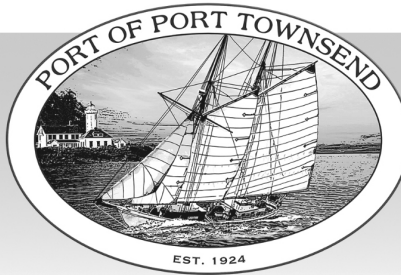


2701 Jefferson Street
P.O. Box 1180
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**Special Commission Meeting Agenda
Wednesday, December 18, 2024, 1:00 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Special Presentation: Pacific Marine Expo Drawing for 75-Ton and 300-Ton Lifts
- V. Consent Agenda
 - A. Approval of Business Meeting Minutes November 26, 2024, Special Meeting
Minutes December 10-13, 2024 2-4
 - B. Approval & Ratification of Warrants 5-19
 - C. Approval of Proposed Update to Amendment to the Port's 2025 Legislative
Priorities 20-24
- VI. First Reading – none
- VII. Second Reading – none
- VIII. Regular Business
 - A. October 2024 Year-to-Date Financial Report 25-37
 - B. Harbormaster Report..... 38-44
 - C. M/V Elmore – Options for Commission Consideration 45-48
 - D. 2025 Retreat Dates 49-50
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Public Workshop and Regular Business Meeting:
Friday, December 20, 2024 – 12 p.m. Employee Recognition Luncheon at Pavilion Building
Wednesday, January 8, 2025 at Pavilion Building and via Zoom with 9:30 a.m. Workshop
and Regular Business Meeting at 1:00 p.m.
- XII. Executive Session – None Scheduled
- XIII. Adjournment
- Informational Items 51-65
 - Letter North Hood Canal Chamber 2024 Accomplishments
 - Lease Contract Update--38
 - Commission Meeting Schedule

PORT COMMISSION REGULAR BUSINESS MEETING – Tuesday, November 26, 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 and Hasse with Commissioner Petranek absent
 Executive Director Eron Berg
 Director of Finance and Administration Connie Anderson
 Capital Projects Manager Dave Nakagawara
 Port Recorder Joanna Sanders

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

II. APPROVAL OF AGENDA (Rec. 00:00:53)
 There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:56)
 Andrew Gaikowski (written) with concerns about an incident at JCIA.

IV. CONSENT AGENDA (Rec. 00:01:27)

A. Approval of Workshop and Business Meeting Minutes from November 13, 2024 and Special Meeting Minutes related to the Intergovernmental Collaborative Group for 2023 and 2024

B. Approval & Ratification of Warrants

Warrant #069410 through 069440 in the total amount of \$161,339.13

Warrant #069441 through 069443 and Electronic Payments in the total amount of \$145,888.68

Warrant #069335 in the amount of \$144,291.26

Warrant #067961 in the amount of \$3,150 is declared void

Electronic debit in the amount of \$28,762.71 is ratified

Electronic debit in the amount of \$61.95

Warrant #069444 through #069474 in the amount of \$64,060.19

C. Authorize Executive Director to Sign the Updated Interlocal Agreement with the Public Utility District No. 1 of Jefferson County for IT Services

D. Authorizing ReVision Marine, LLC – Boat Haven Land & Building Lease

E. Authorizing Northwest Custom Hangars JCIA Land Lease, Hangar Site #6

Unanimous approval of the Consent Agenda as written.

V. SECOND READING - None

VI. FIRST READING - None

VII. REGULAR BUSINESS (Rec. 00:04:25)

A. September 2024 Year-to-Date Financials

Director of Finance and Administration Connie Anderson reviewed meeting handouts including consolidated financials, informational memorandum, and detailed financial

report year to date. Revenues are on target. She responded to questions about capital project expenditures, including the accelerated timeline on the Boat Haven Stormwater Project.

Capital Projects Manager Dave Nakagawara gave a post bid report on the bid opening yesterday for the Boat Haven Stormwater Project. Discussion ensued about the possibility of expanding this project to include some work on the West Boatyard Expansion.

VIII. STAFF COMMENTS (Rec. 00:31:26)

Executive Director Eron Berg reported on his attendance at the Pacific Marine Expo.

Director of Finance and Administration Connie Anderson commented on the successful conversion to the cloud version of Sage financial software.

IX. COMMISSIONER COMMENTS (Rec. 00:35:00)

Commissioner Hasse: reported on her recent Washington Maritime Trust field trip as well as last week’s meeting of the Intergovernmental Collaborative Group. She attended the five-hour Jefferson County Marine Resources Committee retreat and suggested that the MRC and other organizations such as the PT Aero Museum or Climate Action Committee presentations/discussions at ICG would be appreciated. Given the decline in volunteerism, she suggested newspapers might run stories on their importance in our communities. She also asked to increase from eight (8) to ten (10) the number of meetings for which Commissioners could be paid. Eron Berg noted that in January, there would be a review of Commission Meeting Procedures so it could be addressed at that time.

Commissioner Hanke commented on the good work towards getting the water moving on the Short Farm.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:42:20)

Wednesday-Friday, December 11-13, 2024 Washington Public Ports Annual Meeting, 900 Bellevue Way NE, Bellevue, WA

Wednesday, December 18, 2024 at 9:30 a.m. Workshop and at 1:00 p.m. Special Business Meeting at the Pavilion Building & via Zoom

XI. ADJOURNMENT (Rec. 00:45:50)

At 1:44 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

PORT COMMISSION SPECIAL BUSINESS MEETING – Thursday, December 11-13, 2024

The Port of Port Townsend Commission met for a special business meeting as part of the Washington Public Ports Annual Meeting at the at Hyatt Regency, 900 Bellevue Way NE, Bellevue, WA.

Present: Commissioners Petranek and Hasse with Commissioner Hanke Excused
Executive Director Eron Berg

I. CALL TO ORDER

The Port Commission met beginning at 12:00 p.m. on December 11, 2024.

II. TOPIC OF DISCUSSION: Participation in Educational Sessions, Receptions, and Roundtable Discussions.

III. ADJOURNMENT

At 12:00 p.m. on December 13, 2024, the meeting adjourned there being no further business before the Commission.

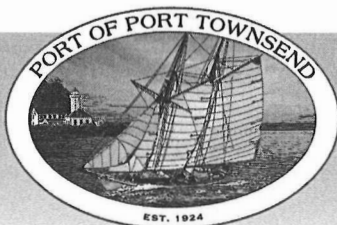
ATTEST:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

Carol L. Hasse, Vice President

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Port Townsend, WA 98368



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No 069475 – 069487 generated on November 26st, 2024 in the amount of \$23,160.09 is ratified.

Signed and Authenticated on this 18th day of December, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

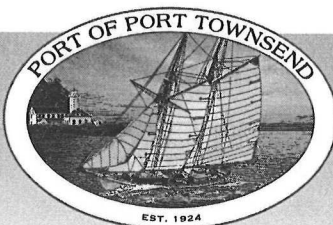
Commissioner Pam Petranek

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
0000069475	11/26/2024	BER045	Eron Berg				Check Entry Number: 001
			1.2024 EXPENSE	11/26/2024	136.17	0.00	136.17
0000069476	11/26/2024	BOC020	boco Gear				Check Entry Number: 001
			38182	11/21/2024	1,486.00	0.00	1,486.00
0000069477	11/26/2024	BOT040	Botero & Son Electrical LLC				Check Entry Number: 001
			24-2598	11/22/2024	291.30	0.00	291.30
0000069478	11/26/2024	DHE030	DH Environmental, Inc.				Check Entry Number: 001
			11750.2	10/29/2024	3,150.00	0.00	3,150.00
			11773	11/22/2024	3,512.00	0.00	3,512.00
			11774	11/22/2024	1,368.00	0.00	1,368.00
			11775	11/22/2024	3,829.75	0.00	3,829.75
			Check 0000069478 Total:		11,859.75	0.00	11,859.75
0000069479	11/26/2024	HAS020	Carol Hasse				Check Entry Number: 001
			11/2024 EXPENSE	11/26/2024	75.05	0.00	75.05
0000069480	11/26/2024	HEN007	Henery Hardware & Building Supply				Check Entry Number: 001
			11/25/24 STATEMENT	11/25/2024	247.80	0.00	247.80
0000069481	11/26/2024	HOG040	John Hogan				Check Entry Number: 001
			SHORT FARM	11/26/2024	500.00	0.00	500.00
0000069482	11/26/2024	PET065	Pam Petranek				Check Entry Number: 001
			11/2024 EXPENSE	11/26/2024	77.29	0.00	77.29
0000069483	11/26/2024	POR005	Port Townsend Leader				Check Entry Number: 001
			SUBSCRIPTION 2025	11/26/2024	79.00	0.00	79.00
0000069484	11/26/2024	PRI001	The Printery				Check Entry Number: 001
			11/6/24 STATEMENT	11/6/2024	3,054.26	0.00	3,054.26
0000069485	11/26/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			11/18/24 STATEMENT	11/18/2024	484.62	0.00	484.62
			11/18/24 STMNT	11/18/2024	49.61	0.00	49.61
			Check 0000069485 Total:		534.23	0.00	534.23
0000069486	11/26/2024	SAF001	Safeway, Inc.				Check Entry Number: 001
			11/21/24 STATEMENT	11/21/2024	3,319.24	0.00	3,319.24
0000069487	11/26/2024	US0001	United States Postal Service				Check Entry Number: 001
			30612675 11/2024	11/26/2024	1,500.00	0.00	1,500.00
			Report Total:		23,160.09	0.00	23,160.09

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WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 069488 through No. 069490 and Warrant No 169492 - 069494 generated on December 2, 2024 in the amount of \$36,678.48 and Electronic Payment in the amount of \$226,477.76, for a total amount of \$263,156.24 is ratified.

Signed and Authenticated on this 18th day of November, 2024.

For: Payroll and Benefits

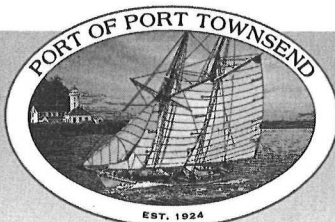
Commissioner Pete W Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance And
Administration

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WARRANT APPROVAL

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Signed and Authenticated on this **18th** day of **December**, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

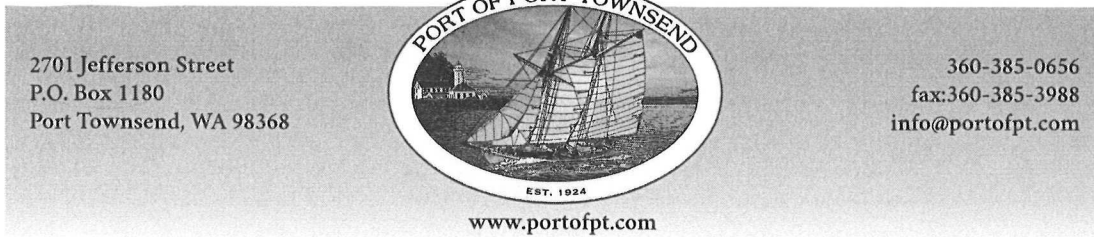
Commissioner Pam Petranek

Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number: 001
0000069491	11/27/2024	CHA040	Denis Charvoz	11/27/2024	156.32	0.00	156.32	
			REFUND 11/27/2024					
				Report Total:	<u>156.32</u>	<u>0.00</u>	<u>156.32</u>	



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No 069495 - 069525 generated on December 5th, 2024 in the amount of \$757,582.58 is ratified.

Signed and Authenticated on this 18th day of December, 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)

