

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



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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, September 10, 2025, 1:00 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Commission Workshop & Business Meeting Minutes from
July 9, 2025 3-6
 - B. Approval & Ratification of Warrants 7-75
 - C. Write Off Register 76
 - D. Resolution 850-25 Establishing an Electronic Funds Transfer Policy 77-84
 - E. Resolution 851-25 Authorizing Sale of Vessel (Nancy Sue - Lopez) 85-87
 - F. Authorization for United States Coast Guard Standstill Agreement, in accordance with
Lease No. HSCG89-16-1-0107 88-93
 - G. Authorization for Key City Fish Company Building Lease – 315 10th Street
(Boat Haven) 94-115
 - H. Authorization to Execute Memorandum of Understanding (MoU) with the North
Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program
Management 116-130
 - I. Authorization to Enter into an Agreement with CERB to Partially Fund Acquisition of an
All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the
Travelift from Kendrick Equipment 131-150
 - J. Resolution 852-25 Repealing Resolution No. 848-25 and Authorizing the Executive
Director to Apply for Federal Economic Development Administration Disaster
Supplemental Grant Funding to Support the Boat Haven Western Boat Yard Expansion
Project..... 151-158
 - K. Resolution 853-25 Authorizing the Executive Director to File an Application with the
U.S. Department of Transportation, Federal Aviation Administration, Seeking Airport
Improvement Program Grant Funds to Support the Pavement Preservation Project at
the Jefferson County International Airport, Assuring that it will Comply with all
Understandings and Assurances of Such Grant Agreement, and Assuring Further that
Local Matching Funds are Available and Authorized 159-164

**The Port of Port Townsend does not discriminate on the basis of disability in its meetings. Anyone who requires
an auxiliary aid or service for effective communication, or a modification of policies or procedures should
contact the ADA Coordinator at 360-385-0656 or civilrights@portofpt.com**

L.	Resolution 854-25 Authorizing the Executive Director to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the AVGAS Aircraft Fueling System Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized	165-170
M.	Authorization for Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79.	171
N.	Resolution 855-25 Authorizing the Executive Director or Designee of the Port of Port Townsend to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Airport Master Plan Update Phase 2– Environmental Review at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized	172-176
V.	Second Reading – None	
VI.	First Reading – None	
VII.	Regular Business	
	A. Harbormaster Report.....	177-181
	B. July 2025 Year to Date Financials	182-196
VIII.	Staff Comments	
IX.	Commissioner Comments	
X.	Next Meetings are:	
	A. Regular Business Meeting on Wednesday, September 24, 2025 at 5:30 p.m.	
	B. Special Business Meeting on Thursday, September 25, 2025 from 4-9 p.m. at Port Boat Yard BBQ (potential quorum) 8th Street near Larry Scott Trail entry	
XI.	Executive Session – None	
XII.	Adjournment	
	<u>Informational Items</u>	197
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	• PIF Letter Port City PUD Update on Joint Sims Gateway & Boatyard Expansion Project	229-230
	• Commission Meeting Schedule.....	231-232

PORT COMMISSION WORKSHOP MEETING – Wednesday, July 9, 2025

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

Present: Commissioners Hasse and Hanke, Commission Petranek (Excused)
Executive Director Eron Berg
Deputy Director Eric Toews
Lease and Contracts Administrator Heron Scott
Port Recorder Joanna Sanders

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

Commissioner Hasse called the meeting to order at 9:37 a.m.

II. STRATEGIC PLAN REVIEW COMMITTEE REPORT (Rec. 00:01:00)

Deputy Director Eric Toews gave the staff briefing and overview of the planning effort and objectives.

Committee members recognized for their efforts were: Robert D’Arcy, Sarah Fiskien, Bob Frank, Scott Freeman, Dave Griswold, Stephanie Jones, Pete Langley, Gary Lanthrum, Martin Mills, Anne Ricker, and Gwendolyn Tracy and Sarah Kolbeck. Committee members spoke about their perspectives on the planning process. They recommended the Commission approve the plan, conduct a periodic review such as at the Commission’s annual retreat, and remind the public of the plan and what it contains.

III. ECONOMIC DEVELOPMENT DISCUSSION (Rec. 00:13:00)

Executive Director Eron Berg reported on a recent meeting between Port Staff and the EDC about convening the Jefferson Manufacturers Association to stimulate economic development initiatives. There is support for the idea to hold a Manufacturer’s Week in October. Discussed was the work of the EDC in Walla Walla and a local missing link without a Chamber of Commerce. EDC Board representatives present and participating in the discussion were Pete Langley, Ray Sparrow (Secretary), Karen Bennett (Treasurer), and Scott Rogers.

IV. PUBLIC COMMENT (Rec. 01:32:00) - none.

V. ADJOURNMENT (Rec. 01:32:32)

At 11:10 a.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

Carol L. Hasse, President

Peter W. Hanke, Secretary

Pamela A. Petranek, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, July 9, 2025

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: Commissioner Hasse and Hanke, Commissioner Petranek (Excused)
 Deputy Director Eric Toews
 Director of Finance and Administration Connie Anderson
 Lease and Contracts Administrator Heron Scott
 Projects Administrator Natalie Toews
 Port Recorder Joanna Sanders
 Via Zoom: Attorney Seth Woolsen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)

Commissioner Hasse called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:18)

There was no objection to the addition of Item D under regular business for an Armstrong Consolidated, LLC d/b/a ACI Boats – Point Hudson Building Lease Termination

III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:00)

Ashlyn Brown provided written comment with concerns about long-term contracts with cruise ships. There were links to studies and articles.

IV. CONSENT AGENDA (Rec. 00:02:15)

A. Approval of Business Meeting Minutes of June 25, 2025

B. Approval & Ratification of Warrants

Warrant #070402 through #070452 in the amount of \$200,260.93

Warrant #070453 through #070456 and Electronic Payments in the total amount in the amount of \$316,566.53

Warrant #070457 through #070485 in the amount of \$72,204.42

Warrant #068273 in the amount of \$327.30 and Warrant #070396 in the amount of \$259.34 are void

Electronic Debit in the amount of \$492.30

C. Write Off Register

D. Review and Approval of Draft 2026 Budget Schedule and Process (revised updated version)

E. Authorize the Executive Director to award the contract for the Pavement Preservation Project at JCIA to C.R. Contracting, for the contract price of \$509,899.03 (i.e., award of the Base Bid schedule as well as Additive Bid Schedules A, B, C, and D) contingent upon receipt of FAA grant (AIP No. 3-53-0134-026-2025) in the amount of \$585,519.71.

Unanimous approval of the Consent Agenda as written including the revised budget schedule as reviewed by Director of Finance and Administration Connie Anderson.

V. SECOND READING (Rec. 00:03:27)

A. Resolution 846-25 Concerning a Ballot Measure Proposing to Lengthen Port Commissioner Terms to Six Years

Commissioners reviewed the new resolution, discussed, and agreed not to pursue this action as critical at this time. In the first quarter of 2026, the Commission will revisit the topic. There is a desire for broader community involvement as well as more time for a public explanation on the need for staggered terms.

VI. FIRST READING (Rec. 00:03:28) - None

VII. REGULAR BUSINESS (Rec. 00:09:17)

A. May 2025 Year to Date Financials

Director of Finance and Administration Connie Anderson gave the detailed staff report. The Port skipped its April report in order to submit the annual report. The 75-ton portion of the yard is doing well and is offset by the 300-ton yard activity which is down 25%. Following an explanation of the LTGO bonds, there was Commission interest in revisiting in September paying the 2015 and 2010 LTGO bonds.

B. Harbormaster Report (Rec. 00:34:03)

Deputy Director Eric Toews presented the report recognizing that 75-ton activity continues as expected and 300-ton haulout activity is down significantly possibly due to the disruptions with the stormwater activity and decreased yard space. Other contributing factors might be geopolitical and/or a lack of promotion.

C. Resolution 849-25 Adopting an Updated Strategic Plan for the Port of Port Townsend (Rec. 00:45:00)

Deputy Director Eric Toews reviewed the plan presented at today's workshop. Staff proposed making a few minor scrivener corrections when the final document is approved.

Unanimous approval of Resolution 849-25 Adopting an Updated Strategic Plan for the Port of Port Townsend with minor grammatical and other corrections.

D. Armstrong Consolidated, LLC d/b/a ACI Boats – Point Hudson Building Lease Termination (Rec. 00:48:10)

Deputy Director Eric Toews noted this was presented under regular business because of the late addition to the agenda. Due to unforeseen circumstances, ACI requests an early termination of their lease.

Cory Armstrong of ACI was present to express their desire to use the space for their sales office. They have changed their plans and will instead focus on their existing facilities rather than work on reworking the US Coast Guard space.

Unanimous approval of Motion to Authorize Executive Director to execute the Point Hudson Building Lease Termination with Armstrong Consolidated, LLC d/b/a ACI Boats – Point Hudson Building Lease Termination

VIII. STAFF COMMENTS (Rec. 00:56:39)

Deputy Director Eric Toews reported that Kevin Streett of the PUD is taking three Port partner projects to the PUD Commissioners on July 15 (the PIF Grant-funded extension of power for the Rural Light Industrial Park, water for the south part of the runway for the rural light industrial park, and power infrastructure to the Timber Collaborative). Requests went to Senators Cantwell and Murray asking for congressional spending to support the rural light industrial park.

Director of Finance and Administration Connie Anderson reported she anticipates receiving an update soon on the Port's audit.

IX. COMMISSIONER COMMENTS (Rec. 01:00:06)

Commissioner Hasse reported on this month's NODC meeting featuring Andrew Schwartz of the Hood Canal Chamber of Commerce regarding south Jefferson County accessing Recompete Grants. Also speaking was Garrett Dalen of the Nature Conservancy about their Emerald Edge Network project. She reviewed the events associated with the All-County Preparedness Day at Finn River. Washington Maritime Trust met regarding its budget challenges and their attempts to increase partnerships and general visibility, including the Port, WPPA, and other local businesses. They are experimenting with using Washington State Ferries and giving docent educational presentations. The Port might help by advertising this partnership with its own advertising in Port ads.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:07:14)

WPPA Commissioners' Seminar July 21-23, 2025 at Semiahmoo Resort, Blaine, WA

The Commission briefly discussed and confirmed it would cancel the Workshop and Regular Business Meeting on Wednesday, August 13, 2025 at 9:30 a.m. due to a lack of a quorum of the Commission.

Wednesday, September 10 at workshop at 9:30 a.m. and 1 p.m. Business Meeting at the Pavilion Building & via Zoom.

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 01:09:20)

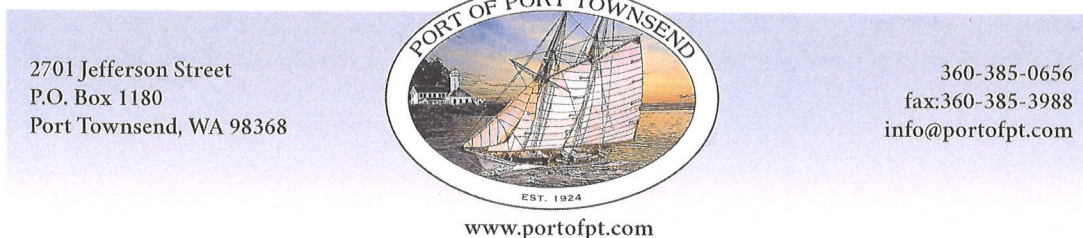
At 2:12 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

Carol L. Hasse, President

Peter W. Hanke, Secretary

Pamela A. Petranek, Vice President



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that these claims are a just and unpaid obligation of the Port of Port Townsend, and that these claims, in Warrant No. 068551 in the amount of \$27.27 is declared **void** on this on this 10th day of September, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

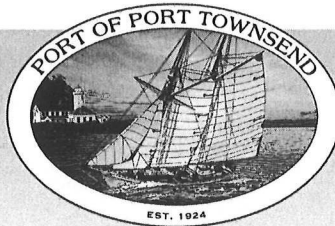
Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
0000068551	REV 5/22/2024	TAY040 Justin Taylor			27.27-
Check Comment: Lost Warrant					
CK000006855101					
	5/22/2024	27.27-	0.00		
G/L Account:	783-4125-25	OPERATING SUPPLIES: MAINT		27.27-	
	Bank W Total:	27.27-	0.00	27.27-	27.27-
	Report Total:	27.27-	0.00	27.27-	27.27-

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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 materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim and that the Electronic Debit from the Port Checking Account held at US Bank is approved for payment in the amount of **\$73.45** and from the Port Checking Account held in Kitsap Bank is approved for payment in the amount of **\$36,206.09** is ratified.

Signed and Authenticated on this **10th** day of **September**, 2025.

For: Bank Fees in the amount of **\$73.45** and the Credit Card Fees and Contracted Service Fees in the amount of **\$36,206.09**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

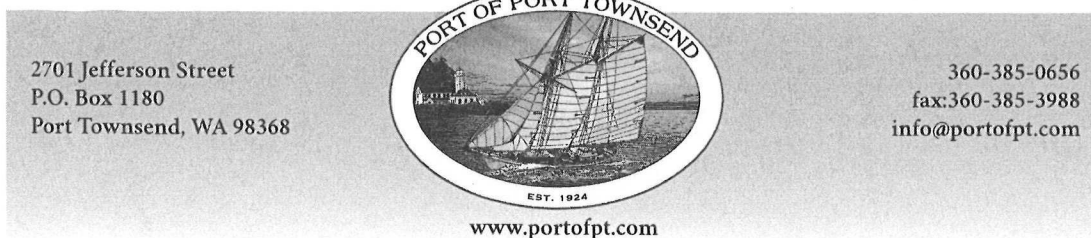
Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000001146 CKW00000114601	6/30/2025	MOL010 Molo Inc.			32,008.69
	6/30/2025	32,008.69	0.00		
G/L Account: 761-7700-19		BANK CHARGES:P. H. MARINA & RV		26.54	
G/L Account: 761-7700-21		BANK CHARGES: RAMPS		242.99	
G/L Account: 761-3100-21		RAMPS - CONTRACT SERVICES		13.60	
G/L Account: 721-7700-02		BANK CHARGES: MOOR		10,546.38	
G/L Account: 721-3100-02		CONTRACT SERVICES: MOOR		1,193.07	
G/L Account: 761-7700-17		BANK CHARGES: PROP RENT		933.15	
G/L Account: 761-3100-17		CONTRACT SERVICES: PROP RENT		105.56	
G/L Account: 711-7700-22		BANK CHARGES: JCIA		554.19	
G/L Account: 711-3100-22		CONTRACT SERVICES: JCIA		24.34	
G/L Account: 721-7700-05		BANK CHARGES: WORK YARD		16,255.71	
G/L Account: 721-3100-05		CONTRACT SERVICES: WORK YARD		1,515.79	
G/L Account: 761-7700-20		BANK CHARGES: QUIL		524.27	
G/L Account: 761-3100-20		CONTRACT SERVICES: QUIL		73.10	
Check W000001146 Total:		32,008.69	0.00	32,008.69	32,008.69
W000001147 CKW00000114703	6/30/2025	CAM050 CampLife			4,197.40
	6/30/2025	4,197.40	0.00		
G/L Account: 761-7700-19		BANK CHARGES:P. H. MARINA & RV		4,197.40	
Bank K Total:		36,206.09	0.00	36,206.09	36,206.09

Port of Port Townsend (PTA)

Bank: Q US Bank - Quilcene

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount	Distribution Amount	Check Amount
W000001148 CKW00000114801	6/30/2025	USB050	US Bank - Quilcene			73.45
	6/30/2025		73.45	0.00		
G/L Account: 761-7700-20			BANK CHARGES: QUIL		73.45	
		Bank Q Total:	73.45	0.00	73.45	73.45
		Report Total:	36,279.54	0.00	36,279.54	36,279.54



ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$24,718.10 is ratified.**

Signed and Authenticated on this **10th** day of **September**, 2025.

For: Combined Excise Tax Return – for ***June, 2025***

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

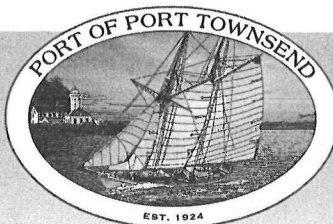
Connie Anderson, Director of
Finance and Administration

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
W000001150 CKW00000115001	7/15/2025	WA0200	Washington State Department of Revenue			24,718.10
	7/15/2025		24,718.10	0.00		
G/L Account: 589-3000-00			SALES/EXCISE TAX REMITTED		13,597.08	
G/L Account: 589-3002-00			HOTEL/MOTEL TAX REMITTED		1,508.54	
G/L Account: 721-9100-02			LEASEHOLD & EXCISE TAX: MOOR		816.28	
G/L Account: 721-9100-05			LEASEHOLD & EXCISE TAX: WORK YARD		1,238.63	
G/L Account: 761-9100-19			LEASEHOLD & EXCISE TAX: P. H. MARINA & RV		1,616.12	
G/L Account: 761-9100-20			LEASEHOLD & EXCISE TAX: QUIL		92.33	
G/L Account: 761-9100-21			LEASEHOLD & EXCISE TAX: RAMP		79.54	
G/L Account: 711-9100-22			LEASEHOLD & EXCISE TAX: JCIA		1.20	
G/L Account: 781-4125-28			OPERATING SUPPLIES: EXEC		5.50	
G/L Account: 724-5100-02			Enviro-Clean Vessel Sewage Disposal-MOOR Equip		3,745.08	
G/L Account: 761-5100-20			EQUIPMENT RENTAL OR PURCH: QUIL		116.65	
G/L Account: 726-6300-05			Vessel Destruction: WK YD		21.15	
G/L Account: 595-0084-53			CAP OUTLAY-BH STORMWATER TREATMENT 2022-Materials		1,880.00	
Check W000001150 Total:			24,718.10	0.00	24,718.10	24,718.10
Bank K Total:			24,718.10	0.00	24,718.10	24,718.10
Report Total:			24,718.10	0.00	24,718.10	24,718.10

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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 materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$42,547.56 is ratified.**

Signed and Authenticated on this 10th day of September, 2025.

For: 2nd Quarter Payroll Taxes in the amount of **\$42,547.56**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete W. Hanke

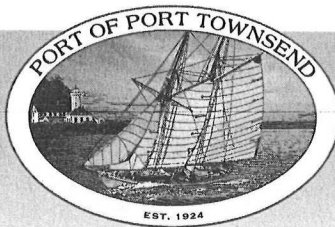
Connie Anderson, Director of
Finance And Administration

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
W000001152 CKW00000115201	7/15/2025	WA0010 WA Dept of Labor & Industries			32,722.71
	7/15/2025	32,722.71	0.00		
G/L Account: 213-6500-00		P/R TAX PAYABLE - LNI		32,722.71	
W000001153 Check Comment: Qtr 2 WA PFML CKW00000115301	7/15/2025	WA0304 WA State Employment Security Department			5,380.09
	7/15/2025	5,380.09	0.00		
G/L Account: 213-6500-01		PR TAXES PAYABLE-PD FAMILY MEDICAL LEAVE		5,380.22	
G/L Account: 781-2100-29		PAYROLL TAXES: ACCTG		0.13-	
Check W000001153 Total:		5,380.09	0.00	5,380.09	5,380.09
W000001154 Check Comment: Qtr 2 WA Cares CKW00000115401	7/15/2025	WA0304 WA State Employment Security Department			4,444.63
	7/15/2025	4,444.63	0.00		
G/L Account: 213-6500-02		PR TAXES PAYABLE - WA CARES LTC		4,444.63	
Bank K Total:		42,547.43	0.00	42,547.43	42,547.43
Report Total:		42,547.43	0.00	42,547.43	42,547.43

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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 Warrant No 070486 - 070529 generated on July 10th, 2025 in the amount of \$223,086.59 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

Check Register

Journal Posting Date: 7/10/2025

Register Number: CD-001175

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
0000070486	7/10/2025	48N010	48 North				Check Entry Number: 001
			107334A	7/30/2025	658.33	0.00	658.33
			107334B	7/30/2025	658.33	0.00	658.33
			107334C	7/30/2025	658.34	0.00	658.34
Check 0000070486 Total:					1,975.00	0.00	1,975.00
0000070487	7/10/2025	AAR040	Jessica Aarhaus				Check Entry Number: 001
			20461517	6/24/2025	160.00	0.00	160.00
0000070488	7/10/2025	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			395596	6/30/2025	25.27	0.00	25.27
			395803	6/30/2025	59.94	0.00	59.94
			395967	6/30/2025	20.68	0.00	20.68
			396093	6/30/2025	113.56	0.00	113.56
			396105	6/30/2025	100.86	0.00	100.86
			396286	6/30/2025	146.02	0.00	146.02
			396554	6/30/2025	12.25	0.00	12.25
			396668	6/30/2025	53.54	0.00	53.54
			397427	6/30/2025	64.01	0.00	64.01
			398303	6/30/2025	64.98	0.00	64.98
Check 0000070488 Total:					661.11	0.00	661.11
0000070489	7/10/2025	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			SEA069412	4/17/2025	668.42	0.00	668.42
			SEA069999	5/19/2025	4,782.00	0.00	4,782.00
Check 0000070489 Total:					5,450.42	0.00	5,450.42
0000070490	7/10/2025	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			K79836	6/28/2025	3,011.74	0.00	3,011.74
			K86015	6/28/2025	49.88	0.00	49.88
			K86134	6/28/2025	676.77	0.00	676.77
			K86309	6/28/2025	78.49	0.00	78.49
Check 0000070490 Total:					3,816.88	0.00	3,816.88
0000070491	7/10/2025	CED005	CED				Check Entry Number: 001
			5948-1072396	7/2/2025	84.83	0.00	84.83
			5948-1072474	6/25/2025	47.53	0.00	47.53
			5948-1072708	7/2/2025	33.86	0.00	33.86
Check 0000070491 Total:					166.22	0.00	166.22
0000070492	7/10/2025	CEN030	CenturyLink				Check Entry Number: 001
			062125ST	7/1/2025	235.00	0.00	235.00
0000070493	7/10/2025	CON045	Construction Inspection Services LLC				Check Entry Number: 001
			2262	6/30/2025	6,071.55	0.00	6,071.55
0000070494	7/10/2025	COO050	Cooper Fuel				Check Entry Number: 001
			2024139A	6/6/2025	290.23	0.00	290.23
			2024139B	6/6/2025	290.22	0.00	290.22
			2025013A	6/19/2025	190.55	0.00	190.55
			2025013B	6/19/2025	190.56	0.00	190.56
			207758	6/9/2025	4,848.20	0.00	4,848.20
Check 0000070494 Total:					5,809.76	0.00	5,809.76
0000070495	7/10/2025	DAI001	Daily Journal of Commerce				Check Entry Number: 001
			3411468	7/6/2025	567.30	0.00	567.30
0000070496	7/10/2025	DIR070	DirecTV				Check Entry Number: 001
			75436554X250628	6/28/2025	432.50	0.00	432.50

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Check Register

Journal Posting Date: 7/10/2025

Register Number: CD-001175

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
0000070497	7/10/2025	DLL010	D L Logos				Check Entry Number: 001
			4929A	6/30/2025	224.68	0.00	224.68
			4929B	6/30/2025	224.68	0.00	224.68
			4929C	6/30/2025	224.68	0.00	224.68
Check 0000070497 Total:					674.04	0.00	674.04
0000070498	7/10/2025	ECO002	EDC Team Jefferson				Check Entry Number: 001
			416116	7/1/2025	10,609.00	0.00	10,609.00
0000070499	7/10/2025	ECO040	EcoLube Recovery LLC				Check Entry Number: 001
			13519062525	6/25/2025	468.00	0.00	468.00
0000070500	7/10/2025	FER020	Ferguson Waterworks #3156				Check Entry Number: 001
			83609	6/19/2025	214.65	0.00	214.65
0000070501	7/10/2025	FIS020	Fish N Hole				Check Entry Number: 001
			5383468	7/2/2025	34.38	0.00	34.38
			5383471	7/5/2025	42.00	0.00	42.00
Check 0000070501 Total:					76.38	0.00	76.38
0000070502	7/10/2025	GRE015	Greentree Communications Co				Check Entry Number: 001
			10676A	7/1/2025	35.45	0.00	35.45
			10676B	7/1/2025	114.21	0.00	114.21
			10676C	7/1/2025	23.63	0.00	23.63
			10676D	7/1/2025	23.63	0.00	23.63
			10676E	7/1/2025	11.82	0.00	11.82
			10676F	7/1/2025	122.09	0.00	122.09
			10676G	7/1/2025	63.01	0.00	63.01
Check 0000070502 Total:					393.84	0.00	393.84
0000070503	7/10/2025	HEN002	Henery Hardware				Check Entry Number: 001
			793366	5/27/2025	97.31	0.00	97.31
			794843	5/27/2025	13.12	0.00	13.12
			794891	5/28/2025	45.94	0.00	45.94
			794896	5/28/2025	126.83	0.00	126.83
			794954	5/28/2025	56.84	0.00	56.84
			794974	5/29/2025	9.84	0.00	9.84
			794978	5/29/2025	42.18	0.00	42.18
			795005	5/29/2025	8.07	0.00	8.07
			795037	5/30/2025	64.50	0.00	64.50
			795131	6/2/2025	12.02	0.00	12.02
			795146	6/2/2025	5.24	0.00	5.24
			795150	6/2/2025	13.34	0.00	13.34
			795212	6/3/2025	36.03	0.00	36.03
			795239	6/4/2025	24.05	0.00	24.05
			795259	6/4/2025	54.09	0.00	54.09
			795261	6/4/2025	85.30	0.00	85.30
			795265	6/4/2025	16.61	0.00	16.61
			795333	6/5/2025	164.92	0.00	164.92
			795344	6/5/2025	19.64	0.00	19.64
			795347	6/5/2025	31.66	0.00	31.66
			795381	6/6/2025	98.44	0.00	98.44
			795382	6/6/2025	113.70	0.00	113.70
			795388	6/6/2025	33.37	0.00	33.37
			795397	6/6/2025	3.81	0.00	3.81
			795428	6/6/2025	53.57	0.00	53.57

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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
			795431	6/6/2025	63.42	0.00 63.42
			795465	6/7/2025	19.68	0.00 19.68
			795510	6/9/2025	11.05	0.00 11.05
			795536	6/9/2025	20.26	0.00 20.26
			795558	6/9/2025	19.63	0.00 19.63
			795568	6/10/2025	41.55	0.00 41.55
			795580	6/10/2025	49.41	0.00 49.41
			795613	6/10/2025	95.16	0.00 95.16
			795652	6/11/2025	65.78	0.00 65.78
			795656	6/11/2025	13.11	0.00 13.11
			795666	6/11/2025	17.49	0.00 17.49
			795684	6/11/2025	69.73	0.00 69.73
			795745	6/12/2025	169.56	0.00 169.56
			795785	6/13/2025	20.78	0.00 20.78
			795880	6/16/2025	69.03	0.00 69.03
			795890	6/16/2025	7.83	0.00 7.83
			795891	6/16/2025	21.87	0.00 21.87
			795893	6/16/2025	37.19	0.00 37.19
			795913	6/16/2025	12.02	0.00 12.02
			795919	6/16/2025	8.42	0.00 8.42
			795943	6/17/2025	23.16	0.00 23.16
			796009	6/17/2025	21.87	0.00 21.87
			796024	6/18/2025	80.91	0.00 80.91
			796026	6/18/2025	146.34	0.00 146.34
			796034	6/18/2025	44.70	0.00 44.70
			796043	6/18/2025	6.87	0.00 6.87
			796046	6/18/2025	104.67	0.00 104.67
			796146	6/20/2025	76.53	0.00 76.53
			796162	6/20/2025	7.63	0.00 7.63
			796256	6/23/2025	6.54	0.00 6.54
			796264	6/23/2025	19.77	0.00 19.77
			796291	6/23/2025	253.48	0.00 253.48
			796312	6/24/2025	76.05	0.00 76.05
			796319	6/24/2025	51.95	0.00 51.95
			796321	6/24/2025	40.45	0.00 40.45
			796332	6/24/2025	78.72	0.00 78.72
			796353	6/24/2025	9.84	0.00 9.84
			796363	6/24/2025	42.63	0.00 42.63
			796410	6/25/2025	95.08	0.00 95.08
			796420	6/25/2025	17.48	0.00 17.48
			796431	6/25/2025	10.46	0.00 10.46
Check 0000070503 Total:					3,215.20	0.00 3,215.20
0000070504	7/10/2025	JC0003	Jefferson County - Public Work			Check Entry Number: 001
			2285563	7/1/2025	179.74	0.00 179.74
			2286633	7/1/2025	68.47	0.00 68.47
			2288140	7/1/2025	181.45	0.00 181.45
			2290180	7/1/2025	219.10	0.00 219.10
Check 0000070504 Total:					648.76	0.00 648.76
0000070505	7/10/2025	JC1005	East Jefferson Fire Rescue			Check Entry Number: 001
			JULYDEC25	7/2/2025	4,590.00	0.00 4,590.00

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Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000070506	7/10/2025	KAT090	Katrina Wolfe				Check Entry Number: 001
			7925REF	7/3/2025	598.99	0.00	598.99
0000070507	7/10/2025	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4892630S185	7/1/2025	88.06	0.00	88.06
0000070508	7/10/2025	MAC070	MacLeod Reckord PLLC				Check Entry Number: 001
			9490	6/30/2025	12,622.50	0.00	12,622.50
0000070509	7/10/2025	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			85691	6/30/2025	2,707.65	0.00	2,707.65
0000070510	7/10/2025	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			8661096S112	7/1/2025	1,468.74	0.00	1,468.74
			8661104S112	7/1/2025	5,334.55	0.00	5,334.55
			8661129S112	7/1/2025	3,640.50	0.00	3,640.50
			8661200S112	7/1/2025	53.33	0.00	53.33
			8661253S112	7/1/2025	233.58	0.00	233.58
			8661312S112	7/1/2025	239.14	0.00	239.14
			8661614S112	7/1/2025	110.42	0.00	110.42
			8663953S112	7/1/2025	1,858.59	0.00	1,858.59
			8663961S112	7/1/2025	2,612.84	0.00	2,612.84
Check 0000070510 Total:					15,551.69	0.00	15,551.69
0000070511	7/10/2025	NEL020	Timothy Nelson				Check Entry Number: 001
			TNELSONEXP	7/5/2025	87.34	0.00	87.34
0000070512	7/10/2025	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			261453A	6/30/2025	108.85	0.00	108.85
			261453B	6/30/2025	108.86	0.00	108.86
			90407A	6/30/2025	16.33	0.00	16.33
			90407B	6/30/2025	16.33	0.00	16.33
Check 0000070512 Total:					250.37	0.00	250.37
0000070513	7/10/2025	OLY035	Olympic Peninsula Communications LLC				Check Entry Number: 001
			54	7/1/2025	1,125.00	0.00	1,125.00
0000070514	7/10/2025	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			1162428	6/30/2025	817.79	0.00	817.79
			1162429A	6/30/2025	71.74	0.00	71.74
			1162429B	6/30/2025	71.73	0.00	71.73
			1162430A	6/30/2025	31.49	0.00	31.49
			1162430B	6/30/2025	31.49	0.00	31.49
Check 0000070514 Total:					1,024.24	0.00	1,024.24
0000070515	7/10/2025	PAP020	Pape Material Handling				Check Entry Number: 001
			789718	6/30/2025	3.06	0.00	3.06
			9306270	6/30/2025	172.70	0.00	172.70
			9307999	6/30/2025	31.51	0.00	31.51
Check 0000070515 Total:					207.27	0.00	207.27
0000070516	7/10/2025	PAT020	Donald Patterson II				Check Entry Number: 001
			070925REF	7/1/2025	84.00	0.00	84.00
0000070517	7/10/2025	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			74165	6/30/2025	82.05	0.00	82.05
0000070518	7/10/2025	PET025	Petrick Lock & Safe				Check Entry Number: 001
			22633	5/14/2025	187.96	0.00	187.96
0000070519	7/10/2025	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			100557	6/29/2025	42.50	0.00	42.50

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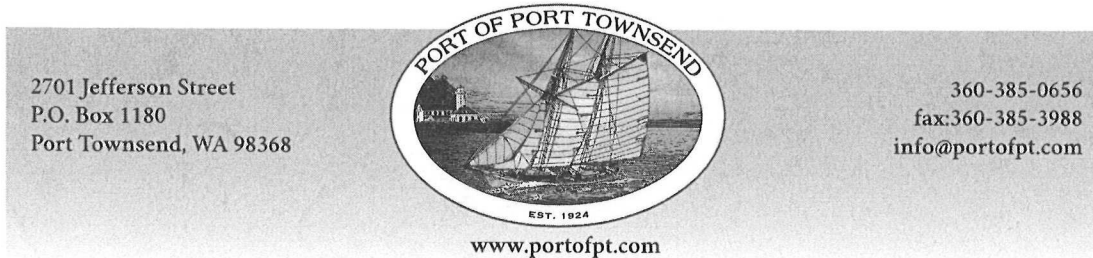
Check Register

Journal Posting Date: 7/10/2025

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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
0000070520	7/10/2025	POR005	Port Townsend Leader				Check Entry Number: 001
			118325A	6/30/2025	399.80	0.00	399.80
			118325B	6/30/2025	399.80	0.00	399.80
			118325C	6/30/2025	399.80	0.00	399.80
			118325D	6/30/2025	399.80	0.00	399.80
			118325E	6/30/2025	96.75	0.00	96.75
Check 0000070520 Total:					1,695.95	0.00	1,695.95
0000070521	7/10/2025	PRO050	The Production Alliance				Check Entry Number: 001
			1239	7/8/2025	18,000.00	0.00	18,000.00
0000070522	7/10/2025	PUD001	Pud District #1				Check Entry Number: 001
			7325PUDA	7/3/2025	20.17	0.00	20.17
			7325PUDB	7/3/2025	89.47	0.00	89.47
Check 0000070522 Total:					109.64	0.00	109.64
0000070523	7/10/2025	REI002	Reid Middleton Co				Check Entry Number: 001
			2507036	7/9/2025	1,835.25	0.00	1,835.25
0000070524	7/10/2025	SEC010	Security Services				Check Entry Number: 001
			143743A	7/1/2025	40.46	0.00	40.46
			143743B	7/1/2025	32.37	0.00	32.37
			143743C	7/1/2025	32.37	0.00	32.37
			143743D	7/1/2025	32.37	0.00	32.37
			143743E	7/1/2025	32.37	0.00	32.37
			143743F	7/1/2025	32.36	0.00	32.36
Check 0000070524 Total:					202.30	0.00	202.30
0000070525	7/10/2025	SET015	Seton Construction				Check Entry Number: 001
			PAYEST5	7/8/2025	119,314.64	0.00	119,314.64
0000070526	7/10/2025	SOU090	Sound Mechanical Consulting, Inc				Check Entry Number: 001
			5105	5/3/2025	500.00	0.00	500.00
0000070527	7/10/2025	TAY040	Justin Taylor				Check Entry Number: 001
			JTAYLOREXP	7/8/2025	27.27	0.00	27.27
0000070528	7/10/2025	WAV040	Wave Broadband				Check Entry Number: 001
			MONTHLY	6/26/2025	124.78	0.00	124.78
0000070529	7/10/2025	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			293-878816	5/29/2025	13.48	0.00	13.48
			293-879007	5/30/2025	25.25	0.00	25.25
			293-879378	6/2/2025	13.48	0.00	13.48
			293-879563	6/3/2025	102.75	0.00	102.75
			293-879951	6/3/2025	30.62	0.00	30.62
			293-880095	6/6/2025	24.05	0.00	24.05
			293-880708	6/10/2025	165.18	0.00	165.18
			293-880759	6/10/2025	3.14	0.00	3.14
			293-880770	6/10/2025	100.64	0.00	100.64
			293-882116	6/18/2025	165.18	0.00	165.18
			293-882448	6/20/2025	62.28	0.00	62.28
			293-882913	6/24/2025	32.80	0.00	32.80
Check 0000070529 Total:					381.53	0.00	381.53
Report Total:					223,086.59	0.00	223,086.59



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 070530 through No. 070531 generated on July 17, 2025 in the amount of \$5,975.80 and Electronic Payment in the amount of \$152,165.28, for a total amount of \$158,141.08 is ratified.
Signed and Authenticated on this 10th day of September, 2025.

For: Payroll and Benefits

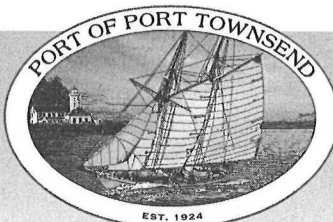
Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance And
Administration

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



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

www.portofpt.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **070532 - 070579** generated on July 21st, 2025 in the amount of **\$341,990.33 is ratified.**

Signed and Authenticated on this **10th** day of **September**,
2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
0000070532	7/21/2025	AHB040	AHBL Inc.				Check Entry Number: 001
			153120	6/30/2025	29,262.50	0.00	29,262.50
			153121	6/30/2025	27,000.00	0.00	27,000.00
Check 0000070532 Total:					56,262.50	0.00	56,262.50
0000070533	7/21/2025	AIR070	Airside Solutions, Inc				Check Entry Number: 001
			41267	7/11/2025	279.85	0.00	279.85
0000070534	7/21/2025	ARM035	Armstrong Consolidated				Check Entry Number: 001
			JULYREF2025.1	7/11/2025	5,459.65	0.00	5,459.65
0000070535	7/21/2025	ARO020	David Aronovitz				Check Entry Number: 001
			JULYREF2025.4	7/8/2025	72.41	0.00	72.41
0000070536	7/21/2025	BAN005	Bank of America				Check Entry Number: 001
			061725SHIP	6/17/2025	56.20	0.00	56.20
			0617SAFEWAYWATER	6/17/2025	8.74	0.00	8.74
			0625AMAZON1	6/13/2025	45.83	0.00	45.83
			0625AMAZON10	6/26/2025	95.67	0.00	95.67
			0625AMAZON11	7/1/2025	286.36	0.00	286.36
			0625AMAZON12	7/3/2025	624.81	0.00	624.81
			0625AMAZON13	7/7/2025	95.16	0.00	95.16
			0625AMAZON2	6/16/2025	130.31	0.00	130.31
			0625AMAZON3	6/16/2025	388.72	0.00	388.72
			0625AMAZON4	6/18/2025	40.99	0.00	40.99
			0625AMAZON5	6/23/2025	44.99	0.00	44.99
			0625AMAZON6	6/25/2025	141.13	0.00	141.13
			0625AMAZON7	6/24/2025	179.95	0.00	179.95
			0625AMAZON8	6/26/2025	95.67	0.00	95.67
			0625AMAZON9	6/26/2025	95.67	0.00	95.67
			063025SAFEWAY	6/30/2025	31.15	0.00	31.15
			131602	7/2/2025	651.51	0.00	651.51
			1421009A	6/17/2025	43.20	0.00	43.20
			1421009B	6/17/2025	43.21	0.00	43.21
			1421009C	6/17/2025	127.95	0.00	127.95
			1421009D	6/17/2025	36.38	0.00	36.38
			21722801	7/1/2025	1,028.50	0.00	1,028.50
			2226818625	7/1/2025	145.94	0.00	145.94
			3435220	6/16/2025	229.00	0.00	229.00
			626COOP	6/26/2025	16.02	0.00	16.02
			6525SHIP	6/5/2025	154.59	0.00	154.59
			6925CREDIT	6/9/2025	334.30	0.00	334.30
			738THAI	6/24/2025	150.56	0.00	150.56
			7681032	7/2/2025	41.45	0.00	41.45
			BFFCD64E-0015A	6/30/2025	78.77	0.00	78.77
			BFFCD64E-0015B	6/30/2025	26.78	0.00	26.78
			BFFCD64E-0015C	6/30/2025	51.99	0.00	51.99
			COSTCO6625	6/6/2025	54.58	0.00	54.58
			DCGJUNE25	6/13/2025	148.00	0.00	148.00
			JUNE2025.1	6/9/2025	26.25	0.00	26.25
			JUNE2025.2	6/9/2025	52.50	0.00	52.50
			JUNE2025.3	6/9/2025	26.25	0.00	26.25
			JUNE2025.4	6/9/2025	78.72	0.00	78.72
			JUNE2025.5	6/9/2025	10.27	0.00	10.27

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
			MOO	6/13/2025	103.66	0.00	103.66
			NWMBC25A	6/17/2025	390.00	0.00	390.00
			NWMBC25B	6/17/2025	780.00	0.00	780.00
			NWMBC25C	6/17/2025	390.00	0.00	390.00
			QUIMPER	6/26/2025	35.00	0.00	35.00
			SAFEWAYTCATER	6/12/2025	71.86	0.00	71.86
			SOAKONSOUND	6/26/2025	200.00	0.00	200.00
			UPS62525	6/25/2025	351.23	0.00	351.23
			WALGREENS62425	6/24/2025	40.28	0.00	40.28
			Check 0000070536 Total:		7,611.50	0.00	7,611.50
0000070537	7/21/2025	BEA060	Michel Beaulieu				Check Entry Number: 001
			BEA060	7/1/2025	320.00	0.00	320.00
0000070538	7/21/2025	BRO040	Brother's Plumbing, Inc				Check Entry Number: 001
			100865	7/1/2025	1,197.46	0.00	1,197.46
0000070539	7/21/2025	CAR040	Joanne Carroll-Huemoeller				Check Entry Number: 001
			JULYREF2025.3	7/12/2025	42.39	0.00	42.39
0000070540	7/21/2025	CED005	CED				Check Entry Number: 001
			5948-1072455	7/9/2025	291.00	0.00	291.00
			5948-1072514	7/9/2025	78.14	0.00	78.14
			Check 0000070540 Total:		369.14	0.00	369.14
0000070541	7/21/2025	CEN001	CHS, INC				Check Entry Number: 001
			YF-50034	7/2/2025	147.26	0.00	147.26
			YF-50038	7/2/2025	207.80	0.00	207.80
			YF-50091	7/9/2025	146.26	0.00	146.26
			Check 0000070541 Total:		501.32	0.00	501.32
0000070542	7/21/2025	CEN035	CenturyLink				Check Entry Number: 001
			JUNE2025.1	7/6/2025	193.47	0.00	193.47
			JUNE2025.2	7/6/2025	75.81	0.00	75.81
			JUNE2025.3	7/6/2025	108.99	0.00	108.99
			Check 0000070542 Total:		378.27	0.00	378.27
0000070543	7/21/2025	CEN045	Center for Sustainable Infrastructure				Check Entry Number: 001
			141	7/15/2025	5,800.00	0.00	5,800.00
0000070544	7/21/2025	CIT001	City Of Port Townsend				Check Entry Number: 001
			JUNE2025.1	7/1/2025	1,736.97	0.00	1,736.97
			JUNE2025.10	7/1/2025	846.47	0.00	846.47
			JUNE2025.11	7/1/2025	727.07	0.00	727.07
			JUNE2025.12	7/1/2025	2,040.49	0.00	2,040.49
			JUNE2025.13	7/1/2025	1,606.77	0.00	1,606.77
			JUNE2025.14	7/1/2025	1,314.58	0.00	1,314.58
			JUNE2025.2	7/1/2025	1,095.53	0.00	1,095.53
			JUNE2025.3	7/1/2025	577.77	0.00	577.77
			JUNE2025.4	7/1/2025	126.92	0.00	126.92
			JUNE2025.5	7/1/2025	1,159.83	0.00	1,159.83
			JUNE2025.6	7/1/2025	1,685.90	0.00	1,685.90
			JUNE2025.7	7/1/2025	76.85	0.00	76.85
			JUNE2025.8	7/1/2025	82.70	0.00	82.70
			JUNE2025.9	7/1/2025	1,000.16	0.00	1,000.16
			Check 0000070544 Total:		14,078.01	0.00	14,078.01
0000070545	7/21/2025	CLO010	Cloise & Mike Construction				Check Entry Number: 001

