHEREAS, the purpose of adopting the attached Rules, based on the Model Rules, is to establish procedures that the Port of Port Townsend will follow in order to provide full access to public records.

NOW, THEREFORE BE IT HEREBY RESOLVED: by the Port Commission of the Port of Port Townsend, as follows:

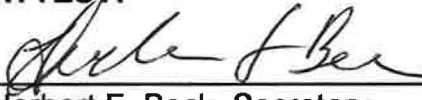
Section 1. The attached Rules are hereby adopted as the rules governing the disclosure, inspection and copying of "public records" maintained by the Port of Port Townsend. Minor corrections or edits consistent with the purpose and intent of the Rules are permitted by the Port staff without Commission approval. However, any substantive change requires amendment by this Commission.

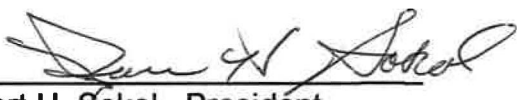
Section 2. The Model Rules contain rules as well as comments to those rules. The attached Rules adopt specific rules, and incorporate the Attorney General comments, as appropriate, for a Port District, to provide further guidance and clarification, but the comments are not "rules" per se.

Section 3. This Policy shall be effective November 8, 2006; Resolution Nos. 284-98 and 460-06, to the extent inconsistent with this Resolution, are hereby repealed.

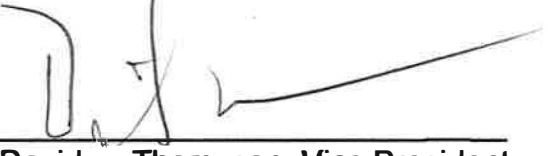
ADOPTED this 8th day of November, 2006, by the Board of Commissioners of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:


Herbert F. Beck, Secretary


Robert H. Sokol, President

APPROVED AS TO FORM:


David Thompson, Vice President


Malcolm S. Harris, Port Attorney



Public Records Disclosure Rules for the Port of Port Townsend Incorporating the Attorney General Model Rules Effective March 2006

1. WAC 44-14-010. Authority and purpose.

(1) RCW 42.17.260(1)/42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The Act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. RCW 42.17.260(2)/42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures that the Port of Port Townsend ("Port") will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the Port and establish processes for both requestors and Port staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the Port will be guided by the provisions of the act describing its purposes and interpretation.

2. WAC 44-14-020. Agency description--Contact information—Public records officer.

(1) The Port is a municipal corporation organized and created pursuant to Title 53 of the Revised Code of Washington for the purposes of acquisition, construction, maintenance, operation, development and regulation within the district of harbor improvements, rail, or motor vehicle transfer and terminal facilities, water transfer and terminal facilities, air transfer and terminal facilities, or any combination of such transfer and terminal facilities, and other commercial transportation, transfer, handling, storage and terminal facilities and industrial improvements. The Port's central office is located at 375 Hudson Street, Port Townsend, WA 98368.

(2) Any person wishing to request access to public records of the Port, or seeking assistance in making such a request should contact the public records officer of the Port:

- Public Records Officer: ADMINISTRATIVE ASSISTANT
- Agency: Port of Port Townsend, P.O. Box 1180, Port Townsend, WA 98368
- Phone: (360) 385-0656
- Fax number: (360) 385 3988

- Email: info@portofpt.com
- Information is also available at the Port web site at portofpt.com.

(3) The public records officer will oversee compliance with the Act but another Port staff member may process the request. Therefore, these rules will refer to the public records officer “or designee.” The public records officer or designee and the Port will provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the Port.

3. WAC 44-14-030. Availability of public records.

(1) **Hours for inspection of records.** Public records are available for inspection and copying during normal business hours of the Port, Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., excluding legal holidays. Records must be inspected at the offices of the Port.

(2) **Records index.** An index of public records is available for use by members of the public, including:

- (a) Index of all resolutions passed by the Commission;
- (b) Index of Minutes of the Public Meetings of the Port Commission (by each meeting’s agenda);
- (c) Index of all principal lease files of the Port;
- (d) Index of Port adopted planning documents, including the Port’s most recently adopted Comprehensive Scheme and Jefferson County International Airport Master Plan;
- (e) Index of all active capital project files;
- (f) Index of all Port administrative staff manuals and personnel policies; and
- (g) Index of all Rules and Regulations affecting Port tenants and customers at each Port facility.

(3) **Other Records.** The index may be accessed on-line at portofpt.com. The Commission has determined that it would be unduly burdensome and would interfere with agency operations to maintain an itemized index of all other Port records, except as set forth above, due to its relatively small size and fiscal and personnel limitations.

(4) **Organization of records.** The Port will maintain its records in a reasonably organized manner. The Port will take reasonable actions to protect records from damage and disorganization. A requestor shall not take Port records from Port offices without the permission of the public records officer or designee. A variety of

records is available on the Port web site at portofpt.com. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(5) **Making a request for public records.**

(a) Any person wishing to inspect or copy public records of the Port should make the request in writing on the Port's request form, or by letter, fax, or e-mail addressed to the public records officer and including the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any e-mail address;
- Identification of the public records adequate for the public records officer or designee to locate the records; and
- The date and time of day of the request.

(b) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit. Pursuant to section WAC 44-14-070 (No. 6 below), standard photocopies will be provided at fifteen cents per page.

(c) A form is available for use by requestors at the office of the public records officer and on-line at portofpt.com.

(d) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

4. WAC 44-14-040. Processing of Public Records Requests—General.

(1) **Providing "fullest assistance."** The Port is charged by statute with adopting rules which provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

(2) **Acknowledging receipt of request.** Within five business days of receipt of the request, the public records officer will do one or more of the following:

(a) Make the records available for inspection or copying;

(b) If copies are requested and payment of a deposit, for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor;

(c) Provide a reasonable estimate of when records will be available; or

(d) If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available; or

(e) Deny the request.

(3) **Consequences of failure to respond.** If the Port does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.

(4) **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

(5) **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If the Port believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

(6) **Inspection of records.**

(a) Consistent with other demands, the Port shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the Port to copy.

(b) The requestor must claim or review the assembled records within thirty days of the Port's notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails claim or review the records within the thirty-day period or make other arrangements, the Port may close the request and refile the assembled records. Other public records requests can be

processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

(7) **Providing copies of records.** After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying.

(8) **Providing records in installments.** When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

(9) **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the Port has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

(10) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the Port has closed the request.