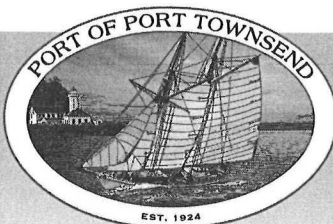
Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
0000069495	12/5/2024	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			11/28/24 STATEMENT	11/28/2024	3,524.12	0.00	3,524.12	
0000069496	12/5/2024	BER010	William Berninger					Check Entry Number: 001
			11/2024 EXPENSE	12/5/2024	41.67	0.00	41.67	
0000069497	12/5/2024	CAR035	Giuseppe Carraturo					Check Entry Number: 001
			EXPO EXPENSE	11/26/2024	58.65	0.00	58.65	
0000069498	12/5/2024	CED005	CED					Check Entry Number: 001
			5948-1061730	11/20/2024	135.71	0.00	135.71	
			5948-1061986	11/14/2024	128.68	0.00	128.68	
			5948-1062281	11/27/2024	2,348.31	0.00	2,348.31	
			5948-1062336	11/27/2024	916.77	0.00	916.77	
			5948-1062338	11/27/2024	706.72	0.00	706.72	
			5948-1062859	11/27/2024	82.99	0.00	82.99	
			Check 0000069498 Total:		4,319.18	0.00	4,319.18	
0000069499	12/5/2024	COA050	Mott MacDonald					Check Entry Number: 001
			507510383	11/29/2024	13,099.86	0.00	13,099.86	
0000069500	12/5/2024	COW020	Cowling and Co LLC					Check Entry Number: 001
			1463	6/30/2024	660.00	0.00	660.00	
			1495	7/31/2024	3,267.60	0.00	3,267.60	
			1497	7/31/2024	264.00	0.00	264.00	
			1563	9/30/2024	528.00	0.00	528.00	
			1564	9/30/2024	4,284.10	0.00	4,284.10	
			1592	10/31/2024	1,714.20	0.00	1,714.20	
			1593	10/31/2024	4,051.10	0.00	4,051.10	
			Check 0000069500 Total:		14,769.00	0.00	14,769.00	
0000069501	12/5/2024	DIN010	Peninsula Glass/The Ding Doctor					Check Entry Number: 001
			88072	11/27/2024	65.41	0.00	65.41	
0000069502	12/5/2024	DIR070	DirecTV					Check Entry Number: 001
			075436554X241128	11/28/2024	432.50	0.00	432.50	
0000069503	12/5/2024	FER030	Kristian Ferrero					Check Entry Number: 001
			EXPO EXPENSE	12/2/2024	453.07	0.00	453.07	
0000069504	12/5/2024	FIS020	Fish N Hole					Check Entry Number: 001
			5384285	11/30/2024	27.48	0.00	27.48	
0000069505	12/5/2024	GRE015	Greentree Communications Co					Check Entry Number: 001
			10657	12/1/2024	393.84	0.00	393.84	
0000069506	12/5/2024	KEN010	Kendrick Equipment					Check Entry Number: 001
			20240411 3RD INSTALL	12/5/2024	706,185.00	0.00	706,185.00	
0000069507	12/5/2024	KIN070	Shawn King					Check Entry Number: 001
			REFUND 11/25/24	11/25/2024	231.13	0.00	231.13	
0000069508	12/5/2024	MAC070	MacLeod Reckord, PLLC					Check Entry Number: 001
			INV-9383	12/3/2024	281.50	0.00	281.50	
0000069509	12/5/2024	NOR099	Northwest Towing & Recovery LLC					Check Entry Number: 001
			24-1204-1569	12/4/2024	390.46	0.00	390.46	
0000069510	12/5/2024	O'RE030	O'Reilly Auto Parts					Check Entry Number: 001
			3939230593	11/21/2024	18.59	0.00	18.59	
0000069511	12/5/2024	PAC045	Pacific JCB					Check Entry Number: 001
			SH172246	11/26/2024	7,657.99	0.00	7,657.99	
0000069512	12/5/2024	PET025	Petrick Lock & Safe					Check Entry Number: 001
			22383	11/26/2024	44.11	0.00	44.11	
0000069513	12/5/2024	PIN010	Pinnacle Investigations Corp					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
			96461	12/1/2024	41.50	0.00	41.50
0000069514	12/5/2024	PIT000	Pitney Bowes Inc.				Check Entry Number: 001
			3320022024	11/29/2024	525.85	0.00	525.85
0000069515	12/5/2024	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			11/25/24 STATEMENT	11/25/2024	550.00	0.00	550.00
			11/25/24 STMNT	11/25/2024	46.93	0.00	46.93
			Check 0000069515 Total:		596.93	0.00	596.93
0000069516	12/5/2024	SEA002	Sea Technology				Check Entry Number: 001
			4331	8/13/2024	1,080.00	0.00	1,080.00
0000069517	12/5/2024	SEI040	Kelsey Seiler				Check Entry Number: 001
			EXPO EXPENSE	12/2/2024	136.00	0.00	136.00
0000069518	12/5/2024	SHO010	Shold Excavating Inc				Check Entry Number: 001
			84359	11/21/2024	373.49	0.00	373.49
0000069519	12/5/2024	SNE020	S-Net Communications				Check Entry Number: 001
			243208	12/1/2024	598.15	0.00	598.15
0000069520	12/5/2024	THI020	Bob Thigpen				Check Entry Number: 001
			REFUND 11/25/24	11/25/2024	228.50	0.00	228.50
0000069521	12/5/2024	VEN070	VenTek International				Check Entry Number: 001
			147078	12/1/2024	103.93	0.00	103.93
0000069522	12/5/2024	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9978823995	11/15/2024	617.52	0.00	617.52
0000069523	12/5/2024	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0011191	11/26/2024	120.82	0.00	120.82
0000069524	12/5/2024	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			11/25/24 STATEMENT	11/25/2024	1,117.11	0.00	1,117.11
0000069525	12/5/2024	WES060	West Marine Pro				Check Entry Number: 001
			7625	11/21/2024	49.22	0.00	49.22
			Report Total:		757,582.58	0.00	757,582.58

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WARRANT APPROVAL

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Signed and Authenticated on this 18th day of December, 2024.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Carol Hasse

Commissioner Pam Petranek

Connie Anderson, Director of
Finance and Administration

Check Register
Journal Posting Date: 12/11/2024
Register Number: CD-001125

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
0000069526	12/11/2024	48N010	48 North				Check Entry Number: 001
			106700	12/11/2024	1,775.00	0.00	1,775.00
0000069527	12/11/2024	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			11/30/24 STATEMENT	11/30/2024	396.19	0.00	396.19
0000069528	12/11/2024	ARX001	Arxcis, Inc				Check Entry Number: 001
			1004351	11/20/2024	9,006.80	0.00	9,006.80
0000069529	12/11/2024	CAR001	Carl's Building Supply				Check Entry Number: 001
			11/30/24 STATEMENT	11/30/2024	2,231.60	0.00	2,231.60
0000069530	12/11/2024	CAR035	Giuseppe Carraturo				Check Entry Number: 001
			2024 UNIFORM EXP	12/5/2024	300.00	0.00	300.00
0000069531	12/11/2024	CED005	CED				Check Entry Number: 001
			5948-1062826	12/4/2024	40.85	0.00	40.85
0000069532	12/11/2024	CEN030	CenturyLink				Check Entry Number: 001
			12/5/24 STATEMENT	12/5/2024	215.00	0.00	215.00
0000069533	12/11/2024	CIN020	Cintas				Check Entry Number: 001
			5243717003	12/10/2024	133.62	0.00	133.62
0000069534	12/11/2024	CIT001	City Of Port Townsend				Check Entry Number: 001
			11/2024 STMNTS	11/30/2024	13,493.69	0.00	13,493.69
0000069535	12/11/2024	COO050	Cooper Fuel				Check Entry Number: 001
			11/30/24 STMNT	11/30/2024	3,241.65	0.00	3,241.65
0000069536	12/11/2024	DLL010	D L Logos				Check Entry Number: 001
			4775.2	11/13/2024	1,024.61	0.00	1,024.61
0000069537	12/11/2024	DOE020	Benjamin Doerr				Check Entry Number: 001
			REFUND 12/4/24	12/4/2024	271.92	0.00	271.92
0000069538	12/11/2024	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			0000007292-002	12/6/2024	27.95	0.00	27.95
			0000672000-001	11/25/2024	3,001.72	0.00	3,001.72
			Check 0000069538 Total:		3,029.67	0.00	3,029.67
0000069539	12/11/2024	FER001	Ferrellgas				Check Entry Number: 001
			5008951173	11/26/2024	754.78	0.00	754.78
0000069540	12/11/2024	FER030	Kristian Ferrero				Check Entry Number: 001
			12/2024 EXPENSE	12/11/2024	132.34	0.00	132.34
0000069541	12/11/2024	GOO002	Good Man Sanitation				Check Entry Number: 001
			12/2/24 STMNTS	12/2/2024	2,664.72	0.00	2,664.72
0000069542	12/11/2024	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1558279	12/1/2024	185.36	0.00	185.36
			1558280	12/1/2024	114.56	0.00	114.56
			1558281	12/1/2024	278.98	0.00	278.98
			1558282	12/1/2024	1,077.60	0.00	1,077.60
			1558283	12/1/2024	204.80	0.00	204.80
			Check 0000069542 Total:		1,861.30	0.00	1,861.30
0000069543	12/11/2024	HEN002	Henery Hardware				Check Entry Number: 001
			784285	10/29/2024	13.76	0.00	13.76
			784291	10/29/2024	14.63	0.00	14.63
			784305	10/29/2024	68.79	0.00	68.79
			784370	10/30/2024	64.61	0.00	64.61
			784403	10/30/2024	12.02	0.00	12.02
			784447	10/31/2024	3.48	0.00	3.48
			784461	10/31/2024	21.86	0.00	21.86
			784498	11/1/2024	14.21	0.00	14.21

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
			784505	11/1/2024	14.21	0.00	14.21
			784640	11/4/2024	56.82	0.00	56.82
			784654	11/4/2024	6.08	0.00	6.08
			784660	11/4/2024	46.99	0.00	46.99
			784718	11/5/2024	14.19	0.00	14.19
			784784	11/6/2024	43.74	0.00	43.74
			784817	11/7/2024	84.19	0.00	84.19
			784826	11/7/2024	8.19	0.00	8.19
			784889	11/8/2024	99.52	0.00	99.52
			784895	11/8/2024	29.53	0.00	29.53
			785041	11/12/2024	48.11	0.00	48.11
			785133	11/13/2024	133.53	0.00	133.53
			785156	11/13/2024	19.80	0.00	19.80
			785193	11/14/2024	78.70	0.00	78.70
			785194	11/14/2024	77.19	0.00	77.19
			785207	11/14/2024	25.34	0.00	25.34
			785226	11/15/2024	6.89	0.00	6.89
			785230	11/15/2024	476.95	0.00	476.95
			785280	11/15/2024	6.12	0.00	6.12
			785330	11/18/2024	18.59	0.00	18.59
			785331	11/18/2024	8.30	0.00	8.30
			785341	11/18/2024	15.31	0.00	15.31
			785352	11/18/2024	4.59	0.00	4.59
			785365	11/19/2024	33.83	0.00	33.83
			785402	11/19/2024	67.80	0.00	67.80
			785406	11/19/2024	22.96	0.00	22.96
			785407	11/19/2024	37.17	0.00	37.17
			785422	11/19/2024	27.49	0.00	27.49
			785446	11/20/2024	6.55	0.00	6.55
			785473	11/20/2024	55.25	0.00	55.25
			785488	11/20/2024	89.20	0.00	89.20
			785524	11/21/2024	24.86	0.00	24.86
			785529	11/21/2024	52.05	0.00	52.05
			785533	11/21/2024	8.29	0.00	8.29
			785583	11/22/2024	72.79	0.00	72.79
			785585	11/22/2024	2.61	0.00	2.61
			785596	11/22/2024	59.68	0.00	59.68
			785716	11/25/2024	56.03	0.00	56.03
			785722	11/25/2024	144.39	0.00	144.39
			785726	11/25/2024	33.40	0.00	33.40
			785760	11/25/2024	10.58	0.00	10.58
			Check 000069543 Total:		2,341.17	0.00	2,341.17
0000069544	12/11/2024	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			2411-216653	11/5/2024	109.46	0.00	109.46
0000069545	12/11/2024	INS070	Insight Strategic Partners LLC				Check Entry Number: 001
			5855	11/30/2024	6,250.00	0.00	6,250.00
0000069546	12/11/2024	INT075	International Institute of Municipal Clerks				Check Entry Number: 001
			2025 MEMBERSHIP	11/21/2024	195.00	0.00	195.00
0000069547	12/11/2024	JC1001	Jefferson County Auditor				Check Entry Number: 001
			RECORD RES	12/11/2024	304.50	0.00	304.50