Port of Port Townsend (PTA)

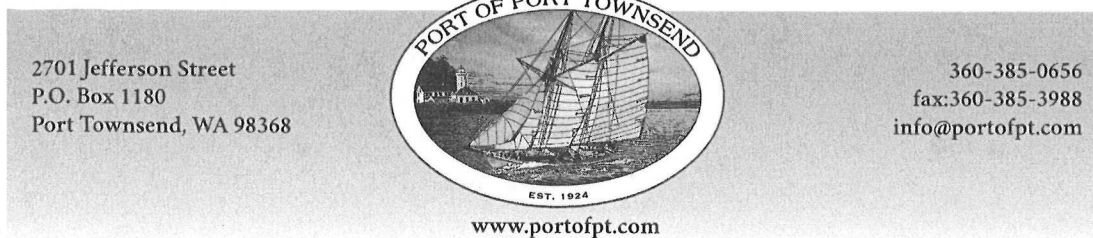
Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			12128	7/9/2025	23,000.00	0.00	23,000.00
0000070546	7/21/2025	DIL040	Jim Dilanni				Check Entry Number: 001
			JULYREF25.4	7/8/2025	500.00	0.00	500.00
0000070547	7/21/2025	FER001	Ferrellgas				Check Entry Number: 001
			5009433886A	6/26/2025	135.85	0.00	135.85
			5009433886B	6/26/2025	292.02	0.00	292.02
			5009433886C	6/26/2025	183.66	0.00	183.66
			Check 0000070547 Total:		611.53	0.00	611.53
0000070548	7/21/2025	FER020	Ferguson Waterworks #3156				Check Entry Number: 001
			3720812	7/1/2025	885.92	0.00	885.92
			3835413	7/1/2025	1,204.47	0.00	1,204.47
			3835472	7/1/2025	99.82	0.00	99.82
			83763	7/1/2025	201.41	0.00	201.41
			Check 0000070548 Total:		2,391.62	0.00	2,391.62
0000070549	7/21/2025	FIN030	Fine Edge Nautical & Recreational Publishing				Check Entry Number: 001
			202526A	7/15/2025	405.00	0.00	405.00
			202526B	7/15/2025	405.00	0.00	405.00
			202527A	7/15/2025	2,277.00	0.00	2,277.00
			202527B	7/15/2025	2,277.00	0.00	2,277.00
			Check 0000070549 Total:		5,364.00	0.00	5,364.00
0000070550	7/21/2025	FIS020	Fish N Hole				Check Entry Number: 001
			5383459	7/12/2025	30.60	0.00	30.60
0000070551	7/21/2025	GAN090	Gannett Washington LocalIQ				Check Entry Number: 001
			7158336	6/30/2025	41.48	0.00	41.48
0000070552	7/21/2025	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1629368	7/1/2025	192.13	0.00	192.13
			1629369	7/1/2025	119.25	0.00	119.25
			1629370	7/1/2025	278.98	0.00	278.98
			1629371A	7/1/2025	1,011.96	0.00	1,011.96
			1629371B	7/1/2025	65.64	0.00	65.64
			1629372	7/1/2025	204.80	0.00	204.80
			Check 0000070552 Total:		1,872.76	0.00	1,872.76
0000070553	7/21/2025	GUE030	Jose' Guevera-Santiago				Check Entry Number: 001
			JGSEXP	7/1/2025	31.46	0.00	31.46
0000070554	7/21/2025	HAS020	Carol Hasse				Check Entry Number: 001
			CHASSEEXP	7/9/2025	21.00	0.00	21.00
0000070555	7/21/2025	HIG020	Highway Specialties LLC				Check Entry Number: 001
			122380	7/14/2025	2,620.80	0.00	2,620.80
0000070556	7/21/2025	JAC020	Cynthia Jacobs				Check Entry Number: 001
			JULYREF2025.5	7/8/2025	86.37	0.00	86.37
0000070557	7/21/2025	JON030	Kathleen Jones				Check Entry Number: 001
			JULYREF2025.6	7/8/2025	170.39	0.00	170.39
0000070558	7/21/2025	KOU060	Philip Kouse				Check Entry Number: 001
			JULYREF2025.7	7/8/2025	52.48	0.00	52.48
0000070559	7/21/2025	LAM090	Wayne Lamprey				Check Entry Number: 001
			JULYREF2025.8	7/1/2025	104.00	0.00	104.00
0000070560	7/21/2025	LOR050	Mark Lorang				Check Entry Number: 001
			JULYREF2025.9	7/8/2025	196.80	0.00	196.80
0000070561	7/21/2025	MCR050	Michael King McRae				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
			JULYREF2025.10	7/8/2025	217.23	0.00	217.23
0000070562	7/21/2025	MOO070	Tammy Mooney				Check Entry Number: 001
			JULYREF2025.11	7/8/2025	50.00	0.00	50.00
0000070563	7/21/2025	PAC035	Pacific Northwest Waterways Association				Check Entry Number: 001
			7893	7/8/2025	6,290.00	0.00	6,290.00
0000070564	7/21/2025	PAP020	Pape Material Handling				Check Entry Number: 001
			16163130	6/10/2025	49.23	0.00	49.23
			16171217	6/27/2025	316.06	0.00	316.06
			16191371	6/17/2025	103.43	0.00	103.43
			16191526	6/17/2025	32.82	0.00	32.82
			16191543	6/27/2025	166.72	0.00	166.72
Check 0000070564 Total:					461.40	0.00	461.40
0000070565	7/21/2025	PAR050	Leland Parsons				Check Entry Number: 001
			JULYREF2025.14	7/8/2025	17.46	0.00	17.46
0000070566	7/21/2025	PET020	Peters Marine Services				Check Entry Number: 001
			JULYREF2025.13	7/9/2025	540.28	0.00	540.28
0000070567	7/21/2025	POR065	Port of Port Townsend				Check Entry Number: 001
			JULYREF2025.12	7/8/2025	2,729.83	0.00	2,729.83
0000070568	7/21/2025	PRI001	The Printery				Check Entry Number: 001
			250384	6/30/2025	699.95	0.00	699.95
			250403	6/24/2025	181.90	0.00	181.90
Check 0000070568 Total:					881.85	0.00	881.85
0000070569	7/21/2025	PUD001	Pud District #1				Check Entry Number: 001
			PUDJULY182025.1	7/7/2025	119.63	0.00	119.63
			PUDJULY182025.2	7/7/2025	57.25	0.00	57.25
			PUDJULY182025.3	7/7/2025	52.50	0.00	52.50
			PUDJULY182025.4	7/7/2025	42.50	0.00	42.50
			PUDJULY182025.5	7/7/2025	52.50	0.00	52.50
			PUDJULY182025.6	7/7/2025	42.50	0.00	42.50
			PUDJULY182025.7	7/7/2025	95.00	0.00	95.00
Check 0000070569 Total:					461.88	0.00	461.88
0000070570	7/21/2025	ROD030	Rodda Miller Paint				Check Entry Number: 001
			44190379	7/3/2025	292.89	0.00	292.89
0000070571	7/21/2025	SHO010	Shold Excavating Inc				Check Entry Number: 001
			88218	7/3/2025	14,045.41	0.00	14,045.41
0000070572	7/21/2025	SME050	SME Solutions, LLC				Check Entry Number: 001
			2282691	6/30/2025	267.00	0.00	267.00
0000070573	7/21/2025	SMI070	Tammie Smith				Check Entry Number: 001
			JULYREF2025.15	7/8/2025	362.05	0.00	362.05
0000070574	7/21/2025	SUN020	Sunrise Coffee				Check Entry Number: 001
			20250757	7/8/2025	58.50	0.00	58.50
0000070575	7/21/2025	SUT020	Carl Sutter				Check Entry Number: 001
			JULYREF2025.16	7/12/2025	64.00	0.00	64.00
0000070576	7/21/2025	TAY040	Justin Taylor				Check Entry Number: 001
			JTAYLOREXP718	7/1/2025	36.09	0.00	36.09
0000070577	7/21/2025	UCH060	Peter Uchno				Check Entry Number: 001
			JULYREF2025.17	7/8/2025	41.00	0.00	41.00
0000070578	7/21/2025	WA1802	Washington State Department of Revenue				Check Entry Number: 001
			APRILJUNE2025	7/1/2025	185,643.35	0.00	185,643.35
0000070579	7/21/2025	WIL010	Andrew Wilson				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
			JULYREF2025.18	7/9/2025	62.32	0.00
						62.32
				Report Total:	341,990.33	0.00
						341,990.33



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that these claims are a just and unpaid obligation of the Port of Port Townsend, and that these claims, in Warrant No. 070556 in the amount of \$86.37 is declared **void** on this on this 10th day of September, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

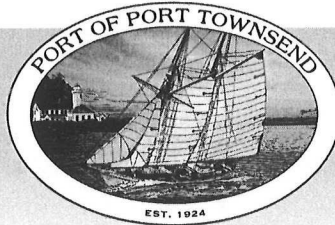
Commissioner Pete Hanke

Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE						
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount	Distribution Amount	Check Amount
0000070556	REV 7/21/2025	JAC020	Cynthia Jacobs			86.37-
Check Comment: Wrong Vendor						
CK000007055601						
	7/21/2025		86.37-	0.00		
G/L Account:	112-1000-00		ACCOUNTS RECEIVABLE - TENANTS		86.37-	
	Bank W Total:		86.37-	0.00	86.37-	86.37-
	Report Total:		86.37-	0.00	86.37-	86.37-

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



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

www.portofpt.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No 070580 - 070607 generated on July 28th, 2025 in the amount of \$97,882.89 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
0000070580	7/28/2025	A1C050	Tipco Technologies				Check Entry Number: 001
			225602107	7/10/2025	173.55	0.00	173.55
			225607341	7/18/2025	975.23	0.00	975.23
Check 0000070580 Total:					1,148.78	0.00	1,148.78
0000070581	7/28/2025	AMB001	AMB Tools & Equipment Co				Check Entry Number: 001
			T340462	7/18/2025	439.02	0.00	439.02
0000070582	7/28/2025	BOS030	Keith Bosley				Check Entry Number: 001
			BOSEXPJULY2025	7/22/2025	49.22	0.00	49.22
0000070583	7/28/2025	BUR020	Dolanna Burnett				Check Entry Number: 001
			72825REF	7/15/2025	81.60	0.00	81.60
0000070584	7/28/2025	CED005	CED				Check Entry Number: 001
			5948-1073304	7/16/2025	324.74	0.00	324.74
			5948-1073348	7/16/2025	662.99	0.00	662.99
Check 0000070584 Total:					987.73	0.00	987.73
0000070585	7/28/2025	CER040	Certified Laboratories				Check Entry Number: 001
			9244524A	7/22/2025	225.54	0.00	225.54
			9244524B	7/22/2025	225.55	0.00	225.55
			9244524C	7/22/2025	225.55	0.00	225.55
Check 0000070585 Total:					676.64	0.00	676.64
0000070586	7/28/2025	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			131068	7/18/2025	828.00	0.00	828.00
0000070587	7/28/2025	CIN020	Cintas				Check Entry Number: 001
			5282149503A	7/22/2025	51.79	0.00	51.79
			5282149503B	7/22/2025	34.50	0.00	34.50
			5282149503C	7/22/2025	56.98	0.00	56.98
			5282149503D	7/22/2025	77.36	0.00	77.36
			5282149503E	7/22/2025	73.78	0.00	73.78
Check 0000070587 Total:					294.41	0.00	294.41
0000070588	7/28/2025	COA050	Mott MacDonald				Check Entry Number: 001
			507517220	7/2/2025	11,277.32	0.00	11,277.32
0000070589	7/28/2025	DLL010	D L Logos				Check Entry Number: 001
			4935A	7/21/2025	152.25	0.00	152.25
			4935B	7/21/2025	152.25	0.00	152.25
			4935C	7/21/2025	152.25	0.00	152.25
Check 0000070589 Total:					456.75	0.00	456.75
0000070590	7/28/2025	FIS070	Fisheries Supply				Check Entry Number: 001
			7303305	7/10/2025	53.29	0.00	53.29
0000070591	7/28/2025	HIG020	Highway Specialties LLC				Check Entry Number: 001
			122380	7/14/2025	2,620.80	0.00	2,620.80
0000070592	7/28/2025	INS070	Insight Strategic Partners LLC				Check Entry Number: 001
			6322	6/30/2025	6,250.00	0.00	6,250.00
0000070593	7/28/2025	JAC040	James Jacobson				Check Entry Number: 001
			72825REF	7/8/2025	86.37	0.00	86.37
0000070594	7/28/2025	KEN020	Kennedy Jenks				Check Entry Number: 001
			181509	7/17/2025	3,956.85	0.00	3,956.85
			181510	7/17/2025	13,780.98	0.00	13,780.98
Check 0000070594 Total:					17,737.83	0.00	17,737.83
0000070595	7/28/2025	LIE050	Mary Lieske				Check Entry Number: 001
			72825REF	7/22/2025	681.75	0.00	681.75

Check Register

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Journal Posting Date: 7/28/2025

Register Number: CD-001178

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
0000070596	7/28/2025	PAP020	Pape Material Handling				Check Entry Number: 001
			9350376	7/11/2025	575.85	0.00	575.85
0000070597	7/28/2025	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			73760	7/21/2025	92.99	0.00	92.99
0000070598	7/28/2025	PET025	Petrack Lock & Safe				Check Entry Number: 001
			22714	7/14/2025	220.41	0.00	220.41
0000070599	7/28/2025	POR065	Port of Port Townsend				Check Entry Number: 001
			72825REF	7/1/2025	330.00	0.00	330.00
0000070600	7/28/2025	PUD001	Pud District #1				Check Entry Number: 001
			JULY2025.3A	7/18/2025	49.61	0.00	49.61
			JULY2025.3B	7/11/2025	49.61	0.00	49.61
			JULY2025.3C	7/18/2025	5,258.80	0.00	5,258.80
			JULY2025.3D	7/18/2025	265.49	0.00	265.49
			JULY2025.3E	7/18/2025	2,125.51	0.00	2,125.51
			JULY2025.3F	7/18/2025	1,214.70	0.00	1,214.70
			JULY2025.3G	7/18/2025	58.19	0.00	58.19
			JULY2025.3H	7/18/2025	156.02	0.00	156.02
			JULY2025.3I	7/18/2025	478.13	0.00	478.13
			JULY2025.3J	7/18/2025	341.78	0.00	341.78
			JULY2025.3K	7/18/2025	2,913.43	0.00	2,913.43
			JULY2025.3L	7/18/2025	1,450.37	0.00	1,450.37
			JULY2025.3M	7/18/2025	253.38	0.00	253.38
			JULY2025.3N	7/18/2025	124.80	0.00	124.80
Check 0000070600 Total:					14,739.82	0.00	14,739.82
0000070601	7/28/2025	QUI001	Quill Corporation				Check Entry Number: 001
			44845398	7/10/2025	417.10	0.00	417.10
			44854716	7/10/2025	39.36	0.00	39.36
			44905757	7/16/2025	36.57	0.00	36.57
Check 0000070601 Total:					493.03	0.00	493.03
0000070602	7/28/2025	SAF001	Safeway, Inc.				Check Entry Number: 001
			JULY2025A	7/21/2025	4.58	0.00	4.58
			JULY2025B	7/21/2025	39.75	0.00	39.75
			JULY2025C	7/21/2025	2,740.30	0.00	2,740.30
			JULY2025D	7/21/2025	559.89	0.00	559.89
			JULY2025E	7/21/2025	46.77	0.00	46.77
Check 0000070602 Total:					3,391.29	0.00	3,391.29
0000070603	7/28/2025	UTZ040	James Utzschneider				Check Entry Number: 001
			72825REF	7/17/2025	3.56	0.00	3.56
0000070604	7/28/2025	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			JUNEJULY25A	7/15/2025	138.28	0.00	138.28
			JUNEJULY25B	7/15/2025	122.22	0.00	122.22
			JUNEJULY25C	7/15/2025	187.20	0.00	187.20
			JUNEJULY25D	7/15/2025	171.09	0.00	171.09
			JUNEJULY25E	7/15/2025	48.89	0.00	48.89
			JUNEJULY25F	7/15/2025	418.89	0.00	418.89
			JUNEJULY25G	7/15/2025	557.18	0.00	557.18
			JUNEJULY25H	7/15/2025	48.88	0.00	48.88
			JUNEJULY25I	7/15/2025	48.88	0.00	48.88
Check 0000070604 Total:					1,741.51	0.00	1,741.51

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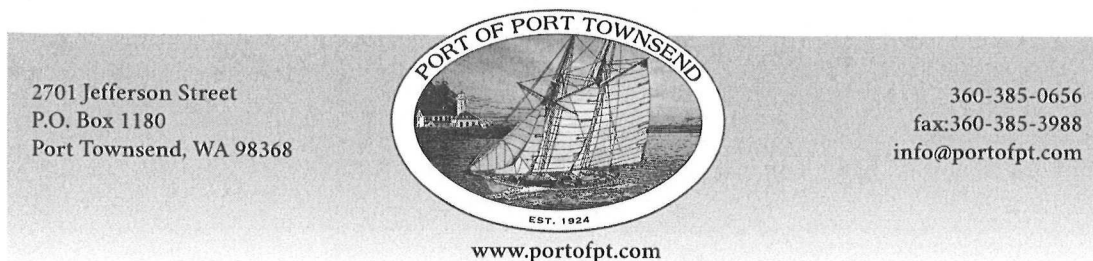
A/P Date: 7/28/2025

Page: 2

User Logon: donna@portoftpt.com

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
0000070605	7/28/2025	WA0503	State of Washington-Dept.of			
			16100004424	7/18/2025	67.00	0.00
						67.00
0000070606	7/28/2025	WAS003	Washington Public Ports Assn.			
			25376	7/15/2025	550.00	0.00
						550.00
0000070607	7/28/2025	WRI040	Deborah Wright			
			72825REF	7/1/2025	32,007.92	0.00
						32,007.92
Report Total:					<u>97,882.89</u>	<u>0.00</u>
					<u>97,882.89</u>	<u>97,882.89</u>



WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 070608 through No. 070610 generated on August 1, 2025 in the amount of \$7,728.62 and Warrant No 070626 through No 07628 in the amount of 28,789.05 and Electronic Payment in the amount of \$251,239.28, for a total amount of \$287,756.95 is ratified.
Signed and Authenticated on this 10th day of September,
2025.

For: Payroll and Benefits

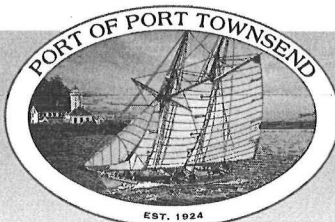
 Commissioner Carol Hasse

 Commissioner Pam Petranek

 Commissioner Pete Hanke

 Connie Anderson, Director of
 Finance And
 Administration

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



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

www.portofpt.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **070611 - 070625** generated on August 1st, 2025 in the amount of **\$15,399.54 is ratified.**

Signed and Authenticated on this **10th** day of **September**,
2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

Check Register

Journal Posting Date: 7/31/2025

Register Number: CD-001179

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
0000070611	8/1/2025	BER010	William Berninger				Check Entry Number: 001
			080125EXP	7/31/2025	48.44	0.00	48.44
0000070612	8/1/2025	CEN045	Center for Sustainable Infrastructure				Check Entry Number: 001
			165	7/25/2025	520.00	0.00	520.00
0000070613	8/1/2025	CHY001	Chyna Sea Ventures, LTD				Check Entry Number: 001
			1453A	7/24/2025	284.67	0.00	284.67
			1453B	7/24/2025	284.66	0.00	284.66
			1453C	7/24/2025	284.67	0.00	284.67
Check 0000070613 Total:					854.00	0.00	854.00
0000070614	8/1/2025	CON045	Construction Inspection Services LLC				Check Entry Number: 001
			2285	6/30/2025	302.50	0.00	302.50
0000070615	8/1/2025	DEP002	Department of Health				Check Entry Number: 001
			25931U	7/30/2025	248.90	0.00	248.90
0000070616	8/1/2025	FIS020	Fish N Hole				Check Entry Number: 001
			5383452	7/19/2025	36.84	0.00	36.84
0000070617	8/1/2025	GOO002	Good Man Sanitation				Check Entry Number: 001
			I4616	7/28/2025	323.96	0.00	323.96
			I4619	7/28/2025	381.92	0.00	381.92
			I4622	7/28/2025	116.96	0.00	116.96
			I4623	7/28/2025	116.96	0.00	116.96
			I4624	7/28/2025	129.38	0.00	129.38
			I4625	7/28/2025	308.43	0.00	308.43
			I4626	7/28/2025	116.96	0.00	116.96
			I4627	7/28/2025	116.96	0.00	116.96
			I4629	7/28/2025	763.83	0.00	763.83
			I4630	7/28/2025	116.96	0.00	116.96
Check 0000070617 Total:					2,492.32	0.00	2,492.32
0000070618	8/1/2025	HEN002	Henery Hardware				Check Entry Number: 001
			796483	6/26/2025	138.41	0.00	138.41
			796485	6/26/2025	20.51	0.00	20.51
			796486	6/26/2025	27.90	0.00	27.90
			796487	6/26/2025	30.82	0.00	30.82
			796561	6/27/2025	29.90	0.00	29.90
			796562	6/27/2025	145.88	0.00	145.88
			796576	6/27/2025	13.53	0.00	13.53
			796656	6/30/2025	7.85	0.00	7.85
			796683	6/30/2025	98.45	0.00	98.45
			796693	6/30/2025	38.27	0.00	38.27
			796709	6/30/2025	35.00	0.00	35.00
			796732	7/1/2025	54.56	0.00	54.56
			796737	7/1/2025	155.90	0.00	155.90
			796739	7/1/2025	116.31	0.00	116.31
			796780	7/1/2025	66.71	0.00	66.71
			796797	7/2/2025	12.67	0.00	12.67
			796799	7/2/2025	235.88	0.00	235.88
			796805	7/2/2025	59.89	0.00	59.89
			796811	7/2/2025	34.50	0.00	34.50
			796835	7/2/2025	126.82	0.00	126.82
			796852	7/2/2025	17.49	0.00	17.49
			796875	7/3/2025	117.42	0.00	117.42

Check Register

Journal Posting Date: 7/31/2025

Register Number: CD-001179

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

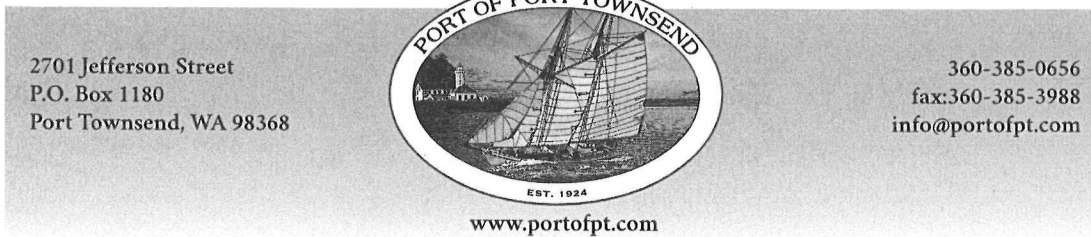
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			796883	7/3/2025	29.53	0.00	29.53
			796917	7/3/2025	73.21	0.00	73.21
			796929	7/3/2025	47.02	0.00	47.02
			797015	7/7/2025	34.31	0.00	34.31
			797016	7/7/2025	13.10	0.00	13.10
			797060	7/7/2025	155.18	0.00	155.18
			797071	7/7/2025	21.85	0.00	21.85
			797072	7/7/2025	71.73	0.00	71.73
			797110	7/8/2025	102.02	0.00	102.02
			797111	7/8/2025	40.27	0.00	40.27
			797128	7/8/2025	131.26	0.00	131.26
			797180	7/9/2025	26.25	0.00	26.25
			797181	7/9/2025	1.05	0.00	1.05
			797182	7/9/2025	8.73	0.00	8.73
			797194	7/9/2025	47.00	0.00	47.00
			797223	7/9/2025	149.70	0.00	149.70
			797263	7/10/2025	20.39	0.00	20.39
			797305	7/10/2025	28.42	0.00	28.42
			797318	7/10/2025	62.96	0.00	62.96
			797321	7/10/2025	33.90	0.00	33.90
			797328	7/10/2025	9.85	0.00	9.85
			797338	7/11/2025	28.43	0.00	28.43
			797341	7/11/2025	53.57	0.00	53.57
			797352	7/11/2025	29.49	0.00	29.49
			797354	7/11/2025	5.23	0.00	5.23
			797379	7/11/2025	30.60	0.00	30.60
			797386	7/11/2025	6.12	0.00	6.12
			797390	7/11/2025	37.15	0.00	37.15
			797476	7/14/2025	206.72	0.00	206.72
			797481	7/14/2025	21.85	0.00	21.85
			797509	7/14/2025	29.52	0.00	29.52
			797513	7/14/2025	13.12	0.00	13.12
			797536	7/15/2025	59.90	0.00	59.90
			797537	7/15/2025	45.92	0.00	45.92
			797589	7/15/2025	40.47	0.00	40.47
			797590	7/15/2025	13.11	0.00	13.11
			797606	7/15/2025	10.89	0.00	10.89
			797640	7/16/2025	27.34	0.00	27.34
			797682	7/16/2025	31.70	0.00	31.70
			797699	7/17/2025	29.47	0.00	29.47
			797700	7/17/2025	47.02	0.00	47.02
			797707	7/17/2025	6.76	0.00	6.76
			797737	7/17/2025	62.31	0.00	62.31
			797740	7/17/2025	14.21	0.00	14.21
			797743	7/17/2025	19.56	0.00	19.56
			797761	7/18/2025	49.22	0.00	49.22
			797891	7/21/2025	26.25	0.00	26.25
			797892	7/21/2025	36.94	0.00	36.94
			797921	7/21/2025	87.51	0.00	87.51
			797925	7/21/2025	33.66	0.00	33.66

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
			797949	7/22/2025	47.85	0.00 47.85
			797954	7/22/2025	24.02	0.00 24.02
			797987	7/22/2025	146.53	0.00 146.53
			797997	7/22/2025	49.19	0.00 49.19
			798040	7/23/2025	32.80	0.00 32.80
			798073	7/23/2025	15.96	0.00 15.96
			798098	7/24/2025	67.80	0.00 67.80
			798113	7/24/2025	24.59	0.00 24.59
			798136	7/24/2025	79.82	0.00 79.82
			798140	7/24/2025	19.89	0.00 19.89
			798162	7/25/2025	24.70	0.00 24.70
			798167	7/25/2025	42.27	0.00 42.27
			798172	7/25/2025	9.38	0.00 9.38
			798183	7/25/2025	21.85	0.00 21.85
			798199	7/25/2025	8.76	0.00 8.76
			Check 0000070618 Total:		3,986.17	0.00 3,986.17
0000070619	8/1/2025	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			100963	7/20/2025	42.50	0.00 42.50
0000070620	8/1/2025	PUD001	Pud District #1			Check Entry Number: 001
			0725A	7/25/2028	330.93	0.00 330.93
			0725B	7/25/2028	550.00	0.00 550.00
			Check 0000070620 Total:		880.93	0.00 880.93
0000070621	8/1/2025	PUD090	Public Utility District of Jefferson County			Check Entry Number: 001
			1478	6/1/2025	3,630.46	0.00 3,630.46
0000070622	8/1/2025	QUI001	Quill Corporation			Check Entry Number: 001
			04-2896127	7/17/2025	85.67	0.00 85.67
0000070623	8/1/2025	SAN035	Joanna Sanders			Check Entry Number: 001
			0425EXP	7/24/2025	6.30	0.00 6.30
			0525EXP	7/24/2025	20.44	0.00 20.44
			0625EXPA	7/24/2025	27.30	0.00 27.30
			0625EXPB	7/24/2025	23.25	0.00 23.25
			Check 0000070623 Total:		77.29	0.00 77.29
0000070624	8/1/2025	WEB030	Kimberlie Webber			Check Entry Number: 001
			JULY25EXPA	7/29/2025	397.00	0.00 397.00
			JULY25EXPB	7/29/2025	11.90	0.00 11.90
			Check 0000070624 Total:		408.90	0.00 408.90
0000070625	8/1/2025	WES006	Westbay Auto Parts, Inc.			Check Entry Number: 001
			626INV	7/25/2025	108.83	0.00 108.83
			710INV	7/25/2025	33.65	0.00 33.65
			711INV	7/25/2025	33.65	0.00 33.65
			715INV	7/25/2025	19.41	0.00 19.41
			716INV	7/25/2025	92.01	0.00 92.01
			721INVA	7/25/2025	137.90	0.00 137.90
			721INVB	7/25/2025	137.90	0.00 137.90
			721INVC	7/25/2025	137.90	0.00 137.90
			722INV	7/25/2025	1,008.69	0.00 1,008.69
			723INV	7/25/2025	30.79	0.00 30.79
			725INV1	7/25/2025	16.06	0.00 16.06
			725INV2	7/25/2025	67.78	0.00 67.78

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			7925INV	7/25/2025	27.35	0.00
						27.35
Check 0000070625 Total:					1,784.62	0.00
						1,784.62
Report Total:					15,399.54	0.00
						15,399.54



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 070629 - 070686 generated on August 8th, 2025 in the amount of \$175,989.72 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
0000070629	8/8/2025	48N010	48 North				Check Entry Number: 001
			107411A	8/6/2025	658.33	0.00	658.33
			107411B	8/6/2025	658.33	0.00	658.33
			107411C	8/6/2025	658.34	0.00	658.34
			Check 0000070629 Total:		1,975.00	0.00	1,975.00
0000070630	8/8/2025	A1C050	Tipco Technologies				Check Entry Number: 001
			225602107	7/10/2025	173.55	0.00	173.55
			225607341	7/18/2025	975.23	0.00	975.23
			225613587	7/29/2025	1,577.75	0.00	1,577.75
			225613588	7/29/2025	45.15	0.00	45.15
			225613590	7/29/2025	145.77	0.00	145.77
			Check 0000070630 Total:		2,917.45	0.00	2,917.45
0000070631	8/8/2025	ADL050	Ironclad Environmental				Check Entry Number: 001
			207985-0028	7/25/2025	2,140.10	0.00	2,140.10
0000070632	8/8/2025	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			398995	7/31/2025	20.35	0.00	20.35
			399330	7/31/2025	12.47	0.00	12.47
			399950	7/31/2025	31.18	0.00	31.18
			400026	7/31/2025	9.59	0.00	9.59
			400245	7/31/2025	334.17	0.00	334.17
			400419	7/31/2025	57.11	0.00	57.11
			400596	7/31/2025	4.04	0.00	4.04
			402068	7/31/2025	31.03	0.00	31.03
			402086	7/31/2025	50.87	0.00	50.87
			Check 0000070632 Total:		550.81	0.00	550.81
0000070633	8/8/2025	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			SEA071472	8/5/2025	177.00	0.00	177.00
0000070634	8/8/2025	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			K86148	7/1/2025	11.97	0.00	11.97
			K86590	7/28/2025	21.71	0.00	21.71
			K86615	7/28/2025	205.34	0.00	205.34
			K86812	7/28/2025	57.74	0.00	57.74
			K86902	7/28/2025	76.83	0.00	76.83
			K86919	7/28/2025	95.39	0.00	95.39
			K87023	7/28/2025	641.16	0.00	641.16
			K87073	7/28/2025	104.44	0.00	104.44
			Check 0000070634 Total:		1,214.58	0.00	1,214.58
0000070635	8/8/2025	BER045	Eron Berg				Check Entry Number: 001
			080825EXPA	7/31/2025	28.39	0.00	28.39
			080825EXPB	7/31/2025	860.46	0.00	860.46
			Check 0000070635 Total:		888.85	0.00	888.85
0000070636	8/8/2025	CED005	CED				Check Entry Number: 001
			5948-1072526	7/31/2025	1,367.50	0.00	1,367.50
			5948-1072962	7/23/2025	175.04	0.00	175.04
			5948-1073331	7/23/2025	89.71	0.00	89.71
			5948-1073695	7/23/2025	266.83	0.00	266.83
			5948-1073704	7/23/2025	520.79	0.00	520.79
			5948-1073716	7/23/2025	1,080.94	0.00	1,080.94
			5948-1073774	7/23/2025	97.80	0.00	97.80

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
			5948-1073966	7/30/2025	597.05	0.00	597.05
			783-4125-25	7/31/2025	266.83	0.00	266.83
			Check 0000070636 Total:		3,928.83	0.00	3,928.83
0000070637	8/8/2025	CEN010	Central Welding Supply				Check Entry Number: 001
			2442284	7/25/2025	72.83	0.00	72.83
0000070638	8/8/2025	CIT001	City Of Port Townsend				Check Entry Number: 001
			JULY2025A	7/31/2025	2,443.97	0.00	2,443.97
			JULY2025B	7/31/2025	1,576.53	0.00	1,576.53
			JULY2025C	7/31/2025	1,326.92	0.00	1,326.92
			JULY2025D	7/31/2025	1,990.63	0.00	1,990.63
			JULY2025E	7/31/2025	495.35	0.00	495.35
			JULY2025F	7/31/2025	11,353.46	0.00	11,353.46
			JULY2025G	7/31/2025	76.85	0.00	76.85
			JULY2025H	7/31/2025	82.70	0.00	82.70
			JULY2025I	7/31/2025	979.74	0.00	979.74
			JULY2025J	7/31/2025	830.21	0.00	830.21
			JULY2025K	7/31/2025	727.07	0.00	727.07
			JULY2025L	7/31/2025	1,974.72	0.00	1,974.72
			JULY2025M	7/31/2025	1,577.88	0.00	1,577.88
			JULY2025N	7/31/2025	1,314.58	0.00	1,314.58
			Check 0000070638 Total:		26,750.61	0.00	26,750.61
0000070639	8/8/2025	CON045	Construction Inspection Services LLC				Check Entry Number: 001
			2320	8/4/2025	2,164.35	0.00	2,164.35
0000070640	8/8/2025	COO050	Cooper Fuel				Check Entry Number: 001
			2026711	7/31/2025	348.90	0.00	348.90
			2026711.2	7/31/2025	348.90	0.00	348.90
			2026929	7/31/2025	2,612.29	0.00	2,612.29
			2027024	7/31/2025	1,806.80	0.00	1,806.80
			2027096	7/31/2025	286.34	0.00	286.34
			2027406	7/31/2025	190.98	0.00	190.98
			2027406.2	7/31/2025	190.98	0.00	190.98
			2027407	7/31/2025	50.86	0.00	50.86
			Check 0000070640 Total:		5,836.05	0.00	5,836.05
0000070641	8/8/2025	DIR070	DirecTV				Check Entry Number: 001
			75436554X250728	7/16/2025	432.50	0.00	432.50
0000070642	8/8/2025	ERR050	Nancy Erreca				Check Entry Number: 001
			080825REF1	7/30/2025	36.47	0.00	36.47
			080825REF2	7/30/2025	36.47	0.00	36.47
			Check 0000070642 Total:		72.94	0.00	72.94
0000070643	8/8/2025	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			3855024	7/16/2025	121.52	0.00	121.52
			89072	7/29/2025	392.29	0.00	392.29
			89324	7/31/2025	1,186.97	0.00	1,186.97
			CMO07640	7/31/2025	392.29	0.00	392.29
			Check 0000070643 Total:		1,308.49	0.00	1,308.49
0000070644	8/8/2025	FAR080	Farwest Steel Corporation				Check Entry Number: 001
			2230134	7/30/2025	1,452.86	0.00	1,452.86
0000070645	8/8/2025	FIS020	Fish N Hole				Check Entry Number: 001
			5383435	7/30/2025	25.20	0.00	25.20

Check Register

Journal Posting Date: 8/8/2025

Register Number: CD-001181

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
			5383443	7/24/2025	28.80	0.00	28.80
			5383446	7/21/2025	10.80	0.00	10.80
			Check 000070645 Total:		64.80	0.00	64.80
0000070646	8/8/2025	FIS070	Fisheries Supply				Check Entry Number: 001
			7299801	7/8/2025	2,186.01	0.00	2,186.01
0000070647	8/8/2025	FLO025	Curt Florcke				Check Entry Number: 001
			080825REF	7/29/2025	46.26	0.00	46.26
0000070648	8/8/2025	GOO002	Good Man Sanitation				Check Entry Number: 001
			I4864	8/5/2025	122.13	0.00	122.13
0000070649	8/8/2025	GRA005	Grainger				Check Entry Number: 001
			810360446A	7/16/2025	727.50	0.00	727.50
			810360446B	7/16/2025	65.10	0.00	65.10
			810360446C	7/17/2025	26.04	0.00	26.04
			Check 000070649 Total:		818.64	0.00	818.64
0000070650	8/8/2025	GRE015	Greentree Communications Co				Check Entry Number: 001
			10678A	8/1/2025	35.45	0.00	35.45
			10678B	8/1/2025	114.21	0.00	114.21
			10678C	8/1/2025	23.63	0.00	23.63
			10678D	8/1/2025	23.63	0.00	23.63
			10678E	8/1/2025	11.82	0.00	11.82
			10678F	8/1/2025	122.09	0.00	122.09
			10678G	8/1/2025	63.01	0.00	63.01
			Check 000070650 Total:		393.84	0.00	393.84
0000070651	8/8/2025	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1638752	8/1/2025	192.13	0.00	192.13
			1638753	8/1/2025	119.25	0.00	119.25
			1638754	8/1/2025	278.98	0.00	278.98
			1638755A	8/1/2025	1,011.96	0.00	1,011.96
			1638755B	8/1/2025	65.64	0.00	65.64
			1638756	8/1/2025	204.80	0.00	204.80
			Check 000070651 Total:		1,872.76	0.00	1,872.76
0000070652	8/8/2025	HEN007	Henery Hardware & Building Supply				Check Entry Number: 001
			20611	6/26/2025	3.90	0.00	3.90
			20751	6/30/2025	21.33	0.00	21.33
			20784	6/30/2025	52.19	0.00	52.19
			20786	6/30/2025	36.47	0.00	36.47
			21040	7/7/2025	26.19	0.00	26.19
			21349	7/14/2025	28.37	0.00	28.37
			21386	7/15/2025	49.13	0.00	49.13
			Check 000070652 Total:		217.58	0.00	217.58
0000070653	8/8/2025	HIG020	Highway Specialties LLC				Check Entry Number: 001
			19253	8/4/2025	535.08	0.00	535.08
0000070654	8/8/2025	HOL065	Tiah Holt				Check Entry Number: 001
			080825REF1	7/31/2025	250.00	0.00	250.00
			080825REF2	7/31/2025	500.00	0.00	500.00
			Check 000070654 Total:		750.00	0.00	750.00
0000070655	8/8/2025	HON070	Susie Hong				Check Entry Number: 001
			JUNE25EXP	7/30/2025	180.27	0.00	180.27
0000070656	8/8/2025	KEN010	Kendrick Equipment				Check Entry Number: 001

Run Date: 8/7/2025 5:28:39PM

A/P Date: 8/8/2025

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User Logon: donna@portoftpt.com

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
			U52886	7/24/2025	1,258.70	0.00	1,258.70
0000070657	8/8/2025	KIM030	Christina Marie Kimball				Check Entry Number: 001
			080825REF	7/19/2025	761.81	0.00	761.81
0000070658	8/8/2025	KSA040	KSA Engineers Inc				Check Entry Number: 001
			ARIV1013598	7/25/2025	35,805.10	0.00	35,805.10
0000070659	8/8/2025	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4896398S185	8/1/2025	39.95	0.00	39.95
0000070660	8/8/2025	LES050	Les Schwab				Check Entry Number: 001
			37900670220	7/30/2025	1,447.52	0.00	1,447.52
0000070661	8/8/2025	LEV050	Ned Lever				Check Entry Number: 001
			0825REF	7/18/2025	59.50	0.00	59.50
0000070662	8/8/2025	MAC070	MacLeod Reckord PLLC				Check Entry Number: 001
			9505	7/31/2025	8,440.00	0.00	8,440.00
0000070663	8/8/2025	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			8718886S112	8/1/2025	2,292.26	0.00	2,292.26
			8718894S112	8/1/2025	5,334.55	0.00	5,334.55
			8718919S112	8/1/2025	3,640.50	0.00	3,640.50
			8718989S112	8/1/2025	53.33	0.00	53.33
			8719039S112	8/1/2025	233.58	0.00	233.58
			8719098S112	8/1/2025	239.14	0.00	239.14
			8719401S112	8/1/2025	117.60	0.00	117.60
			8721714S112	8/1/2025	601.55	0.00	601.55
Check 0000070663 Total:					12,512.51	0.00	12,512.51
0000070664	8/8/2025	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			2507056670	7/30/2025	37.12	0.00	37.12
0000070665	8/8/2025	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			072025A	7/31/2025	81.64	0.00	81.64
			072025B	7/31/2025	81.64	0.00	81.64
			072025C	7/31/2025	16.33	0.00	16.33
			072025D	7/31/2025	16.33	0.00	16.33
Check 0000070665 Total:					195.94	0.00	195.94
0000070666	8/8/2025	OLY025	Olympic Peninsula Const. Inc.				Check Entry Number: 001
			55	8/4/2025	2,906.25	0.00	2,906.25
0000070667	8/8/2025	ONT050	On The Flye				Check Entry Number: 001
			1111	8/3/2025	1,064.25	0.00	1,064.25
0000070668	8/8/2025	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			1164010	7/31/2025	572.09	0.00	572.09
			1164011	7/31/2025	72.51	0.00	72.51
			1164011.2	7/31/2025	72.50	0.00	72.50
			1164012	7/31/2025	14.69	0.00	14.69
			1164012.2	7/31/2025	14.68	0.00	14.68
Check 0000070668 Total:					746.47	0.00	746.47
0000070669	8/8/2025	PAC045	Pacific JCB				Check Entry Number: 001
			140155	5/30/2025	2,059.79	0.00	2,059.79
0000070670	8/8/2025	PAF050	PA Far West Machine & Hydraulics, LLC				Check Entry Number: 001
			0725-P5751C	7/10/2025	2,983.97	0.00	2,983.97
0000070671	8/8/2025	PAP020	Pape Material Handling				Check Entry Number: 001
			9350376	7/11/2025	575.85	0.00	575.85
0000070672	8/8/2025	PET020	Peters Marine Services				Check Entry Number: 001
			551041	8/6/2025	2,267.94	0.00	2,267.94

