



**Port of Port Townsend
Special Public Workshop
Wednesday, December 18, 2024, 9:30 AM**

**To be held in person at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend
and also online**

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

AGENDA

- A. Quarter 4 Capital Improvement Project Update
- B. Public Comment

This workshop is open to Commissioners, Management, other Port staff, Consultants and the public. It is not the opportunity to give public testimony, but if Commissioners request input from individuals in the audience, those people may speak. The principal purpose of the workshop is to allow Port staff and the Board of Commissioners to communicate with each other and/or Consultants, answer Commission questions, and get the Commission's opinions and input regarding the subject topic(s).

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 12/18/2024
TO: Commissioners
FROM: Matt Klontz, P.E.
CC: Eron Berg, Eric Toews, Connie Anderson
SUBJECT: Quarter 4 Capital Project Update

ISSUE

Port staff will provide updates on the array of capital projects at the Port, highlighting progress, challenges, and future initiatives.

BACKGROUND

Each quarter, the Port staff provides an overview of capital projects prioritized by the Port.

DISCUSSION

The capital project update closely aligns with the Capital Improvement Plan (CIP), though not all CIP projects are currently being pursued due to resource constraints, such as staff and time limitations. As a result, staff prioritize efforts on specific projects. The quarterly update highlights those projects that are actively being worked on.

FISCAL IMPACT

The total project costs and expenditures to date are summarized in Attachment 1.

ATTACHMENTS

Attachment 1 – Quarter 4, 2024 Capital Project Update

RECOMMENDATION

The capital project update is informational. No action by the Port Commission is required at this time.

ID	Location	Description	Project Cost	Expenditures to Date	Port Forces	Project Delivery Phase							On-Hold Status
						Planning & Programming	Securing Funding	Concept Design	Detailed Design & Permitting	Contract Docs, Bid & Award	Construction	Closeout & Commissioning	
Boat Haven													
		Main Breakwater Project	\$ 3,300,000	\$ 181,664	6%		★	★	★	★			
		Sea Level Rise Project (Prelim. Design)	\$ 340,000	\$ 286,388	84%		★	★					
		Sims Gateway & North Boatyard Expansion	\$ 2,193,477	\$ 174,098	8%		★	★	★	★	★		
		Stormwater Treatment Improvement	\$ 6,135,000	\$ 854,379	14%		★	★	★	★	★	★	
		West Boat Yard Expansion	\$ 5,175,000	\$ 199,857	4%		★	★				★	★
		Sperry Buildings Capital Maintenance (est. 2 buildings/year 2021-2027)	\$ 250,000	\$ 66,606	27%	Yes	★	★				★	
		Building/Facility Preservation (2023-2029)	\$ 380,000	\$ 30,099	8%	Yes	★	★				★	
Point Hudson													
		Building/Facility Preservation & Energy Efficiency Improvement Program	\$ 6,445,000	\$ 838,773	13%								
		<i>Pavilion Building (2021-2024)</i>	\$ 450,000	\$ 405,493	90%	Yes	★	★	★	★	★	★	★
		<i>Cupola Building (2024)</i>	\$ 350,000	\$ 357,789	102%	Yes	★	★	★	★	★	★	★
		<i>Cupola Annex (2024-2025)</i>	\$ 100,000	\$ 75,491	75%	Yes	★	★	★	★	★	★	★
		<i>Duplex (2025)</i>	\$ 730,000	\$ -	0%	Yes	★	★	★	★	★	★	★
		<i>Remaining Buildings & Facilities (2026+)</i>	\$ 4,815,000	\$ -	0%	Yes	★	★	★	★	★	★	★
		Roof Replacement/Weatherization Project	\$ 2,055,000	\$ 14,620	1%		★	★	★	★			
JCIA													
		Airport Wide Rehabilitation (Crack/Slurry Seal)	\$ 555,555	\$ -	0%		★	★	★	★			
		Fuel System Improvement	\$ 772,000	\$ 352	0%		★	★	★	★			
		Pilot Center	\$ 140,000	\$ -	0%	Yes	★	★	★	★			
		Airport Master Plan Update	\$ 333,000	\$ 2,765	1%		★	★	★	★			
		Stormwater Management (2024)	\$ 25,000	\$ -	0%	Yes	★	★	★	★			
		Rural Industrial Park (24 acres) Design/Permitting/Land Acquisition/Road Construction	\$ 1,530,000	\$ 403,291	26%		★	★	★	★			
		Rural Industrial Park (43.5 acres) Prelim. Engineering 10%	\$ 110,000	\$ -	0%		★	★	★	★			
Quilcene													
		Campground	\$ 200,000	\$ 9,517	5%	Yes	★	★	★	★			
		Entrance Dredge	\$ 575,000	\$ 70,588	12%		★	★	★	★			
		Ramp Upgrade, Bathroom Remodel, Parking Improvements	\$ 2,595,000	\$ 105,338	4%		★	★	★	★			
Other													
		Short's Family Farm Capital Maintenance (2024-2029)	\$ 800,000	\$ 37,372	5%	Yes	★	★					
		Gardiner Boat Launch & Seasonal Float	\$ 1,222,000	\$ 209,563	17%		★	★	★	★	★	★	
		300T Variable Width Travelift (ER&R)	\$ 3,458,000	\$ 2,401,029	69%		★	★	★	★	★	★	★
		Comprehensive Routine Maintenance & Repair Program (CRAMP)	\$ 250,000	\$ 656	0%		★	★					
FEMA													
		DR4650 - Boat Haven Bulkhead Repair/Replacement & Pavement Repair	\$ 4,600,000	\$ 41,085	1%		★	★					
		DR4593 - City Dock Repair (Prelim. Design 40%)	\$ 185,000	\$ 2,713	1%		★	★	★	★			

- ★ Completed
 - ★ Underway
 - ★ 6-Month look-a-head goal
- Port Forces** - Projects delivered by the Port's staff & cost \$10K or more, & is not regular maintenance i.e. done annually or semi-annual, etc.
- Planning & Programming** - Projects that are included in the Port's capital improvement plan & have secured funding (IDD, Grants, NOI, Capital Reserves)
- Concept Design** - Typically includes all tasks associated with project development up to 30% design completeness including tasks like schematic and conceptual design, selecting & hiring consultants, & engaging in community outreach
- Detailed Design & Permitting** - Typically includes all tasks associated with project development between 30% design completeness and 90% design completeness including detailed design, specifications and estimates, associated land-use approvals, and obtaining permits.
- Contract Documents, Bid Advertisement, & Award** - Typically includes all tasks associated with project development between the 90% design completeness and Final Design including preparing construction bid documents, advertising for bids, and awarding the construction contract.
- Construction** - Typically includes all tasks associated with a constructing a capital improvement project up to the project closeout phase.
- Closeout & Commissioning** - Typically includes all tasks closing out and a commissioning a project including final payment, obtaining releases, and releasing bonding.
- On-Hold Status** - Projects strategically determined to be put on hold to address higher priority project, to wait for available funding or to wait for a more opportune time to complete such in connection with a similar project