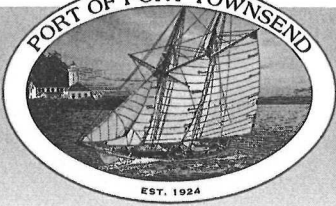
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069548	12/11/2024	JC1008	Jefferson County Public Works				Check Entry Number: 001
			11/2024 STATEMENT	12/2/2024	936.90	0.00	936.90
0000069549	12/11/2024	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4865777S185	12/1/2024	17.11	0.00	17.11
0000069550	12/11/2024	LIS080	Skriva LLC				Check Entry Number: 001
			0040	12/4/2024	8,250.00	0.00	8,250.00
0000069551	12/11/2024	MAR047	Maritime Publishing				Check Entry Number: 001
			2024-92174	11/27/2024	395.00	0.00	395.00
0000069552	12/11/2024	MCM020	McMaster-Carr				Check Entry Number: 001
			37627095	12/9/2024	145.98	0.00	145.98
0000069553	12/11/2024	MOC020	Mo-Chilli BBQ Inc				Check Entry Number: 001
			2237	12/11/2024	1,714.23	0.00	1,714.23
0000069554	12/11/2024	MOR020	Emmanuel Moreno				Check Entry Number: 001
			REFUND 11/20/24	11/20/2024	50.15	0.00	50.15
0000069555	12/11/2024	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			12/1/24 STMNTS	12/1/2024	10,568.49	0.00	10,568.49
			8390473S112	12/1/2024	523.68	0.00	523.68
			8390496S112	12/1/2024	1,065.42	0.00	1,065.42
			Check 0000069555 Total:		12,157.59	0.00	12,157.59
0000069556	12/11/2024	NAT020	National Fisherman				Check Entry Number: 001
			INV201851528	11/25/2024	1,350.00	0.00	1,350.00
0000069557	12/11/2024	NEL020	Timothy Nelson				Check Entry Number: 001
			11/2024 UNI EXP	12/11/2024	47.86	0.00	47.86
0000069558	12/11/2024	NOP005	North Olympic Peninsula RC & D				Check Entry Number: 001
			2025 MEMBERSHIP	12/11/2024	1,650.00	0.00	1,650.00
0000069559	12/11/2024	NOR014	North Hood Canal Chamber				Check Entry Number: 001
			2025 MEMBERSHIP	12/11/2024	50.00	0.00	50.00
0000069560	12/11/2024	OES001	OESD 114				Check Entry Number: 001
			2002500490	11/25/2024	15,670.00	0.00	15,670.00
0000069561	12/11/2024	OLY002	HD Supply Formerly Home Depot Pro				Check Entry Number: 001
			833497787	10/30/2024	2,324.64	0.00	2,324.64
			834460602	11/5/2024	743.09	0.00	743.09
			835682568	11/12/2024	1,273.39	0.00	1,273.39
			836399402	11/15/2024	335.19	0.00	335.19
			Check 0000069561 Total:		4,676.31	0.00	4,676.31
0000069562	12/11/2024	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			11/30/24 STATEMENT	11/30/2024	129.48	0.00	129.48
			11/30/24 STMNT	11/30/2024	19.58	0.00	19.58
			Check 0000069562 Total:		149.06	0.00	149.06
0000069563	12/11/2024	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			12/2/24 STATMENT	12/2/2024	874.17	0.00	874.17
0000069564	12/11/2024	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			96588	12/8/2024	83.00	0.00	83.00
0000069565	12/11/2024	POR005	Port Townsend Leader				Check Entry Number: 001
			116601	11/30/2024	1,999.00	0.00	1,999.00
0000069566	12/11/2024	REI002	Reid Middleton Co				Check Entry Number: 001
			2408029	8/16/2024	12,655.50	0.00	12,655.50
0000069567	12/11/2024	ROL010	Aubri Rollins				Check Entry Number: 001
			12/2024 EXP	12/11/2024	29.88	0.00	29.88
0000069568	12/11/2024	SEC010	Security Services				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
			139529	12/1/2024	202.30	0.00	202.30
0000069569	12/11/2024	SEI040	Kelsey Seiler				Check Entry Number: 001
			12/24 UNI EXP	12/11/2024	272.76	0.00	272.76
0000069570	12/11/2024	SHE060	Nathan Sherwood				Check Entry Number: 001
			12/24 UNI EXP	12/11/2024	305.24	0.00	305.24
0000069571	12/11/2024	SHO010	Shold Excavating Inc				Check Entry Number: 001
			84612	12/9/2024	346.12	0.00	346.12
0000069572	12/11/2024	TAR020	Tara Dunford CPA				Check Entry Number: 001
			2558	12/2/2024	370.00	0.00	370.00
0000069573	12/11/2024	TAY085	Ty Taylor				Check Entry Number: 001
			12/24 UNI EXP	12/11/2024	432.13	0.00	432.13
0000069574	12/11/2024	ULI040	ULINE				Check Entry Number: 001
			185978033	11/21/2024	2,198.68	0.00	2,198.68
			185978098	11/21/2024	3,150.56	0.00	3,150.56
			185978208	11/21/2024	3,514.40	0.00	3,514.40
			Check 0000069574 Total:		8,863.64	0.00	8,863.64
0000069575	12/11/2024	URA040	Garin Urata				Check Entry Number: 001
			12/24 UNI EXP	12/11/2024	392.68	0.00	392.68
0000069576	12/11/2024	WIK030	Eric Wikstrom				Check Entry Number: 001
			REFUND 11/26/2024	11/26/2024	138.19	0.00	138.19
			Report Total:		123,998.67	0.00	123,998.67

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ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$252,364.41 is ratified.**

Signed and Authenticated on this 18th day of December, 2024.

For: Land Purchase for JCIA Industrial Park Access

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
W000001023	12/5/2024	HOR020 Horizon Title Group, Inc			252,364.41
Check Comment: Purchase of Land for JCIA Ind Park Acces					
CKW00000102301					
	12/5/2024	252,364.41	0.00		
G/L Account:	168-0100-22	W.I.P.:JCIA Industrial Park		252,364.41	
		Comment: JCIA Land Purchase			
Bank K Total:		252,364.41	0.00	252,364.41	252,364.41
Report Total:		252,364.41	0.00	252,364.41	252,364.41

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	December 18, 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	V. C. Approval of Proposed Update to Amendment to the Port's 2025 Legislative Priorities
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Staff Info Memo Revised Legislative Agenda

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves the 2025 Updated Legislative Agenda as presented.

Alternative action: Remove from consent for discussion. Move to approve the updated Legislative Agenda

PORT OF PORT TOWNSEND AGENDA MEMO

DATE: 12/12/2024
TO: Port Commission
FROM: Eron Berg, Executive Director; Eric Toews Deputy Director
SUBJECT: Proposed Update to Amendment to the Port's 2025 Legislative Priorities

ISSUE: Should the Commission update its 2025 Legislative Priorities to include funding for acquisition of an electric 75-ton Travelift and SR 19/20 Highway Corridor Improvements?

BACKGROUND & DISCUSSION: Following a presentation by Caron Cargill of Insight Strategic Partners (“Insight”) on November 13, 2024, the Commission approved the Port’s 2025 Legislative Priorities. These Commission-adopted priorities are intended to help focus and guide the efforts of Insight and staff in working with our Olympia delegation to achieve specific legislative and funding outcomes.

DISCUSSION: Since approval of the Legislative Agenda in November, two potential additional items have come to the fore that staff recommends be included in the Port’s 2025 Legislative Priorities:

- Funding for Boatyard Electrification – Including purchase of a Battery-Electric 75-Ton Marine Travelift; and
- Funding for Improvements Identified in the SR19/ SR 20 Corridor Plan.

Funding for Boatyard Electrification would advance the Port’s efforts to decarbonize its operations. If successful, \$1.08M in State funding would match a Port investment of \$270K to facilitate the purchase one fully electric 75-ton variable width lift (\$1.35M) to replace two diesel Marine Travelifts currently operated by the Port.

Similarly, funding for the projects outlined in WSDOT’s SR 19/ SR 20 Corridor Plan would promote safety, provide environmental benefits (e.g., no vehicles idling at red lights), and promote economic development (e.g., improve safe access to the JCIA). Many intersection improvements are identified in the Corridor Plan, all of which would benefit the community if funded. Port staff are particularly interested in, and focused upon, improvement projects between Mill Road and Ness’ Corner Road (i.e., Airport Road, Prospect Avenue, and Four Corners Road). These intersection improvements could save lives, improve traffic flow and freight mobility, and lower our community’s carbon footprint.

The proposed additions to the 2025 Legislative Priorities are depicted in double-underlining in the attachment to this memorandum.

FISCAL IMPACT: None.

ATTACHMENTS: 2025 State Legislative Agenda (proposed additions shown in double-underlining)

RECOMMENDATIONS: Motion to adopt additions to the 2025 State Legislative Agenda as proposed by staff.

2025 STATE LEGISLATIVE AGENDA

Request Funding for Jefferson County International Airport Industrial Park

The Port requests \$2 million of Capital Budget funding to support the development of a rural light industrial park on an undeveloped 24-acre parcel of Port-owned land adjacent to the Jefferson County International Airport. The project will provide “pad-ready” sites provided with supporting infrastructure to attract new businesses and allow existing businesses to expand. The project also includes construction of at least one 10,000 square foot structure to “built to suit” within the Eco-Industrial Park to accommodate an existing local business. Overall, the project will lead directly to the creation of good jobs, particularly value added, more sustainable businesses.

Request Funding for Boat Yard Expansion Project – Phase 1

The Port hopes to expand the boatyard to meet the current and increasing space demands of a myriad of small and medium-sized maritime businesses and allow new businesses to be established. The expansion project will also ensure that the Boat Yard meets rising regional demand following a recent string of boat yard closures in the region. Phase I of this project includes 100% design/engineering and permitting and construction of a 2.0-acre expansion to the existing yard, together with construction of stormwater improvements to handle runoff from SR-20 that has been directed onto the Port’s property. Future phases will add an additional 4.1 acres to the yard. The Port requests \$2 million from the state for this \$5,150,000 project.

Request Funding for Boat Yard Electrification – Purchase of Battery Electric 75-ton Marine Travelift

The Port is continuing its efforts to combat climate change through decarbonization. Most Port efforts to-date have been preservation and maintenance to avoid wasted materials and the carbon cost of replacements as well as numerous environmental enhancement projects. This project would replace two (2) diesel Marine Travelifts with one (1) fully electric 75-ton variable width model. The estimated project cost is \$1.35M with \$1.08M requested in state funding.

Support Heritage Capital Grants Ranked Project List: Point Hudson Weatherization Project

The Port needs to replace the roof of eight buildings of the original Station Buildings at Point Hudson. This is the next step to the overall efforts to preserve and revitalize the Point Hudson Marina. The Port is ranked number 18 of 19 projects in the Heritage Capital Grant program and supports full funding in the 2025-2027 biennial budget.

Support Electrification Efforts at Ports

The Legislature established and funded the Port Electrification Grant Program at WSDOT with \$26.5M in the 2024 legislative session. As the Port continues to look for ways to electrify the shipyard, it will advocate for continued funding for this newly created grant program, increasing access, and any needed clarification around how the funds can be used.

Support Funding for Model Toxics Control Act (MTCA)

The Port supports funding for MTCA clean-up projects and the reduction of barriers to apply for MTCA funding. As more demands of the program funding continue each legislative session, maintaining funding for cleanup projects is critical. The Port will advocate for full funding of port capital projects from MTCA and continue to work with other stakeholders to support funding for cleanup projects.

Support Full Ferry Service

The Port supports full ferry service for the Port Townsend-Coupeville and Kingston-Edmonds ferry routes as well as investments in the ferry workforce and fleet. The Port supports efforts to elevate ferry issues as a top priority within the incoming gubernatorial administration.

Support Funding for Derelict Vessel Removal Program

The Port supports and relies on continued funding for derelict vessel remediation in partnership with the Department of Natural Resources and will continue to advocate for funding for this program.

Match Act 2.0

The Port supported the passage of the Match Act by the Legislature during the 2024 session which aims to ensure the state is helping local governments and special purpose districts better compete for federal funding. The Port supports the proposed Match Act 2.0 which seeks to provide state funding to increase the competitiveness of existing local government grant applications.

Support Funding for SR 19/ SR 20 Corridor Plan Implementation

The Port supports funding the projects outlined in WSDOT's SR 19/ SR 20 Corridor Plan, especially intersection improvements between Mill Road and Ness' Corner Road. These projects will save lives, improve traffic flow and freight mobility, and lower our community's carbon footprint.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	December 18, 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	VIII. A. October 2024 Year-to-Date Financial Report
STAFF LEAD	Connie Anderson, Director of Finance & Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • 1. October 2024 Consolidated Financial Report • 2. October 2024 Informational Memo, October Financial Report • 3. October 2024 YTD Capital Project Expense Report • 4. October 2024 Detailed Financial Report

Port of Port Townsend
2024 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD OCT 2023	YTD OCT 2024	Variance to prior year	YTD Budget 2024	2024 Budget	% of Budget
	83%	83%				
OPERATING REVENUES						
Boat Haven Moorage	1,796,543	1,822,163	25,621	1,837,934	2,152,587	85%
Work Yard Operations	1,685,141	1,631,001	(54,140)	1,716,814	1,990,719	82%
Ship Yard Operations	740,826	680,461	(60,365)	809,251	951,922	71%
Boat Haven Properties	840,214	939,005	98,791	877,126	1,050,151	89%
Point Hudson Properties	444,393	481,803	37,410	448,869	534,590	90%
Pt. Hudson Marina & RV Park	979,360	1,092,483	113,124	1,110,457	1,180,683	93%
Quilcene Marina & Prop	161,988	151,529	(10,459)	164,766	188,558	80%
Launch Ramps	39,844	44,019	4,175	44,941	48,909	90%
Jeff Co Intl Airport	163,920	182,546	18,626	179,022	214,715	85%
Total Operating Revenues	6,852,228	7,025,011	172,783	7,189,179	8,312,834	85%
OPERATING EXPENDITURES						
Salaries & Wages	2,340,569	2,756,595	416,025	2,598,851	3,120,651	88%
Payroll Taxes	269,102	323,891	54,789	276,534	331,289	98%
Employee Benefits	747,401	821,425	74,024	694,083	834,785	98%
Uniform Expense	7,515	12,127	4,612	9,260	12,135	100%
Contract Services	366,971	252,872	(114,099)	312,482	360,898	70%
Legal & Auditing	65,921	64,043	(1,879)	65,700	83,826	76%
Insurance	492,726	546,491	53,765	514,193	517,513	106%
Facilities & Operations	763,225	796,408	33,183	800,443	916,497	87%
Utilities	524,265	522,804	(1,460)	548,783	662,851	79%
Marketing & Promotion	98,033	83,771	(14,262)	78,281	94,545	89%
Economic Development	40,045	41,200	1,155	50,750	67,000	61%
Travel & Training	15,170	27,527	12,356	29,430	38,028	72%
Community Relations	15,649	49,137	33,488	49,879	53,000	93%
Total Operating Expenditures	5,746,593	6,298,291	551,698	6,028,667	7,093,018	89%
Net Operating Income (Expense)	1,105,635	726,719	(378,915)	1,160,513	1,219,816	60%
Other Increases in Fund Resources						
(Incr.)/Decr. In Accounts Receivable	37,781	9,416	(28,365)	-	-	-
Deposits & Retainage Collected	51,702	108,503	56,802	72,043	80,254	135%
Taxes Collected	630,877	655,336	24,459	631,956	751,901	87%
Capital Contributions/Grants	6,799,460	3,718,726	(3,080,733)	2,138,054	2,687,054	138%
Debt Proceeds - Line of Credit	(3,488,644)	1,230,295	4,718,939	-	-	-
Interest	435,508	493,766	58,258	253,784	297,952	166%
Property & other taxes	3,815,808	3,670,334	(145,474)	3,606,140	3,847,561	95%
Misc Other Incr. in Fund Resources	186,373	59,807	(126,566)	51,953	57,053	105%
Total Other Incr. in Fund Resources	8,468,864	9,946,183	1,477,320	6,753,930	7,721,775	129%
Other Decr. In Fund Resources						
Deposits & Retainage Paid	36,905	72,104	35,199	24,198	26,198	275%
Taxes Remitted	729,452	758,754	29,301	723,273	743,923	102%
Debt Principal & Interest	639,331	1,275,103	635,771	604,781	1,020,788	125%
Project Expenses	(977,447)	5,065,730	6,043,178	5,685,000	6,822,000	85%
Equipment & Vehicles	1,657,173	1,884,042	226,869	245,000	245,000	-
Debt Mgmt, Issuance & Misc Exp	180,342	2,226	(178,116)	14,550	14,950	15%
Election Expense	-	47,331	47,331	15,500	15,500	305%
Total Other Decr. In Fund Resources	608,583	9,105,289	6,612,665	7,067,302	8,643,359	105%
Incr. (Decr.) in Other Fund Resources	7,860,281	840,894	(5,135,345)	(313,372)	(921,584)	-91%
Change in Cash - Increase/(Decrease)	8,965,915	1,567,613	(5,514,261)	847,141	298,232	526%

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 12/18/2024
TO: Commission, Executive Staff
FROM: Connie Anderson, Director of Finance & Administration
SUBJECT: YTD October 2024 Financial Report

Attached is the YTD October 2024 financial report on Port activities. This consolidated report shows the variance between the current period as compared to the prior year (October 2023) and the % of budget for 2024. September is 83% of budget.