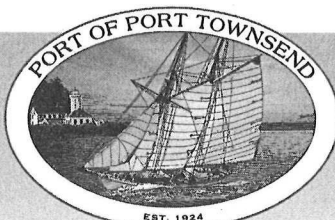
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000070673	8/8/2025	PET025	Petrack Lock & Safe				Check Entry Number: 001
			22742	7/31/2025	495.77	0.00	495.77
			22743	7/31/2025	720.11	0.00	720.11
Check 0000070673 Total:					1,215.88	0.00	1,215.88
0000070674	8/8/2025	PET065	Pam Petranek				Check Entry Number: 001
			8825EXP	7/10/2025	850.57	0.00	850.57
0000070675	8/8/2025	POR005	Port Townsend Leader				Check Entry Number: 001
			116824	12/31/2024	35.85	0.00	35.85
			117050A	1/31/2025	35.85	0.00	35.85
			117050B	1/31/2025	1,306.00	0.00	1,306.00
			117050C	1/31/2025	1,306.00	0.00	1,306.00
			117050D	1/31/2025	1,306.00	0.00	1,306.00
			117725A	4/30/2025	1,173.00	0.00	1,173.00
			117725B	4/30/2025	1,173.00	0.00	1,173.00
			117725C	4/30/2025	1,173.00	0.00	1,173.00
			117725D	4/30/2025	114.20	0.00	114.20
			117725E	4/30/2025	123.20	0.00	123.20
			118624A	7/31/2025	420.00	0.00	420.00
			118624B	7/31/2025	420.00	0.00	420.00
			118624C	7/31/2025	420.00	0.00	420.00
			118624D	7/31/2025	77.55	0.00	77.55
Check 0000070675 Total:					9,083.65	0.00	9,083.65
0000070676	8/8/2025	PRE010	Precision Approach Engineering				Check Entry Number: 001
			6910	6/30/2025	17,723.75	0.00	17,723.75
0000070677	8/8/2025	PUD001	Pud District #1				Check Entry Number: 001
			17279005	8/4/2025	20.17	0.00	20.17
0000070678	8/8/2025	SEC010	Security Services				Check Entry Number: 001
			144321A	8/1/2025	40.46	0.00	40.46
			144321B	8/1/2025	32.37	0.00	32.37
			144321C	8/1/2025	32.37	0.00	32.37
			144321D	8/1/2025	32.37	0.00	32.37
			144321E	8/1/2025	32.37	0.00	32.37
			144321F	8/1/2025	32.36	0.00	32.36
Check 0000070678 Total:					202.30	0.00	202.30
0000070679	8/8/2025	SNE020	S-Net Communications				Check Entry Number: 001
			100264460.1	8/1/2025	162.59	0.00	162.59
			100264460.2	8/1/2025	131.32	0.00	131.32
			100264460.3	8/1/2025	12.51	0.00	12.51
			100264460.4	8/1/2025	6.25	0.00	6.25
			100264460.5	8/1/2025	137.57	0.00	137.57
			100264460.6	8/1/2025	6.25	0.00	6.25
			100264460.7	8/1/2025	25.01	0.00	25.01
			100264460.8	8/1/2025	112.56	0.00	112.56
			100264460.9	8/1/2025	31.28	0.00	31.28
Check 0000070679 Total:					625.34	0.00	625.34
0000070680	8/8/2025	SOU070	Sound Storage GC				Check Entry Number: 001
			72525	8/7/2025	322.00	0.00	322.00
0000070681	8/8/2025	SUN020	Sunrise Coffee				Check Entry Number: 001
			20250880	8/5/2025	58.50	0.00	58.50

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
0000070682	8/8/2025	VEN070	VenTek International				Check Entry Number: 001
			150654	8/1/2025	103.93	0.00	103.93
0000070683	8/8/2025	VET050	Veteran Marine Services LLC				Check Entry Number: 001
			1946	8/2/2025	459.42	0.00	459.42
0000070684	8/8/2025	WAS085	WA State Conservation Commission				Check Entry Number: 001
			080825REF	7/17/2025	500.00	0.00	500.00
0000070685	8/8/2025	WAT075	Watermark				Check Entry Number: 001
			159951	7/17/2025	12,466.14	0.00	12,466.14
0000070686	8/8/2025	WAV040	Wave Broadband				Check Entry Number: 001
			43328901-11646	7/26/2025	124.78	0.00	124.78
Report Total:					175,989.72	0.00	175,989.72

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



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

www.portofpt.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No 070687 generated on August 12th, 2025 in the amount of \$114,893.09 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
0000070687	8/12/2025	VAN050	Van Ness Construction				
			PAY EST #1 GARDINER	8/6/2025	114,893.09	0.00	114,893.09
				Report Total:	114,893.09	0.00	114,893.09

Check Entry Number: 001

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



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

www.portofpt.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No 070688 - 070724 generated on August 18th, 2025 in the amount of \$739,979.58 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

Check Register

Journal Posting Date: 8/18/2025

Register Number: CD-001183

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
0000070688	8/18/2025	BAN005	Bank of America				Check Entry Number: 001
			08537G	7/22/2025	68.30	0.00	68.30
			114-0931808-6177825	8/1/2025	19.68	0.00	19.68
			114-1851047-5045862	7/8/2025	1,090.95	0.00	1,090.95
			114-2042257-4714605	7/7/2025	505.42	0.00	505.42
			114-2225501-5669851	7/21/2025	21.87	0.00	21.87
			114-2300981-6297847	7/25/2025	419.76	0.00	419.76
			114-2716967-3244210	7/8/2025	268.02	0.00	268.02
			114-3519362-4850656	7/17/2025	193.81	0.00	193.81
			114-3776161-0684213	7/15/2025	10.14	0.00	10.14
			114-4146618-7941055	8/1/2025	196.91	0.00	196.91
			114-5194144-1663442	7/23/2025	763.98	0.00	763.98
			114-5498963-2937069	7/18/2025	9.84	0.00	9.84
			114-6061429-8557832	7/30/2025	262.54	0.00	262.54
			114-6109519-0666637	7/30/2025	10.93	0.00	10.93
			114-6296818-1538633	7/18/2025	197.46	0.00	197.46
			114-6438724-0776257	7/16/2025	67.80	0.00	67.80
			114-6694453-2621027	7/11/2025	29.09	0.00	29.09
			114-7642246-4043426	7/25/2025	134.08	0.00	134.08
			114-7692901-2957058	7/11/2025	40.30	0.00	40.30
			114-8459811-2017809A	7/11/2025	8.77	0.00	8.77
			114-8459811-2017809B	7/11/2025	8.77	0.00	8.77
			114-8646362-7037058	7/17/2025	41.57	0.00	41.57
			114-9274818-0639430	7/14/2025	28.54	0.00	28.54
			114-9386558-2985807	7/30/2025	130.18	0.00	130.18
			149843	7/29/2025	69.31	0.00	69.31
			22181378	8/1/2025	1,073.95	0.00	1,073.95
			2264075745	8/1/2025	144.52	0.00	144.52
			49357 V2A	7/22/2025	358.47	0.00	358.47
			49357 V2B	7/22/2025	318.64	0.00	318.64
			49357 V2C	7/22/2025	39.83	0.00	39.83
			49357 V2D	7/22/2025	238.98	0.00	238.98
			49357 V2E	7/22/2025	119.49	0.00	119.49
			49357 V2F	7/22/2025	278.81	0.00	278.81
			49357 V2G	7/22/2025	119.49	0.00	119.49
			49357 V2H	7/22/2025	119.49	0.00	119.49
			49357 V2I	7/22/2025	318.64	0.00	318.64
			49357 V2J	7/22/2025	398.33	0.00	398.33
			510020	7/30/2025	393.52	0.00	393.52
			7/15/2025A	7/15/2025	15.95	0.00	15.95
			7/15/2025B	7/15/2025	15.95	0.00	15.95
			7/16/2025A	7/16/2025	16.66	0.00	16.66
			7/16/2025B	7/16/2025	16.66	0.00	16.66
			7/17/2025	7/17/2025	325.33	0.00	325.33
			7/25/2025	8/1/2025	763.98	0.00	763.98
			8/1/2025	8/1/2025	11.00	0.00	11.00
			B69385/50	7/7/2025	1,101.84	0.00	1,101.84
			BFFCD64E-0016.A	7/30/2025	78.77	0.00	78.77
			BFFCD64E-0016.B	7/30/2025	26.78	0.00	26.78
			BFFCD64E-0016.C	7/30/2025	51.98	0.00	51.98

Check Register

Journal Posting Date: 8/18/2025

Register Number: CD-001183

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
			DM8055614	7/21/2025	43.51	0.00 43.51
			JUL-AUG2025A	7/9/2025	26.25	0.00 26.25
			JUL-AUG2025B	7/9/2025	52.50	0.00 52.50
			JUL-AUG2025C	7/9/2025	52.50	0.00 52.50
			JUL-AUG2025D	7/9/2025	78.72	0.00 78.72
			S-6952	6/27/2025	34.43	0.00 34.43
			SO-24011	7/7/2025	41.30	0.00 41.30
			SO-24136	7/16/2025	45.79	0.00 45.79
			US2942593	7/16/2025	455.44	0.00 455.44
			Check 0000070688 Total:		10,247.56	0.00 10,247.56
0000070689	8/18/2025	CEN001	CHS, INC			Check Entry Number: 001
			50166/23	7/28/2025	184.56	0.00 184.56
0000070690	8/18/2025	CEN010	Central Welding Supply			Check Entry Number: 001
			2453328	8/1/2025	141.13	0.00 141.13
			2453346	8/1/2025	28.49	0.00 28.49
			Check 0000070690 Total:		169.62	0.00 169.62
0000070691	8/18/2025	CEN030	CenturyLink			Check Entry Number: 001
			2025.08.01	8/1/2025	195.00	0.00 195.00
0000070692	8/18/2025	CEN035	CenturyLink			Check Entry Number: 001
			2025.08.06A	8/6/2025	112.36	0.00 112.36
			2025.08.06B	8/6/2025	79.59	0.00 79.59
			Check 0000070692 Total:		191.95	0.00 191.95
0000070693	8/18/2025	COA050	Mott MacDonald			Check Entry Number: 001
			507518372	8/11/2025	4,385.94	0.00 4,385.94
0000070694	8/18/2025	COW020	Cowling and Co LLC			Check Entry Number: 001
			1860	5/31/2025	10,528.70	0.00 10,528.70
			1864	6/27/2025	13,809.84	0.00 13,809.84
			1886	6/30/2025	6,421.00	0.00 6,421.00
			1910	7/31/2025	27,133.20	0.00 27,133.20
			1911	7/31/2025	4,851.70	0.00 4,851.70
			Check 0000070694 Total:		62,744.44	0.00 62,744.44
0000070695	8/18/2025	END040	enduris Washington			Check Entry Number: 001
			R25-318-4A	7/9/2025	1,804.00	0.00 1,804.00
			R25-318-4B	7/9/2025	2,282.00	0.00 2,282.00
			R26-318-1A	7/15/2025	112,376.30	0.00 112,376.30
			R26-318-1B	7/15/2025	62,322.89	0.00 62,322.89
			R26-318-1C	7/15/2025	51,389.81	0.00 51,389.81
			R26-318-1D	7/15/2025	25,887.81	0.00 25,887.81
			R26-318-1E	7/15/2025	53,009.78	0.00 53,009.78
			R26-318-1F	7/15/2025	8,882.83	0.00 8,882.83
			R26-318-1G	7/15/2025	24,637.80	0.00 24,637.80
			R26-318-1H	7/15/2025	20,924.47	0.00 20,924.47
			R26-318-1I	7/15/2025	12,531.26	0.00 12,531.26
			R26-318-1J	7/15/2025	10,853.96	0.00 10,853.96
			R26-318-1K	7/15/2025	1,430.28	0.00 1,430.28
			R26-318-1L	7/15/2025	5,090.96	0.00 5,090.96
			R26-318-1M	7/15/2025	4,955.85	0.00 4,955.85
			Check 0000070695 Total:		393,816.00	0.00 393,816.00
0000070696	8/18/2025	FER001	Ferrellgas			Check Entry Number: 001

Run Date: 8/15/2025 12:25:29PM

A/P Date: 8/18/2025

Page: 2

User Logon: donna@portofpt.com

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
			1131019688	7/7/2025	264.25	0.00 264.25
			1131156937	7/24/2025	257.55	0.00 257.55
			RN10973889	7/25/2025	70.98	0.00 70.98
			Check 0000070696 Total:		592.78	0.00 592.78
0000070697	8/18/2025	FIS020	Fish N Hole			Check Entry Number: 001
			5383434	8/1/2025	20.22	0.00 20.22
			5884501	8/7/2025	26.73	0.00 26.73
			Check 0000070697 Total:		46.95	0.00 46.95
0000070698	8/18/2025	GRA005	Grainger			Check Entry Number: 001
			9592702972	7/31/2025	243.44	0.00 243.44
0000070699	8/18/2025	GRE030	John Green			Check Entry Number: 001
			7/15/2025	8/7/2025	238.98	0.00 238.98
0000070700	8/18/2025	HIG020	Highway Specialties LLC			Check Entry Number: 001
			0123105-IN	8/13/2025	2,620.80	0.00 2,620.80
0000070701	8/18/2025	HIL050	Malcomb Hillgartner			Check Entry Number: 001
			7/26/2025	7/26/2025	75.75	0.00 75.75
0000070702	8/18/2025	HOO030	Hooday Painting			Check Entry Number: 001
			INV0060	8/6/2025	10,500.00	0.00 10,500.00
0000070703	8/18/2025	INS025	Insight Public Sector, Inc.			Check Entry Number: 001
			6405	7/31/2025	6,250.00	0.00 6,250.00
0000070704	8/18/2025	JC0003	Jefferson County - Public Work			Check Entry Number: 001
			2293128	7/9/2025	82.17	0.00 82.17
			2293516	7/10/2025	354.34	0.00 354.34
			2293524	7/10/2025	143.79	0.00 143.79
			2293609	7/10/2025	328.66	0.00 328.66
			2293656	7/10/2025	403.98	0.00 403.98
			2293661	7/10/2025	104.42	0.00 104.42
			2293703	7/10/2025	294.43	0.00 294.43
			2293795	7/11/2025	359.47	0.00 359.47
			2293842	7/11/2025	284.15	0.00 284.15
			2293886	7/11/2025	196.85	0.00 196.85
			2294545	7/15/2025	321.81	0.00 321.81
			2294579	7/15/2025	251.63	0.00 251.63
			2294683	7/15/2025	99.28	0.00 99.28
			2294704	7/15/2025	181.45	0.00 181.45
			2294735	7/15/2025	333.80	0.00 333.80
			2294791	7/15/2025	320.10	0.00 320.10
			2295135	7/16/2025	85.59	0.00 85.59
			2296752	7/23/2025	160.91	0.00 160.91
			2297308	7/25/2025	157.48	0.00 157.48
			2297986	7/29/2025	128.38	0.00 128.38
			2298299	7/30/2025	236.23	0.00 236.23
			Check 0000070704 Total:		4,828.92	0.00 4,828.92
0000070705	8/18/2025	KEC030	KECO Pump and Equipment			Check Entry Number: 001
			51168	6/17/2025	241.95	0.00 241.95
0000070706	8/18/2025	KEN015	Kendrick Equipment (USA) LLC			Check Entry Number: 001
			U52821	8/8/2025	1,315.71	0.00 1,315.71
0000070707	8/18/2025	KEN020	Kennedy Jenks			Check Entry Number: 001
			181974	8/11/2025	1,121.25	0.00 1,121.25
			181975	8/11/2025	6,690.88	0.00 6,690.88

Check Register

Journal Posting Date: 8/18/2025

Register Number: CD-001183

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 0000070707 Total:					7,812.13	0.00	7,812.13
0000070708	8/18/2025	MIL035	Millican Crane Service				Check Entry Number: 001
			24973	8/14/2025	54,150.00	0.00	54,150.00
0000070709	8/18/2025	PEN003	Peninsula Daily News				Check Entry Number: 001
			7/31/2025	7/31/2025	150.80	0.00	150.80
0000070710	8/18/2025	PET025	Petrack Lock & Safe				Check Entry Number: 001
			22760	8/13/2025	308.34	0.00	308.34
0000070711	8/18/2025	POR005	Port Townsend Leader				Check Entry Number: 001
			118765	7/31/2025	878.90	0.00	878.90
0000070712	8/18/2025	POR045	Port Townsend Watercraft LLC				Check Entry Number: 001
			82444A	8/11/2025	333.34	0.00	333.34
			82444B	8/11/2025	333.33	0.00	333.33
			82444C	8/11/2025	333.33	0.00	333.33
Check 0000070712 Total:					1,000.00	0.00	1,000.00
0000070713	8/18/2025	POR065	Port of Port Townsend				Check Entry Number: 001
			8/7/2025	8/7/2025	261.00	0.00	261.00
0000070714	8/18/2025	PUD001	Pud District #1				Check Entry Number: 001
			8/11/2025A	8/11/2025	4,095.61	0.00	4,095.61
			8/11/2025B	8/11/2025	410.48	0.00	410.48
			8/11/2025C	8/11/2025	218.98	0.00	218.98
			8/11/2025D	8/11/2025	107.86	0.00	107.86
			8/11/2025E	8/11/2025	1,841.64	0.00	1,841.64
			8/11/2025F	8/11/2025	1,017.43	0.00	1,017.43
			8/11/2025G	8/11/2025	152.10	0.00	152.10
			8/11/2025H	8/11/2025	468.11	0.00	468.11
			8/11/2025I	8/11/2025	2,861.82	0.00	2,861.82
			8/11/2025J	8/11/2025	1,400.37	0.00	1,400.37
Check 0000070714 Total:					12,574.40	0.00	12,574.40
0000070715	8/18/2025	PUD090	Public Utility District of Jefferson County				Check Entry Number: 001
			2025.08.05A	8/5/2025	52.50	0.00	52.50
			2025.08.05B	8/5/2025	147.50	0.00	147.50
			2025.08.05C	8/5/2025	42.50	0.00	42.50
			2025.08.05D	8/5/2025	42.50	0.00	42.50
Check 0000070715 Total:					285.00	0.00	285.00
0000070716	8/18/2025	SEA002	Sea Technology				Check Entry Number: 001
			4618	7/15/2025	3,525.00	0.00	3,525.00
0000070717	8/18/2025	SET015	Seton Construction				Check Entry Number: 001
			PAY EST #6	8/6/2025	127,279.84	0.00	127,279.84
0000070718	8/18/2025	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8174051	7/31/2025	173.80	0.00	173.80
0000070719	8/18/2025	TAY085	Ty Taylor				Check Entry Number: 001
			8/2025 UNIFORM EXP	8/14/2025	159.20	0.00	159.20
0000070720	8/18/2025	UNI035	University of Washington				Check Entry Number: 001
			CI-00109055	5/17/2024	22,878.55	0.00	22,878.55
0000070721	8/18/2025	WA0503	State of Washington-Dept.of				Check Entry Number: 001
			26-WAG031006-1	7/1/2025	1,275.00	0.00	1,275.00
0000070722	8/18/2025	WA1901	State of Washington				Check Entry Number: 001
			L170038	8/11/2025	2,503.80	0.00	2,503.80
0000070723	8/18/2025	WAL055	Walter E Nelson CO				Check Entry Number: 001

Run Date: 8/15/2025 12:25:29PM

A/P Date: 8/18/2025

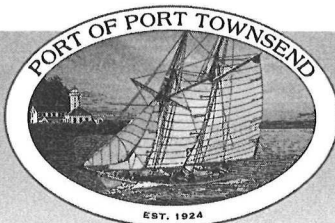
Page: 4

User Logon: donna@portoftpt.com

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
			1076278A	8/14/2025	845.98	0.00 845.98
			1076278B	8/14/2025	435.07	0.00 435.07
			1076278C	8/14/2025	48.34	0.00 48.34
			1076278D	8/14/2025	48.34	0.00 48.34
			1076278E	8/14/2025	72.51	0.00 72.51
			1076278F	8/14/2025	72.51	0.00 72.51
			1076278G	8/14/2025	894.33	0.00 894.33
			1076281	8/14/2025	182.64	0.00 182.64
			1076287A	8/14/2025	376.16	0.00 376.16
			1076287B	8/14/2025	193.46	0.00 193.46
			1076287C	8/14/2025	21.50	0.00 21.50
			1076287D	8/14/2025	21.50	0.00 21.50
			1076287E	8/14/2025	32.24	0.00 32.24
			1076287F	8/14/2025	32.24	0.00 32.24
			1076287G	8/14/2025	397.65	0.00 397.65
Check 0000070723 Total:					3,674.47	0.00 3,674.47
0000070724	8/18/2025	WOO095	Wooden Boat Festival			Check Entry Number: 001
			107460A	8/11/2025	733.00	0.00 733.00
			107460B	8/11/2025	733.00	0.00 733.00
			107460C	8/11/2025	733.00	0.00 733.00
Check 0000070724 Total:					2,199.00	0.00 2,199.00
Report Total:					739,979.58	0.00 739,979.58

2701 Jefferson Street
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ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **492.30 is ratified.**

Signed and Authenticated on this 10th day of September, 2025.

For: Contracted Service Fees in the amount of **\$492.30**

Commissioner Carol Hasse

Commissioner Pam Petranek

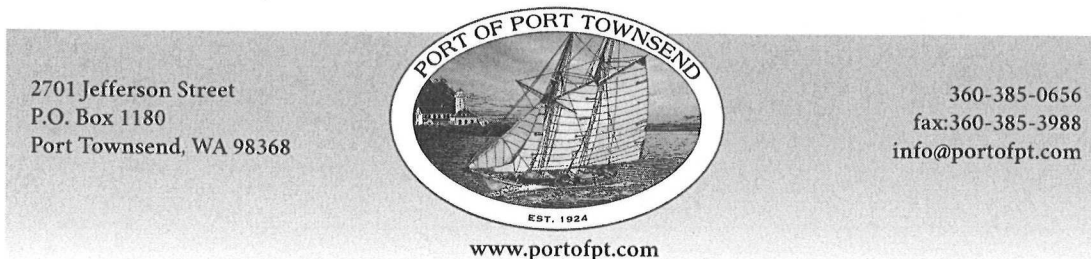
Commissioner Pete Hanke

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
W000001165 CKW00000116501	7/31/2025	DSD050 DSD Business Systems			492.30
	7/31/2025	492.30	0.00		
G/L Account: 761-3100-19		CONTRACT SERVICES: P. H. MARINA & RV		492.30	
	Bank K Total:	492.30	0.00	492.30	492.30
	Report Total:	492.30	0.00	492.30	492.30



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 070725 through No. 070727 generated on August 18, 2025 in the amount of \$6,875.08 and Electronic Payment in the amount of \$152,731.41, for a total amount of \$159,606.49 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: Payroll and Benefits

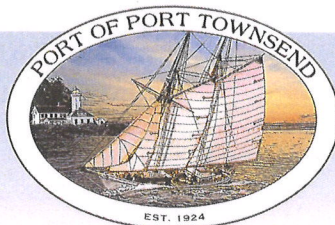
Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance And
Administration

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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 Warrant No **070728** generated on August 18th, 2025 in the amount of **\$155,711.73 is ratified.**

Signed and Authenticated on this **10th** day of **September**, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

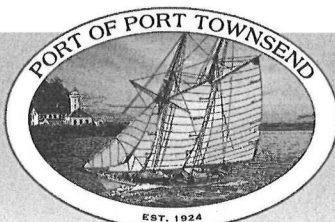
Commissioner Pete Hanke

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
0000070728	8/18/2025	MAY020	Mayda				
			DUPLEX PAY EST #1	8/18/2025	155,711.73	0.00	155,711.73
				Report Total:	155,711.73	0.00	155,711.73
				Check Entry Number: 001			

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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 Warrant No 070729 generated on August 19th, 2025 in the amount of \$16,167.00 is ratified.

Signed and Authenticated on this 10th day of September,
2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

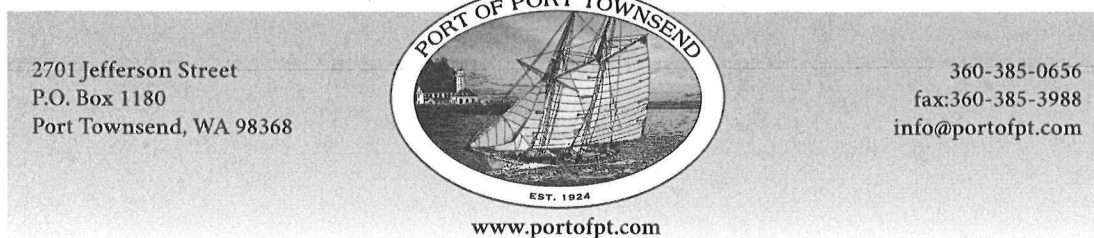
Connie Anderson, Director of
Finance and Administration

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
0000070729	8/19/2025	AIS010	AIS Trust Account Newport				
			3211655	8/18/2025	16,167.00	0.00	16,167.00
Report Total:					16,167.00	0.00	16,167.00

Check Entry Number: 001



ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$21,460.80 is ratified.**

Signed and Authenticated on this **10th** day of **September**, **2025**.

For: Combined Excise Tax Return – for ***July, 2025***

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
W000001170	8/19/2025	WA0200			21,460.80
Check Comment: July Excise					
CKW00000117001					
	8/19/2025	21,460.80	0.00		
G/L Account: 589-3000-00		SALES/EXCISE TAX REMITTED		14,792.92	
G/L Account: 589-3002-00		HOTEL/MOTEL TAX REMITTED		1,799.52	
G/L Account: 721-9100-02		LEASEHOLD & EXCISE TAX: MOOR		1,279.29	
G/L Account: 721-9100-05		LEASEHOLD & EXCISE TAX: WORK YARD		1,084.97	
G/L Account: 761-9100-17		LEASEHOLD & EXCISE TAX: PROP RENT		12.07	
G/L Account: 761-9100-19		LEASEHOLD & EXCISE TAX: P. H. MARINA & RV		2,175.28	
G/L Account: 761-9100-20		LEASEHOLD & EXCISE TAX: QUIL		110.10	
G/L Account: 761-9100-21		LEASEHOLD & EXCISE TAX: RAMPS		199.15	
G/L Account: 711-9100-22		LEASEHOLD & EXCISE TAX: JCIA		2.00	
G/L Account: 781-4125-28		OPERATING SUPPLIES: EXEC		5.50	
Check W000001170 Total:		21,460.80	0.00	21,460.80	21,460.80
Bank K Total:		21,460.80	0.00	21,460.80	21,460.80
Report Total:		21,460.80	0.00	21,460.80	21,460.80

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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 materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at US Bank is approved for payment in the amount of \$74.45 and from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of 22,119.62 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: Bank Fees in the amount of \$74.45 and Credit Card Fees and Contracted Service Fees in the amount of \$22,119.62

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

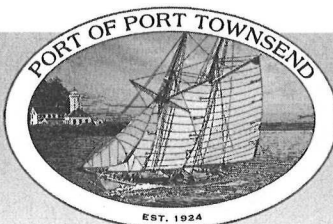
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000001171	7/31/2025	MOL010			16,760.23
Check Comment: July CC Fees and Contract Fees					
CKW00000117101					
	7/31/2025	16,760.23	0.00		
G/L Account:	761-7700-19	BANK CHARGES:P. H. MARINA & RV		13.36	
G/L Account:	761-3100-19	CONTRACT SERVICES: P. H. MARINA & RV		9.95	
G/L Account:	761-7700-21	BANK CHARGES: RAMPS		288.80	
G/L Account:	761-3100-21	RAMPS - CONTRACT SERVICES		25.99	
G/L Account:	721-7700-02	BANK CHARGES: MOOR		5,629.22	
G/L Account:	721-3100-02	CONTRACT SERVICES: MOOR		919.71	
G/L Account:	761-7700-17	BANK CHARGES: PROP RENT		407.14	
G/L Account:	761-3100-17	CONTRACT SERVICES: PROP RENT		66.52	
G/L Account:	711-7700-22	BANK CHARGES: JCIA		279.76	
G/L Account:	711-3100-22	CONTRACT SERVICES: JCIA		45.08	
G/L Account:	721-7700-05	BANK CHARGES: WORK YARD		7,172.23	
G/L Account:	721-3100-05	CONTRACT SERVICES: WORK YARD		1,554.36	
G/L Account:	761-7700-20	BANK CHARGES: QUIL		274.69	
G/L Account:	761-3100-20	CONTRACT SERVICES: QUIL		73.42	
Check W000001171 Total:		16,760.23	0.00	16,760.23	16,760.23
W000001172	7/31/2025	CAM050			5,359.39
Check Comment: July CC Fees					
CKW00000117201					
	7/31/2025	5,359.39	0.00		
G/L Account:	761-7700-19	BANK CHARGES:P. H. MARINA & RV		5,359.39	
Bank K Total:		22,119.62	0.00	22,119.62	22,119.62

Port of Port Townsend (PTA)

Bank: Q US Bank - Quilcene

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000001173	7/31/2025	USB050			74.45
Check Comment: July Bank Fees					
CKW00000117301					
	7/31/2025				
G/L Account: 761-7700-20		74.45	0.00		
		BANK CHARGES: QUIL		74.45	74.45
		Bank Q Total:	0.00		
				74.45	74.45
		Report Total:	0.00	22,194.07	22,194.07

2701 Jefferson Street
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Port Townsend, WA 98368



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fax:360-385-3988
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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 Warrant No **070730 - 070778** generated on August 28th, 2025 in the amount of **\$247,301.40 is ratified.**

Signed and Authenticated on this **10th** day of **September**,
2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
0000070730	8/28/2025	ADL050	Ironclad Environmental				Check Entry Number: 001
			207985-0029	8/20/2025	1,369.12	0.00	1,369.12
0000070731	8/28/2025	AHB040	AHBL Inc.				Check Entry Number: 001
			153826	7/31/2025	952.50	0.00	952.50
			153829	7/31/2025	4,500.00	0.00	4,500.00
Check 0000070731 Total:					5,452.50	0.00	5,452.50
0000070732	8/28/2025	ALL025	Alliant Insurance Services, Inc - Irvine Main				Check Entry Number: 001
			3222365A	8/27/2025	15,643.00	0.00	15,643.00
			3222365B	8/27/2025	21,385.00	0.00	21,385.00
			3222365C	8/27/2025	12,792.00	0.00	12,792.00
			3222365D	8/27/2025	1,370.00	0.00	1,370.00
			3222377A	8/27/2025	6,628.00	0.00	6,628.00
			3222377B	8/27/2025	9,061.00	0.00	9,061.00
			3222377C	8/27/2025	5,420.00	0.00	5,420.00
			3222377D	8/27/2025	581.00	0.00	581.00
			3222385A	8/27/2025	14,318.00	0.00	14,318.00
			3222385B	8/27/2025	19,574.00	0.00	19,574.00
			3222385C	8/27/2025	11,709.00	0.00	11,709.00
			3222385D	8/27/2025	1,254.00	0.00	1,254.00
Check 0000070732 Total:					119,735.00	0.00	119,735.00
0000070733	8/28/2025	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			SEA071820	8/21/2025	799.50	0.00	799.50
			SEA071820.1	8/21/2025	77.50	0.00	77.50
			SEA071820.2	8/21/2025	60.50	0.00	60.50
Check 0000070733 Total:					937.50	0.00	937.50
0000070734	8/28/2025	BER050	Howard Berry				Check Entry Number: 001
			20392870	8/27/2025	356.48	0.00	356.48
0000070735	8/28/2025	CED005	CED				Check Entry Number: 001
			5948-1074173	8/13/2025	1,068.84	0.00	1,068.84
			5948-1074195	8/13/2025	2,516.20	0.00	2,516.20
			5948-1074236	8/15/2025	5,914.82	0.00	5,914.82
			5948-1074354	8/6/2025	1,499.08	0.00	1,499.08
			5948-1074356	8/13/2025	223.83	0.00	223.83
			5948-1074357	8/13/2025	1,257.01	0.00	1,257.01
			5948-1074914	8/19/2025	982.15	0.00	982.15
			5948-1075199	8/25/2025	48,081.30	0.00	48,081.30
Check 0000070735 Total:					61,543.23	0.00	61,543.23
0000070736	8/28/2025	CEN010	Central Welding Supply				Check Entry Number: 001
			2445900	7/31/2025	361.85	0.00	361.85
			2463113	8/15/2025	49.60	0.00	49.60
Check 0000070736 Total:					411.45	0.00	411.45
0000070737	8/28/2025	CEN035	CenturyLink				Check Entry Number: 001
			AUG-25	8/9/2025	199.08	0.00	199.08
0000070738	8/28/2025	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			131600	8/20/2025	1,332.00	0.00	1,332.00
0000070739	8/28/2025	CIN020	Cintas				Check Entry Number: 001
			5287302703A	8/19/2025	8.24	0.00	8.24
			5287302703B	8/19/2025	52.46	0.00	52.46
			5287302703C	8/19/2025	69.60	0.00	69.60

Port of Port Townsend (PTA)

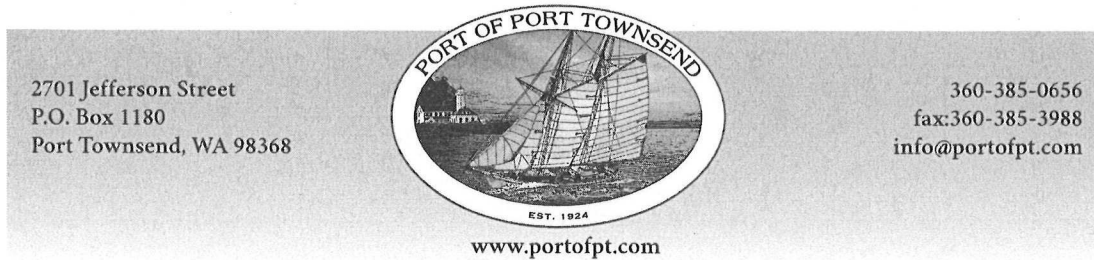
Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Payment Amount
			5287302703D	8/19/2025	63.96	63.96
			5287302703E	8/19/2025	8.23	8.23
Check 0000070739 Total:					202.49	202.49
0000070740	8/28/2025	CNI040	C-N-I Locates Ltd			Check Entry Number: 001
			59124	8/14/2025	1,092.00	1,092.00
0000070741	8/28/2025	COA050	Mott MacDonald			Check Entry Number: 001
			507517481	7/14/2025	230.94	230.94
0000070742	8/28/2025	COW020	Cowling and Co LLC			Check Entry Number: 001
			1909	7/31/2025	4,447.40	4,447.40
			1923	8/15/2025	1,948.80	1,948.80
Check 0000070742 Total:					6,396.20	6,396.20
0000070743	8/28/2025	DAU010	Diana Dauble			Check Entry Number: 001
			6773177	8/14/2025	500.00	500.00
0000070744	8/28/2025	DAV010	Michelle Davidson			Check Entry Number: 001
			20445366	8/21/2025	267.36	267.36
0000070745	8/28/2025	DLL010	D L Logos			Check Entry Number: 001
			4959A	8/27/2025	98.46	98.46
			4959B	8/27/2025	98.46	98.46
			4959C	8/27/2025	98.46	98.46
Check 0000070745 Total:					295.38	295.38
0000070746	8/28/2025	DSD050	DSD Business Systems			Check Entry Number: 001
			97086	8/19/2025	218.75	218.75
0000070747	8/28/2025	ECO002	EDC Team Jefferson			Check Entry Number: 001
			6229162	8/12/2025	302.77	302.77
0000070748	8/28/2025	ECO040	EcoLube Recovery LLC			Check Entry Number: 001
			13519082025	8/20/2025	188.00	188.00
0000070749	8/28/2025	FER020	Ferguson Waterworks #3156			Check Entry Number: 001
			89324-1	8/20/2025	966.70	966.70
0000070750	8/28/2025	FIN045	Benjamin Finkelstein			Check Entry Number: 001
			7704260	8/21/2025	85.00	85.00
0000070751	8/28/2025	FIS020	Fish N Hole			Check Entry Number: 001
			5884591	8/21/2025	25.37	25.37
			5884596	8/16/2025	23.60	23.60
Check 0000070751 Total:					48.97	48.97
0000070752	8/28/2025	GOO002	Good Man Sanitation			Check Entry Number: 001
			5320	8/25/2025	116.96	116.96
			5323	8/25/2025	381.92	381.92
			5326	8/25/2025	116.96	116.96
			5327	8/25/2025	116.96	116.96
			5328	8/25/2025	129.38	129.38
			5329	8/25/2025	308.43	308.43
			5330	8/25/2025	116.96	116.96
			5331	8/25/2025	116.96	116.96
			5333	8/25/2025	763.83	763.83
			5334	8/25/2025	116.96	116.96
Check 0000070752 Total:					2,285.32	2,285.32
0000070753	8/28/2025	GRA005	Grainger			Check Entry Number: 001
			9601923288	8/8/2025	243.44	243.44
0000070754	8/28/2025	GRI050	Peter Grimlund			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	
0000070755	8/28/2025	HEN007	22245968	8/11/2025	68.00	0.00	68.00	
			Henery Hardware & Building Supply					Check Entry Number: 001
			21993	7/28/2025	25.75	0.00	25.75	
			22095	7/29/2025	38.15	0.00	38.15	
			22441	8/6/2025	38.20	0.00	38.20	
			22522	8/7/2025	152.87	0.00	152.87	
Check 0000070755 Total:					254.97	0.00	254.97	
0000070756	8/28/2025	HIG020	Highway Specialties LLC				Check Entry Number: 001	
			19154	8/13/2025	2,620.80	0.00	2,620.80	
0000070757	8/28/2025	MAR096	Marian Roh				Check Entry Number: 001	
			250806	8/18/2025	750.00	0.00	750.00	
0000070758	8/28/2025	NAK020	Dave Nakagawara				Check Entry Number: 001	
			JULY25EXP	8/28/2025	375.20	0.00	375.20	
0000070759	8/28/2025	OTT010	Kip Otteson				Check Entry Number: 001	
			22340079	8/19/2025	84.00	0.00	84.00	
0000070760	8/28/2025	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001	
			74645	8/15/2025	328.20	0.00	328.20	
0000070761	8/28/2025	PET025	Petrick Lock & Safe				Check Entry Number: 001	
			22760	8/13/2025	308.34	0.00	308.34	
			22779	8/25/2025	156.10	0.00	156.10	
Check 0000070761 Total:					464.44	0.00	464.44	
0000070762	8/28/2025	PRO050	The Production Alliance				Check Entry Number: 001	
			1247	8/19/2025	3,000.00	0.00	3,000.00	
0000070763	8/28/2025	PUD001	Pud District #1				Check Entry Number: 001	
			81825A	8/18/2025	60.93	0.00	60.93	
			81825B	8/18/2025	228.65	0.00	228.65	
			81825C	8/18/2025	123.40	0.00	123.40	
			81825D	8/18/2025	49.61	0.00	49.61	
Check 0000070763 Total:					462.59	0.00	462.59	
0000070764	8/28/2025	PUD090	Public Utility District of Jefferson County				Check Entry Number: 001	
			1563A	7/1/2025	469.19	0.00	469.19	
			1563B	7/1/2025	417.06	0.00	417.06	
			1563C	7/1/2025	52.13	0.00	52.13	
			1563D	7/1/2025	312.79	0.00	312.79	
			1563E	7/1/2025	156.40	0.00	156.40	
			1563F	7/1/2025	364.93	0.00	364.93	
			1563G	7/1/2025	156.40	0.00	156.40	
			1563H	7/1/2025	156.40	0.00	156.40	
			1563I	7/1/2025	417.06	0.00	417.06	
			1563J	7/1/2025	521.32	0.00	521.32	
			Check 0000070764 Total:					3,023.68
0000070765	8/28/2025	QUI001	Quill Corporation				Check Entry Number: 001	
			2896127	8/8/2025	71.96	0.00	71.96	
0000070766	8/28/2025	REI002	Reid Middleton Co				Check Entry Number: 001	
			2508045	8/14/2025	7,408.80	0.00	7,408.80	
			2508055	8/18/2025	10,447.11	0.00	10,447.11	
Check 0000070766 Total:					17,855.91	0.00	17,855.91	
0000070767	8/28/2025	ROL010	Aubri Rollins				Check Entry Number: 001	
			0825EXP	8/14/2025	37.80	0.00	37.80	

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
0000070768	8/28/2025	SAF001	Safeway, Inc.				Check Entry Number: 001
			82125INVA	8/21/2025	35.96	0.00	35.96
			82125INVB	8/21/2025	367.37	0.00	367.37
			82125INVC	8/21/2025	2.29	0.00	2.29
			82125INVD	8/21/2025	2,522.20	0.00	2,522.20
			82125INVE	8/21/2025	836.65	0.00	836.65
			82125INVF	8/21/2025	42.75	0.00	42.75
Check 0000070768 Total:					3,807.22	0.00	3,807.22
0000070769	8/28/2025	SCH025	Patricia Schattauer				Check Entry Number: 001
			22431022	8/27/2025	100.00	0.00	100.00
0000070770	8/28/2025	SHO010	Shold Excavating Inc				Check Entry Number: 001
			89251	8/22/2025	400.79	0.00	400.79
0000070771	8/28/2025	SOU070	Sound Storage GC				Check Entry Number: 001
			82625	8/12/2025	322.00	0.00	322.00
0000070772	8/28/2025	STA050	Star Marine Inc				Check Entry Number: 001
			823173-36	8/19/2025	1,795.01	0.00	1,795.01
0000070773	8/28/2025	TAR010	Tarboo Ridge Extinguishers				Check Entry Number: 001
			36762	7/10/2025	601.65	0.00	601.65
0000070774	8/28/2025	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			6121132713A	8/15/2025	69.14	0.00	69.14
			6121132713B	8/15/2025	73.35	0.00	73.35
			6121132713C	8/15/2025	93.59	0.00	93.59
			6121132713D	8/15/2025	118.02	0.00	118.02
			6121132713E	8/15/2025	24.45	0.00	24.45
			6121132713F	8/15/2025	64.35	0.00	64.35
			6121132713G	8/15/2025	145.93	0.00	145.93
			6121132713H	8/15/2025	24.44	0.00	24.44
			6121132713I	8/15/2025	61.02	0.00	61.02
Check 0000070774 Total:					674.29	0.00	674.29
0000070775	8/28/2025	WAL055	Walter E Nelson CO				Check Entry Number: 001
			1076844A	8/15/2025	678.54	0.00	678.54
			1076844B	8/15/2025	348.96	0.00	348.96
			1076844C	8/15/2025	38.77	0.00	38.77
			1076844D	8/15/2025	38.77	0.00	38.77
			1076844E	8/15/2025	58.16	0.00	58.16
			1076844F	8/15/2025	58.16	0.00	58.16
			1076844G	8/15/2025	717.32	0.00	717.32
			1077792	8/21/2025	49.82	0.00	49.82
Check 0000070775 Total:					1,988.50	0.00	1,988.50
0000070776	8/28/2025	WAT075	Watermark				Check Entry Number: 001
			160284	8/22/2025	3,279.79	0.00	3,279.79
0000070777	8/28/2025	WES065	Terry West-Otterstetter				Check Entry Number: 001
			7638339	8/13/2025	12.00	0.00	12.00
0000070778	8/28/2025	WHI045	Grace Whittlinger				Check Entry Number: 001
			20222499	8/19/2025	262.92	0.00	262.92
Report Total:					247,301.40	0.00	247,301.40



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 070779 through No. 070783 generated on September 2, 2025 in the amount of \$41,992.46 and Electronic Payment in the amount of \$223,497.84, for a total amount of \$265,490.30 is ratified.