(11) **Later discovered documents.** If, after the Port has informed the requestor that it has provided all available records, the Port becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

5. WAC 44-14-060 - Exemptions.

(1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by the Port for inspection and copying:

(2) **Other Laws.** A list of possible "other statute" exemptions is posted on the web site of the Municipal Research Service Center at www.mrsc.org/Publications/prdpub04.pdf (scroll to Appendix C), which are hereby incorporated by reference as applicable.

(3) The Port is prohibited by statute from disclosing lists of individuals for commercial purposes.

6. WAC 44-14-070 - Costs of providing copies of public records.

(1) **Costs for paper copies.** There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for fifteen cents per page or at such higher rate as may later be approved from time to time by state statutes and regulations. Color copies will be billed at the Port's actual cost.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The Port will not charge sales tax when it makes copies of public records.

The Port is not required to copy records at its own facilities. The Port may send the project to a commercial copying center and bill the requestor for the amount charged by the vendor, or the Port can arrange with the requestor for him or her to pay the vendor directly.

(2) **Costs for electronic records.** The cost of electronic copies of records shall be the actual cost for information on a floppy disk or for information on a CD-ROM. The "actual cost" may include the costs "directly incident" to providing the copies, such as disk costs and staff time to make the copies. In such case the Port will provide a statement of the factors and manner used to determine the actual cost.

(3) **Costs of mailing.** The Port may also charge actual costs of mailing, including the cost of the shipping container.

(4) **Payment.** Payment may be made by cash, check, or money order to the Port of Port Townsend.

7. WAC 44-14-080 - Review of denials of public records.

(1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

(2) **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to the Port Executive Director, who person will immediately consider the petition and either affirm or reverse the denial within two business days following the Port's receipt of the petition, or within such other time as the Port and the requestor mutually agree to.

(3) **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.17.340/42.56.520 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Public Records Fee Schedule

2024 Fee Schedule	Proposed 2025 Fee
	Inspection of Records (in-person) No Fee
Paper copies produced @ \$0.15 per page.	Standard black and white copies \$0.15/per page
Scanned copies @ \$0.10 per page.	Documents scanned into electronic format @ \$0.10/per page
	Files or attachments provided in electronic delivery \$0.05/every 4 files
	Electronic records transmission \$0.10/per gigabyte
Data Stick providing public records (too large to email) @ \$10	Digital storage/media devices Actual cost of device
	Postage Actual cost of postage
	Envelopes/packaging 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>

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	X. B. Harbormaster Report
STAFF LEAD	Kristian Ferrero, Harbormaster
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informational Memo 2. 75T/300T Haul-out counts and occupancy. 3. Boat Haven Transient counts and long-term Tenancy occupancy 4. Point Hudson Parking, Transient R/V and Vessel counts by year.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/13/2024
TO: Port Commission
FROM: Kristian Ferrero, Harbormaster
SUBJECT: Harbormaster Report

BACKGROUND

Operational Data compiled from 2017 to present

DISCUSSION

Boatyard:

Haul out counts for both ends were in line with the 7-year averages for October. The 75T yard continued its 4 month hold at 84% average occupancy and the 300T yard increased average occupancy by 2%. Haul out projections for November on the 300T are +11 which if it holds true will lead to a completely full yard by December. Haul out projections for the 75T are +11 but unscheduled launches can affect that number significantly causing an assumption that occupancy will either hold at 84% or potentially decrease 1-2%.

Boat Haven:

Boat Haven saw a 2% increase on permanent moorage representing the waitlist assignment process that has commenced. 26 assignments have been made this year with another 8 expected to be completed by the end of December. Projected permanent occupancy will be 98% going into 2025. Nightly moorage at boat haven did increase by another 300 nights but still falls short of previous years. Traffic based projection would be about 4100 nights by the end of 2024.

Point Hudson:

Reservations for 2024 have slowed as we approach the end of the year with moorage nights only increasing a little over 100 nights and RV increasing by about 250 nights through the end of the year. Parking traffic has decreased from land fall seeing 392 days at its peak in August to only 165 in October. The Back 40 went from 376 in July to 83 in October. These drops are expected as we head into a slower transient traffic time of year.

FISCAL IMPACT

None.

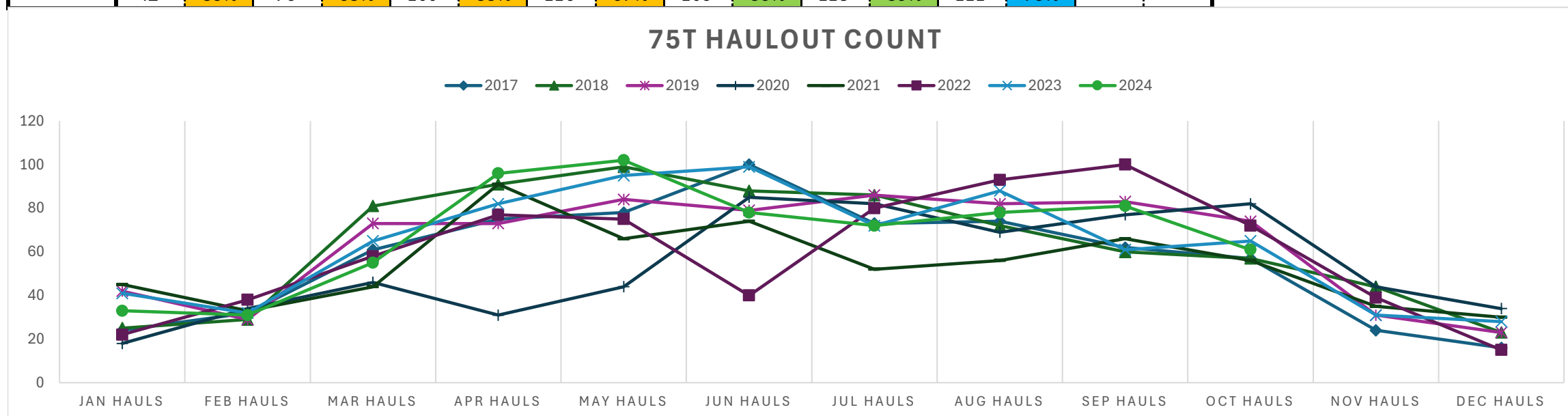
RECOMMENDATION

For discussion, no recommendation.