Notes to the Financials:

Revenues

Revenues remain stable, coming in year over year comparable to 2023. Overall operating revenues have increased \$172,783 compared to October 2023 and totaled \$7,025,011. Revenues are on target at 85% of the 2024 budget.

Expenses

Overall, the YTD expenditures are reported at 89% of the operating budget, higher than budgeted. The operating expenses have increased by \$551,698 compared to October 2023 and totaled \$6,298,291.

Salaries & benefits are the largest expense of Port Operations and are reporting at 91% of budget. The Port has made significant investments in staffing in the last few years. This includes new positions to support capital projects as well as incurring costs for one-time expenses related to training, cash outs and crossover time for key positions due to retirement and staff turnover. The 2024 one-time costs represent \$160k of the YTD salary and benefit budget. Other factors include increased insurance costs as well as increasing costs for supplies to support capital projects and deferred maintenance projects around the port.

Net Operating Income (NOI)

Net operating income is 60% of the 2024 budget or \$726,719, trending down compared to October 2023 as well as the 2024 budget plan.

Other Increases and Decreases in Fund Resources

Capital project work continues around the Port. Details are included in the 2024 YTD Capital Project Expense report. Overall, YTD October 2024 capital project and equipment expenses are \$6.9m or 60% of the total 2024 capital budget. Additional funding has been secured since the 2024 budget was adopted in November 2023 and the resources are reflected in the notes below the Capital Project Expense report.

Grant reimbursements YTD October 2024 are \$3.7m. This includes \$342k received in October from the Department of Commerce for the Boat Haven Stormwater project.

The construction of the 300-ton variable width travel lift began in April 2024. The third installment payment of \$706k was made to Kendrick Equipment in December; estimated completion remains on target for May 2025. Kendrick Equipment reports the travel lift as 65% complete. The first grant reimbursement for \$790k was received from EDA in December and will be reflected in the December financial statements. Additional grant requests for the 2nd & 3rd installment payments are in progress.

Account receivables are reported at \$9k. This represents operational invoices generated but have not yet been received.

Property tax receipts along with other governmental tax revenues have been received for \$1.04m regular operating tax levy and \$2.6m for the IDD tax levy. Interest revenues remain strong. As of October 30, the Port earned \$477k in interest income with an average interest rate of 4.9334%. The interest rate remains high but has begun to trend down as the Federal Reserve reduces the federal rate.

The overall change in cash position compared to 2023 has increased by \$1.5m. This is primarily due to the timing of capital expenses with the receipt of grant reimbursements, property tax receipts, interest earnings and use of the Line of Credit to cover capital expenses.

Year to Date Cash Balances

<u>Ending Cash Balances</u>		<u>2023 Actuals</u>	<u>2024 YTD</u>
Reserved Cash & Investments – IDD		7,252,497	8,107,752
Reserved Cash & Investments – Other, see detail below*		3,376,219	3,376,219
Unreserved Cash & Investments		644,440	1,326,660
Total Cash & Investments		11,273,156	12,810,631
<u>*Other Reserves detail:</u>	<u>Target balance</u>	<u>2023 Actuals</u>	<u>2024 YTD</u>
<i>Unemployment Reserve</i>	NA	10,000	10,000
<i>Operating Reserve (a)</i>	1,773,274	1,623,405	1,623,405
<i>Boat Haven Renovation Reserve (b)</i>	NA	436,068	436,068
<i>Emergency Reserve</i>	500,000	500,000	500,000
<i>Port-Wide Capital Reserve (c)</i>	NA	806,746	806,746
<i>Total Other Reserves</i>		\$3,376,219	\$3,376,219

2024 Cash Balance Notes:

IDD cash reserves have been moved to Unreserved cash & investments to cover IDD eligible project costs. This includes the 2020-2023 IDD true up for \$926k and Q4 2023 IDD eligible expenses of \$1.1m.

Reserved cash and investments are invested in the WA State Local Government Investment Pool (LGIP). Year to date interest, January – October, earned is \$477,290. The average YTD interest rate earned was 4.9334% before investment fees. Interest rates may be impacted by Federal Reserve decisions through the remainder of the year.

Other Reserves detail:

- (a) The target for the Operating Reserve is 25%, or three (3) months, of operating expenses, per the current budget. The above target is based on the 2024 Operating Budget. See resolution 692-19 for more detail.*
- (b) This reserve is for use on Boat Haven Moorage projects until it is extinguished. It was replaced by the Port-Wide Capital Reserve in resolution 693-19.*
- (c) Resolution 693-19 did not set a target for this reserve; however, in 2024 a long-term projection will be developed for funding future projects by location.*

Debt Service for the Year

2010 LTGO Bond – (83% paid A/B Dock Reconstruction, 17% paid 75 Ton Lift Pier)

June 1 – interest only	\$ 66,006
December 1 – principal and interest	416,006

2015 LTGO Refunding Bond- (paid for Point Hudson Marina Reconstruction – 2005 LTGO Bonds refunded in 2015)

July 1 – principal and interest	530,750
December 31 – interest only	<u>15,750</u>
Total Debt Service for the year	<u>\$ 1,028,513</u>

Remaining Debt for years 2024-2029

2010 LTGO Bond – principal and interest	\$ 2,847,463	payoff December 2029
2015 LTGO Bond – principal and interest	<u>1,081,800</u>	payoff July 2025
Total	<u>\$ 3,929,263*</u>	

As an alternative to paying off currently obligated debt in accordance with the amortization schedules, staff propose the Port move more quickly to extinguish that debt. Port staff proposes to use annual property tax levy to extinguish all the above debt obligations two years earlier in 2027, rather than the legal obligation of 2029.

2021 LTGO Line of Credit

date	draw no.	Beginning Balance	Draw	Redemption - Principal	Redemption - Interest	Ending Principal Balance
Nov-22	1st draw	-	2,633,967	-	-	2,633,967
Dec-22	2nd draw	2,633,967	1,189,677	-	-	3,823,644
Mar-23	LOC payment	3,823,644	-	423,734	16,481	3,399,910
Aug-23	pay down	3,399,910	-	3,399,910	26,057	-
Oct-23	3rd draw	-	335,000	-	-	335,000
Nov-23	4th draw	335,000	1,000,000			1,335,000
Dec-23	5th draw	1,335,000	1,317,000			2,652,000
Jan-24	6th draw	2,652,000	888,000			3,540,000
Feb-24	7th draw	3,540,000	849,000			4,389,000
Feb-24	LOC payment	4,389,000		506,705	13,071	3,882,295
Sep-24	LOC payment	3,882,295		635,079	30,197	3,247,216
	totals		\$ 8,212,644	\$ 4,965,428	\$ 85,805	\$ 3,247,216 *

Note: Interest payments are calculated just prior to loan due dates.

The 2021 LTGO LOC's required debt redemptions are due in March, and September each year until the end of the bond term, March 1, 2027. This debt instrument serves as a bridge between project expenditure payments, grant reimbursements, and reconciliations with the IDD Levy Reserve, as applicable. The Port plans to re-pay this debt prior to the term date in March 2027. There are no penalties for pre-payment. The interest rate on the LOC is 1.55% through March 1, 2025, and increases to 1.65% thereafter through the end of bond term.

DISCUSSION

As requested by the Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

**Port of Port Townsend
2024 YTD Capital Project Expenses**

Jefferson County Int'l Airport	2024 Capital Plan		Year-to-date
Airport Terminal	\$	140,000	\$ 2,421
2nd Connector Taxiway - construction	\$	-	\$ 80,194
Fuel System Improvement - <i>Design</i>	\$	200,000	\$ 0
Airport Master Plan Update	\$	222,000	\$ 79,090
Eco-Industrial Park - <i>Design/Engineering/Permitting</i>	\$	450,000	\$ 0
JCIA Stormwater management	\$	25,000	\$ 0
Boat Haven			
Main Breakwater Repairs - <i>Permitting & Design</i>	\$	500,000	\$ 45,521
Stormwater Treatment Compliance Upgrade - <i>Permitting & Design</i> ^(c)	\$	250,000	\$ 634,380
Northwest Yard Expansion (along Sims Way -- Boat Yard Construction)	\$	1,000,000	\$ 85,149
West Yard Expansion (near shipyard)	\$	500,000	\$ 110,031
BH Linear Dock Replacement - <i>Design</i>	\$	400,000	\$ 0
Bldg. Fac. Presrv - Enviro Roof/Ext. Paint-Bathrm Ext. Paint	\$	25,000	\$ 3,309
Moorage/Yard Office/Yard Shack			\$ 57,538
Sperry bldg. #5 TAKU	\$	50,000	\$ -
Sperry Bldg. #7 KEY CITY			\$ 57
FEMA - Pavement Repairs			\$ 2,039
FEMA - Bulkhead Repairs			\$ 3,473
Point Hudson			
Breakwater Replacement (North & South Jetty)	\$	1,600,000	\$ 2,831,120
Bldg/Facility Preservation (Cupola Bldg. Remodel)	\$	450,000	\$ 295,948
Bldg/Facility Preservation (Restroom Repair)	\$	-	\$ 6,373
Bldg/Facility Preservation (Pavilion AV upgrade)	\$	-	\$ 70,332
Bldg/Facility Preservation (Annex Building)	\$	-	\$ 67,258
Bldg/Facility Preservation (PH Weatherization Project)	\$	1	\$ 14,544
FEMA - PH Emergency Repairs	\$	-	\$ 4,317
Short Farm Property			
W.I.P.:Short Farm - Projects			\$ 23,595
W.I.P.:Short Farm House Remodel-SHORT			\$ 5,701
Quilcene			
Herb Beck Dredge	\$	80,000	\$ 29,659
Ramp Upgrade & Bathroom Remodel	\$	170,000	\$ 72,070
Quilcene Campground	\$	200,000	\$ 9,517
Other Projects			
Water Walk feasibility	\$	220,000	\$ 190,432
Gardiner Boat Launch w/seasonal float - <i>Construction</i>	\$	800,000	\$ 43,265
Mats Mats Bay Facilities	\$	30,000	\$ -
Portwide Dock Reno ^(a)	\$	250,000	\$ 110,031
Portwide Dock Reno (D-Dock Retrofit)	\$	-	\$ 37,943

Portwide Dock Reno (PH Linear Dock Repair)	\$	-	\$	147,755
Portwide Dock Reno - Piling Replacement	\$	75,000	\$	0
Portwide Yard/Prkg/RV Rsrfcg (Long Term Yard Rehab) ^(b)	\$	75,000	\$	-
Portwide Yard/Prkg/RV Rsrfcg (BH Marina Pavement Repair)			\$	2,039
Portwide Yard/Prkg/RV Rsrfcg (PH Parking Update)	\$	-	\$	19,763
Clean Vessel Boat build & pump outs	\$	-	\$	18,582
	\$	-	\$	0

Port Equipment / Vehicle Replacement

Port Equipment / Vehicle Replacement	\$	-	\$	0
300T Travelift ^(d)	\$	2,933,000	\$	1,694,844
Sprinter Van, Vacuum Dump Trailer, Gator	\$	145,000	\$	67,173
Small Capital Projects & Equipment	\$	100,000	\$	122,025

Unplanned / Emergency Repairs

Various Repairs & Replacement	\$	750,000		
** Bulkhead, pavement, shoreline, marina				
	\$	11,640,001	\$	6,987,488

2024 Capital Funding Budget

Grants - Secured	\$	2,687,054
Port Wide Capital Reserve	\$	400,000
Boat Haven Reserve	\$	367,061
IDD Levy	\$	2,770,685
NOI (net operating income)	\$	842,200
Total Funding Sources Secured	\$	7,067,000
Unsecured grants & other funding	\$	4,573,000
Total Funding Sources Secured & Unsecured	\$	11,640,000

(a) This is a capital “program” that includes any port-wide dock renovations as needed each year. This program has \$250,000 budgeted annually for the next 5 years.

(b) This is a capital “program” that includes any port-wide parking & resurfacing projects as needed each year. This program has \$75,000 budgeted annually for the next 5 years.