Signed and Authenticated on this 10th day of September, 2025.

For: Payroll and Benefits

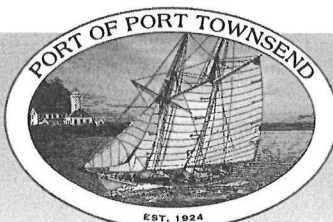
Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance And
Administration

2701 Jefferson Street
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Port Townsend, WA 98368



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **070784** generated on September 2nd, 2025 in the amount of **\$189,575.85 is ratified.**

Signed and Authenticated on this **10th** day of **September**,
2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

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
0000070784	9/2/2025	VAN050	Van Ness Construction PAY EST #2	9/2/2025	189,575.85	0.00	189,575.85
				Report Total:	<u>189,575.85</u>	<u>0.00</u>	<u>189,575.85</u>

Check Entry Number: 001

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



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Name, Vessel	Department	Amount	Accounts to Collection – Write off balances
<i>Frank Hill Soul Seed</i>	Boat Haven	\$984.65	Non-responsive to Port staff. Repeated attempts to contact, emailed and voicemails. Collection process started for non-payment.
Stephen Hermanson <i>Meria</i>	Boat Haven	810.50	Non-responsive to Port staff. Repeated attempts to contact, emailed and voicemails. Collection process started for non-payment.
Rick Monroe <i>Jonquil</i>	Boat Haven	245.42	Non-responsive to Port staff. Repeated attempts to contact, emailed and voicemails. Collection process started for non-payment.
Milton Kiehl, <i>Silver Lining</i>	Yard	12,616.91	Repeated attempts to collect storage fees. Ended up taking vessel to Auction 6/30/25, with no buyers.
	Total	\$14,657.48	

Approved on Sept. 10, 2025

Carol L. Hasse, President

Pamela A. Petranek, Vice President

Peter W. Hanke, Secretary

Connie Anderson, Director of Finance
and Administration

Eron Berg, Executive Director

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025		
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
AGENDA TITLE	IV. D. Resolution 850-25 Establishing an Electronic Funds Transfer Policy		
STAFF LEAD	Connie Anderson, Director of Finance and Administration		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	Resolution 850-25 Establishing an Electronic Funds Transfer Policy		

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves Resolution 850-25 Establishing an Electronic Funds Transfer Policy.

Alternative action: Remove from consent for discussion. Move to approve Resolution 850-25 Establishing an Electronic Funds Transfer Policy.

RESOLUTION 850-25
A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND
ESTABLISHING AN ELECTRONIC FUNDS TRANSFER POLICY

WHEREAS, the Port of Port Townsend recognizes the use of various electronic payment methods as safe and efficient method to process certain disbursements.

WHEREAS, the Port of Port Townsend is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs).

WHEREAS, the attached Policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

WHEREAS, the primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner.

WHEREAS, this policy establishes general guidelines for using EFTs including wire transfers for payables and disbursements.

WHEREAS, the procedures outline what electronic funds transactions the Port may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

NOW, THEREFORE BE IT RESOLVED BY THE PORT OF PORT TOWNSEND BOARD OF COMMISSIONERS AS FOLLOWS:

Electronic Funds Transfer Policy, as shown in the attached “Exhibit A,” is hereby adopted. The Executive Director or his/her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution.

ADOPTED this 10th day of September 2025 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, Secretary

Carol Hasse, President

Pamela A. Petranek, Vice President

APPROVED AS TO FORM:

Port Attorney

Exhibit A

Policy Name	Electronic Funds Transfer (EFT) Disbursement Policy
Policy Number	
Effective Date	09/10/2025
Resolution No.	50-25
Administered By	Finance

Revision History

Description	Effective Date	Summary of Changes
Initial Adoption	09/10/2025	Initial Adoption

Objective:

The Port of Port Townsend recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The Port of Port Townsend is committed to establishing controls and procedures for the utilization of Electronic Funds Transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

Purpose:

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables. The procedures outline what electronic funds transactions the Port may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors' requirements.

Definitions:

- **Electronic Funds Transfer (EFT):**

The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

- **Automated Clearing House (ACH):**

This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number.

- **Banking Information:**

Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

- **Wire Transfer:**

This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

General Guidance:

The Port of Port Townsend may utilize EFTs for the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures. Authorized Port of Port Townsend employees execute the EFT transactions as requested, reviewed and approved.

The Port of Port Townsend primarily uses EFT's for:

- Payroll
- Payroll Deductions
- Federal and State Taxes
- State Business Licenses Renewals

All EFT payments will be coordinated, reviewed, approved and submitted by authorized Port of Port Townsend employees. The Finance Director or his/her designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system. All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Accounting Treatment:

The Finance Department is the only department authorized to initiate EFT payments. Finance shall be responsible for the review of EFT requests to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or his/her designee.

To promote the safety of Port funds in the EFT environment, the following procedures will be used by all Port employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statutes and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to initiation.
- Bank balances are monitored regularly for unusual or unexpected transactions.

- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The Port of Port Townsend will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the Port when required for the conduct of the statutory audit.

ACH Payments to Vendors:

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should the Port of Port Townsend pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of Port funds arising from fraud or employee errors. The Finance Department will monitor bank balances regularly for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

Any changes in payment instructions requested by the vendor will be verified via phone call to the established phone number on record from Port Finance or Administrative staff prior to changing payment instructions.

Wire Transfers:

The Finance Department is the only department authorized to initiate wire transfers. Finance shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or his/her designee.

The Port will utilize security measures offered by Kitsap Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. On-line banking systems should only be used by employees with proper system credentials and separate banking user IDs. The security administrators in the Finance Department shall ensure that adequate separation of duties exist in accordance with internal control standards and that the integrity of system user profiles is protected. Steps are also taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts. In addition, Kitsap Bank controls require two separate users to complete a wire. One authorized Finance employee will initiate the wire transfer process and another authorized Port employee with bank signing authorization must separately approve the wire transfer.

Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper Finance employee.

Wire transfers will not be initiated based on email or fax communication. Port Finance, Legal or the Executive Director will call the other party to confirm transfer details.

Payroll Direct Deposit:

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form contains bank information documentation in order to ensure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number.

Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. After the form has been reviewed for accuracy, the form will be given to Payroll. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. **A change form must be signed by the employee and delivered to Port Finance IN PERSON before the change will be made. In rare exceptions, if a form cannot be delivered in person, Finance will call the employee at a known phone number to verify the employee submitted the change request.**

Upon completion of a payroll cycle, the vendor and invoice amount are identified. The payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The Port then initiates a wire for the funds to be paid from this clearing account.

Payroll Withholding:

The Port of Port Townsend currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount is (or amounts are) identified. The payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The Port then initiates an electronic payment for the funds to be paid from this clearing account. The information including vendor, disbursement amount, and payroll cycle is maintained along with confirmation that the ACH disbursement was accepted by the vendor.

Reference:

RCW 39.58.750

Receipt, disbursement, or transfer of public funds by wire or other electronic communication means authorized.

Notwithstanding any provision of law to the contrary, the state treasurer or any treasurer or other custodian of public funds may receive, disburse, or transfer public funds under his or her jurisdiction by means of wire or other electronic communication in accordance with accounting standards established by the state auditor under RCW 43.09.200 with regard to treasurers of municipalities or other custodians or by the office of financial management under RCW 43.88.160 in the case of the state treasurer and other state custodians to safeguard and insure accountability for the funds involved.

[2009 c 9 § 14; 1996 c 256 § 17; 1981 c 101 § 1; 1979 c 151 § 48; 1977 ex.s. c 15 § 1. Formerly RCW 39.58.150.]

RESOLUTION NO. 851-25

**A RESOLUTION OF THE COMMISSION OF THE PORT OF
PORT TOWNSEND AUTHORIZING THE SALE OF VESSELS
LOCATED WITHIN THE PORT OF PORT TOWNSEND'S MOORAGE
FACILITIES; DECLARING, WHERE TITLE REVERTS TO THE PORT
OF PORT TOWNSEND, THAT THE VESSELS NOT NEEDED FOR
PORT OF PORT TOWNSEND'S PURPOSES; AND AUTHORIZING
THE EXECUTIVE DIRECTOR TO SELL OR OTHERWISE DISPOSE
OF THE VESSELS.**

WHEREAS, the owners of the vessels listed on Exhibit "A" owe the Port of Port Townsend charges. These charges are listed on Exhibit "A" and have not been paid.

WHEREAS, the Port of Port Townsend has followed the procedures in RCW 53.08.320,

WHEREAS, the vessels listed on Exhibit "A" are not needed for Port of Port Townsend purposes;

NOW THEREFORE BE IT RESOLVED as follows:

1. Pursuant to RCW 53.08.320, the Executive Director or the Executive Director's designee (hereinafter the "Executive Director") is hereby authorized to conduct a public sale of the vessels listed on Exhibit "A." The Executive Director shall sell the vessels to the highest and best bidder for cash. The Executive Director is further authorized, at the Executive Director's discretion, to determine a minimum bid requirement and/or require a letter of credit for the vessels to discourage the future abandonment of the vessels.

2. Pursuant to RCW 53.08.090, for those vessels listed on Exhibit "A" where title reverts to the Port of Port Townsend, the vessels are not needed for Port of Port Townsend purposes and therefore declared surplus property.

3. Pursuant to RCW 53.08.090, for those vessels listed on Exhibit "A" where title reverts to the Port of Port Townsend, the Executive Director is authorized to sell the vessels or otherwise dispose of the vessels at the Executive Director's discretion.

ADOPTED by the Board of Commissioners on the 10th day of Sept. 2025 and duly authenticated in open session by the signature of the Commissioners voting in favor thereof with the seal of the Commission affixed here to.

ATTEST:

Peter W. Hanke, Secretary

Carol L. Hasse, President

Pamela A. Petranek, Vice President

APPROVED AS TO FORM:

Port Attorney

EXHIBIT A

<u>VESSEL NAME</u>	<u>OWNER NAME</u>	AMOUNT OWING
Nancy Sue	Karen Lopez	8,036.48

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025		
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
AGENDA TITLE	IV. F. Authorization for United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107		
STAFF LEAD	Eric Toews, Deputy Director & Heron Scott, Lease & Contracts Administrator		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	<ul style="list-style-type: none"> • Staff Report • Standstill Agreement • Exhibit A 		

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes the Executive Director to execute United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107.

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

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 9/10/2024
TO: Port Commission
FROM: Eric Toews, Deputy Director, and Heron Scott, Lease and Contracts Administrator
SUBJECT: United States Coast Guard Standstill Agreement

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

BACKGROUND & DISCUSSION: The premises set forth in US Coast Guard Lease No. HSCG89-16-1-0107 include an approximately 11,500 square foot parcel on the Benedict Street Spit, together with both the south and north sides of the adjacent finger pier. This lease expired on September 20, 2023 and has been extended by multiple one-year standstill agreements since that date. Lease negotiations for a new long-term agreement have been delayed due to USCG staff turnover.

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

Port of Port Townsend staff has been told by representatives from USCG to expect a new draft Lease Agreement in the Fall of 2025. Issues to resolve in the new Lease Agreement include: rental rate, dredging of the conterminous channel, and length of term. Port of Port Townsend staff expects to resolve these issues and present a new long-term Lease Agreement for Commission approval in 2026 before the conclusion of this Standstill Agreement.

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107.

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

STANDSTILL AGREEMENT

HSCG89-16-1-0107 - WA Port Townsend Mooring, Parking & Storage

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

RECITALS

1. The Lessor owns certain real property located at Port Townsend Mooring and Support Facility, Port Townsend, WA (hereinafter Premises").
2. Pursuant to Lease No. HSCG89-16-1-0107 (hereinafter "Lease"), as amended, which expired on August 31, 2024, the Government currently occupies: An approximately 11,500 square foot area located upon a portion of Hastings 2nd addition, block 160, lots 1-8 (tax. lot 110) City of Port Townsend, commonly known as the south 250 feet of the Benedict Street spit, together with both the south and north sides of the adjacent finger pier.
3. The Government has not obtained alternative space for its tenants presently occupying the Premises and the Lessor and the Government (hereinafter collectively the "Parties" and each individually a "Party") have not consummated a lease agreement to date.
4. The Parties do not want an unnecessary condemnation lawsuit and the Government does not want its operations, services, or tenancy interrupted or disturbed. Neither Party wants a lease holdover and the Parties prefer their negotiations to end with a lease agreement at a monthly rental rate to be retroactively effective from September 01, 2025.
5. By this Agreement the Parties seek to preserve the status quo pending the completion of a leasehold acquisition procedure that could result in a mutually acceptable lease agreement, and by the terms of which the Government could continue to lease the Premises from the Lessor.
6. The Parties believe this Agreement will facilitate settlement negotiations. As evidenced by their signatures to this Agreement, the Parties agree that no right, action, or claim either Party may otherwise have against the other Party will be prejudiced or waived by this Agreement.

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

During the term of this Agreement:

1. The Parties agree to negotiate, actively and in good faith, a lease agreement for the Premises.
2. The Government will not condemn the Premises by the power of eminent domain, and will not file a Declaration of Taking with respect to the Premises.
3. The Lessor will not initiate an "inverse condemnation" or breach of lease action in any United States Court or tribunal with respect to the Premises.
4. The Lessor will not:

- a. Undertake to evict the Government from the Premises;
 - b. Interfere with the use or occupancy of the Premises by the Government;
 - c. Interrupt the operations, building services, or utilities of the Government from what they were while the lease was in effect;
 - d. Market the space to potential tenants if the Government is planning to remain in the premises; or
 - e. Threaten to do any of the acts referenced in A, B, C, or D above.
5. Each Party agrees not to take any action to alter its position to the detriment of the other Party in any condemnation type action arising out of these facts.

At all times after this Agreement becomes effective:

- 6. The Government will receive full credit for money paid to Lessor during the term of this Agreement in accordance with Lease No. HSCG89-16-1-0107 whether there is a lease agreement, other legal action, or settlement.
- 7. Neither Party will seek or accept severance damages or attorney's fees from the other Party for the period this Agreement is in effect.
- 8. In the event that a new lease agreement, with respect to the Premises, is not executed by the Parties during the course of this Agreement, or that this Agreement is otherwise terminated, then any legal proceeding arising therefrom is stipulated by the Parties to be deemed to have commenced on September 01, 2025.
- 9. Termination of Agreement: The Parties agree that all terms and conditions of the Lease will remain in full force and effect during the term of this Agreement. This Agreement will terminate on the earlier of March 31, 2026 or on the date a new lease agreement is signed by the Parties. This termination provision may be amended to extend the termination date of this Agreement by the mutual written consent of the Parties.
- 10. Successors in Interest: All of the terms, covenants, and provisions herein contained will bind and inure to the benefit of the Parties, their heirs, executors, administrators, personal representatives, successors, trustees, receivers, and assigns as applicable, except as otherwise provided herein.
- 11. Merger Clause: All prior understandings and agreements with respect to the subject matter of this Agreement, written or oral, are merged into this Agreement. This Agreement represents the final agreement between the Parties with respect to such subject matter, and may not be superseded, except by a separate written agreement signed and agreed to by the Parties.
- 12. Amendments: Neither this Agreement, nor any terms hereof, may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by the Party against whom the enforcement of a change, waiver, discharge, or termination is sought.
- 13. Construction: Any provision contained in this Agreement that is prohibited or unenforceable will be ineffective to the extent of such prohibition or enforceability without invalidating the remaining provisions hereof. A waiver by a Party of any right, covenant, condition, or remedy in any instance hereunder will not operate as a waiver of such right, covenant, condition, or remedy

in any other instance, and waiver by a Party of any breach of the terms hereof will not be a waiver of any additional or subsequent breach. This Agreement will be governed by, and construed in accordance with, the laws of the United States of America.

14. Counterparts: This Agreement may be executed in photocopied counterparts that, when taken together, will constitute a single agreement.
15. Effective Date: This Agreement is effective and enforceable only after having been first signed by the Lessor, and second, accepted and signed by the Government.

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

Lessor:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

U.S. Coast Guard authorized representative:

Signature: _____

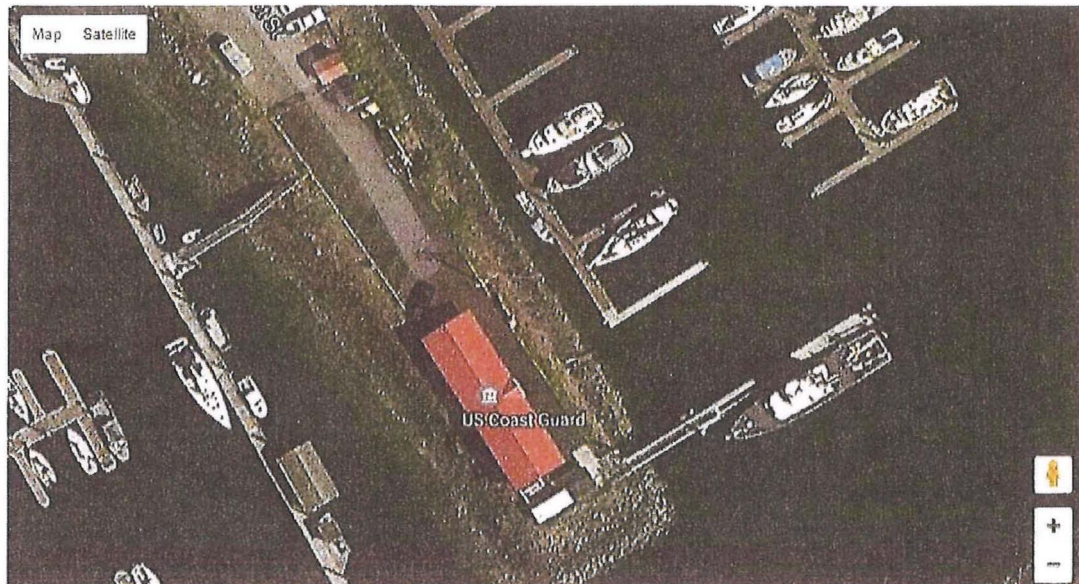
Printed Name: _____

Title: _____

Date: _____

Lease HSCG89-16-1-0107
Port of Townsend, WA
Station & Mooring Lease

EXHIBIT A



Port Townsend CG Building and Mooring.

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

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025		
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
AGENDA TITLE	IV. G. Authorization for Key City Fish Company Building Lease – 315 10 th Street (Boat Haven)		
STAFF LEAD	Eric Toews, Deputy Director & Heron Scott, Lease & Contracts Administrator		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	<ul style="list-style-type: none"> • Staff Report – Key City Lease • Key City Fish Company Lease – Key Terms • Key City Fish Company Lease – 315 10th Street • Exhibit A – Key City Fish Company Lease 		

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes the Executive Director to execute a Key City Fish Company Building Lease for 315 10th Street in Boat Haven

Alternative action: Remove from consent for discussion. Move to authorize the Executive Director to execute a Key City Fish Company Building Lease for 315 10th Street in Boat Haven.

DATE: 9/10/2025
TO: Port Commission
FROM: Eric Toews, Deputy Director and Heron Scott, Lease & Contracts Administrator
SUBJECT: Key City Fish Company – Building Lease

ISSUE: Should the Commission authorize the Executive Director to execute a new Building Lease Agreement with Key City Fish Company for the premises they currently occupy at 315 10th at Boat Haven?

BACKGROUND & DISCUSSION: Key City Fish Company (“Key City Fish”), owned by Johnpaul Davies, first became a Port tenant in 2004 when the Port acquired the Sperry Buildings. Key City Fish currently leases Building #7, 307 10th Street, used for commercial activities, operations, and warehousing, and a portion of Building #5, 325 Haines Street, for warehousing.

In 2016, Key City Fish began renting approximately 722 square feet of Building #6, 315 10th Street, from Pete’s Marine Metal for use as Key City Fish’s office and administrative operations. Key City Fish invested heavily in that space, adding a loft, insulation, lighting, and other various improvements to enhance the administrative functionality of that space.

In 2025, Pete’s Marine Metal and the Port of Port Townsend negotiated a new lease for a portion of Building #6 which excluded the 722 square feet of administrative office space occupied by Key City Fish. This new agreement was executed on June 12, 2025. The result of that agreement is Key City Fish is no longer a subtenant to Pete’s Marine Metal.

In July 2025, Key City Fish and the Port of Port Townsend entered a month-to-month rental agreement for the office space in Building #6.

Staff has worked with Mr. Davies to develop a new long-term lease agreement that we believe is consistent with, and helps to implement, the Commission’s adopted lease policy. The proposed agreement would be for an initial term of three (3) years with one five (5) year option. The leased premises would be the 722 square feet of office space in Building #6.

Key City Fish frequently works in partnership with other Boat Haven businesses such as Kimmel’s Crab Shack (New Day Fisheries), Pete’s Marine Metal, and several of our local commercial fishers. Key City has established a reputation for fresh, quality seafood and meat products, and has developed a loyal customer base in Port Townsend, Jefferson County, and the wider region.

Under Mr. Davies’ management, Key City Fish Company has been a punctilious tenant of the Port for many years. We hope to continue this mutually beneficial and cordial business relationship for the decade to come.

RECOMMENDATION: Authorize the Executive Director to execute the attached Lease Agreement with Key City Fish Company.

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the attached Lease Agreement.

ATTACHMENTS

- Summary of Key Terms, consisting of two (2) pages; and
- Key City Fish Company Building Lease, including Exhibits “A” (Legal Description of Premises) all together consisting of sixteen (17) pages.

**PORT OF PORT TOWNSEND:
Summary of Key Lease Terms
KEY CITY FISH COMPANY
Boat Haven Building Lease
(September 10th, 2025)**

1. **TENANTS:** Key City Fish Company
2. **PREMISES:** An approximately 722 square foot area (38' x 19') of office space located in Building #6, 315 10th Street, Port Townsend, WA, in the Port of Port Townsend's Boat Haven property.
3. **TERM:** Three (3) years, beginning on October 1, 2025, and ending at midnight on September 30, 2028.
4. **RENT:** \$765.32 per month plus LET (i.e., $\$765.32 \times 12.84\% = \98.27 ; $\$765.32 + \$98.27 = \$863.59$).¹ Rent adjusted per CPI-U beginning in year two (2). Beginning in year three (3), the rental rate may be adjusted to the fair market rental rate then prevailing for comparable commercial property
5. **SECURITY DEPOSIT:** Three (3) months' security + LET required at lease inception, or \$2,590.76.
6. **USE OF PREMISES:** Used for administrative offices and miscellaneous business-related activities.
7. **UTILITIES:** All utilities are the responsibility of the Lessee.
8. **ACCEPTANCE OF PREMISES:** Lessee accepts the premises in their present condition, "as is" and without further maintenance liability on the part of the Port.
9. **MAINTENANCE & REPAIR:** Consistent with Port policy, maintenance and repair of the premises and improvements are the sole responsibility of Lessee, except for the roof, building foundations and exterior walls, and unexposed electrical and plumbing, which remain a Port responsibility.

¹ Calculated as follows: 722 sf of commercial office space x \$1.06 per sf = \$765.32; $\$765.32 \times 12.84\% \text{ LET} = \98.27 ; $\$765.32 + \$98.27 = \$863.59$ rent per month

10. **INSURANCE:** Per Port policy. Commercial General Liability of \$1,000,000 combined single limit; Workers Compensation Insurance of not less than \$1,000,000 per occurrence; insurance certificates naming the Port as an additional insured; proof of insurance must be provided prior to occupancy.
11. **ASSIGNMENT/SUBLEASE:** Permitted only by prior written consent of the Port.
12. **DEFAULTS/TERMINATION:** Time is of the essence. Failure to pay rent, or to abide by the covenants/agreements contained in the lease, may serve as a basis for termination. Lessee will be provided with fifteen (15) days' written notice to cure defaults. Either party may also terminate for any reason (i.e., no fault) upon one-hundred and eight (180) days' written notice to the other party. In the event the lease expires and is in holdover status, it may be terminated upon twenty (20) days' written notice.
13. **HOLDING OVER:** In the event Lessee allows the lease to expire without negotiating a new agreement with the Port, the tenancy will roll over into a month-to month basis, with all other provisions of the lease agreement remaining in effect, except that the rent will increase to 125% of the rent due in the month preceding the holdover.

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

THIS LEASE AGREEMENT made this ____ day of _____ 2025, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and **KEY CITY FISH COMPANY** a Washington profit corporation, hereinafter referred to as "Lessee,"

WITNESSETH:

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

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

An approximately 722 square foot area (38' x 19') of office space located in Building #6, 315 10th Street, Port Townsend, WA, in the Port of Port Townsend's Boat Haven property.

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

2. **TERM:** The term of this Lease is three (3) years, beginning October 1, 2025, and ending at midnight, September 31, 2028, unless sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one (1) five (5) year term. Notification to extend the Lease to be done in writing ninety (90) days prior to the end of the initial term.

3. **RENT:**

- a. Lessee agrees to pay as rental for the leased premises the sum of **Seven Hundred and Sixty-Two Dollars and Thirty-Two Cents (\$765.32)** per month plus all applicable taxes.¹
- b. On October 1, 2027, the rent paid for the entire Premises shall be an amount equivalent to **Seven Hundred and Sixty-Two Dollars and Thirty-Two Cents (\$765.32)** per month (plus all applicable taxes) in July 2023 dollars adjusted for inflation to the then current date by applying the US Department of Labor, Bureau of Labor Statistics, CPI Inflation Calculator (https://www.bls.gov/data/inflation_calculator.htm).

¹ Calculated as follows: Building: 722 s.f. of commercial office space x \$1.06 per s.f. = \$765.32; \$765.32 x 12.84% LET = \$98.27; \$765.32 + \$98.27 = \$863.59 rent per month including taxes.

- c. Beginning on October 1, 2030 and every three (3) years thereafter, the rental rate may be adjusted to the fair market rental rate then prevailing for comparable commercial and/or industrial property in the Western Washington area, bearing in mind all allowable uses of the property and all services and amenities available to the property by virtue of its location.
 - d. Except in years when a fair market rate adjustment is made as set forth in Subparagraph (c) of this Paragraph 3, above, the rental rate beginning in year two (2) and annually throughout the term of the lease will be adjusted by an amount equal to the accumulative amount found on the Consumer Price Index for all urban consumers (CPI-U) for Seattle-Tacoma-Bellevue, which is compiled by the Department of Labor, Bureau of Statistics.
 - e. In no event shall any rent adjustment result in a reduction in rent from the rate paid in the prior year.
 - f. The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the lease term and shall be payable at such place as the Port may hereinafter designate.
- 4. LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a "late charge" as per the Port of Port Townsend Rate Schedule then in effect.
- 5. SECURITY DEPOSIT:** Upon the execution of this Lease, Lessee shall deposit with the Port three month's rent plus all applicable taxes in the amount of **Two Thousand Five Hundred Ninety Dollars and Seventy-Six Cents (\$2,590.76)**². This Lease shall not be effective until the deposit is made with the Port. If Lessee defaults in any particular the Port may use, apply, or retain, all or any part of the security to the extent of any sum due to the Port, or to make any required payment on Lessee's behalf, or to compensate the Port for any expense or damage caused by Lessee's default. On the Port's demand, Lessee shall promptly pay to the Port a sum equivalent to the amount by which the security was so depleted. On October 1, 2027, and every three (3) years thereafter, the amount of such security deposit shall be increased in the same proportion as the annual rental is increased above the basic rent charged during the first (1st) year of the lease term.
- 6. USE OF PREMISES:** Lessee shall use the building premises for the purpose of administrative offices and miscellaneous business-related activities and shall not use them for any other purpose without the prior written consent of the Port. Lessee shall use the entire premises for the conduct of said business in a first-class manner continuously during the entire term of this Lease except for temporary closures for such periods as may reasonably be necessary for

² Required security for all Port leases is three (3) months' rent + LHT, calculated as follows: \$765.32 per month x 3 = \$2,295.96; \$2,295.96 x 12.84% LHT = \$294.80; = \$2,295.96 + \$294.80= \$2,590.76

repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration, or other condition on or in the premises.

7. **CONDUCT COVENANTS AND WARRANTIES:** In addition to all other covenants and warranties set forth herein, Lessee specifically represents to the Port as follows:
 - a. Quiet Conduct. The conduct of Lessee and such others for whom Lessee is responsible shall not, in any manner, disturb the quiet enjoyment of other tenants, invitees, or visitors, in or near where the Premises are located, including common areas.
 - b. Damage. The conduct of Lessee and such others for whom Lessee is responsible shall not result in or cause destruction or damage to the Premises, or any part thereof including, but not limited to any and all common areas, or the property of other tenants, their invitees, and visitors.

8. **UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises, including, but not limited to light, heat, electricity, gas, water, sewerage, garbage disposal, and communications. Wi-Fi and/or fiber services are not included in the rent. In the event that the Premises are part of any larger Premises to which any utility services are furnished on a consolidated or joint basis, Lessee agrees to pay to the Port its (Lessee's) pro rata share of the cost of any such utility services, and Lessee's pro rata share of any such services may be computed by the Port on any reasonable basis, and separate metering or other exact segregation of costs shall not be required.

9. **ACCEPTANCE OF PREMISES:** Lessee has examined the leased premises and accepts them in their present condition "as is" and without further maintenance liability on the part of the Port. The Port makes no representations or warranties with respect to the condition, suitability, zoning restrictions, or usability, except the Port's right to grant a lease of the premises. Lessee acknowledges that Lessee has fully inspected the premises and is not relying on any statement or representation made by the Port or the Port's agents with respect to the condition of the premises, and Lessee assumes the responsibility and risks of the same, including any defects or conditions that cannot be observed by casual inspection.

10. **MAINTENANCE AND REPAIR:** Maintenance and repair of the premises shall be the sole responsibility of Lessee. Accordingly, at the expiration or sooner termination of this Agreement, Lessee shall return the premises to the Port in the same condition in which received (or, if altered by Lessee with the Port's consent, then the premises shall be returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Lessee's obligation to make repairs shall not extend to any structural parts of the building, including the foundations, bearing and exterior walls, subflooring and roofs, the unexposed electrical, plumbing and sewerage systems (including those portions of the systems lying outside the premises), exterior siding, exterior doors, window frames, gutters, downspouts, and the heating, and the ventilation system serving

the premises, unless such repairs are necessitated by Lessee's negligence or failure to maintain the interior. Lessee shall, at its' own expense, and at all times:

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

11. ALTERATIONS AND IMPROVEMENTS: Lessee shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of the Port. When seeking the Port's approval, Lessee shall submit full plans and specifications for any proposed alterations and shall furnish proof of compliance with all applicable building codes and other regulations and shall apply for and obtain all necessary permits for such work. If the proposed improvements are estimated to cost more than \$25,000, the Port may require the posting of a completion bond as security for the completion of the improvements. Upon conclusion of the alterations, Lessee shall furnish "as-built" drawings of all improvements and alterations.

12. DISPOSITION OF IMPROVEMENTS AT END OF LEASE: At the expiration or earlier termination of this Lease, the Port shall have the option, in its sole and absolute discretion, to direct either: a) that the alterations and other improvements on the premises be surrendered to the Port; or b) that the Lessee remove the alterations and other improvements from the premises. If the Port directs surrender of the alterations and other improvements, all mechanical, electrical and HVAC systems on the premises shall also remain and be surrendered to the Port, but Lessee shall have the right to remove all personal property and trade fixtures, which may have been placed upon the premises by Lessee during the period of this Lease, provided that the same are not necessary to the operation of the altered or improved premises and provided further that they are removed prior to the termination of this Lease. Title to any trade fixtures not removed from the premises within the foregoing period shall, at the Port's option, pass to the Port without additional consideration. If the Port does not direct Lessee to remove the alterations and improvements, they shall become the property of the Port upon termination of this Lease. The premises will be surrendered by Lessee in a good state of repair, normal wear excepted. In the event the Port directs removal of the alterations and improvements from the premises, then title to all said improvements shall remain in and with the Lessee and Lessee shall complete the removal of the same within sixty (60) days after the expiration or sooner termination of this Lease. If the Lessee fails to remove said improvements within the specified time, they may be removed by the Port and the Lessee agrees to pay the Port for the cost thereof upon demand.

13. INSPECTION - "FOR RENT" SIGNS: The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the

Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the premises and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to place and maintain "For Rent" signs in conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.

14. DAMAGE OR DESTRUCTION:

- a. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty, and if the damage is repairable within four (4) weeks from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), the premises shall be repaired with due diligence by the Port, and in the meantime the monthly minimum rental shall be abated in the same proportion that the untenable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.
- b. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot be repaired within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days after the occurrence. In the event that this paragraph shall become applicable, the Port shall advise Lessee within thirty (30) days after the happening of any such damage whether the Port has elected to continue the lease in effect or to terminate it. If the Port shall elect to continue this Lease in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the Port shall fail to notify Lessee of its election within said thirty (30) day period, the Port shall be deemed to have elected to terminate this Lease, and the lease shall automatically terminate sixty (60) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the lease if the Port shall elect not to restore the premises), the monthly minimum rental shall be abated in the same proportion as the untenable portion of the premises bears to the whole thereof.

15. INDEMNIFICATION AND HOLD HARMLESS: Lessee agrees that it will defend (with legal counsel acceptable to the Port), indemnify and hold harmless the Port, its officers, employees, and agents from any and all demands, claims, judgments or liability for loss or damage arising as a result of accidents, injuries or other occurrences on the Premises or on the Port's property that are:

- a. Occasioned by either the negligent or willful conduct of the Lessee and/or its agents; and/or
- b. Made by any person or entity holding under the Lessee; and/or

- c. Made by any person or entity on the Premises or on the Port's property as a result of Lessee's activity, regardless of who the injured party may be.

This indemnification and hold harmless shall not apply to the extent the damages were caused by the gross negligence or willful misconduct of the Port.

- 16. LIMITED WAIVER OF IMMUNITY UNDER WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW AND OTHER SIMILAR INDUSTRIAL INSURANCE SCHEMES:** For purposes of the indemnification provision set forth in Paragraph 15, above, and only to the extent of claims against Lessee by the Port under such indemnification provision, Lessee specifically waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW, The United States Longshore and Harbor Workers Compensation Act, 33 USC §901-950, or any other similar workers' compensation schemes. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The foregoing provision was specifically negotiated and agreed upon by the parties hereto.
- 17. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense.
- a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 per occurrence and \$2,000,000 in the annual aggregate. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability. The policy of insurance required under this sub-paragraph 17(a) shall:
 - i. Be written as a primary policy; and
 - ii. Expressly provide that the defense and indemnification of the Port as an "additional insured" will not be affected by any act or omission by Lessee which might otherwise result in a forfeiture of said insurance; and
 - iii. Contain a separation of insureds provision such that the policy applies separately to each insured that is the subject of a claim or suit; and
 - iv. Not contain a crossclaim, cross-suit, or other exclusion that eliminates coverage by one insured against another; and
 - v. Provide for coverage for damage to the Port's property caused by the Lessee.
 - b. Workers Compensation Insurance as will protect Lessee's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the Lessee's operations at the site such as but not limited to U.S. Longshoremen and Harbor Workers' Act, Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000.00 for each occurrence.

- c. The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs a, b and c of this Paragraph 17 shall be met prior to inception of this Lease Agreement.
- 18. WAIVER OF SUBROGATION:** The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this Paragraph 18 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
- 19. INCREASE IN COST OF INSURANCE:** Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.
- 20. TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
- 21. COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS:** Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees, and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures, or other improvements, approved by the Port, will be properly permitted by the City of Port Townsend. Any fees for any inspection of the premises during or for the lease term by any federal, state, or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.
- 22. ASSIGNMENT OR SUBLEASE:** Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the written consent of the Port first had and obtained. If Lessee is a corporation, Lessee further agrees that if at any time during the term

of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning of this paragraph. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent.

- 23. DEFAULTS:** Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.

24. TERMINATION BY PORT:

- a. In the event that the Port, at its sole discretion, shall require the use of the premises for any purpose for public or private use in connection with the operation of the business of the Port, then this Lease may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee one hundred and eighty (180) or more days before the termination date specified in the notice. Lessee and the Port Executive Director will agree upon compensation to Lessee for loss of use, cost of relocation, and/or cost of improvement.

- b. In the event the term of this Lease or any extended term expires, and an indefinite month-to-month tenancy results, then the resulting tenancy may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee twenty (20) or more days before termination date specified in the notice. In the event of a holdover, month-to-month tenancy, no compensation shall be owed to Lessee for loss of use, cost of relocation, and/or cost of improvement.

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

- 29. WAIVER:** The acceptance of rent by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of Paragraph 23 hereof.
- 30. PROMOTION OF PORT COMMERCE:** Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
- 31. SURRENDER OF PREMISES – ATTORNEY’S FEES:**
- a. At the expiration or earlier termination of the term, Lessee shall surrender to the Port the possession of the premises and all improvements. Surrender or removal of fixtures, trade fixtures and improvements shall be as directed in Paragraph 12 of this Lease on ownership of improvements at termination. Lessee shall leave the surrendered premises and any other property in broom-clean condition except as provided to the contrary in provisions of this Lease on maintenance and repair of improvements. All property that Lessee is required to surrender shall become the Port’s property at termination of this Lease. All property that Lessee is not required to surrender but that Lessee does abandon shall, at the Port’s election, become the Port’s property at termination. If Lessee fails to surrender the premises at the expiration or sooner termination of this Lease, Lessee shall defend and indemnify the Port from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.
 - b. In the event that either party shall commence legal action to interpret or to enforce any of the provisions of this Lease, the substantially prevailing party shall be entitled to an award for all reasonable costs and attorney fees incurred in any such action. Any action brought under the terms of this Lease shall be maintained in Jefferson County, Washington.
- 32. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except that:
- a. The rent for such holdover period shall be 125% of the rental rate in effect for the month preceding such holdover;

- b. Acceptance by the Port of rent after such termination shall not constitute a renewal;
- c. The resulting month to month tenancy may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee twenty (20) or more days before termination date specified in the notice; and
- d. No compensation shall be owed to Lessee for loss of use, cost of relocation, and/or cost of improvement.

33. ADVANCES BY PORT FOR LESSEE: If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.

34. LIENS AND ENCUMBRANCES: Lessee shall keep the leased premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by Lessee. At the Port's request, Lessee shall furnish the Port with written proof of payment of any item which would or might constitute the basis for such a lien on the leased premises if not paid.

35. NOTICES: All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

To Lessor:

THE PORT OF PORT TOWNSEND
Attn: Lease & Contracts Administrator
P.O. Box 1180
Port Townsend, Washington 98368
(360) 385-0656

To Lessee:

KEY CITY FISH COMPANY
Attn: Johnpaul Davies
PO Box 278
Port Townsend, WA 98368
Office: (360) 379-5516

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

- 36. JOINT AND SEVERAL LIABILITY:** Each and every party who signs this Lease, other than in a representative capacity, as Lessee, shall be jointly and severally liable hereunder.
- 37. "LESSEE" INCLUDES "LESSEES", ETC.:** It is understood and agreed that for convenience the word "Lessee" and verbs and pronouns in the singular number and neuter gender are uniformly used throughout this Lease, regardless of the number, gender, or fact of incorporation of the party who is, or of the parties who are, the actual Lessee or Lessees under this Lease Agreement.
- 38. CAPTIONS:** The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of this Lease.
- 39. SEVERABILITY:** If any term or provision of this Lease Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.
- 40. NON-DISCRIMINATION SERVICES:** The Lessee agrees that it will not discriminate by segregation or otherwise against any person or persons because of race, creed, color, sex, sexual orientation, or national origin in furnishing, or by refusing to furnish, to such person, or persons, the use of the facility herein provided, including any and all services, privileges, accommodations, and activities provided thereby.

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

- 41. NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:
- a. Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
 - b. Lessee will comply strictly with all requirements of applicable federal, state, or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.

- 42. EASEMENTS:** The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct, rearrange, alter, maintain, repair, and operate the sewer, water, and drainage lines, and the electrical service, and all other services required by the Port for its use. The Port is hereby granted a continuous easement or easements that the Port believes is necessary within the lease premises of the Lessee, without any additional cost to the Port for the purposes expressed hereinabove; PROVIDED however, that the Port by virtue of such use does not permanently deprive the Lessee from its beneficial use or occupancy of its leased area.

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

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

Lease Agreement dated this ____ day ____ 2025 as approved by the Port of Port Townsend Port Commission, on the ____ day of ____ 2025 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee.

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

LESSEE – KEY CITY FISH COMPANY

Johnpaul Davies, Governing Party

ATTEST:

LESSOR - PORT OF PORT TOWNSEND

APPROVED AS TO FORM

Eron Berg, Executive Director

Port Attorney

STATE OF WASHINGTON
COUNTY OF JEFFERSON

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

Dated: _____

Signature

Printed Name

NOTARY PUBLIC in and for the State of Washington,
residing at Port Townsend

My commission expires: _____

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

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

Dated: _____

Signature

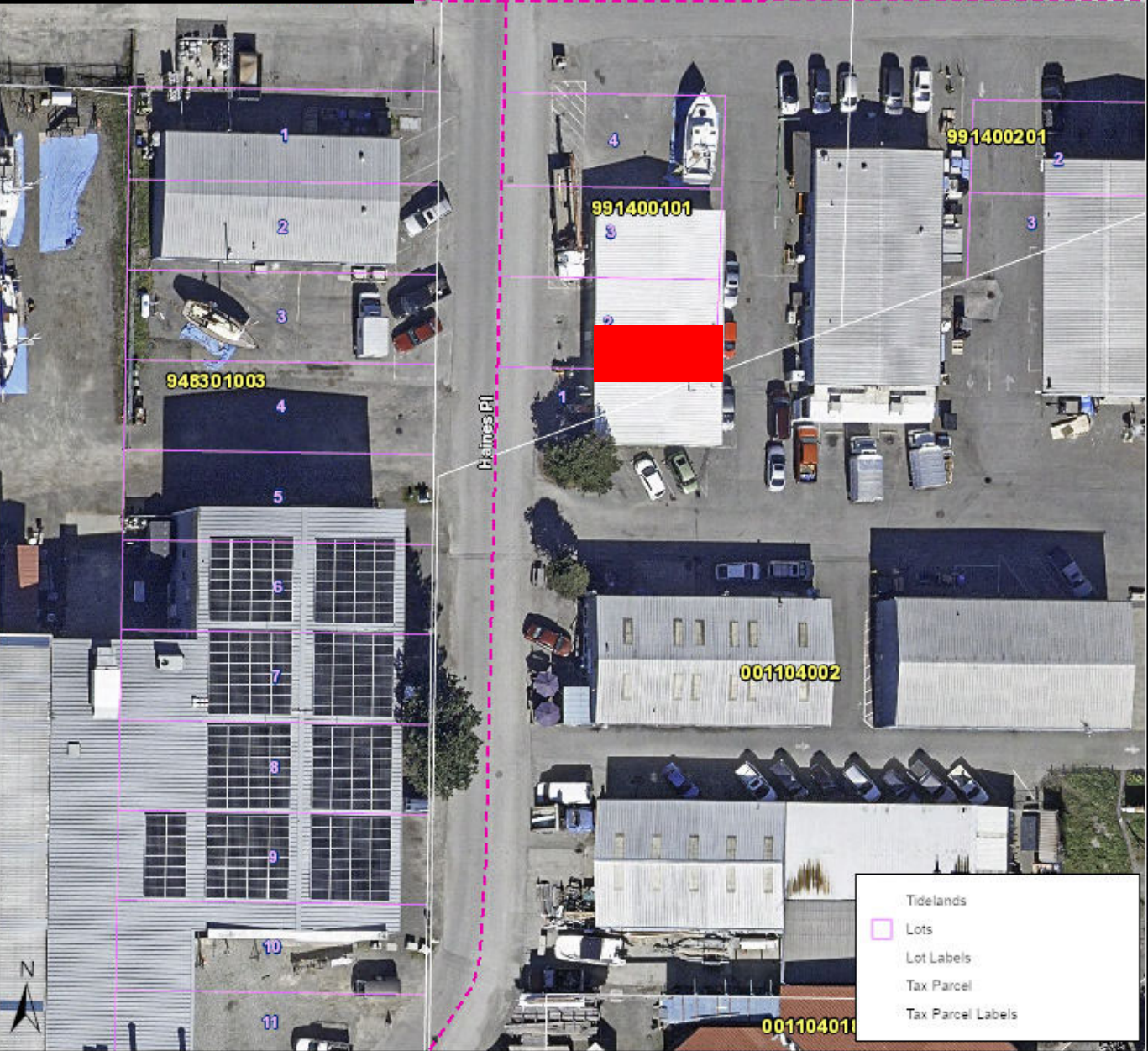
Printed Name

NOTARY PUBLIC in and for the State of Washington,
residing at Port Townsend

My commission expires: _____

EXHIBIT A

KEY CITY FISH COMPANY
LEASE AGREEMENT
722 SF OFFICE SPACE
JULY 2025



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Jefferson County, WA

0 25 50 ft

Scale: 1:564

Date: 7/15/2025

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	IV. H. Authorization to Execute Memorandum of Understanding (MoU) with the North Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program Management
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Informational Memo B. Recompete Coalition Memorandum of Understanding

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes the Executive Director to Execute a Memorandum of Understanding (MoU) with the North Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program Management.