ATTACHMENTS

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

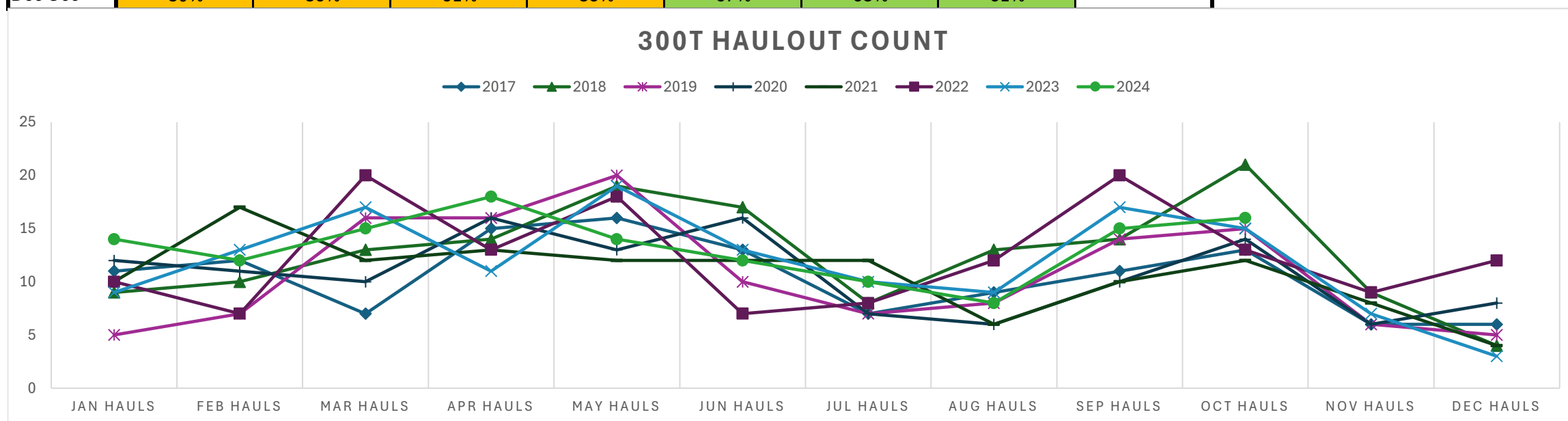
75T (Small Yard) Hauls and Occupancy																
Year																
	2017	2018	2019	2020	2021	2022	2023	2024								
Jan Hauls	24	25	42	18	45	22	41	33								
Feb Hauls	32	29	29	34	33	38	32	31								
Mar Hauls	61	81	73	46	44	58	65	55								
Apr Hauls	75	91	73	31	91	77	82	96								
May Hauls	78	99	84	44	66	75	95	102								
Jun Hauls	100	88	79	85	74	40	99	78								
Jul Hauls	73	86	86	82	52	80	72	72								
Aug Hauls	74	72	82	69	56	93	88	78								
Sep Hauls	62	60	83	77	66	100	61	81								
Oct Hauls	57	57	74	82	56	72	65	61								
Nov Hauls	24	44	31	44	35	39	31									
Dec Hauls	16	23	23	34	30	15	28									
Year Total	676	755	758	646	648	709	758	687								
Jan Occ	N/A	44	37%	82	68%	98	82%	109	86%	112	88%	126	99%	102	70%	
Feb Occ		108	90%	86	72%	109	91%	124	98%	126	99%	126	99%	111	76%	
Mar Occ		61	51%	104	87%	116	97%	127	100%	127	100%	132	104%	124	85%	120 Spots
Apr Occ		74	62%	112	93%	98	82%	127	100%	124	98%	143	98%	130	89%	127 Spots
May Occ		74	62%	92	77%	91	76%	126	99%	127	100%	134	92%	130	89%	146 Spots
Jun Occ		71	59%	85	71%	90	75%	127	100%	124	98%	136	93%	128	88%	
Jul Occ		62	52%	84	70%	90	75%	118	93%	122	96%	136	93%	123	84%	
Aug Occ		61	51%	84	70%	82	68%	100	79%	124	98%	130	89%	123	84%	
Sep Occ		55	46%	90	75%	88	73%	102	80%	128	101%	126	86%	124	85%	
Oct Occ		66	55%	113	94%	113	94%	126	99%	130	102%	124	85%	123	84%	
Nov Occ		49	41%	77	64%	112	93%	116	97%	124	98%	124	98%	117	80%	
Dec Occ		42	35%	76	63%	100	83%	116	97%	109	86%	113	89%	111	76%	



300T (Big Yard) Hauls and Occupancy								
	Year							
	2017	2018	2019	2020	2021	2022	2023	2024
Jan Hauls	11	9	5	12	10	10	9	14
Feb Hauls	12	10	7	11	17	7	13	12
Mar Hauls	7	13	16	10	12	20	17	15
Apr Hauls	15	14	16	16	13	13	11	18
May Hauls	16	19	20	13	12	18	19	14
Jun Hauls	13	17	10	16	12	7	13	12
Jul Hauls	7	8	7	7	12	8	10	10
Aug Hauls	9	13	8	6	6	12	9	8
Sep Hauls	11	14	14	10	10	20	17	15
Oct Hauls	13	21	15	14	12	13	15	16
Nov Hauls	6	9	6	6	8	9	7	
Dec Hauls	6	4	5	8	4	12	3	
Year Total	126	151	129	129	128	149	143	134
Jan Occ	N/A	56%	74%	82%	74%	72%	72%	72%
Feb Occ		76%	82%	88%	76%	76%	77%	70%
Mar Occ		83%	98%	92%	74%	88%	82%	68%
Apr Occ		81%	66%	122%	62%	84%	86%	79%
May Occ		73%	67%	115%	62%	82%	85%	74%
Jun Occ		44%	80%	116%	53%	77%	75%	63%
Jul Occ		19%	48%	89%	60%	56%	61%	62%
Aug Occ		26%	41%	78%	48%	63%	85%	67%
Sep Occ		48%	59%	54%	57%	72%	77%	70%
Oct Occ		76%	72%	65%	79%	75%	88%	72%
Nov Occ		36%	96%	65%	70%	74%	79%	80%
Dec Occ		30%	86%	61%	85%	67%	68%	61%