(c) Authorized BH Stormwater revision to reflect \$661,500 of IDD Funding and \$5,088,500 of grant funding. (April 10, 2024 Business Meeting)

(d) Authorized purchase of 300T variable width Travelift for \$3,090,266 with EDA grant funding of \$2,345,833. (April 10, 2024 Business Meeting)

Port of Port Townsend
2024 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD OCT 2023	YTD OCT 2024	Variance to prior year	YTD Budget 2024	2024 Budget	% of Budget
	83%	83%				
OPERATING REVENUES						
MOORAGE - PERMANENT	1,095,327	1,150,527	55,200	1,145,825	1,365,825	84%
MOORAGE - LIVEABOARD FEE	23,730	22,445	(1,285)	23,866	27,366	82%
MOORAGE - LIVEABOARD BCKGRD CHECK	252	63	(189)	165	198	32%
LIFT PIER USAGE	13,385	9,629	(3,756)	12,021	14,021	69%
MOORAGE - MONTHLY GUEST	224,882	243,634	18,753	248,205	290,705	84%
MOORAGE - NIGHTLY GUEST	314,674	256,393	(58,280)	283,490	306,490	84%
MOORAGE - NON L/H TAXABLE	2,975	5,802	2,826	-	-	
MOORAGE-KAYAK RACKS	7,046	9,832	2,786	5,700	6,382	154%
MOORAGE - ELECTRIC BASE FEE	47,259	40,682	(6,577)	91,026	109,026	37%
MOORAGE - ELECTRIC KWH CHARGES	42,872	45,813	2,940	-	-	
MOORAGE - MISCELL REVENUE	8,322	19,746	11,424	7,379	8,779	225%
PTBH MOORAGE - PROMOTIONAL SALES	1,316	4,069	2,753	775	930	437%
MOORAGE - PORT LABOR	-	-	-	880	1,046	0%
MOORAGE - SHOWERS	8,406	7,258	(1,148)	9,696	11,321	64%
MOORAGE: BH Restroom Key Fobs	284	182	(102)	1,581	1,856	10%
MOORAGE - LAUNDRY	5,813	6,091	278	7,325	8,642	70%
MOORAGE - PASSENGER FEE	-	-	-	-	-	
Boat Haven Moorage	1,796,543	1,822,163	25,621	1,837,934	2,152,587	85%
WORK YARD - ENVIRONMENTAL FEE	67,419	74,003	6,584	73,000	85,496	87%
WORK YARD - BMP ENVIRO INFRACTIONS	210	(14)	(224)	-	-	
WORK YARD - ELECTRIC BASE FEE - LH TXBL	37,073	40,409	3,336	37,500	42,560	95%
WORK YARD - ELECTRIC BASE NON-LHT	5,670	7,751	2,081	-	-	
WORK YARD: ENVIRONMENTAL CLEAN UP FEE	(26)	-	26	90	100	0%
WORK YARD - LIVEABOARD FEE	-	-	-	500	600	0%
WORK YARD - MISCELL REVENUE	421	1,118	697	654	751	149%
WORK YARD - PORT LABOR - SALES TXBL	10,776	11,070	294	10,155	10,641	104%
70/75 TON - HOIST REVENUE - Sales Taxable	319,867	335,368	15,500	372,500	406,797	82%
70/75 TON - HOIST REVENUE - Non Sales Taxable	26,158	30,006	3,848	-	-	
WORK YARD - OWNER WASHDOWN - NON-TXBL	44,582	46,295	1,713	58,064	60,389	77%
WORK YARD - PORT WSHDWN - SALES TXBL	14,976	17,093	2,118	19,504	20,854	82%
WORK YARD - YARD REVENUE-LHT TXBL	1,012,397	920,267	(92,130)	1,117,179	1,327,179	69%
WORK YARD - YARD REV - NON LHT TXBL	115,712	119,888	4,176	-	-	
WORK YARD - L/T STORAGE	(393)	(1,230)	(836)	-	-	
WORK YARD - BLOCKING RENT	25,362	20,728	(4,633)	23,987	30,971	67%
WORK YARD - BLOCKING RENT - NON TXBLE	323	3,173	2,850	-	-	
WORK YARD - TARP POOL FEE	4,613	5,075	461	3,681	4,381	116%
Work Yard Operations	1,685,141	1,631,001	(54,140)	1,716,814	1,990,719	82%
SHIP YARD - ENVIRONMENTAL FEE	18,989	19,108	119	17,146	21,126	90%
SHIP YARD - ELECTRIC BASE FEE	18,870	12,192	(6,679)	40,350	50,462	24%
BOATYARD - ELECTRIC KWH CHARGES	10,124	14,492	4,367	-	-	
SHIP YARD - ELECTRIC BASE NON-LHT	-	2,905	2,905	-	-	
SHIP YARD - GARBAGE	1,013	-	(1,013)	180	200	0%
BOAT YARD - PORT LABOR SALES TXBL	8,762	7,300	(1,462)	8,198	8,732	84%
SHIP - HOIST REVENUE - Sales Taxable	217,348	215,180	(2,168)	236,430	261,645	82%
SHIP - HOIST REVENUE - Non Sales Taxable	13,124	17,543	4,419	-	-	
BOAT YARD - OWNER WASHDOWN NON-TXBL	32,119	23,546	(8,574)	41,832	43,653	54%
BOAT YARD - PORT WSHDWN - SALES TXBL	6,333	9,565	3,233	-	-	
SHIP - BILGE WATER REVENUE	4,840	3,485	(1,355)	5,015	6,000	58%
BOAT YARD - YARD REVENUE-LHT TXBL	324,688	266,662	(58,026)	440,000	534,402	50%
BOAT YARD - YARD REV - NON LHT TXBL	67,182	73,048	5,867	-	-	
BOAT YARD - BLOCKING RENT W/O TX	15,593	11,768	(3,826)	20,100	25,702	46%
SHIP YARD - BLOCKING RENT - NON TXBLE	-	1,858	1,858	-	-	

Accompanying information memo and reports are an integral part of this statement.
Summary of Fund Resources Uses, October 2024

	YTD OCT 2023	YTD OCT 2024	Variance to prior year	YTD Budget 2024	2024 Budget	% of Budget
SHIP YARD - TARP POOL FEE	1,841	1,811	(30)	-	-	
Ship Yard Operations	740,826	680,461	(60,365)	809,251	951,922	71%
PTBH PROP - GARBAGE	3,439	4,025	586	3,450	4,142	97%
PTBH PROP - LEASE REVENUE	681,831	763,286	81,455	807,893	967,893	79%
PTBH PROP - STORAGE UNIT REVENUE	10,641	10,882	241	10,850	12,972	84%
PTBH PROP - LEASE REVENUE NON-LET	92,521	96,309	3,789	-	-	
PTBH PROP - FUEL DOCK LEASE REVENUE	15,331	15,687	356	17,829	20,531	76%
PTBH PROP - WATER	30,508	26,794	(3,714)	28,300	33,970	79%
PTBH PROP - ELECTRIC	(2,819)	3,021	5,840	(1,000)	(1,145)	-264%
PTBH PROP:STORMWATER FEES-PROP	7,473	7,057	(415)	8,604	10,434	68%
PTBH PROPERTY: PORT LABOR	-	-	-	-	-	
PTBH PROP - MISCEL REVENUE	1,234	11,942	10,708	1,200	1,354	882%
PTBH PROP:BH KEYS & FOBS	55	-	(55)	-	-	
Boat Haven Properties	840,214	939,005	98,791	877,126	1,050,151	89%
PT HUDSON PROP - DAILY PARKING	15,596	22,450	6,854	-	-	
PT HUDSON PROP - MONTHLY PARKING	473	885	412	-	-	
PT HUDSON PROP - BACK 40 DAILY/WEEKLY PARKING	1,533	13,921	12,388	20,531	21,238	66%
PT HUDSON PRP-Monthly Parking Non Txble	-	2,092	2,092	-	-	
PT HUDSON PROP - WATER	12,488	12,695	207	13,940	16,725	76%
PT HUDSON PROP - SEWER	7,438	7,034	(405)	8,950	10,100	70%
PT HUDSON PROP - STORMWATER	4,970	4,423	(547)	4,700	5,639	78%
PT HUDSON PROP - JANITORIAL	12,706	12,800	94	13,495	16,185	79%
POINT HUDSON PROP - PORT LABOR	-	1,525	1,525	-	-	
PT HUDSON PROP - BLDG LEASE	256,863	276,920	20,057	387,253	464,703	60%
PT HUDSON PROP-BLDG LEASE - NON L/H TAXABLE	132,325	126,919	(5,406)	-	-	
PH PRP - MISC REVENUE	-	140	140	-	-	
Point Hudson Properties	444,393	481,803	37,410	448,869	534,590	90%
PH - PERM MOORAGE	108,378	116,765	8,387	132,330	132,330	88%
PH - LIVEABOARD FEE	420	330	(90)	8,500	8,500	4%
PH - LIVEABOARD BCKGRD CHECK	1,503	1,197	(306)	2,100	2,100	57%
PT HUDSON - MONTHLY GUEST	8,511	25,771	17,260	96,000	96,000	27%
PT HUDSON - NIGHTLY MOORAGE	210,523	261,497	50,974	225,590	225,590	116%
WHARF USAGE	20,897	19,981	(916)	14,894	14,894	134%
PT HUDSON- MOOR - NON L/H TAX	4,306	8,440	4,134	-	-	
PT HUDSON - MONTHLY R.V.	53,584	44,659	(8,925)	65,787	75,191	59%
PT HUDSON - NIGHTLY R.V.	5,298	21,863	16,565	-	-	
PH MOORAGE - RV NIGHTLY - incl. tax	447,622	418,873	(28,748)	423,737	439,151	95%
PT Hudson-RV Cancellation Fee	-	7,820	7,820	-	-	
KAYAK RACKS - PT HUDSON	14,026	17,236	3,210	19,750	20,250	85%
POINT HUDSON - ELECTRIC KWH CHARGES	2,768	2,265	(502)	9,255	9,255	24%
PT HUDSON - CRUISE SHIP GARBAGE REIM	1,082	559	(523)	1,175	1,175	48%
PT HUDSON- RESERVATION FEE	48,639	69,463	20,824	45,729	46,156	150%
PH MARINA/RV - PROMOTIONAL SALES	1,179	3,555	2,376	1,187	1,227	290%
PT HUDSON- SHOWERS	5,522	5,198	(324)	5,579	6,049	86%
PT HUDSON - KEY FOBS	276	22	(254)	450	500	4%
PT HUDSON- LAUNDRY	6,686	7,756	1,070	5,952	6,415	121%
PT HUDSON - PASSENGER FEE	25,647	31,133	5,486	20,054	21,554	144%
PT HUDSON - EVENT FACILITY REV	5,042	16,860	11,818	7,538	48,369	35%
PT HUDSON - ELECTRIC	7,180	5,034	(2,146)	23,350	24,418	21%
PT HUDSON - MISCEL REVENUE	273	6,206	5,932	1,500	1,559	398%
Pt. Hudson Marina & RV Park	979,360	1,092,483	113,124	1,110,457	1,180,683	93%
QUILCENE - PERMANENT MOORAGE	64,528	54,485	(10,043)	65,500	73,272	74%
QUILCENE - LIVEABOARD FEE	271	-	(271)	-	-	
QUILCENE - NIGHTLY MOORAGE	6,380	3,524	(2,856)	1,887	1,887	187%
QUILCENE - COMMERCIAL RAMP FEE	5,400	1,540	(3,860)	5,702	5,702	27%
QUILCENE - ELECTRIC BASE FEE	985	701	(284)	1,370	1,651	42%
QUILCENE - ELECTRIC KWH CHARGES	522	930	408	600	720	129%
QUILCENE - SHOWERS	1,922	2,211	289	2,442	2,812	79%