Alternative action: Remove from consent for discussion. Move to authorize the Executive Director to Execute a Memorandum of Understanding (MoU) with the North Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program Management.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 9/4/2025
TO: Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: North Olympic Recompete Coalition – Authorization to Execute a Memorandum of Understanding Concerning EDA Recompete Pilot Program Management

ISSUE: Should the Commission authorize the Executive Director to enter a Memorandum of Understanding (substantially in the form presented) pledging the Port's continued active participation in the North Olympic Recompete Coalition's efforts to address the Prime Age Employment Gap (PAEG) in Jefferson and Clallam Counties?

DISCUSSION: Recompete is a place-based, targeted, federal program that aims to close one specific gap: the prime age employment rate for people between the ages of 25 and 54. More than 2,600 individuals in Jefferson and Clallam Counties fall within this demographic. These are individuals who need living wage jobs but lack the skills or ability to overcome barriers to employment.

In the summer of 2023, the North Olympic Recompete Coalition (NOPRC) was formed with the intent to apply for grant funding via the Economic Development Administration's (EDA) Recompete Pilot Program to address the prime age employment gap (PAEG) in our region. The Port has been an active partner in the Coalition since its inception more than two years ago. The NOPRC devised a Recompete Plan to fund an array of programs and capital investments designed to create local jobs, connect workers to existing jobs, foster comprehensive economic development, and provide individuals in the PAEG demographic with economic opportunity.

The NOPRC's Plan was successful in the first round of grant review. In the second round (spring of 2024), the coalition (made up of local governments, tribes, ports, workforce organizations and nonprofits) advanced an array of eight (8) specific projects intended to build a more prosperous local economy, consistent with the Plan. Projects within the array ranged from programs that provide support services to individuals seeking employment (e.g., the Olympic Peninsula Resource Hub), to capital equipment and infrastructure investments like the Composite Recycling Technology Center's thermal modification unit, the purchase of barges by the Port of Port Angeles to facilitate marine highway transport, and the Port of Port Townsend's Western Boat Yard Expansion Project.

The Coalition succeeded in securing more than \$35 million in EDA funding support in this second round, advancing six (6) of the eight (8) programs and projects outlined in the NOPRC's Plan. Unfortunately, our own Western Boat Yard Expansion Project was not among them. Nevertheless, the Port has remained an active member of the NOPRC, engaged in the shared endeavor of strengthening the economy of the North Olympic Peninsula.

In consideration of the EDA's funding to the NOPRC's projects and programs, the Coalition is now obligated to establish and maintain a governance and management structure to coordinate and oversee the outcomes and outputs of the overall effort. A Memorandum of Understanding (MoU) has been prepared that outlines this structure and the shared intention of the coalition partners to continue to coordinate and collaborate in the pursuit of common economic development goals throughout the lifetime of the Recompete grant(s) (please see attached MoU). Because the Port remains a full coalition partner, we have been asked to execute the MoU and to remain actively engaged in implementation of the NOPRC Plan.

The MoU does not mandate that the Port of Port Townsend take any specific actions; however, it does imagine that the Port will continue to exercise a leadership role within the coalition. For instance, the MoU would establish a "Leadership Committee" which includes a representative of the Port of Port Townsend (e.g., the Executive Director). The Leadership Committee would meet quarterly to provide "input and direction for Recompete initiatives" – but no other specific substantive commitments are involved. It is possible that the Port's representative could also serve on the smaller "Executive Committee" if selected; however, this role too would not impose specific obligations upon the Port.

The structure and process outlined in the MoU will help give shape to the Coalition's efforts to implement the Recompete Plan. Accordingly, staff recommend that staff authorize the Executive Director to execute the attached MoU, and that the Port continue to participate in the efforts of the Coalition to improve economic conditions on the North Olympic Peninsula.

MOTION: None required. Port Commission adoption of the Consent Agenda operates to authorize the Executive Director to execute the MoU on behalf of the Port.

ATTACHMENT: North Olympic Peninsula Recompete Coalition (NOPRC) Memorandum of Understanding (MoU), consisting of 12 pages.



Memorandum of Understanding

This Memorandum of Understanding ("MOU") is being executed by the undersigned for the purpose of articulating a shared intention to continue and expand the public-private partnership administered by the North Olympic Peninsula Recompete Coalition (NOPRC) formed in the Summer 2023 with intent to apply for the Economic Development Administration (EDA) Recompete Pilot Program, and since awarded in October 2024, to manage the program through the lifetime of the grant, as further described below.

RECITALS

Whereas, the Distressed Area Recompete Pilot Program (Recompete Pilot Program) was created to invest in distressed communities to create and connect people in those communities to good jobs, using the Prime-Age Employment Gap (PAEG) as an indicator of economic distress, which accounts for prime-age workers who have stopped looking for jobs and left the labor force as well as those who are currently unemployed; and

Whereas, in 2023, Clallam and Jefferson Counties created a partnership called the North Olympic Peninsula Recompete Coalition to apply for the Recompete Pilot Program, and was subsequently awarded \$35.6 Million to invest in distressed communities on the North Olympic Peninsula to create and connect people in those communities to good jobs; and

Whereas, the purpose of NOPRC is to revitalize key industries while enhancing workforce development and social support services in order to reduce the PAEG in Clallam and Jefferson Counties; and

Whereas, NOPRC and its partners share a vision of leveraging local assets and addressing geographic challenges by strengthening the marine interface to create prosperity across our region, develop a local supply chain, and support value-added manufacturing in the natural resources and ship building and repair industries, in the hope that Recompete investments will ignite synergies between our communities and the maritime and natural resources industries to **"Connect People and Resources on Land and Sea;"** and



Whereas, NOPRC via the EDA Recompete Grant, has allocated \$35.6 million to 4 main strategic areas through a series of investments showing that public and private sector collaboration can provide the opportunity to address the needs of those seeking living wage jobs, in new and creative ways; and

Whereas, data from 2023 shows 2600 individuals in Clallam and Jefferson Counties, between the ages of 25 and 54 are in need of living wage jobs, but lack the skills or ability to overcome barriers; and

Whereas, NOPRC, along with regional organizations, have identified promising practices through partner organizations that can be implemented in the next five years, which will result in significant increases in our skilled workforce; and

Whereas, NOPRC seeks to expand opportunities for living wage jobs, by providing upskilling and removing barriers, which will help end joblessness in the future while serving individuals who are experiencing joblessness right now; and

Whereas, all the strategies and investments programmed by NOPRC were outlined in detail in our Recompete Plan, which serves as a Strategic Economic Development Plan for the North Olympic Peninsula, and is available on the Clallam County Recompete website.

Now therefore, the undersigned agree to the following:

GOALS

The undersigned partners agree to pursue the following goals:

- 1) Enrolling 900 participants in the Recompete programs over the five-year grant period.
- 2) Ensuring 675 participants will report increased income to our anticipated \$26/hour wage, from participation in the Recompete program.
- 3) Exploring funding opportunities via public or private funders, to enhance programs within Recompete or leverage Recompete investments.



- 4) Working to increase the regional labor force participation rate (LFPR) by successfully recruiting members of the PAEG, connecting them to our programs and resources, and tracking job placement and job retention rates of our participants and programs.
- 5) Designing and coordinating an agreed upon workflow mechanism for use between Component Projects, which will clearly define parameters of data collection needed for the EDA Qualtrics Survey; creating procedures outlining how participants and employers will be connected between Component Projects within Recompete; and sharing additional agreed upon data and information which would be used to facilitate additional programming or extending the Recompete project beyond the end date set for September 2029.

AGREEMENT

Now, therefore, in consideration of the respective agreements (Scopes of Work and Outcomes and Outputs Plans) set forth with EDA, the receipt and sufficiency of which is hereby acknowledged, the Recompete Coalition agree as follows:

SECTION 1: AREA OF INTEREST

All areas covered with this MOU are within Clallam and Jefferson Counties, including Cities of Port Townsend, Port Angeles, Sequim, Forks; both the Port of Port Angeles and the Port of Port Townsend; regional tribal nations – Hoh, Makah, Quileute, Jamestown S'Klallam, Lower Elwha Klallam; Peninsula College; and other Distressed Rural and Remote Communities.

SECTION 2 – ROLES & RESPONSIBILITIES

2.1 Governance (Clallam County)

Clallam County serves as the funded component project lead for the NOPRC Governance project. As such, the County is responsible for performing the following functions for the Coalition:



- a. Executing their Outcomes and Outputs Plan (OOP) and Scope of Work (SOW) to the best of their ability during the life of the grant, and if any changes are needed, communicating such changes with both EDA and the NOPRC Leadership Committee.
- b. Employing the Recompete Plan Coordinator and administrative staff to perform governance project functions.
- c. Coordinating efforts with Recompete component project leads to define and create systems to get participants into and through the Recompete program.
- d. Employing the Media and Communications specialist to coordinate the media and outreach for the overall Recompete program.
- e. Coordinating data sharing between Governance and other Project Leads for the purpose of the collection and sharing of relevant data for the EDA Recompete Qualtrics Survey and implementing long range planning around workforce development and living wage jobs.
- f. Coordinating a system to track employer data, open positions available, job placements and retentions.
- g. Report EDA Qualtrics survey results semi-annually on program outcomes including: The number of workers trained, recruited, placed in jobs, and retained; the types of jobs and range of compensation; the number and types of business that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public.
- h. Creating a Recompete website with information for the public, links to component projects to direct participants into relevant services, and information for employers on how to participate and use Recompete programs to recruit and train employees.
- i. Planning and facilitation of Coalition and committee meetings.
- j. Planning and facilitation of public meetings and other outreach events.
- k. Sharing quarterly progress updates during Coalition meetings.
- l. Establishing work groups for collaboration to achieve specific goals or tasks necessary to the success of the grant.
- m. Finding additional funding sources to complement and leverage Recompete investments, determining the best entity within the coalition to apply for funding, and assisting in grant writing efforts when needed.

2.2 Component Project Leads

The NOPRC Recompete funded project leads include the following entities: Olympic Community of Health (OCH), Peninsula College (PC), Port of Port Angeles (PoPA), Composite Recycling Technology Center (CRTC), North Olympic Peninsula Resource



Conservation and Development Council (NODC), and Jamestown S’Klallam Tribal Capital, Inc. (JST). Each Component Project Lead is responsible for performing the following functions for the Coalition:

- a. Executing their Outcomes and Outputs Plan (OOP) and Scope of Work (SOW) to the best of their ability during the life of the grant, and if any significant program changes are needed, communicating such changes with both EDA, Governance and the Leadership Committee.
- b. Providing a representative to participate in the Coalition meetings, the Leadership Committee, and work groups as appropriate.
- c. Coordinating efforts with Governance and other Project Leads to define and create systems to get participants into and through the Recompete program.
- d. Participating in continued collaborative efforts to make improvements throughout the Recompete grant period of performance.
- e. Participating in the coordination of a data collection system between Governance and other Project Leads for the purpose of sharing relevant data for the EDA Recompete Qualtrics Survey and implementing long range planning around workforce development and living wage jobs.
- f. Providing Governance copies of the finalized Scopes of Work and Outputs and Outcomes Plan and providing updated copies of these documents if they are revised.
- g. Providing periodic updates on project progress, successes, and/or issues that need to be addressed by the Coalition, Governance, or the Leadership Committee.
- h. Reporting to Governance relevant metrics on projects for the EDA Recompete Qualtrics Survey and program outcomes including: The number of workers trained, recruited, placed in jobs, and retained; the types of jobs and range of compensation; the number and types of businesses that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public. Reporting will be due to Governance by the 20th of October and April each year to meet the Qualtrics deadline of October 31st and April 30th.
- i. Engaging with and contributing to community understanding and knowledge to support the efforts laid out within the NOPRC Recompete Plan.

2.3 Coalition Members

NOPRC Coalition members are Component Project Leads, Sub-Awardees, and additional regional stakeholders who wish to participate and whose input and collaboration is



necessary to the success of the overall Recompete effort. Coalition members' purpose is to unite efforts to reduce the prime age employment gap, enhance workforce development, and improve the overall economy in Clallam and Jefferson counties. Coalition members are encouraged to:

- a. Participate in Coalition meetings.
- b. Add Recompete strategies and initiatives to their organization's strategic planning documents.
- c. Engage with and contribute to community understanding and knowledge to support the efforts laid out within the NOPRC Recompete Plan.

SECTION 3: COMMITTEES

3.1 Leadership Committee

The Leadership Committee will include Governance (Clallam County), Component Project Leads (as listed in 2.2) and may include representatives as listed below:

- 1 Jefferson County
- 2 Port of Port Townsend
- 3 Clallam EDC & EDC Team Jefferson
- 4 Cities of Sequim, Port Townsend, Forks, and Port Angeles
- 5 Tribes: Jamestown S'Klallam, Makah, Lower Elwha Klallam, Quileute, Hoh
- 6 Sub-Awardees that have been awarded \$1MM or more
 1. Olympic Peninsula YMCA
 2. Northwest School of Wooden Boat Building
 3. Jefferson County Public Hospital District No. 2
 4. First Step Family Support Center

Members of the Leadership Committee must sign this MOU. Each organization shall designate one representative and an alternate to serve on the committee. Upon resignation of a committee member, it shall be filled with another representative of the organization.

Leadership Committee Role and Responsibilities



The Leadership Committee is intended to provide input and direction for Recompete initiatives including the following:

- a. Making improvements and/or resolve issues that affect the overall Recompete effort.
- b. Reviewing and approving major changes to programs that affect the overall Recompete effort.

The Leadership Committee shall meet quarterly to discuss updates and relevant topics. The Leadership Committee shall appoint an Executive Committee from among its members, as described in Section 3.2.

3.2 Executive Committee

The Executive Committee will be composed of four members from the Leadership Committee: Chair, Vice-Chair, and two additional members. The Recompete Plan Coordinator (RPC) shall be an ex-officio non-voting member.

Executive Committee members are elected by the Leadership Committee for a two-year term and shall be eligible for re-election. The RPC shall email all Leadership Committee members and request suggested nominations for each office prior to the last quarterly Leadership Committee meeting of the year. A slate of nominees of each position will be presented to the Leadership Committee at the last quarterly meeting of the year. The RPC shall create and distribute ballots at the last meeting of the year or send them electronically prior to the meeting. The ballots shall list all candidate nominations for each position. Election results will be announced by the end of the year. Officers will take office at the start of the calendar year.

Upon resignation of an executive committee member, the RPC will call for a special election with nominations from the Leadership Committee. Ballots will be sent electronically, and election results will be announced upon tabulation.

Executive Committees Roles and Responsibilities

The Executive Committee will meet monthly (or as needed, determined by the Executive Committee) to provide the following to support the Recompete Coalition:



- a. Providing direction, guidance, priorities, and goals to the Recompete Plan Coordinator.
- b. Responding to issues, complaints, and other matters brought forth to the Executive Committee to be resolved.
- c. Hearing updates from Work Groups and if needed, making recommendations to the Leadership Committee.
- d. Assisting the RCP in setting agendas for Leadership Committee meetings and public meetings.

3.3 Work Groups

Work groups will be created by the RPC and/or Leadership Committee as needed to collaboratively address specific tasks or projects.

Work groups will vary in size and duration depending on need. Participation in work groups shall be determined based on the subject matter, relevant programs, and other skills sets necessary.

SECTION 4: TERMS

4.1 Duration and Termination

This MOU will become effective upon execution by all Parties, indicated by the signatures and date on the signature page of this MOU, and shall remain in effect until January 31, 2030, or until the final grant closeout documentation has been completed.

If, however, the Coalition agrees to continue the Recompete Program beyond the initial 5-year program, this agreement may be amended to extend through the amendment process.

Any party hereto may terminate its own participation upon thirty days written notice to the Executive Committee. Component Project Leads will be responsible for communicating their withdrawal from the MOU to their EDA Program Manager.

4.2 Amendments

No amendment or modification to the Agreement will be effective without the prior written consent of the authorized representatives of the parties.



4.3 Funding, Costs, and Liabilities

Each public agency or other parties to this Agreement shall fund its own participation. No ownership of property will result from this MOU. Nothing in this MOU relieves any public agency or other parties of any obligation or responsibility imposed upon it by law.

Component Project Leads have direct agreements with the EDA for funding. All costs and expenditures accrued under these agreements are the sole responsibility of Component Project Leads. Nothing in this MOU replaces, relieves, or transfers any responsibilities and/or performance liabilities imposed in those agreements to any third party by their participation in this MOU.

4.4 Rights, Jurisdiction, Sovereign Immunity and Applicable Laws

This MOU is for the sole benefit of the Parties hereto and confers no rights to third parties, and is not intended to modify, impair, or waive: (1) the jurisdiction of either government; (2) the sovereign immunity of the Tribes or its treaty rights; or (3) the applications of the applicable federal, tribal or state laws.

4.5 Non-Discrimination

The parties to this MOU shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

4.6 Severability

In the event that one or more provisions of this MOU shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect, and the invalid provisions shall be deemed deleted.

4.7 Authority

Each party signing below warrants to the other parties, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.



Additional Leadership Committee members may be added to the MOU if they meet the requirements of Section 3.1 of this agreement.

IN WITNESS WHEREOF, the undersigned have signed and made effective this MOU on this _____ 2025.

Clallam County

Approved as to Form:

Mike French, Chair
Clallam County Commissioners



Jay Reno, Civil Deputy
Clallam County Prosecutor's Office

Peninsula College

Olympic Community of Health

North Olympic Peninsula Resource
Conservation and Development Council

Port of Port Angeles

Composite Recycling Technology Center

Jamestown S'Klallam Tribal Capital, Inc.



Jefferson County

Port of Port Townsend

Clallam Economic Development Council

EDC Team Jefferson

City of Port Townsend

City of Sequim

City of Port Angeles

City of Forks

Jamestown S’Klallam Tribe

Lower Elwha Klallam Tribe

Makah Tribe

Quileute Tribe



Hoh Nation Tribe

Olympic Peninsula YMCA

Northwest School of Wooden Boat
Building

Jefferson County Public Hospital District
No 2 (DBA Jefferson Healthcare)

First Step Family Support Center

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	IV. I. Request for Authorization to Enter into an Agreement with CERB to Partially Fund Acquisition of an All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the Travelift from Kendrick Equipment
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Informational Memo B. Price Quotation from Kendrick Equipment for a 75-BFMII-VWEV Marine Travelift Boat Hoist

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes the Executive Director to Enter into an Agreement with the Community Economic Revitalization Board (CERB) to Partially Fund acquisition of an All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the Travelift from Kendrick Equipment.

Alternative action: Remove from consent agenda for discussion. Move to authorize the Executive Director to Enter into an Agreement with the Community Economic Revitalization Board (CERB) to Partially Fund acquisition of an All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the Travelift from Kendrick Equipment.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 9/4/2025
TO: Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Authorization to Enter into an Agreement with the Community Economic Revitalization Board (CERB) to Partially Fund acquisition of an All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the Travelift from Kendrick Equipment

ISSUES:

1. Should the Executive Director be authorized to enter into a funding agreement with the Community Economic Revitalization Board (CERB) to secure \$1,300,000 from the State of Washington to partially fund the acquisition of a new 75-BFMII-VWEV Marine Travelift boat hoist to support operations at Boat Haven?
2. Should the Executive Director also be authorized to place an order with Kendrick Equipment for the aforementioned 75-BFMII-VWEV Marine Travelift Boat Hoist?

BACKGROUND & DISCUSSION: The Port provides and maintains the required infrastructure and equipment necessary for the boatyard's tenants and independent contractors that work in the yard to thrive. The Port's 70 and 75-ton boat hosts are an essential component of this suite of infrastructure and equipment. Maintaining this haul-out capacity at Boat Haven is indispensable to the marine trades, their customers, and the Port's revenues.

The Port presently operates three "small" boat hoists: two 75-ton lifts, and one 70-ton lift. Both 75-ton lifts are less than ten years old and promise many years of continued service. However, the Port's 70-ton lift is now 39 years old. Although it has been well-maintained throughout the years it is now well-past its anticipated useful life, has frequently been out of service for repair and maintenance work, and parts are becoming increasingly difficult (or impossible) to source. This small lift provides hoist access to several buildings at Boat Haven. Losing this capacity would be highly disruptive both to the Port's operations, as well as to those of our marine trades.

Fortuitously, with Senator Chapman as our champion, the Port succeeded in obtaining funding support for a new all-electric 75-Ton Travelift boat hoist during the 2025 Washington State legislative session. Section 1005(2) of Substitute Senate Bill (SSB) 5195, signed by Governor Ferguson and effective on May 20, 2025, appropriated \$1,330,000 in funding for the "Port of

Port Townsend Travelift Electrification Project.”¹ Sincere thanks are due to Senator Chapman and Representative Tharinger for helping to secure this funding for our community. These monies, which will be administered through CERB, will fund more than 80% (\$1,300,000) of the anticipated \$1,606,320 required to purchase a new 75-ton all-electric, variable width, boat hoist from Marine Travelift.

Accordingly, staff recommends as follows:

1. That the Commission authorize the Executive Director or his designee to enter into an agreement with CERB to secure \$1,300,000 in state monies to help fund the acquisition of a new 75-BFMII-VWEV Marine Travelift boat hoist to address a point of vulnerability in our Boat Haven Boat Yard operations; and
2. That the Commission authorize the Executive Director or his designee to place an order with Kendrick Equipment (the only authorized Marine Travelift dealer on the west coast) for the 75-BFMII-VWEV Marine Travelift.

Kendrick Equipment will assemble the new lift on-site and provide training in both operation and maintenance to Port Yard and Maintenance staff. This is included in the overall cost cited below, as is 9.4% local sales tax.

FISCAL IMPACT: The cost of the 75-BFMII-VWEV Marine Travelift with the variable width option is \$1,468,300 (please see quote from Kendrick Equipment, attached). The price also includes a 50kv, 480v, trailer-able diesel generator. Sales tax of 9.4%, or \$138,020.20, would also be added to bring the total cost, assembled in the Boat Haven yard, to **\$1,606,320.20**. Of this total, 81%, or **\$1,300,000**, would be funded by the State of Washington (via the Department of Commerce, 2025-2027 CERB Capital Construction Budget). The remaining 19%, or \$306,320.20, would Port funded, via Port-Wide Capital Reserves.

MOTION: None required. Port Commission adoption of the Consent Agenda operates to authorize the Executive Director to enter into a funding agreement with CERB as outlined above, and to order the equipment (i.e., a 75-BFMII-VWEV Marine Travelift boat hoist) from Kendrick Equipment.

ATTACHMENT: Price Quotation from Kendrick Equipment for a new 75-BFMII-VWEV Marine Travelift boat hoist, dated August 21, consisting of seventeen (17) pages.

¹ Although \$1,330,000 has been appropriated, \$30,000 of that total is reserved to CERB for contract administration.



August 21, 2025

Dear Eron,

Kendrick Equipment USA, LLC is pleased to present this proposal for a new 75BFMII-VWEV Marine Travelift boat hoist. For over 40 years, Kendrick Equipment has proudly served as the dealer of Marine Travelift hoists throughout the U.S. Pacific Northwest—including Alaska, Washington, Oregon, and British Columbia—building strong relationships through not just equipment sales, but decades of dependable service.

The proposed 75BFMII model is ideally suited to meet the current demands of the Port of Port Townsend, while accommodating future growth and expansion. This machine offers an immediate boost in lifting capacity and enables more efficient handling of a wide range of vessels, including commercial, pleasure, and wooden boats serviced by the Port. Advanced features such as EV power, wireless remote control enhance operational safety and fuel efficiency, lower running costs, and minimize downtime and maintenance.

The newly available Variable Width Option provides marinas and shipyards with increased flexibility, allowing for optimized service and storage space utilization in a safe and effective manner.

Our machines are built to the highest standards of quality and endurance, enabling maximum-capacity lifting day in and day out over an expected 40+ year service life. The latest features of the 75BFMII model—outlined in detail in this proposal—continue to make it the quietest, most fuel-efficient, and user-friendly machine in its class.

Thank you for considering this proposal. We look forward to the opportunity to collaborate with you on this important project.

Best Regards,

Dave Marshall
Kendrick Equipment

23722 NE 192nd Way, Woodinville, WA, 98077
PHONE: 866-744-9921 | www.kendrickequipment.com

MARINE  **TRAVELIFT®**



Port of Port Townsend
2701 Jefferson Street
Port Townsend, WA
98368

August 21, 2025 REV

We are pleased to offer you the following quotation for one new **75 BFM II Marine Travelift**

Features:

75 Metric Tons Capacity - 165,000 lbs.

21' Inside Clear Width (Fit existing pier width) + Variable Width

22' Inside Clear Height (+/- Height Available)

27' Overall Height

+15' Below grade cable drop to match local tides (Incl. Option)

Touch Operator Screen in Cab for Instrumentation, Diagnostics, and Weights

Full proportionate hydraulic backup operator's cab (Pilot operated valve at cab)

New CPU Package - Radio Remote Control (Incl. Option)

- **AVT – Automatic Variable Throttle**

- **Digital Weight Scales @ Cab LCD & on Transmitter**

2 Speed Hoists, Low - 9'/min, High - 19'/min (Incl. Option)

2 Speed Travel, Low - 100'/min, High - 180'/min, 6% Gradeability

Minimum Sling Spacing - 7' 9", Max Sling Spacing - 24'

Sailboat/Vessel Top Beam Extension for Optimum Haul Efficiency (Incl. Option)

(4) Nylon Slings, 12" x 34' (or adjusted dimensions to suit Nordlund)

(4) Weighted Keel Pads, 12" x 48" + (8) Protective Chine Pads, 12" x 96"

Lug Tires - 50" x 20", New Industrial Tires (No Longer Aircraft)

Sound Suppression Kit Level #1 (Incl. Option)

Greaseless Pivot Trunnion, 2205 Stainless Steel Tube Lines

***Zinc Enriched Primer – (Included Option - N/C)**

Price Assembled & Tested in Your Yard.....\$1,468,300.00

6-Tray Battery System (In lieu of 4-Tray standard system above)....\$70,000.00

Less Trade-In of existing Marine Travelift, 70BFM.....(TBA)

Variable Width Option.....INCLUDED

Variable Width Includes "Electronic All-Wheel Drive & Steering**

***Electric/Battery Powered w/ SMART Fast Charger System – INCLUDED**

- **Furnished with a mobile generator 38KW for charger back-up**

- **Furnished with an additional SMART Fast Charger – INCLUDED**

Includes delivery, assembly, testing, and operator & maintenance training/certification.

Applicable taxes are extra. P.T. to supply suitable crane, forklift, & man-lift for assembly as well as one helper to assist our factory techs. Includes 90 day follow up inspection. Signed G.A. drawing and 35% deposit required to initiate order. Milestone payment(s) can be tailored to suit the Port of Port Townsend.

23722 NE 192nd Way, Woodinville, WA, 98077
PHONE: 866-744-9921 | www.kendrickequipment.com

MARINE  TRAVELIFT®

**Options:**

**Fish Boat/Sail Boat Top Beam Extension
(8) LED Work and Drive Lights**

**(INCLUDED)
~~\$7,730~~ INCLUDED**

**The quoted amount is subject to adjustment depending on freight/steel/rubber material costs at actual time of order.*

Lease Options: Please inquire

Includes a Marine Travelift factory technician as well as local technician to assemble, test, and train/certify personnel as well as maximum test lift as requested by customer. Also included is a 90-day follow-up inspection by our local tech to ensure all pressures, torques, and functions meet factory specifications.

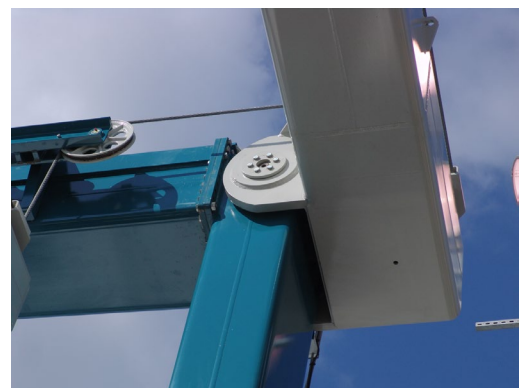
Operator's as well as maintenance certificates will be issued to all those that attend the factory training on site after the conclusion of assembly. See features sheet and brochure/specs for more information on this new 75BFMIL.

Performance is the expectation, downtime is never an option. We understand your boat yard relies upon durable, versatile machines. Machines built to hoist your heaviest loads safely and efficiently for decades to come. After over 50 years designing, building and supporting world-class mobile boat hoists, we continue to deliver the hardworking solutions the marine industry trusts and counts on to lift and haul the full spectrum of vessels with confidence. There's a reason why there are over 4000 Marine Travelifts operating worldwide with many of them that were built 25+ years ago.

Main Structure

All steel structure of the Marine Travelift is beam formed steel which delivers higher strength than regular box welded steel beams

All of our machines comes standard with 314 stainless steel hydraulic lines with flat faced o-ring unions to reduce leaks. **The Marine Travelift structure is designed with a 40+ year service life in mind.**



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Bolting Flange on Top Beam

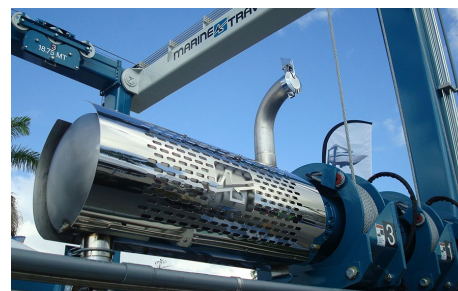
All of the Marine Travelift top beams are designed with heavy duty bolting flanges to allow for the widening of your machine in the future. The top beam is stiffened up to accommodate this.



Sound Suppression

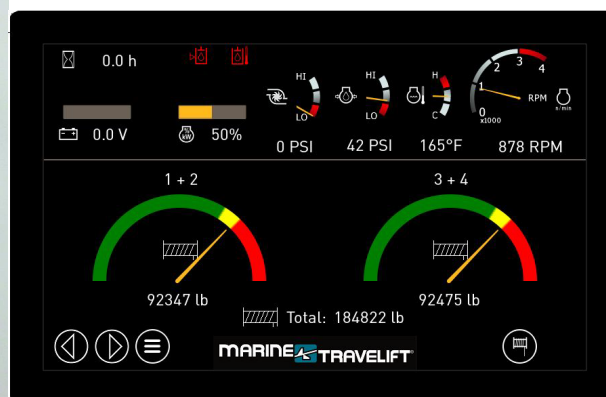
The sound suppression option eliminates the need to raise your voice on the job. An insulated engine compartment and quieter muffler aids in this.

Included is an AVT (Automatic Variable Throttle) which automatically selects the throttle level required to accomplish the hydraulic function. The throttle returns to idle after the function is complete. This saves fuel and keeps noise to a minimum.



Wireless Remote Control with CPU Package

This proportionately controlled remote system is American made and supported and is extremely easy to operate. New for this machine is a LCD screen showing vessel weights (fore & aft) as well as other instrumentation you'd normally find in the operator's compartment. The AVT (Automatic Variable Throttle) is utilized from the wireless remote as well.





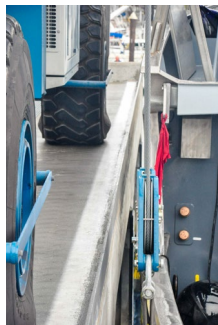
The lower blocks are designed as spreader bars so you can run the lift with 1, 2, or 3 slings on each block.

All pins are plated to resist corrosion. Sheave pins have grease zerks to make lubing easy. Block adjust between fore & aft set is maximizes to ensure there isn't a vessel you can't configure your slings to.

Anti 2-block system allows the lower block to be run up against the sliding block without any damage.



Lower blocks/sheaves are designed with a thin profile in mind. We know you want to maximize the available inside clear width inside your pier and every inch will count.

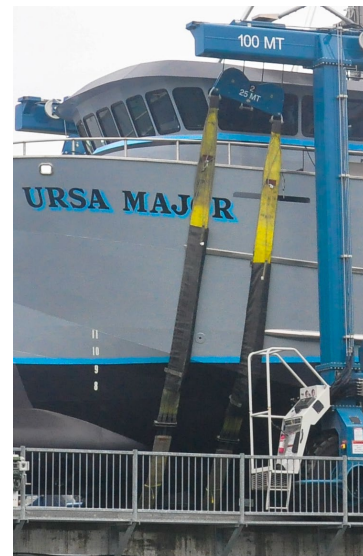


Tires are brand new heavy duty tires. No aircraft retreads.

Safety guard rails surround each wheel frame

Slings - Keel and Chine Protection

Slings come standard with customizable length weighted keel and chine protector pads. Each use heavy duty rubber to protect both the boat and the life of the slings. Cordura wrap is found at the disconnect fingers as well as the shackle eyes to prolong life. The safe working load rating and safety factor of the Marine Travelift slings are the highest in the industry, meeting all American standards. Sling lengths can be customized to best suit your needs.



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Engine Compartment

The Marine Travelift engine compartment is spacious and well laid out. The enclosure is insulated to reduce noise and constructed of fiberglass to provide a long life. Local mechanics can be trained on all engine and lift service functions including Parker IQAN system for future serviceability.



Composite Bushing Steering Linkage

Steering System is self lubricating, corrosion resistant, more forgiving to linkage pins, and better suited to operate with limited grease.



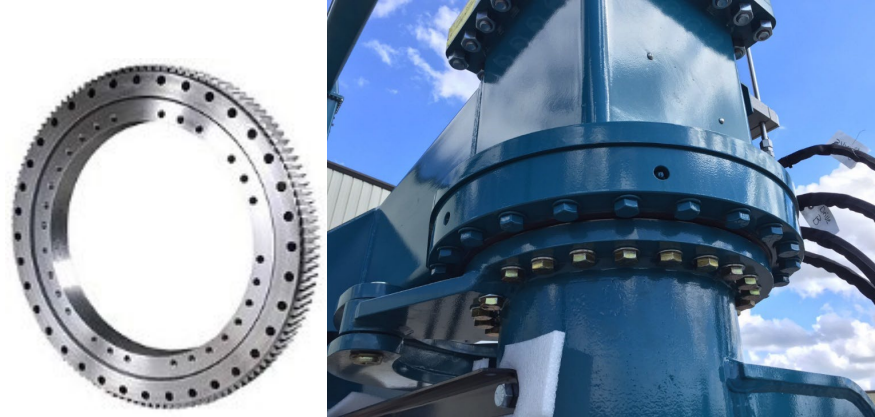
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Steering Slew Bearing (Standard)

A rotational rolling element bearing that supports a heavy, slow turning load. Direct to bearing grease points, promotes longevity and cleanliness. Sealed assembly.



Variable Width



The First Variable Width Machine

The first Marine Travelift model with the Variable Width option is a 75BFMII (75 metric ton lifting capacity) and was delivered to The Marine Group Boat Works' San Jose del Cabo

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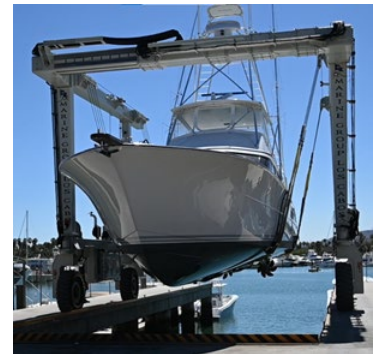
location in March. This model offers nine feet of width variability and can seamlessly expand and retract under full load in 60 seconds.

The most important benefit this option will offer is the opportunity to block vessels closer together in order to maximize space previously unavailable because of overall width dimensions on a standard fixed width boat hoist. This means marinas and service yards can maximize valuable service and storage space to serve more customers within their existing footprint. “The variable width machine allows us to utilize otherwise lost space with a traditional boat hoist”, said Pete Horner, General Manager at the Los Cabos yard. He also added, “It’s a two-fold solution for us as we can continue to grow our business in the same physical footprint and work on more boats at the same time, ultimately limiting customer downtime and maximizing profitability.”

Additional Benefits of Variable Width

The Variable width option can also provide the ability to move vessels through a doorway that was previously not an option with the width of a standard machine sized to fit piers. This would eliminate the need to double handle vessels when moving them in and out of the building. The design allows for handling a wider range of vessels, providing marinas and yards more flexibility to grow into different markets.

Whether an operator is storing boats indoors for the winter or wanting more space for hurricane storage, the width variation gives them the ability to fit more vessels in the same footprint without the use of yard trailers. This allows the yard to reduce equipment and also makes the operation more efficient when time is of the essence.



“The Variable Width Option provides the ability to handle a wider variety of hulls and without any major infrastructure changes. With the ability to vary the Boat Hoist width, you can not only lift wide vessels such as catamarans, but narrower mono hulls as well without exceeding recommended sling angles.” – Kurt Minten, Executive Vice President, Marine Travelift

About the Variable Width Option

This new option is powered by a hydraulic ram, housed within the telescoping top beam, and is assisted by Marine Travelift’s Patented All-Wheel electronic steering option. These two components are also teamed with a control loop system that includes angle sensors, a distance sensor, and wheel encoder to keep the machine square and ensure safe expansion and retraction throughout the full range of variability.

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The Extension and Retraction functions can occur on either side of the machine for flexibility and maximum maneuverability. It is also designed to handle full load across the entire width spectrum and can stop anywhere within the full range of variability, with or without a vessel in the slings.

“This machine combines many familiar systems that we have successfully developed and refined over the years: the Patented All-Wheel Electronic Steering system we’ve been using on Marine



Travelift Mobile Boat Hoists and Shuttlelift Mobile Gantry Cranes, sensors/safety systems like the linear transducer and angle sensor have been utilized on our Hydro M_Drive Marina Forklifts, and the knowledge we’ve gained from building Hydraulic Transporters with a Variable Width option. We combined these to create a well-designed system that is not only efficient, but also safe – for the operator, the vessel, and the machine itself.” – Bob Johnston, Director of Customer Care, Marine Travelift.

Rigorous Factory Testing

Design goals for this Variable Width Option included Safety, Performance

(speed/efficiency), and Functionality. To be certain that this option reached all three goals, Marine Travelift teams performed months of rigorous factory testing that included countless hours of use both with and without maximum load, on different grades, and a mock-up of the end user’s existing pier infrastructure.

Personnel from Marine Travelift’s in-house engineering team, Customer Care Field Service Technicians, Executive Sales, and Assembly Shop Experts all worked together closely with the team at Marine Group Boat Works to be sure all parameters were met and the machine would provide all the benefits they were counting on.

Serviceability

Making the machine easy to maintain for the customer is a key feature so serviceability was considered at every stage of the design and engineering process. Strategically placed access holes are included to be able to easily get at the hydraulic ram and it rides on tracks inside the top beam so when disconnected it can simply be rolled out for



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any needed service/repair. In addition, the Expand and Retract functions operate on a greaseless system using high performance composite pads instead of a lubricant that could potentially contaminate the vessel or environment below. These pads are accessible from the exterior of the beam and have a high precision clearance, to ensure no change in the machine's geometry while Expand and Retract functions are engaged.

American Built Mobile Boat Hoist



Battery Electric Operation with SMART Fast Charge System



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Training/Support/Service/Warranty:

- Our operator and maintenance training follows the completion of the assembly of the machine. The owner is invited to have as many operators and technicians attend. This training typically takes approx. 8 hours but can run for 1-2 days if the customer requires more hands on training. We have supplied machines to the US Coast Guard, NASA, Boeing and other companies and have tailored training to suit. Assembly will include one factory technician (from Wisconsin) as well as one Seattle based factory authorized/trained tech to assemble. Our machines are sub-assembled and tested at the factory minimizing the assembly to two days. All operator's and techs that attend the training will receive operator's certificates that WorkSafe, L&I and OSHA have recognized.
- We strive to ensure our customers have quick access to replacement parts and service when support is needed. We offer factory certified annual inspections and service from our or Seattle based techs. These inspections are conducted on an IPAD program and provide immediate .pdf reports for owner reference. Service and technical support can also be done remotely via an electronic module on the machine allowing the Wisconsin and/or Seattle techs to tap in and view/troubleshoot issues.
- **Emergency support is available 24 hours through our office and service department. This proposal includes a 90 day follow up inspection to ensure machine pressures, torques, and functions are operating correctly.**
- Warranty - Marine Travelift Boat Hoists are supplied with 2 years or 2000 hours of service whichever occurs first.