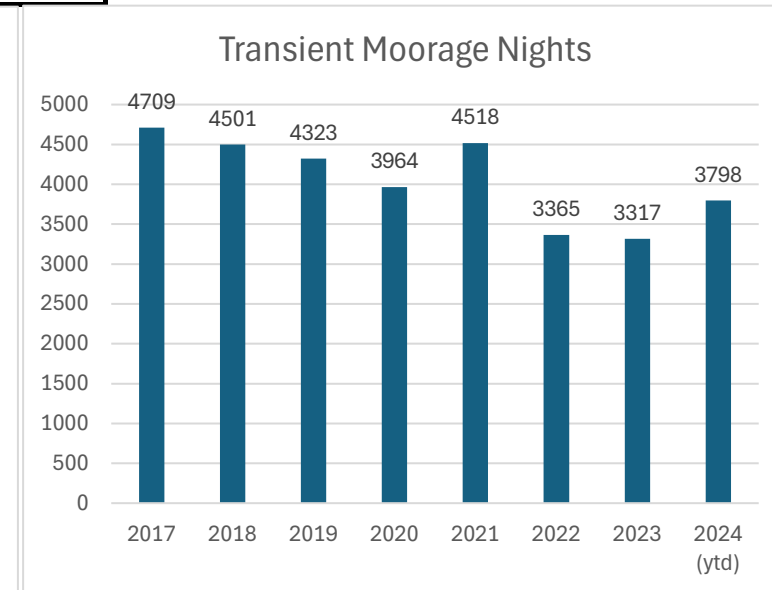
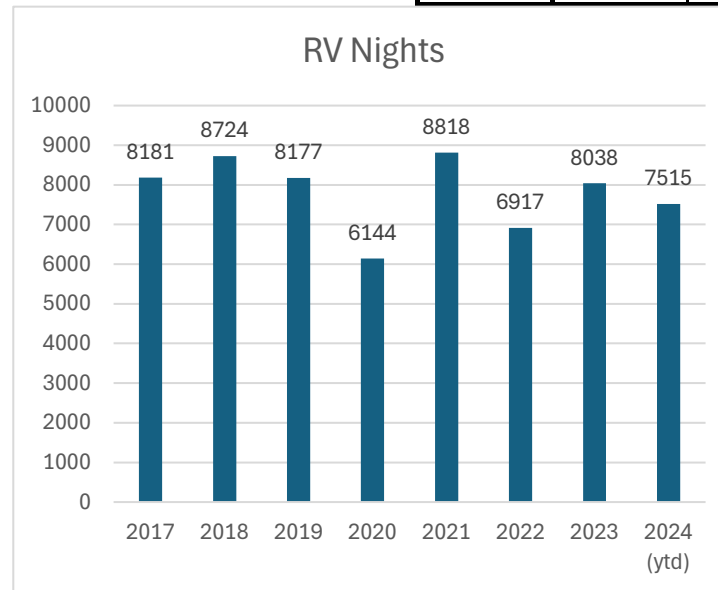
Shipyards, 22 spaces occupiable by only 300T Vessels

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



Boat Haven Permanents Assigned/Occupancy, Transient Nights Sold and Assignments from the Waitlist												
	2017	2018	2019	2020	2021		2022		2023		2024	
<i>Jan</i>	N/A	N/A	N/A	N/A	267	89%	277	93%	302	101%	279	93%
<i>Feb</i>					268	90%	276	92%	281	94%	286	96%
<i>Mar</i>					266	89%	277	93%	279	93%	279	93%
<i>Apr</i>					273	91%	280	94%	274	92%	281	94%
<i>May</i>					278	93%	275	92%	279	93%	283	95%
<i>Jun</i>					285	95%	277	93%	274	92%	277	93%
<i>Jul</i>					271	91%	274	92%	270	90%	272	91%
<i>Aug</i>					274	92%	270	90%	265	89%	276	92%
<i>Sep</i>					279	93%	289	97%	284	95%	278	93%
<i>Oct</i>					278	93%	290	97%	282	94%	284	95%
<i>Nov</i>					279	93%	289	97%	285	95%		
<i>Dec</i>					281	94%	294	98%	283	95%		
Total Transient Nights Billed (ytd)	4436	3985	5301	4297	5297		5088		5273		3892	
Waitlist Assignments	N/A	N/A	N/A	N/A	19		6		17		26	
Slips Currently Up for Assignment	8											

2024 Transient Nights			ParkMobile Days			Point Hudson Annual Nights Billed		
	RV	Moorage		Landfall	Back 40		RV Nights	Moorage Nights
Jan	0	0	Jan	0	0	2017	8181	4709
Feb	4686	984	Feb	1	0	2018	8724	4501
Mar	5143	1199	Mar	85	11	2019	8177	4323
Apr	5466	1469	Apr	147	29	2020	6144	3964
May	6033	1975	May	267	83	2021	8818	4518
Jun	6344	2412	Jun	328	294	2022	6917	3365
Jul	6600	2952	Jul	380	376	2023	8038	3317
Aug	7014	3451	Aug	392	287	2024 (ytd)	7515	3798
Sep	7269	3687	Sep	203	149			
Oct	7515	3798	Oct	165	83			
Nov			Nov	13	1			
Dec			Dec					
			TOTAL	1981	1313			



Nightly RV

Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total
2015	304	291	244	652	955	1036	1202	1287	1072	771	403	269	8486
2016	286	281	392	634	806	963	1256	1276	1137	645	492	293	8461
2017	211	253	349	491	833	1015	1368	1314	1022	770	312	243	8181
2018	204	294	430	498	868	1258	1396	1369	1001	828	352	226	8724
2019	225	96	389	552	843	1098	1312	1307	928	788	419	220	8177
2020	205	246	213	0	0	418	1156	1215	1167	858	374	292	6144
2021	220	251	477	693	906	1223	1381	1301	1112	821	360	169	8914
2022	180	371	454	596	736	1000	1194	1242	416	507	353	146	7195
2023	145	257	534	669	878	1183	1402	1300	768	517	309	206	8168
2024	78	207	393	634	814	1017	1283	1249	929	554	280	77	7515
Variance	-144	-55	-16	36	-39	-80	-31	-51	-3	-152	-95	-145	-773
Average (w/o 2020)	222	262	409	598	853	1097	1314	1300	932	706	375	222	8288

Nightly Moorage

Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total
2015	83	104	101	163	619	537	1018	1033	958	221	73	60	4970
2016	70	92	56	235	594	706	1015	1026	950	122	51	44	4961
2017	25	60	65	138	540	729	1131	990	839	99	48	45	4709
2018	27	28	104	154	489	703	1013	1019	683	123	96	62	4501
2019	37	33	88	198	504	590	995	1011	609	127	65	66	4323
2020	22	64	72	10	17	502	1093	1051	747	235	85	66	3964
2021	65	52	64	159	488	753	1038	1005	697	119	54	24	4518
2022	31	29	57	155	550	647	886	863	147	0	0	0	3365
2023	2	37	84	204	481	606	963	779	161	0	0	0	3317
2024	0	0	86	200	397	552	927	934	523	149	27	3	3798
Variance	-43	-54	9	24	-136	-107	-80	-32	-108	48	-21	-35	-535
Average (w/o 2020)	43	54	77	176	533	659	1007	966	631	101	48	38	4333

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	X. C. Revisit the Special Workshop and Business Meeting on Monday, December 9 at 9:30 and 1pm.
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	

The question before the Commission is whether the first December Workshop and Business Meeting will continue on Monday, December 9 or needs to move to Tuesday, December 10 or possibly Monday, December 16. The Washington Public Ports Association Annual Meeting begins the morning of December 11 in Bellevue Washington and scheduling conflicts have become apparent on Monday for one Commissioner.