	YTD OCT 2023	YTD OCT 2024	Variance to prior year	YTD Budget 2024	2024 Budget	% of Budget
QUILCENE - RAMPS	9,594	9,839	245	10,913	10,913	90%
QUILCENE - LEASE REV	63,523	68,263	4,740	64,400	77,279	88%
QUIL - EMPTY TRAILER STRG - DAILY/WKLY	-	24	24	500	600	4%
QUIL - EMPTY TRAILER STRG - MONTHLY	788	900	113	500	600	150%
QUILCENE - WATER	7,918	9,014	1,096	10,752	12,922	70%
QUILCENE - MISCELL REV	158	70	(88)	200	200	35%
Quilcene Marina & Prop	161,988	151,529	(10,459)	164,766	188,558	80%
RAMPS - COMMERCIAL USER FEES	1,470	6,680	5,210	1,250	2,123	315%
RAMPS - REC RAMP/PARK FEE	36,767	36,579	(188)	42,134	45,229	81%
RAMPS:Failure to Pay Ramp Fee	-	-	-	-	-	-
DINGHY FLOAT REVENUE - HADLOCK	1,608	760	(848)	1,557	1,557	49%
Launch Ramps	39,844	44,019	4,175	44,941	48,909	90%
JCIA - LEASE REVENUE	106,006	120,395	14,390	139,480	167,379	72%
JCIA - LEASE REVENUE NON-LET	17,086	18,160	1,074	-	-	-
JCIA - HANGAR REVENUE	34,979	37,263	2,284	34,190	41,028	91%
JCIA - VEHICLE PARKING REVENUE	580	80	(500)	1,002	1,062	8%
JCIA - AIRCRAFT PARKING	2,994	3,350	356	2,150	2,642	127%
JCIA - MISCELL REVENUE	605	1,162	557	705	905	128%
JCIA - FUEL LEASE REVENUE	1,670	2,136	466	1,495	1,699	126%
Jeff Co Intl Airport	163,920	182,546	18,626	179,022	214,715	85%
Total Operating Revenues	6,852,228	7,025,011	172,783	7,189,179	8,312,834	85%
OPERATING EXPENDITURES						
Salaries & Wages	2,340,569	2,756,595	416,025	2,598,851	3,120,651	88%
Payroll Taxes	269,102	323,891	54,789	276,534	331,289	98%
Employee Benefits	747,401	821,425	74,024	694,083	834,785	98%
Uniform Expense	7,515	12,127	4,612	9,260	12,135	100%
Contract Services	366,971	252,872	(114,099)	312,482	360,898	70%
Legal & Auditing	65,921	64,043	(1,879)	65,700	83,826	76%
Insurance	492,726	546,491	53,765	514,193	517,513	106%
Office/Computer Supplies	16,691	13,472	(3,218)	16,361	17,861	75%
Operating Supplies	102,575	86,721	(15,854)	87,084	102,353	85%
Enviro Materials/Supplies	4,622	9,639	5,017	12,921	14,821	65%
Tarp Pool Expense	33,254	27,437	(5,816)	38,673	42,043	65%
Empl Recog/Relations	3,108	3,842	734	7,650	9,277	41%
Postage	3,560	2,885	(675)	4,591	6,115	47%
Janitorial Supplies	18,227	21,366	3,139	23,098	28,144	76%
Fuel & Lubricants	44,677	41,348	(3,329)	44,534	52,532	79%
Permits & Licenses	10,231	10,717	487	12,960	13,277	81%
Equipment Purchase & Rental	95,333	50,639	(44,694)	73,630	80,425	63%
Claims & Damages	9,040	3,947	(5,094)	5,000	5,000	79%
Membership & Dues	41,001	31,225	(9,776)	39,500	43,000	73%
Bank Charges	145,495	150,274	4,779	145,049	168,120	89%
Excise Tax	25,501	27,126	1,625	25,768	30,360	89%
Miscellaneous Expense	2,479	2,541	61	2,130	2,353	108%
Repair & Maintenance Supplies	207,431	313,228	105,798	261,494	300,816	104%
Facilities & Operations	763,225	796,408	33,183	800,443	916,497	87%
Utilities	524,265	522,804	(1,460)	548,783	662,851	79%
Advertising (Legal)	9,958	5,709	(4,248)	7,971	8,766	65%
Marketing	71,539	70,627	(912)	53,715	65,404	108%
Promotion	16,536	7,434	(9,101)	16,595	20,375	36%
Marketing & Promotion	98,033	83,771	(14,262)	78,281	94,545	89%
Economic Development	40,045	41,200	1,155	50,750	67,000	61%
Travel & Training	15,170	27,527	12,356	29,430	38,028	72%
Community Relations	15,649	49,137	33,488	49,879	53,000	93%
Total Operating Expenditures	5,746,593	6,298,291	551,698	6,028,667	7,093,018	89%
Net Operating Income (Expense)	1,105,635	726,719	(378,915)	1,160,513	1,219,816	60%

Accompanying information memo and reports are an integral part of this statement.
Summary of Fund Resources Uses, October 2024

	YTD OCT 2023	YTD OCT 2024	Variance to prior year	YTD Budget 2024	2024 Budget	% of Budget
Other Increases in Fund Resources						
(Incr.)/Decr. In Accounts Receivable	37,781	9,416	(28,365)	-		
Retainage Collected	2,400	5,183	2,783	6,914	9,414	55%
Yard Deposits Collected	24,953	57,149	32,196	27,220	32,389	176%
PTBH Prop Lease Deposits Collected	6,466	(282)	(6,748)	15,000	15,000	-2%
PH Prop Lease Deposits Collected	16,779	5,365	(11,413)	5,000	5,000	107%
JCIA Prop Lease Deposits Collected	334	-	(334)	-	-	
PH Marina/RV Deposits Collected	770	41,088	40,318	17,909	18,451	223%
Deposits & Retainage Collected	51,702	108,503	56,802	72,043	80,254	135%
Sales Tax Collected	96,373	103,107	6,734	95,158	109,073	95%
Leasehold Tax Collected	525,562	543,442	17,881	527,918	633,498	86%
Hotel/Motel Tax Collected	8,942	8,787	(155)	8,880	9,330	94%
Taxes Collected	630,877	655,336	24,459	631,956	751,901	87%
Grants - FAA	559,217	740,604	181,387	379,800	379,800	195%
Grants - Indirect - Dept of Commerce	-	163,288	163,288	-	-	
Grants - Dept. of Commerce - EDA	3,113,963	1,920,819	(1,193,144)	800,000	800,000	240%
Grants - Dept. of Defense - FEMA	65,051	-	(65,051)	-	-	
Grants - Fed. Indirect - Dept. of Interior	364,795	299,654	(65,140)	300,000	578,000	52%
Grants - Fed. Indirect - EPA	105,507	-	(105,507)	-	-	
Grants - Fed. Indirect - Treasury Dept.	-	537,769	537,769	-	-	
Grants - WA State	2,590,927	56,593	(2,534,334)	208,254	479,254	12%
Grants - Jefferson County	-	-	-	450,000	450,000	0%
Capital Contributions/Grants	6,799,460	3,718,726	(3,080,733)	2,138,054	2,687,054	138%
Debt Proceeds - Line of Credit	(3,488,644)	1,230,295	4,718,939	-	-	
ARRA Bond Interest Subsidy	32,951	16,476	(16,476)	32,952	32,952	50%
Investment Interest	402,557	477,290	74,733	220,832	265,000	180%
Interest	435,508	493,766	58,258	253,784	297,952	166%
Operating Tax Levy	1,004,540	1,044,211	39,670	1,066,000	1,134,000	92%
IDD Tax Levy	2,688,655	2,593,217	(95,438)	2,470,083	2,634,289	98%
State Forest Revenues	72,522	39,153	(33,369)	41,300	43,200	91%
State Timber Excise Tax	41,277	3,609	(37,668)	21,000	27,000	13%
Leasehold Excise Tax	8,813	(9,857)	(18,670)	7,757	9,072	-109%
Property & other taxes	3,815,808	3,670,334	(145,474)	3,606,140	3,847,561	95%
Insurance Recovery	140,632	-	(140,632)	-	-	
Finance Charges	33,647	47,277	13,631	35,003	38,053	124%
Other Non-Operating Revenues	12,093	12,530	436	16,950	19,000	66%
Misc Other Incr. in Fund Resources	186,373	59,807	(126,566)	51,953	57,053	105%
Total Other Incr. in Fund Resources	8,468,864	9,946,183	1,477,320	6,753,930	7,721,775	129%
Other Decr. In Fund Resources						
Retainage Paid	11,384	3,472	(7,912)	5,900	5,900	59%
Yard Deposits Refunded	-	26,436	26,436	8,000	10,000	264%
PTBH Prop Lease Deposits Returned	18,048	25,538	7,490	7,398	7,398	345%
PH Prop Lease Dep. Returned	6,042	12,773	6,730	2,900	2,900	440%
JCIA Prop Lease Dep. Refunded	803	-	(803)	-	-	
PH Deposits Refunded	627	3,885	3,258	-	-	
Deposits & Retainage Paid	36,905	72,104	35,199	24,198	26,198	275%
Sales Tax Remitted	88,922	99,913	10,991	84,500	104,500	96%
Leasehold Tax Remitted	632,019	650,248	18,229	630,293	630,293	103%
Hotel/Motel Tax Remitted	8,512	8,593	81	8,480	9,130	94%
Taxes Remitted	729,452	758,754	29,301	723,273	743,923	102%
Principal Pmt - 2010 LTGO Bond	-	-	-	-	350,000	0%
Interest Pmt - 2010 LTGO Bond	73,544	66,006	(7,538)	66,006	132,013	50%
Principal Pmt - 2015 LTGO Rfdg Bond	500,000	515,000	15,000	515,000	515,000	100%
Interest Exp - 2015 LTGO Rfdg Bond	23,250	15,750	(7,500)	23,775	23,775	66%
Principal Pmt - 2021 Line of Credit	-	635,079	635,079	-	-	
Interest Exp - 2021 Line of Credit	42,538	43,268	730	-	-	
Debt Principal & Interest	639,331	1,275,103	635,771	604,781	1,020,788	125%

	YTD OCT 2023	YTD OCT 2024	Variance to prior year	YTD Budget 2024	2024 Budget	% of Budget
Project Expenses	(977,447)	5,065,730	6,043,178	5,685,000	6,822,000	85%
Equipment & Vehicles	1,657,173	1,884,042	226,869	245,000	245,000	
Bond Management Fees	1,420	1,250	(170)	1,400	1,600	78%
Investment Fees	1,000	1,000	-	1,000	1,200	83%
Other Non-Oper Exp	177,922	(24)	(177,946)	12,150	12,150	0%
Debt Mgmt, Issuance & Misc Exp	180,342	2,226	(178,116)	14,550	14,950	15%
Election Expense	-	47,331	47,331	15,500	15,500	305%
Total Other Decr. In Fund Resources	608,583	9,105,289	6,612,665	7,067,302	8,643,359	105%
Incr. (Decr.) in Other Fund Resources	7,860,281	840,894	(5,135,345)	(313,372)	(921,584)	-91%
Change in Cash - Increase/(Decrease)	8,965,915	1,567,613	(5,514,261)	847,141	298,232	526%

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	December 18, 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	VIII. 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: 12/18/2024
TO: Port Commission
FROM: Kristian Ferrero, Harbormaster
SUBJECT: Harbormaster Report

BACKGROUND

Operational Data compiled from 2017 to present

DISCUSSION

Boatyard:

November hauls on the 75T were above average from previous years although occupancy did drop within the yard, showing that more projects were concluded and launched than came in. The occupancy dropped about 6% between October and November, a difference of 9 vessels within the 75T yard. The 300T also hauled 9 vessels, above the 7-year average and saw a hold of 72% occupancy through November. Haul out projections for December on the 300T are +4 and haul out projections for the 75T show about 2 more launches than hauls. This allows for another forecasted decrease in 75T occupancy through the month of December which falls in line with the previous year's trends.

Boat Haven:

Boat Haven long-term assignments continue to be done and are on track to be caught up by the end of the year. Transient moorage nights increased but are still falling short of average by about 15% with only the month of December to add.

Point Hudson:

Point Hudson nightly moorage reached 91% of average compared to years where the marina was open year-round, and the RV park has reached 97% of previous 7-year average. Parking in both the Back 40 as well as Landfall has been reduced significantly, showing that a large amount of that traffic is driven during the tourism season that has now all but come to an end.

FISCAL IMPACT

None.

RECOMMENDATION

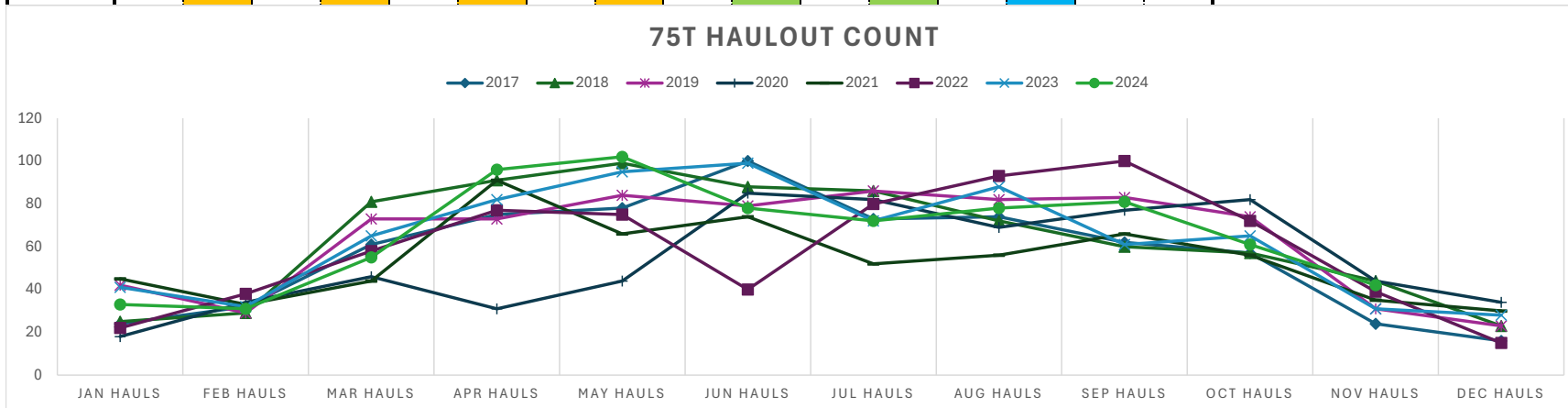
For discussion, no recommendation.