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Safety Features:

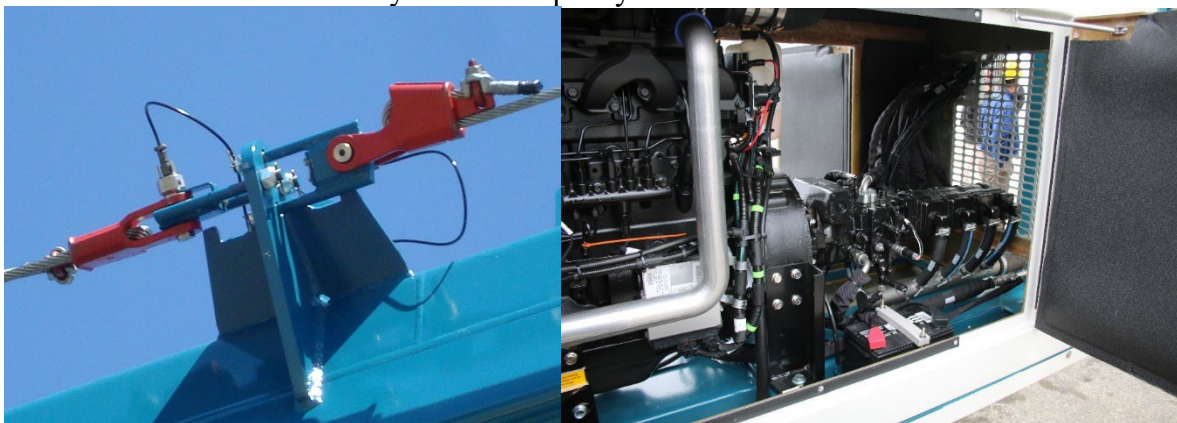
Emergency Stops/Shutoffs

- (4) Emergency stops in weather-proof boxes at each corner of the machine, one at the operator's panel, and one on the wireless remote control.



Overload Protection

- Overload alarm and cutout tied to the digital weight gauges found on both the wireless remote and the local operator's panel. (see previous cab details)
- Overload protection also provided by hoist reliefs. Reliefs set to specific pressure to also ensure hoists can't lift beyond max capacity.

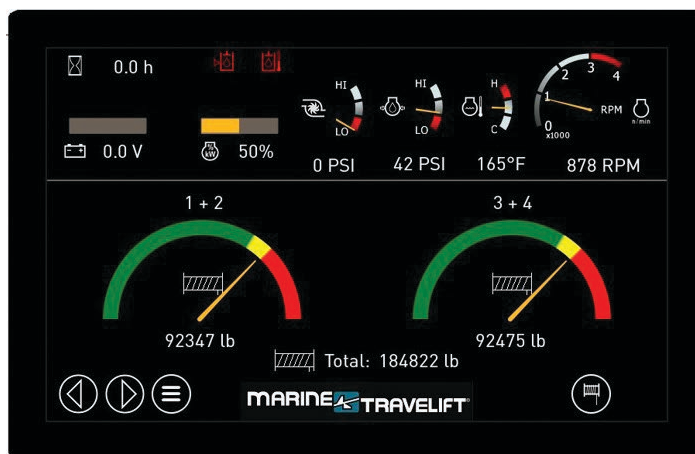


Electronic Weighing System

- Load cells transmit vessel weights (fore & aft separately/together) to both the wireless remote and in cab at the operator's panel.

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Wireless Remote Control

- Improve operational safety and maneuverability. The wireless remote control increases visibility of the boat, launching piers and surrounding area. Uses rolling frequencies between a frequency range and employing emergency shut-offs in the event of any competing frequency.

Chine and Keel Protection Pads (Standard)

- Protect slings from chafing and abrasions with rubber reinforced coverings that extend the life of your slings. **Slings have a 9.9:1 Safety Factor.**



Travel Alarm and Beacon

- Multi-direction travel alarms and beacons to warn all in the area of machine in travel.

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LED Work Lights (Optional)

- Illuminate the work and drive area with high intensity LED work lights.



Automatic Variable Throttle (AVT) and Sound Suppression (Standard Equipment)

- Reduces the noise on your jobsite by automatically returning your throttle to idle after a function is finished as well as insulates the engine compartment to lower general engine noise. See further details in specs section.

New Industrial Tires

- Air filled to allow for better cushioning of structure under load. Not liquid or foam filled that puts excess shock load on machine.

Wheel Guards (4)

Cordura Covers

- On all hydraulic hoses to prevent chafing wear and UV degradation.
- On all slings to prolong life of disconnect fingers and shackle eyes.

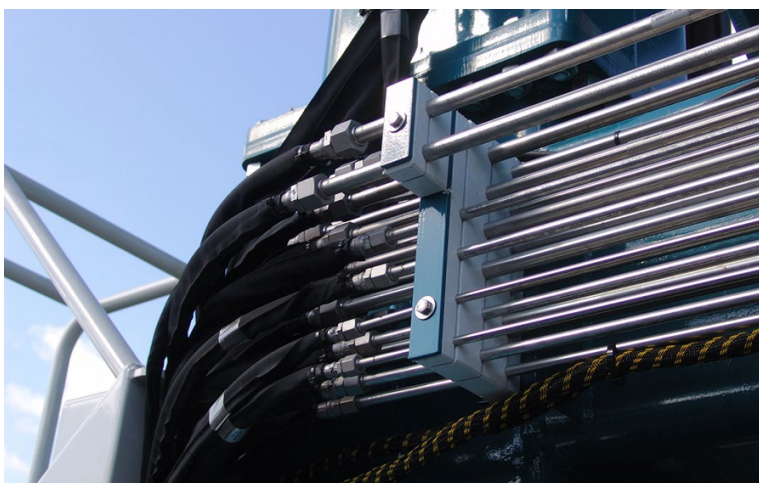
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O-Ring Seal Hydraulic Fittings on Stainless Tubes

- Prevent leaks and blowouts in the hydraulic system



Fully Articulating Pivot Trunnion

- Reduce structural stress and get maximum rotation.

Anti 2-Block System

- The lower block is designed with an Anti 2-block system. See previous specs

Hoist Counterbalance Valves

- This is a back-up measure to the hoist brakes themselves. Additional pressure is required to lower the hoists than to raise them.

Drive Service Brake (Motion Control) and Parking Brakes

High Visibility Paint Available for Anywhere on the Machine

Manufacturer History and Stability

- Marine Travelift has been producing mobile marine lifts for over 55 years.
- Marine Travelift has been producing the 200, 250 and 300 models of boat hoist since the 80's. The other various models date back to the 60's.

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- Reference list available upon request that own and operate the same machine and can speak to the quality of the Travelift as well as the level of service provided by Kendrick Equipment.

Lead Time/Erection and Commissioning

- The 75BFMII will be shipped within 330-360 days of receipt of deposit (depends on current production schedule). The factory's track record on deliveries is impeccable, they even specify at the time of order, the exact time trucks need to be onsite for loading. Production photos will be shared with the customer during the manufacturing process. The 75BFMII will ship on 2 truckloads from Wisconsin. Assembly of the boat hoist will take only 3 days, this includes connecting all hydraulic lines, hoses, and rigging. The 3rd and 4th days are reserved for test lifting and operator/maintenance training and certification. As you can see in the below left photo all of our machines are sub-assembled at the factory and tested prior to shipping. (hydraulics, hoists, drives, sling adjust, etc.) This makes the assembly process very speedy and eliminates headaches of missing, broken, wrong parts etc and unnecessary extra assembly crane rental time. The photo on the right is of a new machine truck loaded and ready to ship.



- A factory technician (from Marine Travelift, Wisconsin) and our local factory certified tech will arrive on the Monday before the trucks arrive so that they can ensure everything is ready for Tuesday morning's assembly. The two trucks will begin unloading Tuesday morning. A crane is required for only 1 day to unload the trucks, stand the steel structure, and mount the wheels. Wednesday is dedicated to connecting hydraulic lines, hoses, and rigging. Test lifting, and operator/maintenance training is scheduled all day Friday. If the customer prefers further training, we will include that. We welcome you to call any of our customers to discuss the details of the assembly process. Also included is a 90 day follow up inspection to verify pressures, torques, and all functions of the boat hoist.

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After assembly completion, the following tests are conducted:

- Function tests with and without load include drive forward, backward, steering functions, sling adjust, wireless remote calibrations, hoist and drive speed calibrations, hydraulic pressures, service & park brakes, all safety features, etc.
- Customer is to supply a boat for test lift.
- A hard copy and electronic copy of the replacement parts book and operator's/maintenance manual are included

Best Regards,

A handwritten signature in black ink that reads 'Dave Marshall'.

Dave Marshall

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PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	IV. J. Resolution 852-25 Repealing Resolution No. 848-25 and Authorizing the Executive Director to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support the Boat Haven Western Boat Yard Expansion Project
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Informational Memo B. Resolution No. 852-25

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves Resolution 852-25 Repealing Resolution No. 848-25 and Authorizing the Executive Director to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support the Boat Haven Western Boat Yard Expansion Project.

Alternative action: Remove from consent for discussion. Move to approve Resolution 852-25 approves Resolution 852-25 Repealing Resolution No. 848-25 and Authorizing the Executive Director to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support the Boat Haven Western Boat Yard Expansion Project.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 9/4/2025
TO: Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: EDA Disaster Recovery Program Grant Authorizing Resolution No. 852-25 – Boat Haven Western Boat Yard Expansion Project

ISSUE: Should the Commission rescind Resolution No. 848-25, and adopt corrected Resolution No. 852-25 authorizing the Executive Director to apply for, and if awarded, to execute such documents as may be necessary with the federal Economic Development Administration (EDA) to secure up to \$4,860,000 in Disaster Recovery Program monies to partially fund the Western Boat Yard Expansion Project at Boat Haven?

BACKGROUND & DISCUSSION: Resolution No. 848-25 was approved by the Port Commission on June 25, 2025. That resolution authorized the Executive Director apply for, and if awarded, to execute such documents as may be required with the EDA to secure up to \$4,860,000 in federal funding to support the Western Boat Yard Expansion Project. However, the Port match commitment described in Resolution No. 848-25 was erroneous. Proposed Resolution No. 852-25 seeks to remedy that error.

As the Commission is aware, staff has been working to advance the Western Boat Yard Expansion Project for several years. In early 2024, the Port concluded a year-long Feasibility Study for the proposed Western Boat Yard Expansion Project funded by the Community Economic Revitalization Board (CERB). In spring of last year, the project was also included in a project array submitted by the North Olympic Peninsula Recompete Coalition (the “Coalition”) seeking funding support via the Distressed Area Recompete Pilot Program (Recompete) administered by the Economic Development Administration (EDA) of the US Department of Commerce. Although the Coalition was successful in obtaining funding, the Port’s Western Boat Yard Expansion Project was not included in the final project array.

Since then, the Port has been exploring other project-funding avenues, including EDA’s Public Works and Economic Adjustment Assistance (PWEAA) program, as well as Local Community Projects (LCP) funding via the State of Washington. While the Port was successful in obtaining partial funding (\$485,000) via LCP during the recently concluded legislative session in Olympia, the project is estimated to require up to \$6,075,000 to complete, and substantial additional funding assistance is needed.

In early June, the EDA announced the FY 2025 Disaster Supplemental Notice of Funding Opportunity. This program provides a more advantageous path to securing funding support than the PWEAA program (i.e., larger project awards are possible (\$20M versus \$5M), as well as

a lower local match requirement (20% versus 40%). The program is administered by EDA pursuant to the Stafford Act (42 U.S.C. §5121 *et seq.*) and is intended to help communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges in areas where a Presidential declaration of a major disaster was issued under the Stafford Act. The FY 2025 EDA Disaster Supplemental Funding addresses economic challenges in areas subject to declarations of natural disasters made in 2023 and 2024. Jefferson County was affected by one (1) such Presidential declaration during the relevant period (DR-4775-WA), and is therefore, eligible to apply.

The Boat Haven Boat Yard provides critical workspace, supporting infrastructure and equipment necessary for the Port's tenants, and many independent contractors, to thrive. Ballasted workspace accessible to the 300-ton lift, which is also served by the Port's stormwater collection and treatment system and other utilities, is essential to the current and future success of the marine trades, as well as the Port.

If successfully funded, the proposed project would provide for a total of 5.3 acres of upland yard space. About 4 acres would be added to the Yard, with a further 1.3 acres of existing Yard being redeveloped. The project would include minor demolition, site clearing and grading, subgrade preparation, new utility services, gravel surfacing, fencing, and appurtenances. No new buildings are included in the proposed project scope. Together with the North Boat Yard Expansion, the Western Boat Yard Expansion Project would complete the potential for enlargement of the Yard. It would also maximize efficient use of the only industrial land zoned for larger-scale, more intensive, marine industrial uses in Jefferson County. Most crucially, the project will support job retention and creation and provide opportunities for existing Port tenants to grow their businesses.

Accordingly, staff recommends that EDA Disaster Supplemental grant monies be sought to help fund the Western Boat Yard Expansion Project. The Commission's adopted Capital Improvement Program 2025-2029 anticipates this project, as does the North Olympic Development Council's Comprehensive Economic Development Strategy (CEDS).

FISCAL IMPACT: The estimated project cost is \$6,075,000. Of this total, the Port would be requesting EDA funding of 80%, or **\$4,860,000**. The remaining 20%, or \$1,215,000, would be a combination of State (\$485,000) and Port (\$730,000) match.

Staff has prepared a draft of Port Commission Resolution No. 852-25, rescinding the erroneous Resolution 848-25, and authorizing application to EDA for EDA-2025-DISASTER SUPPLEMENTAL funding for this capital project. The source of Port matching funds is anticipated to be the Port-Wide Capital Reserves Fund. There is no submission deadline for the application. EDA will be accepting applications on an ongoing basis until all available funds have been awarded, or a new Disaster Supplemental Notice of Funding Opportunity has been published, whichever comes first.

MOTION: None required. Port Commission adoption of the Consent Agenda operates to approve the attached Resolution 852-25 authorizing the Executive Director to submit a grant application to the EDA's Economic Adjustment Assistance (EAA) Disaster Recovery Program seeking funding support for the Western Boat Yard Expansion Project.

ATTACHMENTS: Resolution No. 852-25, consisting of three (3) pages.

RESOLUTION NO. 852-25

A Resolution of the Commission of the Port of Port Townsend

REPEALING RESOLUTION NO. 848-25 AND AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND TO APPLY FOR FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION DISASTER SUPPLEMENTAL GRANT FUNDING TO SUPPORT THE BOAT HAVEN WESTERN BOAT YARD EXPANSION PROJECT TO RETAIN EXISTING JOBS IN THE MARINE TRADES ECONOMIC SECTOR, CREATE NEW JOB OPPORTUNITIES, IMPROVE THE PORT'S EMERGENCY PREPAREDNESS, RESPONSE AND RECOVERY CAPABILITIES, AND EXPRESSING THE PORT'S COMMITMENT TO PROVIDING LOCAL GRANT MATCHING FUNDS.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development and providing transportation facilities and capital equipment that support commerce and communities within Jefferson County; and

WHEREAS, the Port of Port Townsend is also responsible for coordinating the preparations for, mitigation of, response to, and recovery from, natural disasters that affect Port infrastructure, and to establish resilient infrastructure that will help to sustain the communities of Jefferson County in the future; and

WHEREAS, from January 5 to 29, 2024, portions of Western Washington experienced severe winter storms, straight-line winds, flooding, landslides, and mudslides which resulted in a Presidential Disaster Declaration for seventeen counties, including Jefferson County (DR-4775-WA); and

WHEREAS, the winter storms cited above damaged public and private property throughout Jefferson County and the region, and caused economic harm to the community; and

WHEREAS, the winter storms cited above also revealed the vulnerability of operations at the Port's Boat Haven Boat Yard facility, underscoring the need to further expand and develop the facility with infrastructure that is resilient and capable of withstanding and mitigating the effects of future disasters, while ensuring the economic stability and recovery of the region by sustaining and growing marine trades employment opportunities;

WHEREAS, the Economic Development Administration of the U.S. Department of Commerce (EDA) administers the Economic Adjustment Assistance (EAA) Disaster Recovery Program which makes 80% matching grant funds available to help communities devise and implement long-term economic development recovery strategies in areas where a Presidential Declaration of a major disaster has been issued; and

WHEREAS, the Port of Port Townsend qualifies to apply for EAA Disaster Recovery Program grant assistance (funding opportunity number EDA-DISASTER-2025) in that:

- Jefferson County, Washington was included in major disaster Presidential declarations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act as a result of storms in calendar year 2024 (DR-4775); and
- The Western Boat Yard Expansion Project aligns with Investment Priorities identified by the EDA in that:
 - It facilitates economic recovery and resilience and strengthens the ability of the community to withstand future natural disasters and economic shocks; and
 - It encourages and supports job creation, business expansion, facilitates other technology and capital upgrades, and productivity growth in manufacturing at Boat Haven; and
 - It will help to attract private investment and retain and grow jobs within a designated Opportunity Zone; and
- The proposed Western Boat Yard Expansion Project is consistent with, and helps to implement the North Olympic Development Council's 2021-2025 Comprehensive Economic Development Strategy (CEDS) in that it will sustain and expand the strength of the marine trades economic sector, leading to a more diverse and resilient economy; and
- The Western Boat Yard Expansion Project is also reflected in the Port of Port Townsend's 2025-2029 Capital Improvement Program (CIP) as infrastructure development necessary to support the health and resilience of the Port's Boat Haven operations and Jefferson County's marine trades economic sector; and

WHEREAS, the total cost for engineering design, permitting, construction, and construction management and administration for the Boat Haven Western Boat Yard Expansion Project is estimated to be \$6,075,000; and

WHEREAS, the Western Boat Yard Expansion project described herein is eligible for EDA funding support as described above, with EDA responsible for an eighty percent (80%) share (\$4,860,000), with a non-federal match of twenty percent (20%) (\$1,215,000), which will be comprised, respectively, by \$485,000 (8%) in funding support from the State of Washington and \$730,000 (12%) in direct funding from the Port; and

WHEREAS, as of August 31, 2025, the Port had reserved and unreserved cash balances in excess of the amounts necessary to meet its grant match share, and therefore, has the funds available to proceed with this capital infrastructure development project if successful in obtaining EDA funding support; and

WHEREAS, Resolution No. 848-25, adopted by the Commission on June 25, 2025, contained errors and should be repealed and replaced by this Resolution No. 852-25;

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

1. **Repeal of Resolution No. 848-25:** Commission Resolution No. 848-25 is hereby repealed in its entirety and has no further force or effect.
2. **Application for Disaster Recovery Program Grant Assistance Confirmed:** The Commission for the Port of Port Townsend, Jefferson County, Washington, supports preparation and submission of an EDA Disaster Supplemental Grant Program application for \$4,860,000 to assist in funding the engineering design, permitting, construction of the Boat Haven Western Boat Yard Expansion Project support, and grow the Port's Boat Haven Boat Yard operations.
3. **Executive Director Authorized to Execute All Necessary Documents & Agreements:** The Port Commission authorizes its Executive Director, Eron Berg, or his designee, to sign and submit all necessary documents to both apply for, and enter into a project agreement with the EDA, if the requested funding is awarded.
4. **Port of Port Townsend Match Commitment:** Upon consultation with the Port's Director of Finance and Administration, the Commission of the Port of Port Townsend has concluded, and hereby assures EDA, that local and state matching funds totaling up to \$1,215,000 (i.e., \$485,000 approved in the State's adopted Capital Budget and \$730,000 in Port reserves) are available and have been authorized for the above-referenced capital equipment acquisition.
5. **Adequacy of Process Confirmed:** The Port of Port Townsend certifies that appropriate public notice and opportunity for comment on this application has been provided, and further, that this application authorization was properly and lawfully adopted following the requirements of the Port of Port Townsend and all applicable laws.

ADOPTED this 10th day of September 2025, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Carol L. Hasse, President

Pamela A. Petranek, Vice President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	IV. K. Resolution 853-25 Authorizing Executive Director to File an Application with the U.S. Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Pavement Preservation Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized
STAFF LEAD	Matt Klontz, Capital Projects Director and Port Engineer
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Informational Memo B. Resolution No. 853-25

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves Resolution 853-25 Authorizing Executive Director to File an Application with the U.S. Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Pavement Preservation Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized

Alternative action: Remove from consent for discussion. Move to approve Resolution 853-25 Authorizing Executive Director to File an Application with the U.S. Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Pavement Preservation Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 9/10/2025

TO: Commission

FROM: Matt Klontz, Capital Projects Director and Port Engineer

CC: Eron Berg, Eric Toews, Connie Anderson, Dave Nakagawara, Natalie Toews

SUBJECT: Grant Authorizing Resolution No 853-25 for JCIA Pavement Preservation Project (AIP No. 3-53-0134-026-2025)

ISSUE: Should the Port Commission authorize the Executive Director to execute agreements as may be needed with the Federal Aviation Administration (FAA) to secure up to \$589,320 in FAA grant funding for the pavement preservation project (AIP No. 3-53-0134-026-2025) at the Jefferson County International Airport (JCIA)?

BACKGROUND: The Port completed the project design phase, opened publicly sealed bids for construction, and negotiated a professional services agreement for construction administration support. Pavement preservation work is anticipated to occur in the fall of 2025 at JCIA. In July 2025, the Port Commission gave the Port's Executive Director authority to award the construction contract to C.R. Contracting in the amount of 509,899.03 contingent upon receiving the FAA Grant.

DISCUSSION: The FAA is preparing the grant agreement with the Port for the JCIA Pavement Preservation Project. To be in a position to begin construction in the fall of this year, Port staff is requesting authority to execute the grant agreement when made available.

FISCAL IMPACTS

Please see below for a summary of project phases, costs, and projected funding sources and amounts.

Project Phase	Cost Estimate	FAA AIP Funding (projected)*	Port/IDD Funding (projected)
<i>Project Administration</i>	\$5,000.00	\$4,750.00	\$250.00
<i>Design</i>	\$58,500.00	\$55,575.00	\$2,925.00
<i>Construction Administration</i>	\$64,000.00	\$60,800.00	\$3,200.00
<i>CN – Base Bid</i>	\$400,895.04	\$380,850.29	\$20,044.76
<i>CN – Add Bid A</i>	\$31,303.56	\$29,738.38	\$1,565.18
<i>CN – Add Bid B</i>	\$20,884.50	\$19,840.28	\$1,044.22
<i>CN – Add Bid C</i>	\$39,753.44	\$37,765.77	\$1,987.68
<i>CN – Add Bid D**</i>	\$17,062.50	Not eligible	\$17,062.50
TOTAL	\$637,399.04	\$589,319.72	\$48,079.34

*AIP eligible project phases/bid schedules projected to receive 95% FAA funding.

**Non-AIP eligible Additive Bid Schedule D: Non-AIP eligible work includes pavement restoration that falls outside of the 25 foot-wide envelope around the taxilanes.

The Capital Improvement Plan budgeted a total of \$555,555 for the JCIA Pavement Preservation Project in 2025, including design, construction, and construction administration. Of this total, 90% of the costs

Staff Memo: Grant Authorizing Resolution No 853-25 for JCIA Pavement Preservation Project (AIP No. 3-53-0134-026-2025)

(\$500,000) were to be covered by the FAA, with the remaining 10% (\$55,555) funded by IDD contributions from the Port.

Since approval of the 2025 CIP and Capital Budget, the FAA announced an increase in its match ratio from 90% to 95%.

After opening bids and completing the bid tabulation for the JCIA Pavement Preservation Project, the Port submitted its application to the FAA for Airport Improvement Program (AIP) funding—including design, construction, and construction administration—in early June, in the amount of \$585,320

While the total project cost has increased since the 2025 CIP, the Port anticipates its contribution will be \$48,080 (assuming full FAA funding and no WSDOT funding), which is still below the Port's originally budgeted match share of \$55,555.

ATTACHMENTS

- 1) Resolution 853-25 FAA-AIP Pavement Preservation Grant Authorization

RECOMMENDATIONS

Approve the attached Resolution 853-25 authorizing the Executive Director to execute and file such documents and agreements as may be necessary to secure funding assistance to support the JCIA Pavement Preservation Project.

RESOLUTION NO. 853-25

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE OF THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, SEEKING AIRPORT IMPROVEMENT PROGRAM GRANT FUNDS TO SUPPORT THE PAVEMENT PRESERVATION PROJECT AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, ASSURING THAT IT WILL COMPLY WITH ALL UNDERSTANDINGS AND ASSURANCES OF SUCH GRANT AGREEMENT, AND ASSURING FURTHER THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development, providing transportation facilities that support commerce and communities within Jefferson County; and

WHEREAS, under RCW 853.08.020 the Port of Port Townsend is specifically authorized to construct, purchase, acquire, lease, maintain and operate air transfer and terminal facilities subject to all applicable state and federal laws; and

WHEREAS, the Port of Port Townsend considers it to be in the best interests of the public to apply for financial assistance through the Federal Aviation Administration Airport (FAA) Improvement Program (AIP) to substantially fund the JCIA Pavement Preservation Project (AIP No. 3-53-0134-026-2025); and

WHEREAS, the grant agreement for FAA/AIP financial assistance imposes certain obligations and conditions upon the applicant Port, and requires the Port to provide certain specific assurances, among them the availability of sufficient funds for its portion of the project cost; and

WHEREAS, the Port anticipates that the total project cost for the JCIA Pavement Preservation Project will not exceed \$637,400, of which amount \$589,320 (92%) is anticipated from FAA AIP grant monies, with the remaining \$48,080 (8%) to be provided through Port of Port Townsend matching funds; and

WHEREAS, the Port has the matching funds available to cover its share of project costs;

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

1. Port's Executive Director, Eron Berg, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Improvement Program (AIP) grant assistance for the JCIA Pavement Preservation Project on behalf of the Port of Port Townsend with the Federal Aviation Administration (FAA). This authorization expressly includes the AIP Certifications and Assurances for Airport Sponsors.
2. Any AIP grant assistance received will be used for direct costs associated with implementation of the project referenced above.
3. Upon consultation with the Port's Director of Finance and Administration, Connie Anderson, the Commission of the Port of Port Townsend has concluded, and hereby assures the FAA, that local matching funds are available and have been authorized for the JCIA Pavement Preservation Project.
4. This Resolution becomes part of a formal application to the FAA for AIP grant assistance.

ADOPTED this 10thth day of September 2025, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Carol L. Hasse, President

Pamela A. Petranek, Vice President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025		
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
AGENDA TITLE	IV. L. Resolution 854-25 to Authorize Executive Director to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the AVGAS Aircraft Fueling System Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized		
STAFF LEAD	Matt Klontz, Capital Projects Director and Port Engineer		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	Staff Info Memo Resolution 854-25		

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves Resolution 854-25 File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the AVGAS Aircraft Fueling System Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized.

Alternative action: Remove from consent for discussion. Move to approve Resolution 854-25 File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the AVGAS Aircraft Fueling System Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 9/10/2025
TO: Commission
FROM: Matt Klontz, Capital Projects Director and Port Engineer
CC: Eron Berg, Eric Toews, Connie Anderson, Dave Nakagawara, Natalie Toews
SUBJECT: Grant Authorizing Resolution No 854-25 for JCIA Fuel System Project (AIP No. 3-53-0134-024-2025) and Contract Award

ISSUE: Should the Port Commission authorize the Executive Director to execute agreements as may be needed with the Federal Aviation Administration (FAA) to secure up to \$965,363 in FAA grant funding for the Fuel System Project (AIP No. 3-53-0134-024-2025) at the Jefferson County International Airport (JCIA)? Additionally, should the Port Commission authorize the Executive Director to execute the Contract Documents for the JCIA Fuel System Project with Vet Industrial in the amount of \$848,407.79?

BACKGROUND:

The Port has completed the design phase for the new fuel system, publicly opened sealed bids for construction, and negotiated a professional services agreement to support construction administration. Construction is expected to take place in late 2025 and early 2026, following the decommissioning of the existing fuel system, which is scheduled to begin in fall 2025. The decommissioning is being funded by the Washington State Pollution Liability Agency.

In compliance with legal requirements, the Port issued a public Call for Bids for the Fuel System Project on July 7, 2025. By the submission deadline of 11:00 a.m. on Thursday, July 24, 2025, three (3) bids had been received. Immediately after the deadline, Port staff publicly opened and read the bid prices aloud.

With support from Precision Approach Engineering, Port staff conducted a thorough review of the bids, evaluating each for responsiveness (compliance with bid requirements) and responsibility (ability to successfully perform the contract). Based on this evaluation, Vet Industrial, Inc. was determined to be the lowest responsive and responsible bidder with a bid price (all schedules) of \$848,407.79.

DISCUSSION:

The FAA is currently preparing a grant agreement with the Port to fund the new fuel system. To ensure construction can begin in late fall of this year, Port staff is requesting permission to do two things once the grant is finalized:

1. Sign the grant agreement with the FAA as soon as it becomes available.
2. Award the construction contract to Vet Industrial.

FISCAL IMPACTS

The total anticipated cost for the new fuel system project is \$1,021,633, which exceeds the \$772,000 allocated in the *2025 Operations and Capital Budget*. However, the Port has successfully secured additional FAA grant funding to cover the increased cost.

While the FAA grant funds will cover a significant portion of the project, only fiscal year 2025 funds are available currently. For fiscal years 2026 and 2027 funds, the Port will apply reimbursements through separate grant applications and agreements in those years.

The table below summarizes the total project cost by phase and the timeline for grant reimbursements:

	Cost Estimate	FY25 AIG Funding (024-2025)	FY26 AIG Grant (95%)	FY26 AIP Grant (95%)	FY27 AIP Grant (90%)	Port Funding
Project Administration	\$ 5,000	\$ 4,750	\$ -	\$ -	\$ -	\$ 250
Design	\$ 120,500	\$ 114,475	\$ -	\$ -	\$ -	\$ 6,025
Inspection	\$ 47,725.	\$ 9,187	\$ 6,653	\$ 7,242	\$ 21,086	\$ 3,558
Construction	\$ 848,408	\$ 456,589	\$ 130,348	\$ 142,758	\$ 72,277	\$ 46,436
TOTAL	\$ 1,021,633	\$ 585,001	\$ 137,001	\$ 150,000	\$ 93,363	\$ 56,268

Table Summary:

- The total project cost is \$1,021,633.
- \$585,001 is expected from FY25 FAA AIG grant funds.
- An additional \$380,363 is expected from FY26 and FY27 FAA AIP and AIG funds, to be reimbursed in future fiscal years.
- In total, FAA grants will cover \$965,363, or 94.5% of the project cost.
- The remaining \$56,268 (5.5%) will be funded by the Port of Port Townsend.

Despite the overall project cost increasing since the initial 2025 budget, the Port's contribution has decreased from the originally budgeted \$77,200 to \$56,268. This reduction is due to the FAA increasing its funding share from 90% to 95% for FY25 and FY26.

ATTACHMENTS

- 1) Resolution 8534-25 FAA-AIP Fuel System Grant Authorization

RECOMMENDATIONS

Approve the attached Resolution 854-25 authorizing the Executive Director to execute and file such documents and agreements as may be necessary to secure funding assistance to support the JCIA Fuel System Project.

Authorized the Executive Director to award the construction contract to Vet Industrial, Inc for their bid in the amount of \$848,407.79.

RESOLUTION NO. 854-25

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE OF THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, SEEKING AIRPORT IMPROVEMENT PROGRAM GRANT FUNDS TO SUPPORT THE AVGAS AIRCRAFT FUELING SYSTEM PROJECT AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, ASSURING THAT IT WILL COMPLY WITH ALL UNDERSTANDINGS AND ASSURANCES OF SUCH GRANT AGREEMENT, AND ASSURING FURTHER THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development, providing transportation facilities that support commerce and communities within Jefferson County; and

WHEREAS, under RCW 853.08.020 the Port of Port Townsend is specifically authorized to construct, purchase, acquire, lease, maintain and operate air transfer and terminal facilities subject to all applicable state and federal laws; and

WHEREAS, the Port of Port Townsend considers it to be in the best interests of the public to apply for financial assistance through the Federal Aviation Administration Airport (FAA) Improvement Program (AIP) to substantially fund the JCIA Pavement Preservation Project (AIP No. 3-53-0134-024-2025); and

WHEREAS, the grant agreement for FAA/AIP financial assistance imposes certain obligations and conditions upon the applicant Port, and requires the Port to provide certain specific assurances, among them the availability of sufficient funds for its portion of the project cost; and

WHEREAS, the Port anticipates that the total project cost for the new Avgas Aircraft Fueling System Project will not exceed \$1,021,633, of which amount \$585,000 is anticipated from FY25 FAA AIG grant monies, \$380,363 is anticipated from FY26 and FY27 FAA AIP and AIG (future reimbursable) monies (making a total of \$965,363 or

94.5% of overall FAA project funding), with the remaining \$56,270 (5.5%) to be provided through Port of Port Townsend matching funds; and

WHEREAS, the Port has the matching funds available to cover its share of project costs;

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

1. Port's Executive Director, Eron Berg, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Improvement Program (AIP) grant assistance for the New Avgas Aircraft Fueling System Project on behalf of the Port of Port Townsend with the Federal Aviation Administration (FAA). This authorization expressly includes the AIP Certifications and Assurances for Airport Sponsors.
2. Any AIP grant assistance received will be used for direct costs associated with implementation of the project referenced above.
3. Upon consultation with the Port's Director of Finance and Administration, Connie Anderson, the Commission of the Port of Port Townsend has concluded, and hereby assures the FAA, that local matching funds are available and have been authorized for the New Avgas Aircraft Fueling System Project.
4. This Resolution becomes part of a formal application to the FAA for AIP grant assistance.

ADOPTED this 10thth day of September 2025, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Carol L. Hasse, President

Pamela A. Petranek, Vice President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025		
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
AGENDA TITLE	IV. M. Authorization for Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79.		
STAFF LEAD	Matt Klontz, Capital Projects Director and Port Engineer		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	Staff Info Memo (see Memo in Item L).		

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda Authorizes the Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79.

Alternative action: Remove from consent for discussion. Move to approve authorize the Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 10, 2025
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. N. Resolution 855-25 Authorizing the Executive Director or Designee of the Port of Port Townsend to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Airport Master Plan Update Phase 2– Environmental Review at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized.
STAFF LEAD	Matt Klontz, Capital Projects Director and Port Engineer
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Staff Info Memo Resolution 855-25

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves Resolution 855-25 Authorizing the Executive Director or Designee of the Port of Port Townsend to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Airport Master Plan Update Phase 2– Environmental Review at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized.

Alternative action: Remove from consent for discussion. Move to approve Resolution 855-25 Authorizing the Executive Director or Designee of the Port of Port Townsend to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Airport Master Plan Update Phase 2– Environmental Review at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 9/10/2025
TO: Commission
FROM: Matt Klontz, Capital Projects Director and Port Engineer
CC: Eron Berg, Eric Toews, Connie Anderson, Dave Nakagawara, Natalie Toews
SUBJECT: Grant Authorizing Resolution No 855-25 for Master Plan Update Phase 2 – Environmental Review (AIP No. 3-53-0134-027-2025)

ISSUE

Should the Port Commission authorize the Executive Director to execute agreements as may be needed with the Federal Aviation Administration (FAA) to secure up to \$50,000 in FAA grant funding for wetland delineation and cultural resource assessment - Master Plan Update Phase 2 – Environment Review (AIP No. 3-53-0134-027-2025) - at the Jefferson County International Airport (JCIA)?

BACKGROUND

The Port is currently in the process of updating the JCIA master plan that was last updated in 2014.

DISCUSSION

To effectively support the ongoing master plan update, delineating wetlands and conducting cultural resource assessments at JCIA will ensure future airport facilities and improvements are coordinated to avoid these critical areas. These efforts will provide critical data to guide the planning and design of future airport facilities and infrastructure improvements. By identifying and mapping environmentally sensitive areas and sites of cultural significance early in the planning process, the airport can ensure that future development is thoughtfully coordinated to avoid or minimize impacts to these protected resources. This proactive approach not only supports regulatory compliance but also promotes responsible stewardship of natural and cultural assets.

FISCAL IMPACTS

The Port anticipates that the total project cost for wetland delineation and cultural resource assessment work will not exceed \$52,632, of which amount \$50,000 (95%) is anticipated from FAA AIP grant monies, with the remaining \$2,632 (5%) to be provided through Port of Port Townsend matching funds.

ATTACHMENTS

- 1) Resolution 855-25 FAA-AIP Master Plan Update Phase 2 – Environmental Review Grant Authorization

RECOMMENDATIONS

Approve the attached Resolution 855-25 authorizing the Executive Director to execute and file such documents and agreements as may be necessary to secure funding assistance to support the Master Plan Update.

RESOLUTION NO. 855-25

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE OF THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, SEEKING AIRPORT IMPROVEMENT PROGRAM GRANT FUNDS TO SUPPORT THE AIRPORT MASTER PLAN UPDATE PHASE 2– ENVIRONMENTAL REVIEW AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, ASSURING THAT IT WILL COMPLY WITH ALL UNDERSTANDINGS AND ASSURANCES OF SUCH GRANT AGREEMENT, AND ASSURING FURTHER THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development, providing transportation facilities that support commerce and communities within Jefferson County; and

WHEREAS, under RCW §53.08.020 the Port of Port Townsend is specifically authorized to construct, purchase, acquire, lease, maintain and operate air transfer and terminal facilities subject to all applicable state and federal laws; and

WHEREAS, the Port of Port Townsend considers it to be in the best interests of the public to apply for financial assistance through the Federal Aviation Administration Airport (FAA) Improvement Program (AIP) to substantially fund additional wetland delineation and cultural resource assessment work at the JCIA in support of the Airport Master Plan Update (AIP No. 3-53-0134-025-2024) (the “Airport Master Plan Update Phase 2– Environmental Review”);

WHEREAS, the grant agreement for FAA/AIP financial assistance imposes certain obligations and conditions upon the applicant Port, and requires the Port to provide certain specific assurances, among them the availability of sufficient funds for its portion of the project cost; and

WHEREAS, the Port anticipates that the total project cost for the Airport Master Plan Update Phase 2 – Environmental Review (AIP No. 3-53-0134-027-2025) will not exceed \$52,632.00, of which amount \$50,000.00 (95%) is anticipated from FAA/AIP

grant monies, with the remaining \$2,632.00 (5%) to be provided through Port of Port Townsend matching funds; and

WHEREAS, the Port has the matching funds available to cover its share of project costs;

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

1. Port's Executive Director, Eron Berg, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Improvement Program (AIP) grant assistance for the Airport Master Plan Update Phase 2 – Environmental Review on behalf of the Port of Port Townsend with the Federal Aviation Administration (FAA). This authorization expressly includes the AIP Certifications and Assurances for Airport Sponsors.
2. Any AIP grant assistance received will be used for direct costs associated with implementation of the project referenced above.
3. Upon consultation with the Port's Director of Finance and Administration, Connie Anderson, the Commission of the Port of Port Townsend has concluded, and hereby assures the FAA, that local matching funds are available and have been authorized for the Airport Master Plan Update Phase 2 – Environmental Review.
4. This Resolution becomes part of a formal application to the FAA for AIP grant assistance.