Recommended Motion: Move to reschedule the first December Workshop and Special Business Meeting to Monday, December 16 at 9:30 a.m. and 1 p.m. respectively

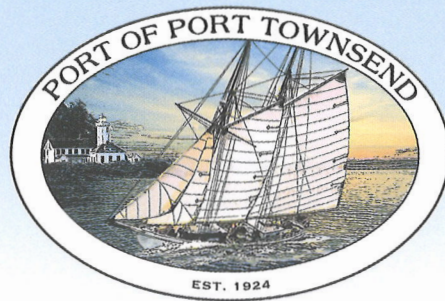
or Tuesday, December 10 at 9:30 a.m. and 1 p.m. respectively.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 13, 2024
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Letter of Support for an Application to Join NextCycle Accelerator by the Jefferson Timber Collective • Lease update • Commission Meeting Schedule

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



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

www.portofpt.com

October 31, 2024

NextCycle Washington
NextCycleWA@recycle.com

Dear NextCycle Staff,

I am writing to support the Jefferson Timber Collective's application to join NextCycle Washington's Circular Accelerator Cohort 3. JTC is currently in the early stages of developing a 12-acre wood processing center on land leased from the Port of Port Townsend. The Port is finalizing a re-zoning effort to make this possible, and we anticipate being able to sign a long-term lease with the JTC Cooperative early in 2025.

The Port's mission is to use its property and facilities to support sustainable economic growth while maintaining the integrity of our environment, community, and heritage. As a result, we are delighted to be working with JTC on their goal of establishing a local wood processing center, where JTC member-businesses will run their operations and benefit from shared, cooperatively owned and managed equipment and facilities. We see their "scrappy start-up" culture as an extension of the spirit that motivated the founding of the Shipwright's Cooperative in Port Townsend almost 50 years ago, and that has contributed so much to the success of the Port's Boat Haven shipyard, which today hosts over 30 maritime-related businesses.

We are especially excited about JTC's commitment to developing and operating a zero-waste facility, and support JTC's participation in the NextCycle Accelerator as a key step in meeting this important goal—one that is consistent with the Port's commitment to sustainability and environmental protection. We look forward to seeing how, with help from NextCycle, JTC develops creative and economically viable uses for wood-processing waste and byproducts that too-often end up in landfills.

Thank you for your efforts to help move Washington state toward a more circular economy.

Sincerely,

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

Eron Berg
Executive Director

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/7/2024
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: November 13, 2024 Lease Update

ISSUE

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

BACKGROUND

As of the beginning of this month the Port has 38 land leases, 36 building leases, 59 rental agreements (including Port-owned hangar units now added to this report, recently being managed by the lease department).

DISCUSSION

New Agreements:

- Norman Coote, month-to-month, Portable T-hangar site Q403 (purchased from Broderson estate)
- Eric Bioren, month-to-month, Port-owned hangar #203, month-to-month
- The Shop Cooperative, month-to-month, Building 1, 3109 Jefferson Street
- The Shop Cooperative, month-to-month, 320 sf of land, NW corner near shop #3
- Adam Sawasy, Port-owned hangar #102, month-to-month
- Chums A Shop by the Sea, 103 Hudson Street, one-year lease (begins Dec 1)
- The Artful Sailor, 1 yr + 1 + 1, combined two Armory Building shop agreements into one lease (effective Dec 1)

Lease/Rental Amendments:

- Port Townsend Aero Museum (approved at 10/9/24 meeting), Amendment #3, amends rent for museum expansion land

Exercising Options:

Assignments/Assumptions:

- Yackel Scuba Services Assignment & Assumption from Octopus Gardens Diving (approved at 10/22/24 meeting)

Notice of Lease Termination/Vacation

- Dennis Broderson, Portable T-Hangar Site Q-403 (sold hangar to Coote)
- Octopus Gardens Diving (assigned to Yackel Scuba)
- Leo Goolden (Tally Ho), 10/31/24 (The Shop Cooperative now renting)

- Sea Grant, Nomura Building office (moving to 105 Hudson St.)
- Blue Moose, outdoor dining discontinued until spring 2025 (seasonal use)

License & Use Agreements:

- Jumping Mouse Turkey Trot, Nov 23, one-day event

NOVEMBER Rent Increases:

- **CPI Increase (5.8%):** Dept of Fish & Wildlife (Cupola Annex); Quilcene Harbor Yacht Club; Aurora Aircraft Maintenance & Restoration; Blue Moose Café; Shanghai Restaurant; Port Townsend Shipwrights, Inc.
- **Market Rate Increase:** Crown Castle subtenant
- **Step Increase:**
- **Recurring Annual License Fee:**

Leases with 2024 Expiring Terms and No Remaining Lease Options:

- ACI 10th Street Lease, exp 9/30/24. ACI continues to review lease terms, and we are waiting to schedule a meeting to finalize.
- Revision Marine, exp 12/31/24 (in the works)

Leases with 2025 Expiring Terms and No Remaining Options (*All desire new leases. Have not discussed with PSE yet):

- *On the Flye (Todd Flye), exp 1/31/25
- *Northwest Maritime Center Marine Thrift, exp 1/31/25
- *PT Furniture, exp 1/31/25
- *Commanders Beach House, exp 4/30/2025
- *Sail PT, exp 4/30/2025
- *Hanson of PT, exp 5/31/2025
- *Pete's Marine Metal, exp 7/31/2025
- *US Coast Guard, extended to exp 8/31/25
- Puget Sound Express (PH shop), exp 12/31/25

MISCELLANEOUS:

- Added tenants of Port-owned hangars to this report (previously managed by Port Harbormaster)
- One Port-owned hangar unit available to rent.
- GSA provided notice that US Customs will be vacating 375 Hudson Street on either January 7, 2025, or December 31, 2024. Negotiating with DES and WDFW for this space.
- Yackel Scuba Services would like to extend lease to a five-year.
- Continued discussions on lease/duplex management with Commanders Beach House
- Received good responses on the vacant moorage and engineering offices at Point Hudson. Chums A Shop by the Sea has rented the moorage office, Dec 1, 2025, and the former engineering office will be rented to Sea Grant (maybe Dec, maybe Jan, depending on speed of UW real estate department. This will come to the commission for approval – longer-term lease). Decision was made to rent out both, rather than keep one for Port staff.
- Meetings and negotiations underway with Revision Marine

ATTACHMENTS

1. 2024 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		NOVEMBER 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS	
Admiral Ship Supply	2,145.14	1/31/2030*	2/1/2025	*Exercised last remaining option.	
Andersen Machine Shop	324.56	9/30/2027	10/1/2025	Land lease.	
Andersen Machine Shop	68.76	Mo/Mo	6/1/2025	228 sf additional land for storage adjacent shop. 30 day notice for increases.	
Armstrong Consolidated LLC (Washington)	10,986.85	Mo/Mo	1/1/2025	30-day notice for rate increases.	
Armstrong Consolidated LLC (Washington)	539.98	Mo/Mo	1/1/2024	Additional space upstairs.	
Armstrong Consolidated LLC (10th St)	4,278.65	Mo/Mo	N/A	Lease expired 9/30/24. Hold Over rent + 25%/mo. Negotiating new lease.	
Armstrong Consolidated LLC (10th St land)	841.95	Mo/Mo	9/1/2025	Land rental-ground in front of building.	
Blue Moose Café	888.49	10/31/2026*	11/1/2025	*5-yr option available. 24-mo step to market. CPI	
Blue Moose Café	121.38	Mo/Mo	4/15/2025	433.5-sf outdoor dining area	
Crown Castle (cell tower)	16,149.96/yr	6/30/2025*	6/1/2025	*One 5-yr option remains. Pay one mo in arrears..	
Crown Castle - AT&T Sub-Lease	1,117.52		9/1/2025	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears. MR	
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2025	Land rental. 30-day notice for rent increases.	
EDC Team Jefferson	964.12	Mo/Mo	7/1/2025	2nd floor Nomura Bldg (767 sf). 30-day notice for rent increases.	
Fine Yacht Interiors	1,480.53	5/31/2025*	6/1/2025	*One 3-yr option remains. Exercised 2nd opt 6/1/22-5/31/25. 4% max CPI.	
Flye, Todd dba On The Flye	420.11	1/31/2025		Land lease-temporary structure. No options remain.	
Goolden, Leo (Sampson Boat Co)	1,198.61	Mo/Mo	5/1/2025	30-day notice for increases. (M/V Tally Ho project up to 2 yrs.)	
Haven Boatworks	1,549.77	Mo/Mo	1/1/2025	Former J&S Bldg., Haines St. 30-day notice for rent increases.	
Haven Boatworks	1,799.97	Mo/Mo	8/1/2025	Back half J&S (former Johnson Fab).	
Jefferson County (Commission Bldg)	2,129.29	9/30/2026	10/1/2025	5-yr. 180 day termination notice-either party.	
Jeremy Johnson Photography	197.82	Mo/Mo	9/1/2025	2nd floor office #2F, Nomura Building.	
Jochems Property Mgmt.	355.85	10/31/2026	1/1/2026	Land lease. CPI every two years, next 1/1/2026.	
Jumping Mouse	179.17	License	N/A	1-day license for annual Turkey Trot run	
Katz, Alan	1,144.05	Mo/Mo	6/1/2025	Land lease, business w/temp shelters.	
Key City Fish Co. (10th Street-seafood mrkt)	2,783.98	8/31/2028*	9/1/2025	Seafood market. One 5-yr option. Bulindg & land lease. CPI-Yr2/MR-Yr 5.	
Key City Fish Co. (Haines PL-refrigeration)	929.31	11/30/2029*	12/1/2024	*First of two 5-yr options exercised, extends lease to 11/30/2029.	
Kimmel's Crab Shack	2,615.40	4/30/2049	5/1/2025	Land lease.	
Marine Surveys & Assessments Cooperative	1,694.60	1/31/2028*	2/1/2025	* One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.	
NW Maritime Center (Marine Thrift)	703.90	1/31/2025		Exercised last 1-year option. Would like new lease at end of term.	
NW School of Wooden BoatBuilding	641.38	6/30/2026*	7/1/2025	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use.	
Octopus Gardens Diving	1,303.46	6/30/2026	7/1/2025	24 mo. stepped rent to market rate. Terminated lease-unforeseen circumstances	
Olympic Crane LLC	57.89	Mo/Mo	2/1/2025	Relocated crane next to Pete's Marine.	
Perpetual Boatworks, LLC	1,667.81	Mo/Mo	3/1/2025	Former MRW site. Port may terminate w/ 30 mos with 20 days' notice (boatyard exp)	
Pete Stein & Compass Woodwork	113.39	Mo/Mo	6/1/2025	40'x8' land & 7'x8' land for equipment.	
Pete's Marine Metals	1,805.26	7/31/2025	N/A	*Exercised last one-year option.	
Port Townsend Fuel Dock LLC	915.65	6/30/2029	N/A	2% flowage fee pays rent. Last 5-yr option exercised 12/14/23	
PT Furniture Clinic	706.95	1/31/2025		*Exercised last one-year option. Would like new lease at end of term.	
PT Sailing Association	700.21	11/30/2027*	12/1/2024	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years.	
Port Townsend Shipwrights, Inc.	10,010.96	7/31/2050	8/1/2025	MR incr 8/1/30-every 10 yrs/ann CPI, beg. year 7. Amend 1 & 2. CPIs	
PT Rigging (Kulin & Vizzini)	589.68	3/31/2030	4/1/2025	Land lease.	
PT Rigging	777.00	Mo/Mo	10/1/2025	2,720 sq ft of land, abutting leasehold for rigging work and related storage.	
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.	
Revision Marine	2,440.30	12/31/2024	N/A	Bldg/Land lease.	
Sail Port Townsend	223.02	4/30/2025	N/A	Nomura Office. One year lease.	
Sands, Guy & Kim (PT Brewing Co.)	3,963.36	5/31/2026*	6/1/2025	*Two 5-yr options remain. Bldg & Land.	
Sands, Guy & Kim (PT Brewing Co)	186.82	Mo/Mo	10/1/2025	600 sf outdoor dining area.	
Scow Bay Boats	601.22	9/30/2026	10/1/2025	Land lease-temporary structure. Exercised only 3-year option, 10/1/23-9/30-26.	
Sea J's Café (Estate of Florence Jevne)	1,291.54	Mo/Mo	6/1/2025	Mo/Mo Building & Land agreement.	
Sitewise Design PLLC	184.78	Mo/Mo	6/1/2025	Mo/Mo building agreement for small office 2-H in Nomura Bldg.	
Skookum Corporation	961.34	3/31/2026*	4/1/2025	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.	
Stephens Marine	59.42	Mo/Mo	2/1/2025	Temp storage of equipment. Will move to Jochems building soon.	
Sunrise Coffee	2,197.11	9/30/2031*	10/1/2025	*Two 5-yr options available. Deposit balance-6 installments.	
Takaki, Jennifer (Marina Café)	718.53	12/31/2026	1/1/2025	5-year lease.	
Takaki, Jennifer (Marina Café)	123.30	Mo/Mo	10/1/2025	396 sf outdoor dining area.	
The Shop Cooperative	6,326.66	5/31/2026*	6/1/2025	*One 5-yr option. Assigned from Pete Stein & Compass Woodwork.	
The Shop Cooperative	89.60	Mo/Mo	9/1/2025	Land to store 8'x40' storage container, NW corner building 3	
The Shop Cooperative	1,198.60	Mo/Mo	11/1/2025	Will roll this into their main lease in the spring of 2025.	
Tree Ring, LLC	150.70	Mo/Mo	3/1/2025	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.	
University of WA - Sea Grant	384.52	Mo/Mo	4/1/2025	Office 2-E, Nomura Bldg. Added 100 sf storage space.	
U. S. Coast Guard	5,653.93	8/31/2025		Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24. Standstill extends to 8/31/25. Will reenter into new a lease agreement.	
Welti, Rebecca	\$105.00/1xfee	7/31/24*		*5-yr option available. 24-mo step to market. A32:E59+E10	