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	42								
Dec Hauls	16	23	23	34	30	15	28									
Year Total	676	755	758	646	648	709	758	729								
Jan Occ		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%	
Apr Occ		74	62%	112	93%	98	82%	127	100%	124	98%	143	98%	130	89%	
May Occ		74	62%	92	77%	91	76%	126	99%	127	100%	134	92%	130	89%	
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%	114	78%
Dec Occ	42	35%	76	63%	100	83%	116	97%	109	86%	113	89%	111	76%		

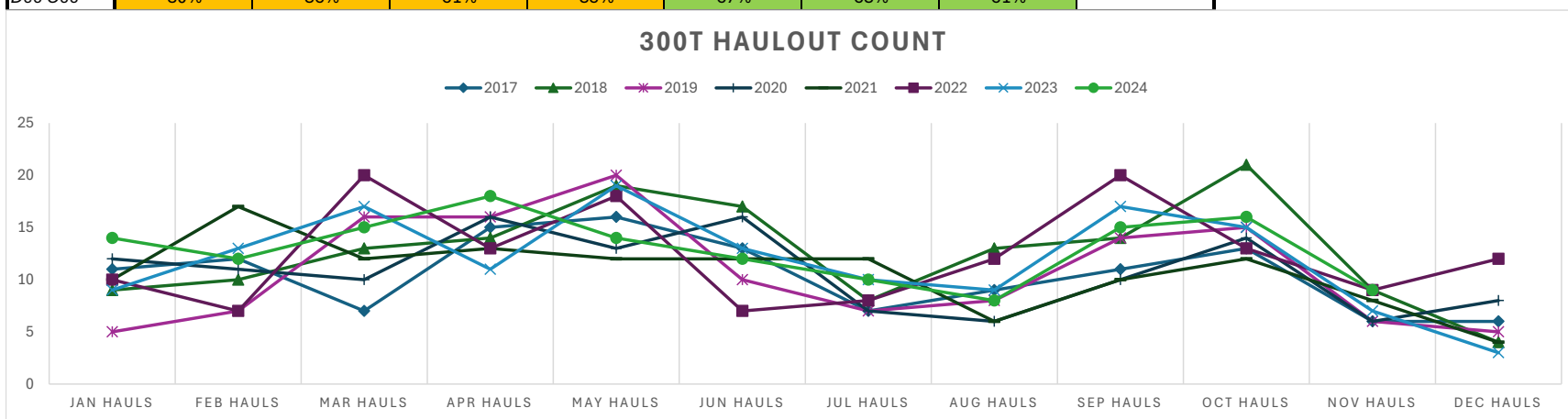
120 Spots
127 Spots
146 Spots



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	9
Dec Hauls	6	4	5	8	4	12	3	
Year Total	126	151	129	129	128	149	143	143
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%

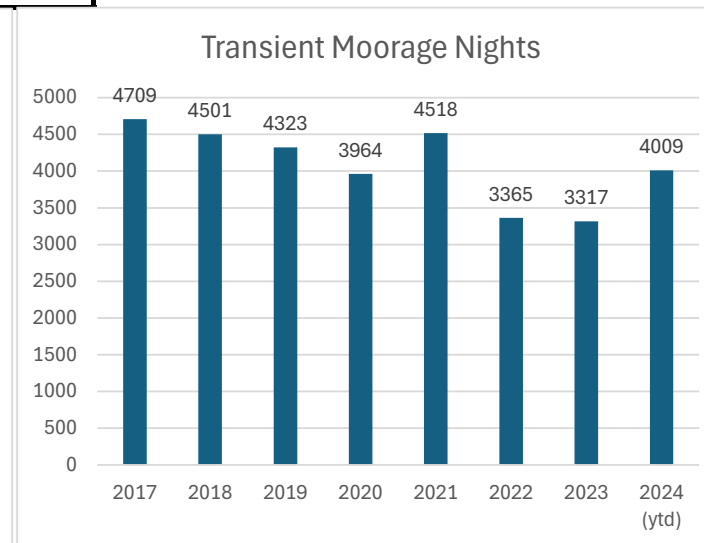
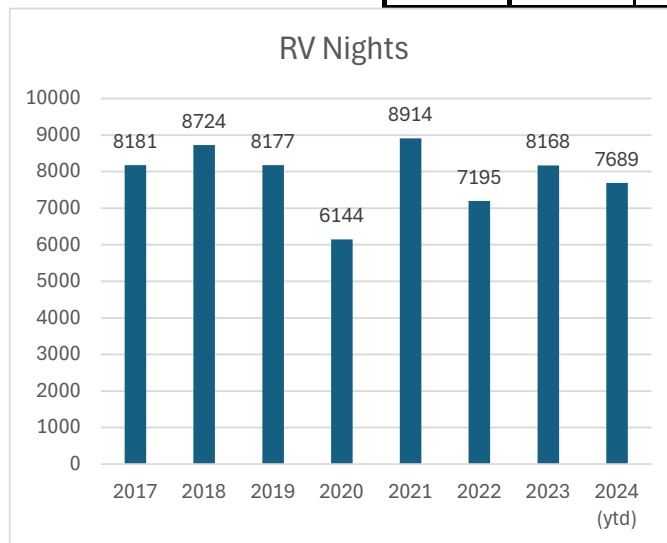
Shipyards, 22 spaces occupiable by only 300T Vessels

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%	283	95%
<i>Dec</i>					281	94%	294	98%	283	95%		
Total Transient Nights Billed (ytd)	4436	3985	5301	4297	5297		5088		5273		4049	
Waitlist Assignments	N/A	N/A	N/A	N/A	19		6		17		40	
Slips Currently Up for Assignment	5											

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	8914	4518
Jun	6344	2412	Jun	328	294	2022	7195	3365
Jul	6600	2952	Jul	380	376	2023	8168	3317
Aug	7014	3451	Aug	392	287	2024 (ytd)	7689	4009
Sep	7269	3687	Sep	203	149			
Oct	7515	3798	Oct	165	83			
Nov	8168	4009	Nov	59	3			
Dec			Dec					
			TOTAL	2027	1315			



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	644	814	1018	1283	1249	930	554	404	115	7689
Variance	-144	-55	-16	46	-39	-79	-31	-51	-2	-152	29	-107	-599
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	551	551	927	933	522	149	78	12	4009
Variance	-43	-54	9	24	18	-108	-80	-33	-109	48	30	-26	-324
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	December 18, 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	VIII. C. M/V Elmore
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Memo

Discuss and provide Staff direction.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 12/12/2024
TO: Port Commission
FROM: Eric Toews Deputy Director
SUBJECT: M/V Elmore – Options for Commission Consideration

ISSUE: Should the Port attempt to sell the M/V Elmore after following the requirements of RCW 79.150, or proceed to demolish and dispose of the vessel consistent with its authority under RCW 53.08.320(5)(d)?

BACKGROUND: The M/V Elmore (the “Elmore”) is a 75’, 150-ton wooden tug and towboat built in 1890 in Astoria, Oregon (USCG Document #222674). The vessel has played a role in the region’s maritime history for more than 130 years, having spent time in service in the coastal waters of Oregon, Washington and Alaska.

On February 17, 2023, the Elmore was towed into Boat Haven for engine repairs. After a brief time in the marina, the vessel, which had a significant oil leak, was hauled out by the Port. The vessel’s owner, Mr. Henning Heinemann, sadly deceased on February 8, 2024. On February 19, 2024, the Port posted the vessel for non-payment of yard fees under the authority of RCW 53.08.320 and Chapter 4.09 of the Port’s Rules, Regulations and Procedures. The Port Commission authorized the sale of the Elmore at auction by way of Resolution No. 817-24 passed on June 26, 2024.

On August 8, 2024, the Port conducted a public auction of the vessel, with the minimum bid established at \$10,000, together with a requirement that a refundable derelict deposit be made with the Port in the amount of \$46,376 (i.e., to cover potential demolition and disposal costs in the event the vessel was abandoned in the Port’s Yard). Although there appeared to be considerable interest in this historic vessel prior to the auction, no bidders materialized, and the vessel was not sold.

Pursuant to RCW 53.08.320(5)(d), title to the vessel reverted to the Port ten (10) days following the unsuccessful auction. The Port now legally owns the Elmore and is free to sell, use or dispose of the vessel in any appropriate and environmentally sound manner. However, legal ownership is accompanied with responsibilities. In particular, the Port is now obligated to comply with the requirements of RCW 79.100.150.

Under this provision of law, owners of vessels more than thirty-five feet (35’) in length and more than forty (40) years old that are registered or required to be registered under Chapter 88.02 RCW must obtain a vessel inspection prior to transferring the vessel. If the vessel inspection (i.e., survey) determines that the vessel is not seaworthy, and the value of the vessel

is less than the anticipated cost required to return the vessel to seaworthiness, then the Port may not sell the Elmore unless:

1. The vessel is returned to a state of seaworthiness; or
2. The vessel is sold to a person with a business license issued under RCW 19.02.070 that the Port reasonably believes has the capability and intent to scrap, restore or salvage the vessel.

In determining the capability of a prospective purchaser, the Port must consider several factors, including, the buyer's facilities, resources, documented intent, and relevant history. The Port is required to provide a copy of the vessel survey to both the transferee and the Department of Natural Resources (DNR). The statute also sets forth specific requirements for the formal marine survey, which must be conducted by a third party to the transaction.

Notably, if the Port fails to comply with the requirements of RCW 79.100.150 prior to transferring or selling the Elmore it would remain secondarily liable in the event the vessel was later abandoned by the purchaser or became derelict prior to a later ownership transfer.

DNR has set aside \$80,000 to cover the cost of demolition and disposal of the Elmore. At present, no provision of either RCW Chapters 53.08 or 79.100 would prevent the Port from dismantling and lawfully disposing of the Elmore.

DISCUSSION: The Port navigated the requirements of RCW 79.100.150 previously with the Ex-NOAA Research Vessel John N. Cobb. Launched in 1950, the Cobb had played an important role as a research vessel with both NOAA and the USFWS until its engine crankshaft broke in 2008. NOAA sold the vessel to the Seattle Maritime Academy in 2009. That same year, the Cobb was named to the National Register of Historic Places. In 2015, SMA sold the Cobb to Mr. Daniel Webb for \$1.00. In February of 2016, the vessel was brought to Boat Haven, where the owner subsequently abandoned it on Linear Dock. Because the SMA had failed to follow the requirements of RCW 79.100.150, the Port had incurred considerable harm, resulting in litigation which was later settled between the parties (the Port demanded restitution and was eventually compensated for its direct damages and legal fees).

After having obtained lawful custody of the Cobb under RCW 79.100, the Port sought to sell the vessel rather than demolish it. The Port did not wish to be responsible for dismantling and disposing of an important piece of our nation's maritime history. In conveying the vessel, the Port diligently adhered to the requirements of the statute, unlike the SMA. The Port obtained multiple formal marine surveys; it also developed a process and forms for vetting prospective vessel bidders, which required the submission of detailed information substantiating their intent, financial capacity to return the vessel to seaworthiness, and history with similar projects. Ultimately, the vessel was sold for \$1.00 and other good and valuable consideration to Mr. Ron Sloan of Reedsport, Oregon. The Port worked with Mr. Sloan to obtain both sinking and pollution liability insurance before the vessel was towed to Oregon (out of the waters of

Washington State) for refitting. The vessel subsequently reentered service in the Pacific tuna fishing fleet. Achieving this outcome, however, was a **very** time consuming and costly process.

The question presented by the M/V Elmore is not entirely dissimilar to the Cobb. Saving the vessel from demolition and disposal will require:

- Careful Port adherence to the requirements of RCW 79.100.150, including:
 - Obtaining a formal marine survey documenting the Elmore’s condition, her present value as he lies in Boatyard slip #139 at Boat Haven, and the cost to return him to full working order (current estimates range in the hundreds of thousands of dollars or more);
 - Establishing a process and forms to assess and confirm the financial and practical capability of the purchaser to complete the refit project; and
 - The purchaser’s “plan” to return the vessel to full working order;
- A refundable derelict vessel deposit (note: the Port does have some flexibility to reduce the amount required, although 5.05.030(A) of the Port’s Rules establishes a deposit formula based on the tonnage of the vessel multiplied by the “tipping fee” currently charged at the Jefferson County Landfill); and
- That the purchaser enters into a Hoist & Yard Tenancy Agreement with the Port (note: yard tenancy would cost approximately \$2,820 per month) while the refit work is being accomplished.

A minimum purchase price of at least \$12,000 would be established for the Elmore, to ensure that the Port recovers all post-auction costs (i.e., for de-watering, trash removal and cleanup, hazardous materials inspection, and formal marine survey of the vessel).

In sum, saving the Elmore is possible, but will require considerable staff time and effort – assuming a qualified purchaser steps forward. Alternatively, the Port can proceed with demolition and disposal of the vessel, with all costs to be reimbursed by DNR’s Derelict Vessel Program.

FISCAL IMPACT: Uncertain.

MOTION/RECOMMENDATION: None. This matter is presented to the Commission for discussion and direction only.

ATTACHMENTS: None.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	December 18, 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	VIII. D. 2025 Retreat Dates
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Staff Info Memo

Discuss and provide Staff direction.

PORT OF PORT TOWNSEND AGENDA MEMO

DATE: 12/18/2024
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: 2025 Retreat Dates

ISSUE

When would the Commission like to hold its 2025 retreat?

BACKGROUND

The Commission selected March 20-21, 2025 for its 2025 retreat in November. However, the Pavilion is rented that week and therefore not available for Commission use.

DISCUSSION

What other dates would work for the Commission? Or, alternatively, would the Commission like to hold a retreat in an alternate location?

FISCAL IMPACT

N/A

ATTACHMENTS

N/A

RECOMMENDATION

Please provide staff with direction.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	December 18, 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	Letter North Hood Canal Chamber 2024 Accomplishments Lease and Contracts Update Commission Meeting Schedule

November 25, 2024

Letter from the President: November 2024

RECEIVED
DEC - 2 2024
Port of Port Townsend
Administration Office

Dear NHCCC Members (Past, Present, and Future),

I am pleased to share with you the accomplishments of NHCCC over the past year and our plans for 2025. Together, the board, our members, and our community have worked diligently to stabilize and strengthen the organization, ensuring it continues to thrive in the years ahead.