ADOPTED this 10thth day of September 2025, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Carol L. Hasse, President

Pamela A. Petranek, Vice President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND
AGENDA COVER SHEET

MEETING DATE	September 10, 2025
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	VII. A. Harbormaster Report
STAFF LEAD	Kristian Ferrero, Harbormaster
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	August Report

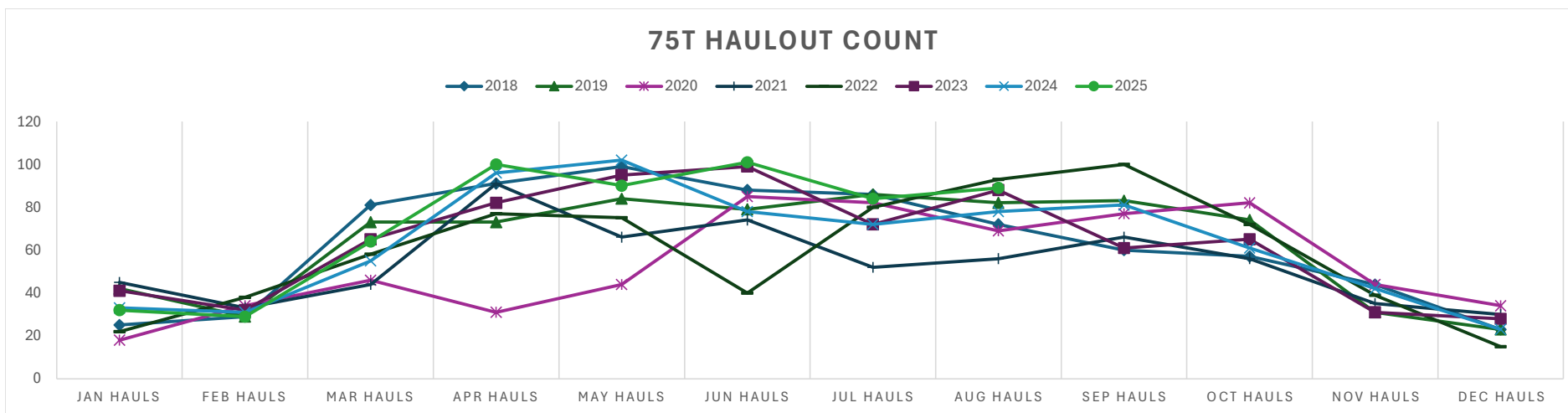
75T (Small Yard) Hauls and Occupancy								
Year								
Year	2018	2019	2020	2021	2022	2023	2024	2025
Jan Hauls	25	42	18	45	22	41	33	32
Feb Hauls	29	29	34	33	38	32	31	29
Mar Hauls	81	73	46	44	58	65	55	64
Apr Hauls	91	73	31	91	77	82	96	100
May Hauls	99	84	44	66	75	95	102	90
Jun Hauls	88	79	85	74	40	99	78	101
Jul Hauls	86	86	82	52	80	72	72	84
Aug Hauls	72	82	69	56	93	88	78	89
Sep Hauls	60	83	77	66	100	61	81	
Oct Hauls	57	74	82	56	72	65	61	
Nov Hauls	44	31	44	35	39	31	42	
Dec Hauls	23	23	34	30	15	28	23	
Year Total	755	759	646	648	709	759	752	589

Year	2018		2019		2020		2021		2022		2023		2024		2025	
Jan Occ	44	37%	82	68%	98	82%	109	86%	112	88%	126	99%	102	70%	107	73%
Feb Occ	36	30%	86	72%	109	91%	124	98%	126	99%	126	99%	111	76%	115	79%
Mar Occ	61	51%	104	87%	116	97%	127	100%	127	100%	132	104%	124	85%	123	84%
Apr Occ	74	62%	112	93%	98	82%	127	100%	124	98%	143	98%	130	89%	130	89%
May Occ	74	62%	92	77%	91	76%	126	99%	127	100%	134	92%	130	89%	130	89%
Jun Occ	71	59%	85	71%	90	75%	127	100%	124	98%	136	93%	128	88%	130	89%
Jul Occ	62	52%	84	70%	90	75%	118	93%	122	96%	136	93%	123	84%	127	87%
Aug Occ	61	51%	84	70%	82	68%	100	79%	124	98%	130	89%	123	84%	126	86%
Sep Occ	55	46%	90	75%	88	73%	102	80%	128	101%	126	86%	124	85%	0	
Oct Occ	66	55%	113	94%	113	94%	126	99%	130	102%	124	85%	123	84%	0	
Nov Occ	77	64%	112	93%	116	97%	124	98%	124	98%	117	80%	114	78%	0	
Dec Occ	76	63%	100	83%	116	97%	109	86%	113	89%	111	76%	105	72%	0	

120 Spots

127 Spots

146 Spots

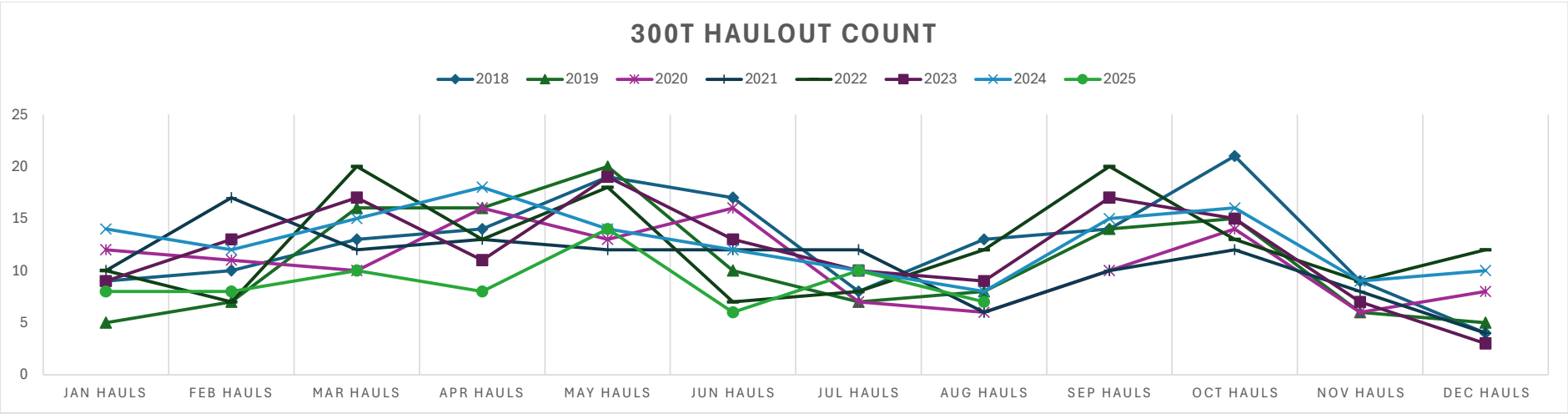


300T (Big Yard) Hauls and Occupancy								
Year								
Year	2018	2019	2020	2021	2022	2023	2024	2025
Jan Hauls	9	5	12	10	10	9	14	8
Feb Hauls	10	7	11	17	7	13	12	8
Mar Hauls	13	16	10	12	20	17	15	10
Apr Hauls	14	16	16	13	13	11	18	8
May Hauls	19	20	13	12	18	19	14	14
Jun Hauls	17	10	16	12	7	13	12	6
Jul Hauls	8	7	7	12	8	10	10	10
Aug Hauls	13	8	6	6	12	9	8	7
Sep Hauls	14	14	10	10	20	17	15	
Oct Hauls	21	15	14	12	13	15	16	
Nov Hauls	9	6	6	8	9	7	9	
Dec Hauls	4	5	8	4	12	3	10	
Year Total	151	129	129	128	149	143	153	71

Year	2018	2019	2020	2021	2022	2023	2024	2025
Jan Occ	56%	74%	82%	74%	72%	72%	72%	72%
Feb Occ	76%	82%	88%	76%	76%	77%	70%	76%
Mar Occ	83%	98%	92%	74%	88%	82%	68%	75%
Apr Occ	81%	66%	122%	62%	84%	86%	79%	90%
May Occ	73%	67%	115%	62%	82%	85%	74%	93%
Jun Occ	44%	80%	116%	53%	77%	75%	63%	79%
Jul Occ	19%	48%	89%	60%	56%	61%	62%	69%
Aug Occ	26%	41%	78%	48%	63%	85%	67%	65%
Sep Occ	48%	59%	54%	57%	72%	77%	70%	
Oct Occ	76%	72%	65%	79%	75%	88%	72%	
Nov Occ	96%	65%	70%	74%	79%	80%	72%	
Dec Occ	86%	61%	85%	67%	68%	61%	70%	

Shipyard, 22 spaces
occupiable by only
300T Vessels

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



PORT OF PORT TOWNSEND
AGENDA COVER SHEET

MEETING DATE	September 10, 2025
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. B July 2025 YTD Financial Report
STAFF LEAD	Connie Anderson, Director of Finance & Administration
REQUESTED	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<div>1. July 2025 Consolidated Financial Report</div> <div>2. July 2025 Informational Memo, YTD July Financial Report</div> <div>3. July 2025 YTD Capital Project Expense Report</div> <div>4. July 2025 Detailed Financial Report</div>

Port of Port Townsend
2025 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD JULY 2024	YTD JULY 2025	Variance to prior year	YTD 2025 Budget	2025 Budget	% of Budget
OPERATING REVENUES	58%	58%			100%	
Boat Haven Moorage	1,261,022	1,337,590	76,567	1,304,284	2,255,339	59%
Combined Yard Operations (75t & 300t)	1,656,650	1,727,190	70,540	1,796,428	2,887,504	60%
Boat Haven Properties	653,750	725,265	71,515	794,690	1,371,980	53%
Point Hudson Properties	320,781	358,184	37,403	365,523	625,619	57%
Pt. Hudson Marina & RV Park	667,051	835,134	168,084	861,788	1,310,612	64%
Quilcene Marina & Prop	108,617	110,243	1,627	108,999	181,925	61%
Launch Ramps	26,851	27,503	652	37,565	62,557	44%
Jeff Co Intl Airport	126,302	152,559	26,257	131,723	230,537	66%
Short's Farm	-	27,336	27,336	27,720	47,500	58%
Misc. Operational Revenue	3,753	1,107	(2,646)	-	-	
Total Operating Revenues	4,824,777	5,302,111	477,335	5,428,719	8,973,573	59%
OPERATING EXPENDITURES						
Salary and Benefits	2,814,634	2,741,615	(73,019)	5,148,414	5,148,414	53%
Contracted Services	281,261	328,600	47,339	571,142	571,142	58%
Facilities & Operations-Materials, Repair and Maintenance	424,473	466,699	42,226	750,646	750,646	62%
Utilities	375,780	508,832	133,051	688,039	688,039	74%
Legal, Audit & Insurance Services	66,948	61,747	(5,201)	659,090	659,090	9%
Marketing & Promotion	49,956	74,842	24,886	98,138	98,138	76%
Travel, Training, Recognition and Dues	37,566	69,288	31,722	95,107	95,107	73%
Economic Development	20,600	31,827	11,227	50,603	69,546	46%
Community Relations	29,137	18,552	(10,584)	30,102	55,014	34%
Total Operating Expenditures	4,100,354	4,302,001	201,647	8,091,280	8,135,135	53%
Net Operating Income (Expense)	724,423	1,000,110	275,687	(2,662,560)	838,438	119%
Other Increases in Fund Resources						
(Incr.)/Decr. In Accounts Receivable	134,674	283,316	148,642	-	-	
Deposits & Retainage Collected	62,893	24,207	(38,685)	48,117	80,254	30%
Taxes Collected	457,298	509,527	52,230	460,450	791,600	64%
Capital Contributions/Grants	3,189,010	2,744,825	(444,185)	7,125,000	9,534,929	29%
Debt Proceeds - Line of Credit	1,737,000	-	(1,737,000)	-	-	
Interest	348,468	352,868	4,400	246,476	432,952	82%
Property & other taxes	2,287,579	2,272,541	(15,038)	2,015,738	3,756,161	61%
Misc Other Incr. in Fund Resources	52,875	34,885	(17,989)	42,935	57,053	61%
Total Other Incr. in Fund Resources	8,269,796	5,938,854	(2,330,941)	9,938,716	14,652,949	41%
Other Decr. In Fund Resources						
Deposits & Retainage Paid	44,581	53,803	9,222	26,198	26,198	205%
Taxes Remitted	551,628	605,077	53,449	765,130	765,130	79%
Debt Principal & Interest	1,116,532	1,274,457	157,925	2,259,361	2,259,361	56%
State & Local Vessel Programs	186,920	224,113	37,193	-	-	
Equipment, Vehicles & Land Purchases	1,098,137	795,351	(302,786)	1,100,000	1,200,000	66%
Capital Project Expenses	4,221,128	3,287,805	(933,323)	8,729,776	14,851,555	22%
Debt Mgmt, Issuance & Misc Exp	676	700	24	14,950	14,950	5%
Election Expense	47,331	-	(47,331)	15,500	15,500	0%
Total Other Decr. In Fund Resources	7,080,014	6,017,194	(760,034)	11,810,915	17,932,694	34%
Incr. (Decr.) in Other Fund Resources	1,189,782	(78,340)	(1,570,908)	(1,872,199)	(3,279,745)	2%
Change in Cash - Increase/(Decrease)	1,914,205	921,770	(1,295,220)	(4,534,759)	(2,441,307)	-38%

PORT OF PORT TOWNSEND

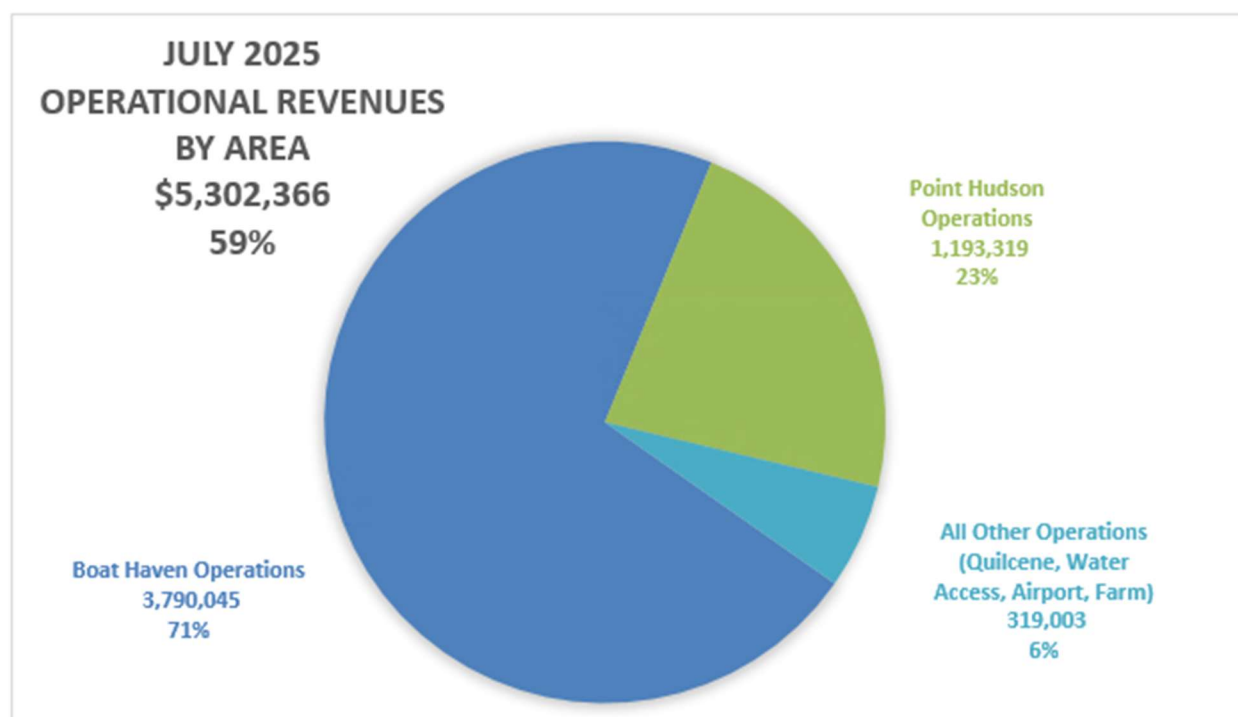
INFORMATIONAL MEMO

DATE: 9/10/2025
TO: Commission, Executive Staff
FROM: Connie Anderson, Director of Finance & Administration
SUBJECT: July 2025 Financial Report

Attached is the July 2025 financial report on Port activities. The consolidated report shows the variance between the current period as compared to the prior year (July 2024) and the % of budget for 2025. July 2025 represents 58% of the budget.

Notes to the Financial Statements:

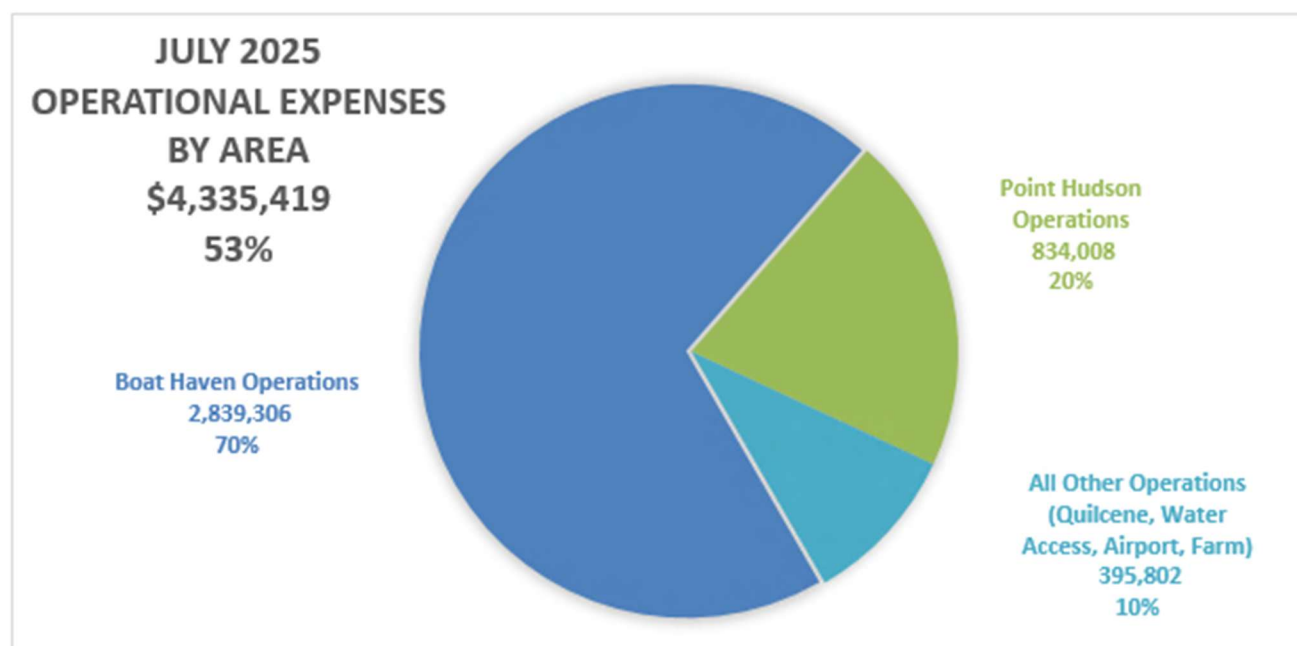
Operating Revenues



2025 Revenues through YTD July are reported at \$5,302,366, \$477k higher than 2024 and 59% of 2025 Budget. Overall revenues have continued to improve and the Boat Yard is filled with vessels undergoing regular repair, maintenance and larger project work. Combined Boat Haven operations (Moorage, Yard and Properties) is the largest source of revenue for the Port, bringing in 71% of the YTD overall revenue. Combined yard operations were \$1,727,190, 32% of the overall 2025 operational revenue and 60% of the 2025 YTD Budget. Combined yard revenues were similar to 2024, with only a 4% variance to the prior year. The 70/75T Boat Yard maintains high haul out activity, which offset the 300T Boat Yard haul out activity which is down 48%. Even with the Stormwater construction project in process, combined Boat Yard storage revenues are reporting 11% above 2024 levels and

60% of budget. The Point Hudson Marina remains a strong source of overall Port revenue, reporting a \$168k increase in July from the prior year. Port leased properties, a combination of Boat Haven and Point Hudson, have improved and are reporting a \$109k increase or 11% more than 2024. We currently have properties available for lease at Boat Haven, Point Hudson as well as three pad sites available for hangar construction at the airport.

Operating Expenditures



July 2025 operating expenses are \$4,335,419, \$201k higher than 2024 and 53% of the 2025 operating budget. Combined Boat Haven operations have the largest share of overall expenses at 70% of YTD costs.

Salaries & benefits are the largest expense, 64% of Port Operations and are reported at \$2.7m, \$73k less than 2024. The 2024 expenses included one-time expenses related to staff retirements and resignations with all 2024 budgeted positions filled. The 2025 budget includes 42 budgeted positions. All Seasonal positions are filled and are in place through late September – October to support Port Operations. Anticipated one-time expenses for 2025 related to staff retirements have been recorded. One CSR position will remain vacant for the remainder of 2025.

Utilities continue to report considerably higher than 2024. Utility rates have increased across the board for all utilities, ranging from 10% - 13%. This level of increase is anticipated for the next few years and will be reflected in budgeting for the upcoming year. A 3-year audit of the sewer account with the abnormal sewer reading has been requested from the City of Port Townsend in an effort to understand the large year-to-year variance. Once the review is completed, an adjustment is anticipated by the City of Port Townsend utility department. The remaining difference is due to the timing of posting year end 2024 utility payments.

Annual insurance premiums are due in August and September, so a spike in operating expenses is expected to cover these costs. 2025-2026 premium costs total \$534,390.

Net Operating Income (NOI)

July net operating income ended at 119% of the 2025 budget or \$1,000,110, well above anticipated YTD Net Operating Income. Insurance premiums are due in August, which will impact NOI as we progress through the year.

Other Increases and Decreases in Fund Resources

Other Increases

Account Receivables are reported at \$283,316. This represents operational income generated but not yet recorded to revenues.

Total **Grant Reimbursements and Government Payments** YTD July 2025 are \$2,744,825. The Port received \$423,114 in federal, state and local grant reimbursements in June and July. Reimbursements were received for the following projects:

Project	June /July 2025	Grant Type
Airport Master Plan	21,937	Federal Dept of Transportation, FAA
Airport Master Plan	2335	WA State Dept of Transportation
JCIA Industrial Park Site Readiness	150,000	WA State Dept of Commerce
Herb Beck Launch & Facility Improv.	40,882	WA State RCO
JCIA Rural Light Industrial Park	60,064	Local Jefferson County PIF grant
Clean Vessel	6640	Port of Anacortes
Vessel Destruction	141,256	WA State Dept of Natural Resources
Total Grant Reimbursements	\$423,114	

Additional **Tax Receipts** of \$84k are recorded for the months of June & July, with a YTD total of \$2,272,541, 61% of budget. Semi-Annual property tax payments are due in April and October and provide most tax receipts for the year. **Investment Interest** for July YTD is \$3336,392 with an average interest rate of 4.3916%. The interest rates are holding steady in the 4.25%-4.5% range. The continued updates from the Federal Reserve Chair emphasize a “wait-and-see” approach to monetary policy, delaying any decision on rate cuts. It is difficult to predict the direction rates will take as the year progresses, but interest earnings will follow any trends set by the Federal Reserve.

Other Decreases

Capital Project work continues with many large projects in process. Details by project are included in the 2025 YTD Capital Project Expense report. Overall, YTD July 2025 capital project expenses are \$3.287m or 22% of the total 2025 capital budget. YTD capital expense details by project are attached. Overall, the capital project expenses can be categorized as indicated in the table below. Port salaries and benefits directly related to capital projects are charged to individual projects.

Capital Project Expense	YTD July 2025	% of Capital Expense
Port Labor	301,968	9%
Port Benefits	76,146	2%
Materials	486,811	16%
Contract Services	2,422,880	74%
Total Capital Project Expenses	\$3,287,805	100%

Year to Date Cash Balances

The overall change in cash position compared to 2024 has increased by \$951k. The increase is primarily due to continued strong interest earning performance (\$336K), higher YTD net operating income (\$275k) as well as lower YTD capital project expenses (\$933k)

<u>Ending Cash Balances</u>		<u>2024 Actuals</u>	<u>2025 YTD</u>
Reserved Cash & Investments – IDD		8,390,244	7,805,726
Reserved Cash & Investments – Other, see detail below*		3,376,219	3,376,219
Unreserved Cash & Investments		2,744,491	4,280,118
Total Cash & Investments		14,510,954	15,462,063
<u>*Other Reserves detail:</u>	<u>Target balance</u>	<u>2024 Actuals</u>	<u>2025 YTD</u>
Unemployment Reserve	NA	10,000	10,000
Operating Reserve (a)	1,773,274	1,623,405	1,623,405
Emergency Reserve	500,000	500,000	500,000
Boat Haven Renovation Reserve (b)	NA	436,068	436,068
Port-Wide Capital Reserve (c)	NA	806,746	806,746
Total Other Reserves		\$3,376,219	\$3,376,219

2025 Cash Balance Notes:

Reserved cash and investments are invested in the WA State Local Government Investment Pool (LGIP). Year-to-date interest, July 2025, earned \$336,392. The average YTD interest rate earned was 4.3916% before investment fees. Interest rates remain strong. Future interest rates will be impacted by economic circumstances and Federal Reserve decisions through the coming 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)

6.125% Interest Rate; Build America Bonds Subsidy, 3.98% effective rate

June 1 – interest only \$ 58,131

December 1 – principal and interest 423,131

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

3.00% Interest

January 1 – interest only 8,025

July 1 – principal and interest (Final Payment) 543,025

**PAID IN
FULL
July 2025**

Total Debt Service for the year \$ 1,032,313

Remaining Debt for years 2025-2029

2010 LTGO Bond – principal and interest \$ 2,365,450 payoff December 2029

2015 LTGO Bond – principal and interest 551,050 payoff July 2025

Total \$ 2,916,500 *

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. Further analysis will be brought to the commission for further consideration.

2021 LTGO Line of Credit – Cashmere Valley Bank

Issue	Draw Date	Maturity Date	Interest Rate	Balance	Draw Amount	Redemption Principal	Redemption Interest	Ending Principal Balance	Available Credit	Notes
LOC 2021		Mar-27	1.55%						7,000,000	Line of Credit
1st draw	Nov-22			-	2,633,967	-	-	2,633,967	4,366,033	
2nd draw	Dec-22			2,633,967	1,189,677	-	-	3,823,644	3,176,356	
LOC payment	Mar-23			3,823,644	-	423,734	16,481	3,399,910	3,600,090	
Pay Down	Aug-23			3,399,910	-	3,399,910	26,057	-	7,000,000	
3rd draw	Oct-23			-	335,000	-	-	335,000	6,665,000	
4th draw	Nov-23			335,000	1,000,000			1,335,000	5,665,000	
5th draw	Dec-23			1,335,000	1,317,000			2,652,000	4,348,000	
6th draw	Jan-24			2,652,000	888,000			3,540,000	3,460,000	
7th draw	Feb-24			3,540,000	849,000			4,389,000	2,611,000	
LOC payment	Feb-24			4,389,000		506,705	13,071	3,882,295	3,117,705	
LOC payment	Sep-24			3,882,295		635,079	30,197	3,247,216	3,752,784	
LOC payment	Mar-25			3,247,216		640,110	25,166	2,607,106	4,392,894	
LOC payment	Sep-25			2,607,106		643,767	21,507	1,963,339	5,036,661	per CVB Schedule
Interest Adjustment			1.65%							
LOC payment	Mar-26			1,963,339		649,078	16,198	1,314,260	5,685,740	per CVB Schedule
LOC payment	Sep-26			1,314,260		654,433	10,843	659,827	6,340,173	per CVB Schedule
LOC payment	Mar-27			659,827		659,827	5,444	(0)	7,000,000	per CVB Schedule
2021 LTGO Line of Credit Available Balance as of March 2025								\$4,392,894		

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. An estimated repayment schedule has been included, based on no additional cash draws during the remaining term. The LOC can be paid in full at any time; there are no penalties for prepayment. 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
2025 YTD Capital Project Expenses

Capital Projects	2025 Capital Plan	Year-to-date
Boat Haven		
Main Breakwater Project	1,700,000	133,544
Sea Level Rise Project	40,000	45,584
Sims Gateway & North Boatyard Expansion	1,955,000	92,636
Stormwater Improvement Project	5,230,000	1,745,983
West Boatyard Expansion	50,000	20,791
BH Property West End Restroom Reno		20,000
Commercial Basin-Labor		7,089
Building/Facility Preservation		
(Interior Refurbishment, Exterior Improvements)	100,000	
- BH Property Bldg 21&22		20,000
- BH Property Admiral Ship Sup Rmdl		5,527
- BH Property #5 BLDG Imprvmt(Taku)		641
Point Hudson		
Roof Replacement/Weatherization (Standing Seam Metal Roof)	1,040,000	5,045
Building/Facility Preservation & Energy Efficiency Improvement	730,000	
- PH Cupola Building Remodel		23,214
- PH Annex Building Repair		48,131
- PH Duplex Remodel		226,838
- PH Electrical Work, RV Loop ^c		
- PH Hospital Bldg		1,008
JCIA		
JCIA Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)	555,555	
- JCIA 2nd Connector Taxiway 2022		11,433
- 2025 JCIA Pavement Preservation		6,745
JCIA Fuel System Improvement	772,000	47,905
JCIA Master Plan Update	222,000	90,577
Airport Pilot Center	70,000	-
Stormwater Management	25,000	
Rural Light Industrial Park (24 acres)	380,000	349,525
Rural Light Industrial Park (43.5 acres)	110,000	
Quilcene		
Campground	200,000	101
Herb Beck Boat Launch & Facility Improvements	375,000	12,872
Herb Beck Dredge 2022		839
HB Septic Repair		22,111
HB Building Maint.		23,000
Short's Family Farm		
Farm Property/Facility Maintenance	150,000	
- Short Farm - Projects		149,110
- Short Farm House Remodel		1,112
Water Access		
Gardiner Launch Ramp with Seasonal Float	953,000	38,189
Other		
Comprehensive Routine Maintenance & Repair Program (CRAMP)	250,000	48,725
Port Wide Creosote Remediation		1,589
Port Wide - Yard/Parking/RV Resurfacing	25,000	
- Point Hudson Parking Update		13,441
Port Wide - Dock Renovations & Piling Replacement		18,579

Small Capital Projects	100,000	
- Port-Wide Storage Facilities		46,111
- Port-Wide Coin Box Rplmnt		-
Unplanned / Emergency		
Boat Haven Bulkhead Repair/Replacement	300,000	
- FEMA BH 4650DR Bulkhead		702
- FEMA BH 4650DR EMERGENCY PVMNT RPR		1,606
Boat Haven Pavement Repair	100,000	237
City Dock Repair	182,000	924
Point Hudson FEMA 4682 DR Emergency Repair		5,637
Total Capital Projects	15,614,555	3,287,099

Port Equipment / Vehicle Replacement		
Port Equipment/Vehicle Replacement	953,000	796,058
Grand Total (Capital Projects and Equipment)	16,567,555	4,083,157

2025 Capital Funding Budget

Anticipated Grant	\$	1,205,900
Secured Grant	\$	7,637,692
Port Wide Capital Reserve	\$	400,000
Boat Haven Reserve	\$	367,061
IDD Levy	\$	4,748,802
NOI (net operating income)	\$	1,092,100
Mitigation Credits	\$	400,000
Total Funding Sources Secured	\$	15,851,555
Unsecured grants & other funding	\$	716,000
Total Funding Sources Secured & Unsecured	\$	16,567,555

(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 the advance of \$80,000 project expense from 2026 to 2025 for electrical service to the RV Look at Point Hudson. (April 3, 2025 Business Meeting)

Port of Port Townsend
2025 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD JULY 2024	YTD JULY 2025	Variance to prior year	YTD 2025 Budget	2025 Budget	% of Budget
	58%	58%			100%	
OPERATING REVENUES						
MOORAGE - PERMANENT	820,552	867,076	46,523	884,303	1,515,952	57%
MOORAGE - LIVEABOARD FEE	16,390	18,383	1,993	16,919	29,004	63%
MOORAGE - LIVEABOARD BCKGRD CHECK	63	260	197	119	204	127%
LIFT PIER USAGE	7,701	12,848	5,147	7,500	13,000	99%
MOORAGE - MONTHLY GUEST	175,083	156,549	(18,534)	159,985	274,265	57%
MOORAGE - NIGHTLY GUEST	144,897	181,587	36,690	144,590	273,000	67%
MOORAGE - KAYAK RACKS	6,797	9,616	2,819	4,600	8,700	111%
MOORAGE - ELECTRIC BASE FEE	26,729	26,767	38	69,000	109,026	25%
MOORAGE - ELECTRIC KWH CHARGES	38,530	36,181	(2,349)	-	-	
MOORAGE - MISCELL REVENUE	(260)	-	260	6,400	11,850	0%
PTBH MOORAGE - WAIT LIST FEE	14,280	13,540	(740)	-	-	
PTBH MOORAGE - PROMOTIONAL SALES	2,393	2,322	(71)	546	936	248%
MOORAGE - PORT LABOR	-	187	187	616	1,046	18%
MOORAGE - SHOWERS	3,876	7,577	3,702	4,600	9,000	84%
MOORAGE - BH Restroom Key Fobs	160	55	(105)	1,056	1,856	3%
MOORAGE - LAUNDRY	3,832	4,642	810	4,050	7,500	62%
Boat Haven Moorage	1,261,022	1,337,590	76,567	1,304,284	2,255,339	59%
70/75T BOAT YARD - ENVIRONMENTAL FEE	52,076	55,940	3,864	50,500	85,496	65%
70/75T BOAT YARD - HOIST REVENUE	251,092	269,819	18,726	255,000	382,500	71%
70/75T BOAT YARD - STORAGE REVENUE	727,430	823,099	95,668	845,000	1,366,994	60%
70/75T BOAT YARD - L/T STORAGE	(1,230)	-	1,230	-	-	
70/75T BOAT YARD - ELECTRIC BASE FEE	33,410	35,664	2,254	31,675	54,325	66%
70/75T BOAT YARD - BLOCKING RENT	19,053	19,101	49	16,427	30,971	62%
70/75T BOAT YARD - OWNER WASHDOWN	32,508	35,604	3,096	40,454	60,389	59%
70/75T BOAT YARD - PORT WASHDOWN	11,592	11,286	(307)	14,485	20,854	54%
70/75T BOAT YARD - MISCELL REVENUE	946	1,939	993	454	751	258%
70/75T BOAT YARD - PORT LABOR	7,738	6,519	(1,220)	7,509	10,641	61%
70/75T BOAT YARD - TARP POOL FEE	3,634	3,584	(50)	2,581	4,381	82%
300T BOAT YARD - ENVIRONMENTAL FEE	14,507	12,606	(1,901)	12,431	21,126	60%
300T BOAT YARD - HOIST REVENUE	167,472	113,068	(54,405)	172,500	271,588	42%
300T BOAT YARD - STORAGE REVENUE	268,556	283,333	14,778	274,500	462,500	61%
300T BOAT YARD - ELECTRIC BASE FEE	11,825	14,085	2,260	18,025	30,900	46%
300T BOAT YARD - ELECTRIC KWH CHARGES	13,296	5,782	(7,514)	-	-	
300T BOAT YARD - OWNER WASHDOWN	16,418	13,863	(2,555)	31,715	43,654	32%
300T BOAT YARD - PORT WASHDOWN	6,978	4,165	(2,813)	-	-	
300T BOAT YARD - BLOCKING RENT	10,390	9,782	(608)	12,700	25,702	38%
300T BOAT YARD - BILGE WATER REVENUE	2,673	2,653	(19)	3,308	6,000	44%
300T BOAT YARD - PORT LABOR	5,440	5,111	(329)	7,164	8,732	59%
300T BOAT YARD - TARP POOL FEE	844	188	(656)	-	-	
Combined Yard Operations (75t & 300t)	1,656,650	1,727,190	70,540	1,796,428	2,887,504	60%
PTBH PROP - GARBAGE	2,799	938	(1,861)	2,415	4,142	23%
PTBH PROP - LEASE REVENUE	538,586	599,526	60,940	652,722	1,127,722	53%
PTBH PROP - STORAGE UNIT REVENUE	7,541	8,350	809	7,595	12,972	64%
PTBH PROP - LEASE REVENUE NON-LET	67,232	66,206	(1,026)	94,500	162,000	41%
PTBH PROP - FUEL DOCK LEASE REVENUE	7,075	7,575	500	11,095	20,531	37%
PTBH PROP - WATER	17,335	19,923	2,589	19,810	33,970	59%
PTBH PROP - ELECTRIC	1,446	(1,125)	(2,570)	-	(1,145)	98%
PTBH PROP - STORMWATER FEES-PROP	4,983	4,832	(151)	5,853	10,434	46%
PTBH PROP - PORT LABOR	6,355	18,929	12,574	-	-	
PTBH PROP - MISCEL REVENUE	399	110	(289)	700	1,354	8%
Boat Haven Properties	653,750	725,265	71,515	794,690	1,371,980	53%
PT HUDSON PROP - LANDFALL DAILY/WEEKLY PARKING	10,349	7,967	(2,382)	13,250	22,500	35%
PT HUDSON PROP - MONTHLY PARKING	616	-	(616)	700	1,200	0%
PT HUDSON PROP - ARMORY DAILY/WEEKLY PARKING	-	1,935	1,935	13,250	22,500	9%
PT HUDSON PROP - BACK 40 DAILY/WEEKLY PARKING	5,617	2,451	(3,166)	5,250	9,000	27%
PT HUDSON PROP - CUPOLA DAILY/WEEKLY PARKING	-	1,978	1,978	-	-	

	YTD JULY 2024	YTD JULY 2025	Variance to prior year	YTD 2025 Budget	2025 Budget	% of Budget
PT HUDSON PROP - Monthly Parking Non Txble	1,192	2,100	908	1,400	2,450	86%
PT HUDSON PROP - WATER	8,479	9,824	1,345	9,758	16,725	59%
PT HUDSON PROP - SEWER	4,718	7,836	3,118	6,265	10,100	78%
PT HUDSON PROP - STORMWATER	3,146	7,115	3,969	3,290	5,639	126%
PT HUDSON PROP - JANITORIAL	9,025	8,932	(93)	9,435	16,185	55%
PT HUDSON PROP - PORT LABOR	1,525	-	(1,525)	-	-	-
PT HUDSON PROP - BLDG LEASE	275,973	303,489	27,516	302,925	519,320	58%
PT HUDSON PROP - MISC REVENUE	140	4,556	4,416	-	-	-
Point Hudson Properties	320,781	358,184	37,403	365,523	625,619	57%
PT HUDSON - PERM MOORAGE	69,658	125,656	55,997	101,750	132,330	95%
PT HUDSON - LIVEABOARD FEE	330	4,681	4,351	8,500	8,500	55%
PT HUDSON - LIVEABOARD BCKGRD CHECK	567	567	-	2,100	2,100	27%
PT HUDSON - MONTHLY GUEST MOORAGE	17,561	59,685	42,123	65,000	110,000	54%
PT HUDSON - NIGHTLY MOORAGE	153,099	180,353	27,254	177,500	264,804	68%
PT HUDSON- MOOR - NON L/H TAX	6,034	5,827	(207)	-	-	-
PT HUDSON - MONTHLY R.V.	39,341	45,820	6,479	54,787	75,191	61%
PT HUDSON - NIGHTLY R.V.	274,063	285,429	11,366	314,000	465,000	61%
PT HUDSON - RV Cancellation Fee	4,597	5,102	504	-	-	-
PT HUDSON - KAYAK RACKS	10,956	13,047	2,091	13,500	21,020	62%
PT HUDSON - ELECTRIC KWH CHARGES	1,650	10,919	9,269	9,255	9,255	118%
WHARF USAGE	11,187	26,605	15,418	20,000	28,000	95%
PT HUDSON - CRUISE SHIP GARBAGE REIM	342	-	(342)	600	1,175	0%
PT HUDSON - RESERVATION FEE	43,668	42,110	(1,557)	39,915	60,000	70%
PT HUDSON MARINA/RV - PROMOTIONAL SALES	2,293	951	(1,342)	847	1,227	78%
PT HUDSON MARINA/RV - PORT LABOR	-	1,403	1,403	-	-	-
PT HUDSON- SHOWERS	3,547	2,514	(1,033)	3,523	6,049	42%
PT HUDSON - KEY FOBS	22	22	-	150	200	11%
PT HUDSON - LAUNDRY	4,735	6,328	1,593	4,560	6,415	99%
PT HUDSON - PASSENGER FEE	12,290	5,227	(7,063)	20,500	45,000	12%
PT HUDSON - EVENT FACILITY REV	8,685	9,925	1,240	6,801	48,369	21%
PT HUDSON - ELECTRIC	1,214	2,731	1,517	17,600	24,418	11%
PT HUDSON - MISCEL REVENUE	1,211	232	(979)	900	1,559	15%
Pt. Hudson Marina & RV Park	667,051	835,134	168,084	861,788	1,310,612	64%
QUILCENE - PERMANENT MOORAGE	38,628	37,708	(920)	46,000	73,272	51%
QUILCENE - NIGHTLY MOORAGE	2,803	2,498	(305)	2,550	4,180	60%
QUILCENE - COMMERCIAL RAMP FEE	1,300	2,860	1,560	-	-	-
QUILCENE - ELECTRIC BASE FEE	514	396	(118)	959	1,651	24%
QUILCENE - ELECTRIC KWH CHARGES	851	640	(211)	420	720	89%
QUILCENE - SHOWERS	1,511	1,253	(259)	1,466	2,812	45%
QUILCENE - KAYAK RACK STORAGE - MONTHLY	-	72	72	-	-	-
QUILCENE - RAMPS	7,788	7,249	(539)	-	-	-
QUILCENE - LEASE REV	47,784	50,556	2,772	49,406	84,968	59%
QUILCENE - EMPTY TRAILER STRG - DAILY/WKLY	24	112	88	350	600	19%
QUILCENE - EMPTY TRAILER STRG - MONTHLY	700	-	(700)	350	600	0%
QUILCENE - WATER	6,663	6,900	237	7,498	12,922	53%
QUILCENE - MISCELL REV	50	-	(50)	-	200	0%
Quilcene Marina & Prop	108,617	110,243	1,627	108,999	181,925	61%
RAMPS - COMMERCIAL USER FEES	1,660	228	(1,432)	2,500	8,000	3%
RAMPS - REC RAMP/PARK FEE	24,666	26,495	1,829	34,000	53,000	50%
DINGHY FLOAT REVENUE - HADLOCK	525	780	255	1,065	1,557	50%
Launch Ramps	26,851	27,503	652	37,565	62,557	44%
JCIA - LEASE REVENUE	95,610	123,837	28,227	101,800	178,050	70%
JCIA - HANGAR REVENUE	26,538	25,120	(1,418)	26,450	45,452	55%
JCIA - VEHICLE PARKING REVENUE	80	249	169	400	1,402	18%
JCIA - AIRCRAFT PARKING	2,136	1,787	(349)	1,450	2,642	68%
JCIA - MISCELL REVENUE	660	275	(385)	405	905	30%
JCIA - WAIT LIST FEE	-	150	150	-	-	-
JCIA - FUEL LEASE REVENUE	1,279	1,141	(138)	1,218	2,086	55%
Jeff Co Intl Airport	126,302	152,559	26,257	131,723	230,537	66%
SHORT FARM - Land & Bldg Lease / Rental	-	9,291	9,291	4,375	7,500	124%
SHORT FARM - Bldg Lease / Rental	-	1,407	1,407	-	-	-

	YTD JULY 2024	YTD JULY 2025	Variance to prior year	YTD 2025 Budget	2025 Budget	% of Budget
SHORT FARM - Land Lease / Rental	-	7,409	7,409	-	-	
SHORT FARM - Lease / Rental-Non LET	-	1	1	17,500	30,000	0%
SHORT FARM - License Fees	-	9,000	9,000	5,845	10,000	90%
SHORT FARM - Electric	-	228	228	-	-	
Short's Farm	-	27,336	27,336	27,720	47,500	58%
Wholesale Promotional Sales-EXEC	3,753	1,107	(2,646)	-	-	
Misc. Operational Revenue	3,753	1,107	(2,646)	-	-	
Total Operating Revenues	4,824,777	5,302,111	477,335	5,428,719	8,973,573	59%
OPERATING EXPENDITURES						
Salaries & Wages	1,988,981	1,979,927	(9,054)	3,613,243	3,613,243	55%
Payroll Taxes	227,917	201,360	(26,557)	473,775	473,775	43%
Employee Benefits	586,925	552,256	(34,669)	1,048,227	1,048,227	53%
Uniform Expense	10,811	8,072	(2,739)	13,170	13,170	61%
Salary and Benefits	2,814,634	2,741,615	(73,019)	5,148,414	5,148,414	53%
Contract Services	148,577	187,149	38,573	373,633	373,633	50%
Enviro Contract Services	20,896	27,182	6,286	23,000	23,000	118%
Bank Charges	111,788	114,269	2,480	174,508	174,508	65%
Contracted Services	281,261	328,600	47,339	571,142	571,142	58%
Office/Computer Supplies	11,638	8,580	(3,058)	18,540	18,540	46%
Operating Supplies	67,014	72,981	5,967	132,394	132,394	55%
Enviro Materials/Supplies	9,607	768	(8,839)	15,562	15,562	5%
Tarp Pool Expense	18,100	11,055	(7,045)	43,641	43,641	25%
Postage	2,259	3,024	764	6,347	6,347	48%
Janitorial Supplies	10,023	20,516	10,493	29,551	29,551	69%
Fuel & Lubricants	29,472	44,363	14,890	60,020	60,020	74%
Permits & Licenses	6,017	4,272	(1,745)	13,941	13,941	31%
Equipment Purchase & Rental	21,225	55,700	34,475	84,446	84,446	66%
Excise Tax	14,952	15,922	969	31,514	31,514	51%
Miscellaneous Expense	2,492	1,203	(1,289)	2,442	2,442	49%
Repair & Maintenance Supplies	231,673	228,315	(3,358)	312,247	312,247	73%
Facilities & Operations-Materials, Repair and Maintenance	424,473	466,699	42,226	750,646	750,646	62%
Utilities - Water	38,463	58,178	19,714	81,800	81,800	71%
Utilities - Electricity	169,907	189,289	19,382	291,908	291,908	65%
Utilities - Sewer	52,686	98,576	45,890	101,841	101,841	97%
Utilities - Stormwater	-	10,208	10,208	-	-	
Utilities - Garbage	75,831	105,357	29,526	140,155	140,155	75%
Utilities - Fuels	15,838	21,542	5,704	29,800	29,800	72%
Utilities - Telephone	17,128	19,071	1,943	32,621	32,621	58%
Utilities - Cable	5,926	6,611	684	9,914	9,914	67%
Utilities	375,780	508,832	133,051	688,039	688,039	74%
Legal & Fire Fees	27,342	31,915	4,574	47,050	47,050	68%
Audit	22,395	-	(22,395)	42,000	42,000	0%
Claims & Damages	-	29,831	29,831	5,190	5,190	575%
Insurance	17,211	-	(17,211)	564,850	564,850	0%
Legal, Audit & Insurance Services	66,948	61,747	(5,201)	659,090	659,090	9%
Advertising (Legal)	3,970	3,740	(231)	9,099	9,099	41%
Marketing	45,041	65,156	20,116	67,889	67,889	96%
Promotion	945	5,947	5,002	21,149	21,149	28%
Marketing & Promotion	49,956	74,842	24,886	98,138	98,138	76%
Empl Recog/Relations	3,842	5,501	1,659	9,500	9,500	58%
Travel & Training	17,499	28,410	10,912	40,973	40,973	69%
Membership & Dues	16,225	35,377	19,151	44,634	44,634	79%
Travel, Training, Recognition and Dues	37,566	69,288	31,722	95,107	95,107	73%
Economic Development	20,600	31,827	11,227	50,603	69,546	46%
Community Relations	29,137	18,552	(10,584)	30,102	55,014	34%
Total Operating Expenditures	4,100,354	4,302,001	201,647	8,091,280	8,135,135	53%
Net Operating Income (Expense)	724,423	1,000,110	275,687	(2,662,560)	838,438	119%