Point Hudson - PROPERTY	NOVEMBER 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	\$ 750.00	9/30/2029*	10/1/2025	1000 sf Armory Bldg. New lease. 5-yr + *one 5-yr option.
Brion Toss Yacht Rigging	\$ 1,883.20	9/30/2029*	10/1/2025	2443 sf Armory Bldg. New lease. 5-yr + *one 5-yr option.
Brooks, Cindy	\$ 45.36	Mo/Mo	7/1/2025	54 sf floor in Armory Bldg, wherry storage.
Cashin, Andrew	\$ 286.30	Mo/Mo	2/1/2025	Moved to office #11-private & smaller. Non-view, Main Bldg.
Chapin, Steve	\$ 201.60	Mo/Mo	5/1/2025	Storage for 2 20x40 Conex boxes, back-40.
Chums A Shop by the Sea	\$ 750.00	11/30/2025		Former PH moorage office-selling local pastries/foods, art & sundries
Commanders Beach House	\$ 2,510.97	4/30/2025	5/1/2025	Assignment to D & N Dionne.
Doc's Marina Grill / TNT Restaurants LLC	\$ 3,545.61	4/30/2027	5/1/2025	Last 5-yr option 5/1/22-4/30-27. Wants new 10-yr lease.
Fortune Teller Art	\$ 406.26	Mo/Mo	8/1/2025	Office #2, Main Bldg., Point Hudson. 30 day notice increases.
Hanson of Port Townsend Inc.	\$ 422.08	5/31/2025*	N/A	Exercised last option. VACATING LEASE 5/31/25. Plans to vacate 1/31/25
Hudson Point Café (Assigned-Flanigan)	\$ 1,827.32	6/30/2025*	7/1/2025	*One 5-yr option available. Assignment to Flanigan.
Hudson Point Café Office #8 (Flanigan)	\$ 286.44	Mo/Mo	4/1/2025	Main Bldg. Restaurant storage, non-view office. Rented to Flanigan.
Hudson Point Café	\$ 124.14			Main Bldg - common area fee-restroom cleaning/stocking
Impact Naval Architects, LLC	\$ 300.96	Mo/Mo	9/1/2025	Office #1, Main Bldg.
Marine Resources Consultants Inc.	\$ 546.00	9/30/2025*	N/A	Armory Bldg. New 1-yr lease + *one 1-yr option.
Marine Science Center	105.00/1 x fee	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.
Mark Kielty Design	\$ 300.96	Mo/Mo	8/1/2025	Main Bldg., small view office.
Mark Kielty Design	\$ 8.22			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	\$ 1,528.28	6/30/2051	7/1/2025	Amend 1: begin construct by 6/30/2031, compl w/l 12 mos.
Northwest Maritime Center (Swan Hotel)	545.93/yr	auto renew	6/1/2027	License-encroachment. Port may term w/180-day notice.
Northwest Maritime Center (Back 40)	\$ 89.60	Mo/Mo	6/1/2025	Rented space in back 40 for storage container for WBF misc.
Northwest Maritime Center (Armory Bdg)	\$ 420.00	Mo/Mo	10/1/2025	600 sf floor space/storage-Armory Bldg.
OM LLC	\$ 300.96	Mo/Mo	6/1/2025	Office 10, PH Main Building.
Puget Sound Express	\$ 1,261.57	12/31/2025	1/1/2025	No options remain.
Schooner Martha Foundation	\$ 913.54	12/31/2029*	N/A	*Exercised last option
SEA Green Partners d/b/a SEA Marine	\$ 2,653.73	4/30/2027*	5/1/2025	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	\$ 2,981.91	10/31/2026	11/1/2025	No options remain. CPI
Shanghai Restaurant	\$ 174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	\$ 3,800.27	9/30/3038	10/1/2025	New lease. Rent increase to set amount 7/1/27; MR/5-years,CPI/annual
The Artful Sailor	\$ 994.50	11/30/2025*	12/1/2025	Combined 2 shop agreements into 1 yr w/two 1-yr options.
U.S. Customs	\$ 3,236.16	12/20/2027	12/20/2024	Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027.
Washington Dept. of Fish & Wildlife	#####	3/21/2029*	N/A	New lease 4/1/24-3/31/29 + one 5-yr option.
Washington Dept. of Fish & Wildlife	\$ 1,744.71	Mo/Mo	11/1/2025	Cupola Annex-storage. CPI
Washington Dept of Fish & Wildlife	\$ 18.65	Mo/Mo	6/1/2025	Small storage area in Sail Loft for spare boat motor.