Many of you know that NHCCC faced a critical moment when I joined, as it was at risk of being absorbed by the Chamber of Jefferson County, which has since dissolved. Such a merger could have jeopardized our organization's independence and future. Thanks to the dedication of the board and community, we avoided that fate and have focused on ensuring NHCCC serves as a vital resource for our members and local businesses.

A Year of Collective Effort

Becoming the president of NHCCC in the wake of the COVID-19 pandemic presented significant challenges, but it has also been an opportunity for growth. Recognizing the need for stability, the board committed to a more hands-on approach in 2024. Historically, board members met once a month and took a recess during the summer tourist season. This year, however, we increased our meeting frequency to twice monthly and maintained regular member meetings, pausing only during the wildfire emergency.

Through these efforts, we've corrected past administrative lapses and strengthened our infrastructure. Our accomplishments this year would not have been possible without the countless volunteer hours from board members and the active participation of our community.

Community Engagement and Events

The board prioritized hosting and supporting public events in 2024, bringing important issues to the forefront. Highlights include:

- 3 Connections meetings including the Crime and Safety Meeting (late 2023)
 - Over 100+ attendees total for all three events
- Meet the Candidates Event: Approximately 50 attendees
- County Planning Commission Public Meeting: Approximately 40 attendees
- Special Board of County Commissioners Meeting on Floodplain Regulations: Over 80 attendees

These events reflect the board's commitment to fostering informed community discussions and addressing local concerns.

Organizational Growth

This year, we made significant strides in strengthening NHCCC's operational foundation. With input and support from the board:

- We improved our accounting and financial documentation strategies.
- We hired our first full-time staff member.
- We opened a new office at the Quilcene Presbyterian Church.
- We prepared to expand our board by over 50% (pending approval of the enclosed nominees).

These steps position NHCCC to provide even more tangible benefits to members and the community in 2025.

Planning for the Future

In collaboration with the board, we submitted an ambitious proposal for the 2025 LTAC grant cycle, focusing on initiatives that will drive tourism and support local businesses. This proposal includes:

- A new, user-friendly web platform
- Videoconferencing kiosks to connect members and visitors
- Additional full-time staff members
- Tools to help member businesses expand their marketing reach

These plans reflect our shared vision for NHCCC as a vital resource for local businesses and a key driver of economic growth in South Jefferson County.

Call to Action

Enclosed with this letter, you will find a ballot for three new board nominees and a membership renewal or application form. For our current members, thank you for your ongoing support—we encourage you to renew for 2025. For past members, we welcome you to rejoin and continue supporting our mission. Please share this letter and membership application with others who might benefit from or contribute to NHCCC.

Thank you for your time, support, and ideas. The board and I value your feedback and welcome your involvement. If you have questions or suggestions, please don't hesitate to contact me directly—I'd be happy to connect personally to discuss how we can achieve our mission together.

Warm regards,

Dan Ventura
President, NHCCC

dan@coverv.com
206-755-3371

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 12/12/2024
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: December 18, 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 41 land leases, 38 building leases, 57 rental agreements.

DISCUSSION

New Agreements:

- One Straw Ranch, Inc., Short Farm Outbuilding Lease, 1-year with two 1-year options (approved under Director's Delegation of Authority)
- One Straw Ranch, Inc., Short Farm Farmland and Outbuildings Lease, 1-year with two 1-year options
- Finnriver d/b/a Olympic Biochar, Short Farm Commodities Shed, 1 year with two 1-year options
- Finnriver d/b/a The Grainery, Short Farm Field 11, 1-year with two 1-year options
- Flying Knucklehead Ranch, Short Farm, Field #4 and Barn & Field #19, 1-year with two 1-year options
- Kade Wilford, Hangar #104

Lease/Rental Amendments:

Exercising Options:

-

Assignments/Assumptions:

Notice of Lease Termination/Vacation

- GSA provided notice that US Customs official move-out date is December 31, 2024. Check-out date is December 18, 2024.

License & Use Agreements:

- WA Dept of Fish & Wildlife, Short Farm: Wildlife Viewing, 11/8/24 – 3/31/25
- WA Dept of Fish & Wildlife, Short Farm: Hunting, 11/1/24 – 2/28/25

- Moving Earth, LLC, Access to, and storage of equipment for Point Hudson Seawall repair 12/30/24-12/31/24

DECEMBER Rent Increases:

- **CPI Increase (5.8%):** Building C Hangar Condo Assoc.; Jeffco Hangar Associates; Key City Fish (Haines Place); PT Sailing Assoc.
- **Market Rate Increase:** A-Hangar Condo Assoc.; Armstrong Consolidated (Skookum & Chinook Bldgs/land)
- **Step Increase:**
- **Recurring Annual License Fee:**

Leases with 2025 Expiring Terms and No Remaining Options

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

MISCELLANEOUS:

- Correction made to the monthly rent for Port Townsend Shipwrights, Inc. on the Nov lease report.
- All Port-owned hangars have been rented. 8 currently on waitlist.
- Had a productive meeting with Clint Thompson and Perpetual Boatworks.
- Chums A Shop by the Sea has moved into 103 Hudson Street and is working to get her shop opened mid-December.

ATTACHMENTS

1. 2024 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		DECEMBER 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)	17,983.37	Mo/Mo	1/1/2025	30-day notice for rate increases. MR applied
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.
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.
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.
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.
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. Builndg & land lease. CPI-Yr2/MR-Yr 5.
Key City Fish Co. (Haines PL-refrigeration)	983.21	11/30/2029*	12/1/2025	*First of two 5-yr options exercised, extends lease to 11/30/2029. CPI
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.
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	740.82	11/30/2027*	12/1/2025	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years. CPI
Port Townsend Shipwrights, Inc.	8,780.46	7/31/2050	8/1/2025	MR incr 8/1/30-every 10 yrs/ann CPI, beg. year 7. Amend 1 & 2.
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. Buildings 2 & 3
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	Bldg 1. 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		DECEMBER 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	N/A	Frmr PH moorage office-Store: local pastries/foods, art & sundries. 1-yr	
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	
Moving Earth, LLC	\$ 203.34	License fee		PH seawall repair access; equipment storage	
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.	
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	DECEMBER 2024			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,399.44	11/20/2045	12/1/2025	Land lease. Hangars 'E' & 'F'. Amend 2 correct land size. MR
Aurora Aircraft Maint & Restoratic	631.47	10/31/2026*	11/1/2025	*One 5-yr option remains. Maintenance Hangar
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	768.38	4/30/2053	12/1/2025	Settled 2/25/21: Amend #6: Ext. term. CPI
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.	822.85	11/30/2041	12/1/2025	11,369 sf, hangar site 'I'. CPI
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	DECEMBER 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.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>

CHIMACUM - PROPERTY

DECEMBER 2024

LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Finn River d/b/a Olympic Biochar	\$ 175.00	10/31/2025*	11/1/2025	*Two 1-year options.
Finn River d/b/a The Grainery	\$ 258.42	10/31/2025*	11/1/2025	*Two 1-year options
Flying Knucklehead Ranch	\$ 230.00	11/30/2025*	12/1/2025	*Two 1-year options
One Straw Ranch, Inc.	\$ 568.76	10/31/2025*	11/1/2025	*Two 1-yr options. Farmland & Outbuildings Lease.
One Straw Ranch, Inc.	\$ 78.00	10/31/2025	11/1/2025*	*Two 1-yr options. Farmland & Outbuildings Lease.
WA Dept of Fish & Wildlife	\$1,000.00/yr	3/31/2025		Wildlife Viewing
WA Dept of Fish & Wildlife	\$8,000.00/yr	45716		Hunting
William & Karrie Short - Residential Land Lease	\$ 800.00	8/31/2025		

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: December 12, 2024

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **December 18, 2024, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 810-24

Name	Dates	Description	Amount Not to Exceed:
SKRIVA, LLD	12/1/2024-12/31/2025	On-call grant writing support	\$30,000.00
Sound Mechanical	Exercising first of two one-year options	Through 12/31/25	No change
CBRE	12/6/2024	Letter of Opinion, PSE lease eval	Per rate sheet
Clark White Veenstra	12/2/2024-1/31/2025	Letter of Opinion, PSE lease eval	\$2,800.00
Halberg Pacific Appraisal Service	11/29/2024	Letter of Opinion, PSE lease eval	\$4,000.00
Reid Middleton (Amendment #1)	9/28/2023- 12/31/2024 9/28/2023- 12/31/2025	Herb Beck Boat Launch	No change
Reid Middleton (Amendment #4)	3/30/2022- 12/31/2024 3/30/2022-12/31/2025	Gardiner Boat Launch	No change

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

Date/Time		Item/Topic	Location	Absent
Fri., Dec. 20 Noon	Special Mtg.	Staff Luncheon and Potential Commission Quorum	Pav	PH
Tues-Wed. Dec. 24-25		<i>Holiday -Port Offices Closed</i>		
Wed., Jan 1		<i>Holiday -Port Offices Closed</i>		
Wed., Jan 8 9:30 am	Workshop		Pav	
Wed., Jan 8 1 pm	Meeting	Authorizing Lease with UW-Sea Grant Point Hudson Resolution Authorizing EDA Grant for West Boat Yard Expansion On the Flye new BH lease Authorizing PT Furniture new BH lease Authorizing NWMC Thrift Store new BH lease Authorizing Admiral Ship Lease Amendment Authorizing PT Rigging new BH lease 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>		
Wed., Jan. 22 5:30 pm	Meeting	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	Pav	
Thurs. Jan. 30		WPPA Port and Maritime Day	Capital Bldg/Columbia Rm., Olympia	
Wed., Feb. 12 9:30 am	Workshop		Pav	
Wed., Feb. 12 1 pm	Meeting		Pav	
Mon., Feb. 17		<i>Holiday – Port Offices Closed</i>		
Thurs., Feb. 20	Meeting	Intergovernmental Collaborative Group	Pav	

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

5:00 pm				
Wed., Feb 26 5:30 pm	Meeting		Pav	
Wed., Mar 12 9:30 am	Workshop		Pav	
Wed., Mar 12 1 pm	Meeting		Pav	
Wed/Thurs March 20/21 10am-3pm	Retreat		Cotton Bldg or PTYC	
Wed., Apr 9 9:30 am	Workshop		Pav	
Wed., Apr 9 1 pm	Meeting		Pav	
Wed., April 23 5:30 pm	Meeting		Pav	
Wed, May 14 9:30 am (or Tues 5/13?)	Workshop	Pavilion Bldg., Point Hudson	Pav	
Wed, May 14 1pm	Meeting		Pav	
Wed/Fri., May 14-16		WPPA Spring Meeting	Davenport, Spokane, WA	
Thurs., May 15 - 5:00 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Mon., May 26		<i>Holiday -Port Offices Closed</i>		
Wed., May 28 5:30 pm	Meeting		Pav	
Fri., July 4		<i>Holiday -Port Offices Closed</i>		
Wed., Jun 11 9:30 am	Workshop		Pav	
Wed., Jun 11 1 pm	Meeting		Pav	
Thurs., Jun 19		<i>Holiday – Port Offices Closed</i>		

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

Wed., Jun 25 5:30 pm	Meeting		Pav	
June 25-27		WPPA Finance and Administration Meeting	Marcus Whitman, Walla Walla	
Wed., July 9 9:30 am	Workshop		Pav	
Wed., Jul 9 1 pm	Meeting		Pav	
Mon-Wed. July 21-23		WPPA Commissioners' Seminar	Semiahmoo, Blaine, WA	
Wed., Aug. 13 9:30 am	Workshop		Pav	
Wed., Aug. 13 1 pm	Meeting		Pav	
Mon., Sept. 1		<i>Holiday -Port Offices Closed</i>		
Wed., Sep 10 9:30 am	Workshop		Pav	
Wed., Sep. 10 1 pm	Meeting		Pav	
Thur., Sep. 18		Intergovernmental Collaborative Group	Pav	
Wed., Sep. 24 5:30 pm				
Thurs. Sep. 25 - 4-9pm		Port Boat Yard BBQ (potential quorum)		
Sept. 25/26		WPPA Environmental Seminar	Alderbrook Resort, Union	
Wed., Oct. 8 13 9:30 am	Workshop		Pav	
Wed., Oct. 8 1 pm	Meeting		Pav	
Wed., Oct.. 22 5:30 pm				
Wed. Oct. 23/24		WPPA Small Ports Seminar	Campbell's Resort, Chelan	

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

Tues., Nov. 11		<i>Holiday -Port Offices Closed</i>		
Wed., Nov. 12 9:30 am	Workshop		Pav	
Wed., Nov. 12 - 1 pm	Meeting		Pav	
Wed-Fri Nov. 19/21		WPPA Annual Meeting	Marriott, Tacoma	
Tues., Nov. 25 - 1 pm	Meeting		Pav	
Th/Fri. Nov. 27/28		<i>Holiday -Port Offices Closed</i>		
Thurs., Dec. 4 5pm		Intergovernmental Collaborative Group	Pav	
Wed., Dec. 10 9:30 am	Workshop		Pav	
Wed., Dec. 10 1 pm	Meeting		Pav	
Wed/Thurs. Dec. 24-25		<i>Holiday -Port Offices Closed</i>		