JCIA - PROPERTY	NOVEMBER 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,263.37	11/20/2045	12/1/2024	Land lease. Hangars 'E' & 'F'. Amend 2 corrected land size.
Aurora Aircraft Maint & Restoratic	631.47	10/31/2026*	11/1/2025	*One 5-yr option remains. Maintenance Hangar CPI
Aurora Aircraft Maint & Restoration		Mo/Mo	N/A	Fuel Concession. Amendment #1: Mo/Mo agreement.
Aurora Aircraft Maint & Restoratic	275.00	Mo/Mo	8/1/2025	Port-owned hangar #201
Bioren, Eric	275.00	Mo/Mo	11/1/2025	Port-owned hangar #203
Broderson, Dennis	70.00	2/28/2016	3/1/2025	T-hangar pad LEASE. Sold to Norm Coote.
Browning, Scott & Lori	110.00/yr	ann. auto renew	8/1/2025	Periodic tree & shrub removal.
Chuljian, David	275.00	Mo/Mo	6/1/2025	Port-owned hangar #205
Coote, Norman	70.00	Mo/Mo	11/1/2025	Purchased from Dennis Broderson estate.
Cupp, Stanley	275.00	Mo/Mo	5/1/2025	Port-owned hangar #202
Dow Jeffery & Jorja	394.76	12/31/2028	8/1/2025	Land lease. Hangar 'D'.
Dyson, Keith	275.00	Mo/Mo	12/1/2025	Port-owned hangar #204
Eber, Lorenz	80.00	Mo/Mo	1/1/2025	T-hangar pad, #T-404(P)
Erickson, Warren & Karen	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-B'.
G Hangar Condo Assoc.	720.30	6/9/2047	7/1/2025	Land lease.
Grandy, Richard	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	690.48	6/22/2049	7/1/2025	Land lease.
Hangar C Group LLC	726.25	4/30/2053	12/1/2024	Settled 2/25/21: Amend #6: Ext. term.
Huhndorf, Joshua	275.00	Mo/Mo	7/1/2025	Port-owned hangar #101
Islam, Marc	70.00	Mo/Mo	5/1/2025	Purchased T-hangar from Roethle. #406-M.
JEFFCO Hangar Assoc., Inc.	777.74	11/30/2041	12/1/2024	11,369 sf, hangar site 'I'.
Jeff. Co. Airport Condo Owners Ass	2,301.25	7/26/2057	3/1/2025	Assignment of NW Hangar's Lease for sites #7 & 8.
K-Hangar Assoc. @ JCIA	681.59	4/25/2049	5/1/2025	Land lease.
Kumley, William & April	275.00	Mo/Mo	10/1/2025	Port-owned hangar #206
L Hangar Condo Assoc @JCIA	683.27	10/31/2048	10/1/2025	Land lease.
Lemanski, Tom & Linda	80.00	Mo/Mo	3/1/2025	T-hangar pad, T-405. 2023 adopted rate applied (8c/sf)
Machida, Steven	275.00	Mo/Mo	12/1/2025	Port-owned hangar #207
Morrison, Neil/Lark Leasing	205.80	4/30/2053	5/1/2025	Land lease. Hangar 'N-North'.
Morrison, Neil	205.80	4/30/2053	5/1/2025	Land lease. Hangar 'N-South'.
Piper, James	224.56	7/26/2057	3/1/2025	Land lease. Hangar '4-C'. Assignment fr Hood Canal Aviat.
Port Townsend Aero Museum	441.00	7/31/2052*	5/1/2025	*One 25-yr option. Museum bldg- land lease.
Port Townsend Aero Museum	189.00	7/31/2052*	5/1/2025	*One 25-yr opt. Museum bldg- expan. Amend 3-50% rate
Port Townsend Aero Museum	650.16	7/31/2052*	5/1/2025	*One-25 yr option. Maintenance bldg- land lease.
Port Townsend Aero Museum	298.55	4/30/2053	5/1/2025	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2025	T-hangar pad, T-400(S).
Port Townsend Aircraft Services	446.74	6/30/2035*	7/1/2025	*Two 10-yr options.
Pratt Sr., David	80.00	Mo/Mo	3/1/2025	T-hangar pad, T-401(N). 2023 adopted rate applied (8c/sf)
Puget Sound Express-J Hangar Leas	423.20	10/1/2050	10/1/2025	Assignment-Land lease to Puget Sound Express.
Sawasy, Adam	275.00	Mo/Mo	11/1/2025	Port-owned hangar #102
Spruce Goose (Goosin Around)	273.35	9/30/2029*	10/1/2025	*Two 5-yr options. CPI/MR apply. Assigned 7/1/24.
Station Prairie	645.80	4/30/2072	5/1/2025	Hangar site pad #5. Amend #1 incrsd premises.
Suryan, Richard	275.00	Mo/Mo	3/1/2025	Port-owned hangar #108
Suryan, Tim	275.00	Mo/Mo	5/1/2025	Port-owned hangar #107
Townshend, Brendon	70.00	2/28/2026	4/1/2025	Assigned T-hangar pad 402-O from Daniel Scheall.
Unger, James	275.00	Mo/Mo	3/1/2025	Port-owned hangar #208
Wexman, Scott & Diana Levin	296.45	3/31/2053	4/1/2025	Land lease. Hangar 'O'.

QUILCENE - PROPERTY	NOVEMBER 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$6,264.98	12/31/2039	1/1/2025	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 593.91	10/31/2027*	11/1/2025	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck. CPI
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>

CHIMACUM - PROPERTY

NOVEMBER 2024

LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
William & Karrie Short - Residential Land Lease	\$ 800.00	8/31/2025		

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

Date/Time		Item/Topic	Location	Absent
Thurs., Nov. 21 5:00 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 26 1 pm	Meeting	Adopt 2025 Budget (and rates, resolutions), if not adopted in previous meeting.	Pav	
Thurs./Fri., Nov. 28/29		<i>Holiday -Port Offices Closed</i>		
Mon., Dec. 9 9:30 am	Workshop	Quarter 4 Capital Improvement Project Update	Pav	
Mon., Dec. 9 1 pm	Spec. Meeting	October 2024 Year to Date Financial Report Harbormaster Report Lease/Contract Update		
Wed/Fri, Dec 11-13		WPPA Annual Meeting	Hyatt Regency, Bellevue	
Tues-Wed. Dec. 24-25		<i>Holiday -Port Offices Closed</i>		
Wed., Jan 1		<i>Holiday -Port Offices Closed</i>		
Wed., Jan 8	Workshop		Pav	
Wed., Jan 8	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	
Mon., Jan. 20		<i>Holiday – Port Offices Closed</i>		