	YTD JULY 2024	YTD JULY 2025	Variance to prior year	YTD 2025 Budget	2025 Budget	% of Budget
Other Increases in Fund Resources						
(Incr.)/Decr. In Accounts Receivable	134,674	283,316	148,642	-	-	
Retainage Collected	5,183	-	(5,183)	2,000	9,414	0%
Yard Deposits Collected	-	-	-	18,110	32,389	0%
PTBH Prop Lease Deposits Collected	(167)	(42,336)	(42,169)	15,000	15,000	-282%
PH Prop Lease Deposits Collected	5,365	(302)	(5,667)	4,000	5,000	-6%
JCIA Prop Lease Deposits Collected	-	10,632	10,632	-	-	
PH Marina/RV Deposits Collected	52,512	51,313	(1,199)	9,007	18,451	278%
Short Farm Lease Deposits Collected	-	4,901	4,901	-	-	
Deposits & Retainage Collected	62,893	24,207	(38,685)	48,117	80,254	30%
Sales Tax Collected	67,467	65,440	(2,027)	74,050	125,800	52%
Leasehold Tax Collected	384,382	438,380	53,998	380,000	655,000	67%
Hotel/Motel Tax Collected	5,449	5,707	259	6,400	10,800	53%
Taxes Collected	457,298	509,527	52,230	460,450	791,600	64%
Federal Direct Grants	2,661,423	1,011,895	(1,649,528)	2,295,000	3,074,829	33%
Federal InDirect Grants	495,299	275,595	(219,704)	810,000	1,095,000	25%
State Grants	32,289	805,405	773,117	3,225,000	4,301,100	19%
Local Grants, Entitlements, and Other Payments	-	651,931	651,931	795,000	1,064,000	61%
Capital Contributions/Grants	3,189,010	2,744,825	(444,185)	7,125,000	9,534,929	29%
Debt Proceeds - Line of Credit	1,737,000	-	(1,737,000)	-	-	
ARRA Bond Interest Subsidy	16,476	16,476	-	16,476	32,952	50%
Investment Interest	331,992	336,392	4,400	230,000	400,000	84%
Interest	348,468	352,868	4,400	246,476	432,952	82%
Operating Tax Levy	654,694	664,509	9,815	668,000	1,150,000	58%
IDD Tax Levy	1,599,281	1,584,959	(14,321)	1,366,361	2,634,289	60%
State Forest Revenues	27,606	337	(27,269)	(37,450)	(64,200)	-1%
State Timber Excise Tax	-	19,799	19,799	14,000	27,000	73%
Leasehold Excise Tax	5,998	2,936	(3,062)	4,827	9,072	32%
Property & other taxes	2,287,579	2,272,541	(15,038)	2,015,738	3,756,161	61%
Insurance Recovery	-	15,815	15,815	-	-	
Finance Charges	41,624	6,886	(34,738)	29,300	38,053	18%
Other Non-Operating Revenues	11,251	12,185	934	13,635	19,000	64%
Misc Other Incr. in Fund Resources	52,875	34,885	(17,989)	42,935	57,053	61%
Total Other Incr. in Fund Resources	8,269,796	5,938,854	(2,330,941)	9,938,716	14,652,949	41%
Other Decr. In Fund Resources						
Retainage Paid	3,472	-	(3,472)	5,900	5,900	0%
Yard Deposits Refunded	17,275	32,338	15,063	10,000	10,000	323%
PTBH Prop Lease Deposits Returned	16,356	1,512	(14,845)	7,398	7,398	20%
PH Prop Lease Dep. Returned	5,310	8,113	2,802	2,900	2,900	280%
PH Deposits Refunded	2,168	11,840	9,672	-	-	
Deposits & Retainage Paid	44,581	53,803	9,222	26,198	26,198	205%
Sales Tax Remitted	58,190	54,988	(3,203)	116,000	116,000	47%
Leasehold Tax Remitted	489,470	545,982	56,512	640,000	640,000	85%
Hotel/Motel Tax Remitted	3,968	4,108	140	9,130	9,130	45%
Taxes Remitted	551,628	605,077	53,449	765,130	765,130	79%
Principal Pmt - 2010 LTGO Bond	-	-	-	365,000	365,000	0%
Interest Pmt - 2010 LTGO Bond	66,006	58,131	(7,875)	83,311	83,311	70%
Principal Pmt - 2015 LTGO Rfdg Bond	515,000	535,000	20,000	535,000	535,000	100%
Interest Pmt - 2015 LTGO Rfdg Bond	15,750	16,050	300	16,050	16,050	100%
Principal Pmt - 2021 Line of Credit	506,705	640,110	133,405	1,200,000	1,200,000	53%
Interest Pmt - 2021 Line of Credit	13,071	25,166	12,095	60,000	60,000	42%
Debt Principal & Interest	1,116,532	1,274,457	157,925	2,259,361	2,259,361	56%
Vessel Destruction	177,634	202,380	24,746	-	-	
Clean Vessel	9,286	21,733	12,447	-	-	
State & Local Vessel Programs	186,920	224,113	37,193	-	-	
Equipment, Vehicles & Land Purchases	1,098,137	795,351	(302,786)	1,100,000	1,200,000	66%
Capital Project Expenses-Labor	-	301,968	301,968	660,000	660,000	46%
Capital Project Expenses-Benefits	-	76,146	76,146	-	-	
Capital Project Expenses-Materials	-	486,811	486,811	-	-	
Capital Project Expenses-Contract Services	-	2,422,880	2,422,880	-	-	

	YTD JULY 2024	YTD JULY 2025	Variance to prior year	YTD 2025 Budget	2025 Budget	% of Budget
Capital Project Expenses	4,221,128	3,287,805	(933,323)	8,729,776	14,851,555	22%
Bond Management Fees	-	-	-	1,600	1,600	0%
Investment Fees	700	700	-	1,200	1,200	58%
Other Non-Oper Exp	(24)	-	24	12,150	12,150	0%
Debt Mgmt, Issuance & Misc Exp	676	700	24	14,950	14,950	5%
Election Expense	47,331	-	(47,331)	15,500	15,500	0%
Total Other Decr. In Fund Resources	7,080,014	6,017,194	(760,034)	11,810,915	17,932,694	34%
Incr. (Decr.) in Other Fund Resources	1,189,782	(78,340)	(1,570,908)	(1,872,199)	(3,279,745)	2%
Change in Cash - Increase/(Decrease)	1,914,205	921,770	(1,295,220)	(4,534,759)	(2,441,307)	-38%

PORT OF PORT TOWNSEND
AGENDA COVER SHEET

MEETING DATE	September 10, 2025
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	1. Contract Update 2. Port Lease Brief 3. EDC Public Sector Cabinet PIF Report July 2025 4. PIF Letter Port City PUD Update on Joint Sims Gateway & Boatyard Expansion Project 5. Commission Meeting Schedule

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: September 4th, 2025

TO: Commissioners

FROM: Heron Scott, Lease & Contracts Administrator, & Natalie Toews, Project Administrator

CC: Eron Berg, Executive Director

SUBJECT: **September 10th, 2025, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 835-25, and any New Contracts Executed Since Commission Meeting.

Port of Port Townsend Contracts - Admin/Oper- New

- None to Report

Port of Port Townsend Contracts - Eng/Cap – New

Contractor	Projects	Expiration Date	Amount Remaining	Not to Exceed
"Reid Middleton, Inc."	Gardiner Boat Launch	12/31/2025	\$19,552.89	\$30,000.00
"Construction Inspection Services, LLC"	Gardiner Boat Launch	10/31/2025	\$7,533.15	\$10,000.00
"Cowling & Company, LLC"	Gardiner Boat Launch	10/31/2025	\$3,051.20	\$5,000.00
"Mayda and Sons, LLC"	Point Hudson Duplex Building		\$71,052.37	\$226,764.10

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 8/28/2025
TO: Commission
FROM: Heron Scott, Lease & Contracts Administrator
SUBJECT: September 10th, 2025 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 46 land leases, 39 building leases, and 63 rental agreements.

DISCUSSION

New Agreements Starting on September 1, 2025:

- Short, William –
 - Residential land rental at Short's Farm. One year with one year option.

Lease/Rental Amendments:

- Finnriver, d/b/a The Grainery –
 - Added Field #19 and associated barn to agreement

Exercising Options: None

Assignments/Assumptions: None

Lease/Rental Termination/Vacation:

- Read, Andrew –
 - Mo/mo rental of Port-owned hangar #204, located in Hangar B
- EDC Team Jefferson –
 - Mo/mo rental of office #2E, 2nd floor of Nomura bldg.

License & Use Agreements: None

September Rent Increases:

- **CPI Increase (3.7%):** Heather Johnson Photography, Impact Naval Architects, LLC, Key City Fish Co., Eagle Harbor Marine, The Shop Cooperative
- **Market Rate Increase:** None

- **Step Increase:** None
- **License:** None

Leases with 2025 Expiring Terms and No Remaining Options:

- US Coast Guard, exp 8/31/25 – One year standstill agreement ready for September 10th Port Commission meeting
- Chums A Shop by the Sea, exp 11/30/25

Available Properties:

- US Customs space at Point Hudson. 1,600 sf at \$2,419/month (\$1.52/sf)
- Office #2E, 2nd floor Nomura bldg. 208 sf at \$268.32/month (\$1.29/sf)
- Hangar #204, JCIA. \$285.45/month
- Pad sites #1,2, and 3 at JCIA (\$0.0727/psf)

ATTACHMENTS

1. September 2025 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		SEPTEMBER 2025		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS
Admiral Ship Supply	2,664.00	1/31/2030	2/1/2026	Exercised last option, lease expires 1/31/2030. Amend 2 increases premises to 3000 sf.
Andersen Machine Shop. Inc.	324.56	9/30/2027	10/1/2025	Rate adj. 2005 & every 3 yrs thereafter/CPI due yearly.
Andersen Machine Shop. Inc.	71.31	Mo/Mo	6/1/2026	228 sf land adjacent to shop for storage.
Armstrong Consolidated, LLC	4,278.65	9/30/2024	10/1/2025	Assignment. Exercised last one-year option, exp 8/31/24. *HOLDOVER RENT APPLIED 10/1/24
Armstrong Consolidated, LLC	17,983.37	Mo/Mo	12/1/2025	Rental agreement.
Blue Moose Café	888.49	10/31/2026	11/1/2025	5 +5 yr lease. CPI @ mo 25/ MR beg yr 5 (11/1/25). Last of steps 5/1/23.
CPFS Inc.	156.09	Mo/Mo	7/1/2026	Financial consultant
Crown Castle	17,512.97	6/30/2030	6/1/2026	*See Lease Sect 11.2 for CPI rate instructions. Annual payment. 5th 5-yr option 7/1/25-6/30/30
Crown Castle - AT&T Sub-lease	1,124.78			Annual escalation rate 6.5% 2018-22-Decreases to 3% in 2023.
Eagle Harbor Marine	284.75	Mo/Mo	9/1/2026	From yard tenant @ high rate to mo-mo tenant @ \$0.25/sf. CPI
EDC Team-Jefferson	268.32	Mo/Mo	5/1/2026	Nomura Bldg, Office #8 for business services advising. Vacated Aug 2025
EDC Team Jefferson	999.79	Mo/Mo	7/1/2026	TJ is searching for compatible tenants for upstairs offices.
Fine Yacht Interiors, subtenants: Marie Delaney & M. Miller Woodworking	1,539.75	5/31/2028	6/1/2026	4% max CPI,per lease. All options have been exercised.
Flye, Todd dba On The Flye	435.65	1/31/2028*	2/1/2026	New lease. 3-yr + two 1-yr options
Haven Boatworks, LLC	1,639.66	Mo/Mo	1/1/2026	Agrmnt for bldg improvements 11/23/20-12/31/20. Rent begins 1/1/21.
Haven Boatworks, LLC	1,866.57	Mo/Mo	8/1/2026	M/M-took over Johnson Fab space. CPI
Heather Johnson Photography	205.14	Mo/Mo	9/1/2026	Mo-to-mo. Marine trades photographer. CPI
Jefferson County	2,129.29	9/30/2026	10/1/2025	1-mo deposit/180 day notice "terminable at will"-tenant or landlord.
Jochems Property Management	355.85	10/31/2026	1/1/2026	CPI every 2 yrs, per Amend dated Jan 2004.
Katz, Alan	1,186.38	Mo/Mo	6/1/2026	Land rental agreement-5,517 sf, tenant doing active work in a temporary structure-Yard.
Key City Fish Co.	983.21	11/30/2029	12/1/2026	5 yr with two 5-yr options.
Key City Fish Co.	2,886.99	8/31/2028*	9/1/2026	Commercial space/industrial space/land. Annual CPI/MR every three years. CPI
Key City Fish Co.	765.32	Mo/Mo	8/1/2026	Office space temp rental until lease approved by Commish.
Key City Fish Co.	765.32	Mo/Mo	8/1/2026	Office space temp rental until lease approved by Commish.
Kimmel's Crab Shack	2,712.17	4/30/2049	5/1/2026	Land lease. Beginning year 2 annual CPI. MR every 3-yr.
Kulin & Vizzini (PT Rigging)	611.50	3/31/2030	4/1/2026	Port Adjustment every 3 yrs/CPI annually.
Marine Surveys & Assessments Co-op	1,757.30	1/31/2028	3/1/2026	Building + 2 car spaces.
NW Maritime Center (marine thrift)	729.95	1/31/2030*	2/1/2026	New 5-yr lease + one 5-yr option
NW School of Wooden Boatbuilding, subtenant: PTMTA	665.11	6/30/2026	7/1/2027	5-yr lease w/ one 5-yr option. Supercedes rental agreemnt. Rent @ 25% market rate. Amend 1 includes 50% shared kitchen use. CPI
Olympic Crane	60.03	Mo/Mo	2/1/2026	Relocated crane only to Pete's Marine Metals.
Perpetual Boatworks, LLC	1,729.52	Mo/Mo	3/1/2026	Month to month. Port may terminate w/i 30 mos, 20 day's notice (boatyard expansion)
Pete Stein & Compass Woodwork	117.59	Mo/Mo	6/1/2026	40x8' spot for storage container & 7'x8' spot for planer.
Pete's Marine Metal	1,232.40	7/31/2027	8/1/2026	New 2+2 year lease in Aug 2025
Port Townsend Sailing Association	740.82	12/31/2027	12/1/2025	5-yr + 5-yr, includes 50% kitchen use. Annual CPI, MR beg. year 3.
PT Brewing Sands, Guy & Kim	4,110.01	5/31/2026	6/1/2026	Exercising first of three 5-yr options 6/1/21 thru 5/31/26. Would like a new mo/mo.
PT Brewing, Sands, Guy & Kim	186.82	Mo/Mo	10/1/2025	Mo-to-mo. Outdoor dining area.
PT Fuel Dock LLC	915.65	6/30/2029	N/A	Bldg. & flowage fee.Rate adjmt after 10yr. Exercised last remaining option.
PT Furniture Clinic	733.11	1/31/2030*	2/1/2026	5 yr + one 5-yr option.
PT Rigging, Inc.	777.00	Mo/Mo	10/1/2025	2,720 additional sq ft land for rigging related work & storage.
PT Shipwrights, Inc.	9,105.34	7/31/2050&2058	8/1/2026	CPI begins year 7. MR incr 8/1/30-every 10 yrs. Deposit increase @16 yrs/then every 10 yrs. CPI
Pt Townsend Yacht Club	295.44	2/28/2026	N/A	Cumulative CPI every 5 years.
Revision Marine, LLC	2,581.20	12/31/2029	1/1/2026	New lease/ 5-yr + one 5-yr option.
Sail Port Townsend	231.27	Mo/Mo	5/1/2026	New month-to-month rental agreement.
Scow Bay Boats	601.22	9/30/2026	10/1/2025	Special adopted rate-marine trades, land rental-temporary buildings. Renewed last option.
Sea J's Café, Jevne, Florence (Estate of)	1,339.33	Mo/Mo	6/1/2026	NOW A MONTH-MONTH BUILDING & LAND LEASE.
Sitewise Design, PLLC	191.62	Mo/Mo	6/1/2026	Mo-to-mo. Civil engineering firm.
Skookum Corporation	985.34	3/31/2026	N/A	Terminated 1995 lease. New lease-3/24/21. Annual step increases. 3036 sf.
Stephen's Marine	61.62	Mo/Mo	2/1/2026	Temporary storage - moving into Jochems building.
Sunrise Coffee Co.	2,197.11	9/30/2031	10/1/2026	Ann. CPI/MR every 5 yrs. 10-yr w/ two 5-yr options.
Takaki, Jennifer Alys	760.21	12/31/2026	1/1/2026	Garbage \$60 per Mo. New 5-year lease.
Takaki, Jennifer Alys	123.30	Mo/Mo	10/1/2025	Month-to-month. Outdoor dining area.
The Shop Cooperative	92.92	Mo/Mo	9/1/2026	Land for placement of 8'x40' container. CPI
The Shop Cooperative	1,198.60	Mo/Mo	11/1/2025	Bldg. 1 rental agreement. Will add to lease in the spring.

Point Hudson - PROPERTY	SEPTEMBER 2025			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	750.00	9/30/2029	10/1/2025	SW end,ground floor. New lease. Ann. CPI/MR beg yr 3, every 3 yrs (deposit follows MR schedule)
Brion Toss Yacht Rigging	1,883.20	9/30/2029	10/1/2025	New 5 + 5 lease. 1154 sf marina-facing; 1246 sf int floor space; 43 sf paint locker. Ann CPI/MR-3yr
Brooks, Cindy	47.04	Mo/Mo	7/1/2026	Month to month storage for wherry.
Cashin, Andrew	296.89	Mo/Mo	2/1/2026	Mo/Mo. 30-day notice for increases. Office #11.
Chapin, Steve	209.06	Mo/Mo	5/1/2026	Mo/Mo, continued rental of land in Back 40 for storage containers
Chums A Shop by the Sea	750.00	11/30/2025	12/1/2025	Mo/Mo rental. Former moorage office.
Commanders Beach House	2,809.75	4/30/2030	5/1/2026	108 hrs in-kind labor/yr (yard maintenance), value deducted from market rent value. LET based on market rent. In kind report turned in quarterly.
Esmeralda, Esme	297.00	Mo/Mo	8/1/2026	Rental agreement for PH office. CPI Annually.
Hudson Point Café	25.52	Mo/Mo	7/1/2026	Seasonal rental
Hudson Point Café-(Flanigan)	1,894.93	6/30/2030	7/1/2026	CPI/MR increases. Assigned to Laura Flanigan & Luke Flanigan 4/1/24. Exercised option 3/11/25.
Impact Naval Architects, LLC	312.10	Mo/Mo	9/1/2026	Office #1, Main Bldg. CPI/MR w/30 days' notice. Moved from Duplex office.CPI
Lilac & Fig LLC	418.62	Mo/Mo	7/1/2026	
Marine Resources Consultants Inc.	546.00	9/30/2026	10/1/2025	Leased space reduced in size for Brion Toss restroom access. New lease 10/1/24.
Mark Kielty Design	311.52	Mo/Mo	8/1/2026	Rental agreement for PH water-viw office. CPI Annually. CPI
Northwest Maritime Center	420.00	Mo/Mo	10/1/2025	Fenced storage space, ground floor of Armory Bldg.
Northwest Maritime Center	89.60	Mo/Mo	6/1/2026	Temporary storage of Conexbox for WBF items.
Northwest Maritime Center	1,584.83	6/30/2051	7/1/2027	Amend 1: commence building structure by 6/30/2031, complete w/l 12 mos.
Northwest Maritime Center	566.13	auto renewal	N/A	License renews automatically annually. Port may terminate w/180 day notice.
OM LLC	311.52	Mo/Mo	6/1/2026	Small office, Main Building.
Puget Sound Express	2,057.24	5/1/2034	6/1/2026	1600 sf Carpenter's Bdg; 850 sf shop in Armory Bdg; 4 car spaces. MR on Jan 1, 2026.
Salish Grill / TNT Restaurants LLC	3,676.80	4/30/2027	5/1/2026	Two 5-yr options: Exercised last opt 5/1/2022-4/30/2027. Name change from Doc's 1/1/2025.
Schooner Martha Foundation	966.53	12/31/2029	1/1/2027	Market rate beg year 3. Land for storage only. Exercised last option, extends to 12/31/2029.
Shanghai Restaurant	2,981.91	10/31/2026	11/1/2025	MR every 3yrs. Annual CPI. Exercised last 5-yr option 11/1/21-10/31/26.
Shannon Partners LLC/SEA Green Partners	3,800.27	9/30/2038	10/1/2025	*7/1/27 rent incr to \$5,090.71.Ann CPI. Beg 7/1/2032 and every 5 yrs after market rent incr.
The Artful Sailor	994.50	11/30/2025	12/1/2025	Combined 2 agreements into one lease. 1+1+1
University of WA - Sea Grant	676.00	1/31/2030	2/1/2026	5 year lease. CPI/MR.
Washington Dept. Fish & Wildlife	19.35	Mo/Mo	6/1/2026	Storage of spare boat motor in a crate.

JCIA - PROPERTY	SEPTEMBER 2025			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,399.44	11/20/2045	12/1/2025	E & F Condos/Hangars. Amend 2 corrected 'E' land to 10,112 sf & 'F' land to 9,880 sf (19,992 sf)
Aurora Aircraft Maint. & Restoration	631.47	10/31/2026	11/1/2025	*Option 1: 11/1/21 thru 10/31/26(exercised). Option 2: 11/1/26 thru 10/31/31.
Browning, Scott & Lori	114.07	auto -renew	8/1/2026	Annual license to remove trees & shrubs for their view. Renewed thru 7/2025. CPI
Coote, Norman	70.00	Mo/Mo	11/1/2025	Purchased from Dennis Broderson estate.
Dow, Jeffery	433.11	12/31/2028	8/1/2026	11/2010 Assumed lease. Port Policy Adj./CPI Annually. CPI
Eber, Lorenz	80.00	Mo/Mo	1/1/2026	Purchased hangar from Tom Brotherton. Month-to-month land agrmnt.
Erickson, Warren & Karen	232.87	7/26/2057	3/1/2026	Port Adjustment every 3 yrs/CPI annually (Ins w/Grandy & Piper)
G Hangar Condo Assoc.	746.95	6/30/2047	7/1/2026	Port Policy Adj./CPI Annually. Replacement issued as Amend 1 never notarized.
Grandy, Richard	232.87	7/26/2057	3/1/2026	Port Adjustment every 3 yrs/CPI annually (Ins w/Erickson & Piper)
Hangar C Group LLC	768.38	4/30/2053	12/1/2025	MR every 3 yrs/ann CPI/term extended to2053. Amend #6.
H-Hangar Corp. @ JCIA	716.03	6/22/2049	7/1/2026	Port Adjustment every 3 yrs/CPI annually.
Islam, Marc	72.70	Mo/Mo	5/1/2026	Purchased t-hangar from Garth Roethle.
JCIA PORT-OWNED HANGAR #101	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #102	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #103	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #104	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #107	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #108	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #201	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #202	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #203	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #204	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #205	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #206	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #207	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JCIA PORT-OWNED HANGAR #208	285.45	Mo/Mo	1/1/2026	Port-owned hangar
JEFFCO Hangar Assoc., Inc.	822.85	11/30/2041	12/1/2025	New 20-yr lease. Annual CPI, MR every 5-years.
Jefferson Co Airport Condo Owners Assoc	2,386.40	7/26/2057	3/1/2026	Assigned from NW Hangars, LLC. MR every 3 years/annual CPI.
Jefferson County Fire District #6	N/A	7/29/2017	N/A	Land in exchange for fire protection services.
Jefferson Timber Cooperative	3,140.85	3/31/2055	4/1/2026	30-yr lease, one 10-yr option. MR adj beg yr three/annual CPI.
K-Hangar Assoc. @ JCIA	706.81	12/9/2049	5/1/2026	Port Adjustment every 3 yrs/CPI annually.
L Hangar Condo Assoc @JCIA	683.27	10/31/2048	10/1/2025	Port Adjustment every 3 yrs/CPI annually.
Lemanski, Tom & Linda	70.00	Mo/Mo	2/1/2026	Purchased from Brendon Townshend
Lemanski, Tom & Linda	80.00	Mo/Mo	4/1/2026	
Morrison, Neil	213.42	4/30/2053	5/1/2026	Port Adjustment every 3 yrs/CPI annually.
Morrison, Neil	213.42	4/30/2053	5/1/2026	Port Adjustment every 3 yrs/CPI annually.
Northwest Custom Hangars, LLC	1,299.51	12/31/2075	1/1/2026	Port adjustments every 3 yrs/CPI annually. Deposit increase every 3 yrs.
Piper, James E.	232.87	7/26/2057	3/1/2026	Port Adjust every 3 yrs/CPI annually (Ins w/Erickson & Grandy). Assignment 9-13-24. \$302 fee.
Port Townsend Aero Museum	457.32	7/31/2052	5/1/2026	Amendment 2. MR every 3 yrs.
Port Townsend Aero Museum	674.22	7/31/2052	5/1/2026	Amendment 2. MR every 3 yrs.
Port Townsend Aero Museum	195.99	7/31/2052	5/1/2026	Amendment 2. MR every 3 yrs. Amend 3 allows for 5400 sf to be charged at 50%.
Port Townsend Aero Museum	309.60	4/30/2053	5/1/2026	Port Adjustment every 3 yrs/CPI annually.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2026	7/01/2013 Bought T-Hangar next to his bldg.

QUILCENE - PROPERTY		SEPTEMBER 2025		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Coast Seafoods	6,628.35	12/31/2039	1/1/2026	Bond-annual renewal. \$2708.16 cash dep as well. MR every 3-years.
Quilcene Harbor Yacht Club	593.91	10/31/2027	11/1/2025	Tax based on market value.Rent + 106/hrs in-kind labor/yr. Non-exclusive use of deck.

CHIMACUM - PROPERTY		SEPTEMBER 2025		
LEASE NAME	Lease		NEXT CPI/ Step Incr.	REMARKS
	Lease Amount	Expiration		
Finnriver d/b/a Olympic Biochar	\$ 378.56	10/31/2025	11/1/2025	*Two 1-yr options, CPI at beginning of each term. Amended the leased area July 2025
Finnriver d/b/a The Grainery	\$ 382.17	10/31/2025	11/1/2025	*Two 1-yr options, CPI at beginning of each term. Added field 19 and barn Aug 25
Flying Knucklehead Ranch	\$ 106.25	11/30/2025	12/1/2025	Two 2-yr options, CPI at beginning of each term. Amended in Aug 25 to exclude field #19 and barr
Jefferson Co. Conservation District	\$ 1.00	Mo/Mo		On-site water quality monitoring services provided by tenant to the Port
One Straw Ranch, Inc.	\$ 26.00	10/31/2025	11/1/2025	*Two 1-yr terms, CPI at beginning of each term.
One Straw Ranch, Inc.	\$ 758.34	10/31/2025	11/1/2025	*Two 1-yr terms, CPI at beginning of each term.
Puget Sound Voyaging Society, Inc.	\$ 474.48	Mo/Mo	3/1/2026	Mo-Mo agreement. Applied for WA State tax exemption 2/4/25.
Short , William	\$ 816.95	8/31/2026	09/2026	Signed Sept. 5th 2024. New rental agreement in place for Sept. 1 2025

Public Infrastructure Fund (PIF) Report & Public Sector Cabinet Report

January 1 - June 30, 2025



385 Benedict St.
Port Townsend WA
98368

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Mission *We focus on high-leverage, place-based activities that improve the economic well-being and quality of life for people in Jefferson County and the living systems in which we are embedded.*

Vision *Localized economic, ecological, and social prosperity for generations to come. We work toward a resilient future that elevates the diverse potential of all people who reside in this unique place so we can accomplish together what we cannot alone.*

What is an Economic Development Council?

In Washington State, each of the 39 counties is served by an Associate Development Organization (ADO)—commonly referred to as an Economic Development Council (EDC). These entities are designated by the Washington State Department of Commerce to advance the economic priorities of their regions.

EDC Team Jefferson, as Jefferson County’s official ADO, is a 501(c)(6) nonprofit that fulfills state-mandated duties, including business retention, expansion, and recruitment; confidential business advising services; export education; and serving as a hub for economic development and strategy in Jefferson County.

Executive Director’s Summary

Looking back over the past fiscal year I’d like to share several examples of activity our Jefferson County Economic Development Council has initiated on behalf of our countywide community.

EDC Team Jefferson continued its core work providing business retention, expansion, and attraction services, which are detailed in this report. We’ve also continued to implement several new and exciting projects as the small but mighty team we are. Here is a sampling:

Execution of Early-stage Work Upon Receiving the Chips Act Recompete Award

The two-county region, including Clallam and Jefferson was awarded \$35MM for a basket of projects intending to lower the Prime Age Employment gap in our region (the number of people between the ages of 25 and 54 that are no longer in the workforce). EDC Team Jefferson is receiving \$1.2MM over the next 4.5 years for 3 programs.

- Workforce Development Coordination: The EDC has hired a full-time employee, Phoebe Reid, to develop a workforce backbone locally which will:
 - Assess industry needs,
 - Communicate those needs to training institutions,
 - Ensure that Jefferson County businesses and residents can access programs provided by Worksource WA and Olympic Development Workforce Council
 - Collaborate with industry and schools on career connected learning programs
 Watch for Phoebe as our workforce outreach increases!

- Succeed! Training Program: EDC Team Jefferson contracted with Douglas Hammel to provide a course that provides continuing education for existing advisors and prepares new business advisors for work in the field. We have accepted 7 students for the first program. We have discovered, through the provision of our core business retention and expansion program, that there is an advising sequence that is critical to business success. The more capable, well-trained advisors we have working in our region, the better we will be able to grow and retain profitable local businesses that provide living wage jobs for residents.
- Extension of committed services to SE Jefferson County. Jefferson County has challenging geography that affects equitable service provision. With Recompete grant funding we have been able to designate a half-time advisor devoted to economic development in SE Jefferson County.

Other Grant-funded Efforts

- WSMA continued work with traditionally underserved maker and service based businesses in both west and east Jefferson County.
- The Grant Writer Grant allowed us to work with the North Olympic Development Council supporting grant writing capabilities for the up and coming Jefferson Timber Cooperative.

As a parting note, this will be my last Activity Report as I am leaving the EDC at the end of June 2025 as I step into semi-retirement. I'm proud of the growth the EDC has achieved over the past 3.5 years and have been happy to serve during the revival of the organization and position it for future success. From rethinking forest products in the 21st century to empowering legacy maritime businesses and creative makers, our place continues to offer residents and visitors amazing products and experiences.

Looking forward I'd like to invite you to welcome the new Executive Director of EDC Team Jefferson, David Ballif. David started the first week of June 2025 and looks forward to meeting many of you this coming year. He brings Jefferson County deep experience in international economic development, diplomacy, and federal government grants and contracting.

-Cindy Brooks

EDC Board Activity Summary

During the first half of 2025, the Board of Directors of the Economic Development Council (EDC) of Jefferson County focused on strengthening its internal capacity to better serve as a catalyst for regional economic progress.

Board Development

In addition to welcoming Ben Frasier in late 2024, the Board added two new members in early 2025: Scott Rogers, a local business owner with expertise in real estate, and Molly Propst, Chief Human Resource Officer at Jefferson Healthcare. Jeff Randall also joined the Board as a representative of the Public Utility District, succeeding Ken Collins. To ensure a more inclusive and transparent process for future appointments, the Board adopted a revised procedure whereby new member applications are now reviewed and approved by the full Board, rather than a nominating committee.

Executive Director Transition

A major focus of the Board in 2025 was leading the search for a new Executive Director following Cindy Brooks's decision to retire in June. The position was advertised broadly, including on Indeed.com and in the *Port Townsend Leader*. The search yielded 37 applications. A hiring committee of eight Board members narrowed the field to four semi-finalists. After screening interviews, two finalists were invited to Port Townsend for in-person interviews and community engagement.

During their visits, finalists met with the Board and toured key community and economic development sites, including the Northwest School of Wooden Boatbuilding, Port Townsend Foundry, the Port of Port Townsend, and the Jefferson County Courthouse campus. Following deliberations, the Board extended an offer to David Ballif, who accepted the position on May 16. David relocated with his family from the U.S. Embassy in San Salvador and officially began work on June 3. Cindy Brooks generously agreed to stay through June 23 to support a smooth leadership transition.

Partner Relationships and Governance

In April, informal discussions surfaced about the possibility of the Port of Port Townsend assuming the ADO designation and integrating the EDC into its operations. The Board determined that any such restructuring would be premature and agreed to postpone consideration until the new Executive Director had time to assess the organization and its role.

However, the Board remains open to exploring ways the EDC can better align its structure and partnerships to meet the goals of its contract with the Washington State Department of Commerce, the countywide multi-party agreement, and current major grants, including Recompete.

Financial Stewardship

The Finance Committee projects a modest budget overage of \$8,250 on approximately \$558,963 in revenue for FY2025, with sufficient reserves to maintain operations. The FY2026 budget is currently in development. The Board is closely monitoring the reduction

in Department of Commerce funding (\$20,634) and the uncertain continuation of Recompete support, reinforcing the importance of diversifying revenue sources.

Business Assistance & Advising

“Working with EDC Team Jefferson helped me address the financial needs of my business. With their help, I was able to confidently seek out numerous loan options. As a result, connecting with LION was the best fit. I am very thankful to Patty at the EDC for helping me find the funding for my business to build needed infrastructure and lay the groundwork to be successful for years to come.” - Laura Llewellyn, Chimalow Produce

From January 1 - June 30 2025, EDC Team Jefferson provided advising services to **96** businesses over the course of **400** training sessions and supported the creation of **73** new jobs, retention of **316** jobs, and the creation of **51** new businesses. The EDC also supported expanded private sector access to **\$1,069,600** in new loans and **\$720,000** in new investments.

In East County, the EDC has developed relationships with a growing number of business owners—particularly those operating restaurants and retail storefronts—to better understand their barriers to growth. Through improved capacity building, analysis of key financial indicators, and the convening of support resources, we helped two business owners relocate to larger spaces and double their revenue. Of the new jobs reported this year, 60 out of 89 were developed in East County, where business owners added full-time staff after the EDC trained them to interpret cash flow projections. This enabled more strategic use of time and resources to achieve measured growth.

In West County, working with farmers and makers, the EDC developed customized spreadsheets and trained small business owners to price their products based on the true cost of production. This work has enabled over a dozen business owners to begin paying themselves or their staff wages at or above \$26 per hour.

In South County, the EDC has invested in developing trusted relationships with local business owners to lay the groundwork for productive engagement with the planning process for the Master Resort Plan at Black Point and with Brinnon’s designated Rural Village Center. By working closely with diverse stakeholders, we are actively convening conversations, facilitating dialogue, and helping develop objective, community-aligned strategies to support economic growth that respects the rural character of the region.

“In short, I have found your training and advice to the NHCCC invaluable. You have performed a strategic planning session with the entire board, counseled us on interagency relations, and attended the majority of our board and member meetings in 2025. As we embark on an expansion that will add more staff and improve our effectiveness, we have found your services and the greater services of the EDC to be critical to our success. With your assistance we intend to increase our staffing, thus creating more jobs and increasing our capacity to carry out the organization’s mission.” - Dan Ventura, North Hood Canal Chamber of Commerce Board Chair

Training

EDC Team Jefferson delivered a wide range of training opportunities in FY25 to support small business growth, entrepreneurial development, and regional capacity building.

- Through the Washington State Microenterprise Association grant, the EDC executed 12 training sessions for Jefferson County Makers and microenterprises across the county, reaching 92 participants through workshops focused on business planning, financials, marketing, and online presence.
- The JeffCo Farmers Market series offered 16 hands-on sessions for 64 participants, addressing vendor readiness, pricing, compliance, and financial sustainability for local farm, food, and craft producers.
- The EDC delivered Marketing Labs for 24 small business owners, which featured guided support to create actionable online marketing strategies.
- In spring 2025, the EDC proudly launched its first Recompete Business Advisor Cohort with seven advisors-in-training as part of a multi-year effort to train new local advisors to provide free, high-quality business assistance across Jefferson County—laying the foundation for long-term workforce development and peer-to-peer business support.

Washington State Microenterprise Association (WSMA) Grant

In FY25, EDC Team Jefferson was awarded a \$50,000 grant by the Washington State Microenterprise Association to provide business support services to historically underserved entrepreneurs, including Native-owned, women-owned, and microenterprises from Queets, Hoh, Quinault.

In the Hoh region, the work supported a grassroots effort to revive a tourism map highlighting local Native-owned businesses along the Lake Quinault–Forks corridor. In Queets and Quinault, the team worked with makers and entrepreneurs to prepare for the seasonal tourism economy, support retail relationships, and improve pricing and marketing strategies.

These efforts culminated in the creation of Ancient Coast, a mobile-friendly website for Indigenous and rural West End businesses that previously had little to no online footprint. To complement this digital effort, was the production of a rack card and tri-fold brochure that showcased participating businesses and product offerings.

WA Department of Commerce: Grant Writer Grant

In December 2024 the EDC was awarded a \$16,380 grant from the Washington State Department of Commerce, which it utilized to help the Jefferson Timber Cooperative (JTC) boost grant-writing capability and apply for three major grants. Internal capacities developed included writing narratives, building proposed budgets, obtaining letters of support, and managing financial planning materials. **As a direct result of this support, JTC was awarded \$262,000** from the USDA Wood Innovations Grant Program to fund a log conveyor and chipper.

The Jefferson Timber Cooperative is a newly-formed alliance of timber growers, sawyers, builders, and wood-based entrepreneurs working to transform the local timber economy. With a vision centered on value-added production and circular use of wood resources, JTC aims to reduce reliance on raw log exports and instead build a zero-waste, regionally rooted wood economy. Their site, leased from the Port of Port Townsend, will serve as a hub for innovation, job creation, and environmentally responsible forest management. The Cooperative's focus on utilizing small-diameter trees and processing wood waste not only supports forest health and fire prevention but also creates new revenue streams for rural landowners and producers.

Recompete Grant

In May 2025, training for the first business advisors' cohort began with seven candidates who will complete a 40-week business advisor training program to bolster their advising skills and mentor them as they support businesses throughout our community.

The EDC has a special focus on South County through the federal Recompete Grant: working closely with the North Hood Canal Chamber, actively canvassing the area to meet business owners and County personnel and provide education on navigating permitting processes. The EDC also brought representatives from the Governor's Office for Regulatory Innovation and Assistance (ORIA) to help businesses understand resources available from Washington state. The EDC looks forward to building on this foundation as word of mouth referrals grow and businesses continue to reach out for advising services.

Success Stories

Supporting Scalable Growth: Camp N Car

Camp N Car, a locally grown vehicle conversion and custom cabinetry business, has been a long-standing client of EDC Team Jefferson. In 2025, the company faced new operational challenges brought on by a surge in demand and revenue. With guidance from EDC's Business Advisor, Patty Schmucker, the business engaged in a series of targeted advising sessions to address key growth areas including staffing retention, marketing strategy, and internal operational agreements.

Through this strategic support, Camp N Car successfully navigated a period of accelerated growth. The business reported its strongest year to date and was able to implement forward-looking plans to stabilize operations and prepare for continued expansion. As a result, the company retained 12 existing jobs and created 4 new positions in skilled manufacturing, marketing, and customer service roles—significantly contributing to the regional employment base in Jefferson County. They have grown the business over 24% with profit margin hitting 15% (up from 6.5%).

Camp N Car's ability to access no-cost, high-quality advising at critical moments of decision-making reflects the value of place-based, responsive business services. This support, tailored to the life-cycle stage of a growing company, is replicable in other rural communities and represents a cost-effective tool for sustaining and scaling local employment.

Growing Farms, Thriving Markets

Between November 2024 and March 2025, EDC Team Jefferson partnered with the Jefferson County Farmers Markets (JCFM) to provide targeted training and coaching to farm, food, and agricultural producers, many of whom are microenterprises or solo operators. The goal was to equip these vendors with financial management, pricing, business planning, and marketing skills—key tools for increasing profitability and long-term business stability.

The program included:

- Four in-person workshops (with recordings available) attended by up to 15 participants per session.
- Twelve 60-minute coaching cohort sessions to offer follow-up support and hands-on business development advising.
- One-on-one advising for 14 businesses post-training.

In total, 34 participants representing 16 farms and 14 value-added product businesses attended the sessions; at least three businesses saw immediate increases in profit margins, ranging from 8% to 12%.

One participant launched a new mobile food service business after the training, securing startup capital and creating two new local jobs. The business now operates at the Jefferson County Farmers Market, expanding access to fresh, locally prepared food while demonstrating the tangible impact of financial literacy and coaching on business formation and employment growth.

Looking Ahead (July–December 2025)

With new leadership and a renewed countywide mandate, EDC Team Jefferson looks to the future with optimism and serving as a public-facing hub that supports businesses as they start, grow, and choose Jefferson County.

In the coming months, residents and businesses will notice a clearer front door to economic support with a robust calendar of public events, training sessions, and community engagement. We are especially excited about an upcoming 'Manufacturers' Roundtable,' co-hosted by the EDC and the Port of Port Townsend to address sector-specific needs, foster collaboration, and overcome barriers to our makers in Jefferson County. The EDC is also looking forward to hosting a county-wide workforce development convening specifically tailored to employers.

Key strategic efforts will include proactive business attraction to bring new firms and the investments wanted and needed by our community with an eye to strengthening our private-sector base to support essential local institutions and service providers. Complementing this, the federally funded Recompete 'advisor-to-advisor' training program will open recruitment for a second cohort this fall, effectively doubling our local business advising capabilities countywide and fostering greater entrepreneurial support.

We will continue our commitment to South County by maintaining consistent business advising and community engagement, delivering customized workforce and employer resources to meet the unique needs of this area.

We will highlight Jefferson County's distinctive strengths, including the remarkable Local Investing Opportunities Network (LION), an invaluable community resource connecting local investors with local entrepreneurs and businesses.

EDC Team Jefferson also looks forward to serving as a convener and relationship enabler on significant community-shaping projects, bringing diverse stakeholders together to advance shared goals. We warmly invite local agencies, businesses, community institutions, and everyone passionate about Jefferson County to join us in this exciting next chapter of growth, resilience, and broadly shared economic prosperity.

- David Ballif & EDC Team Jefferson

Appendices


A. Combined Business Retention & Expansion Activity Scorecard Data

The following metrics reflect the collective impact of EDC Team Jefferson and its technical assistance partners, APEX, SBDC/CIE, in supporting local businesses across Jefferson County. These outcomes represent both direct services delivered by EDC staff—including one-on-one advising, training, and referrals—and the specialized contributions of our regional partners: the Center for Inclusive Entrepreneurship (CIE) supporting startups and microenterprises; the Small Business Development Center (SBDC) assisting growth-stage for-profit businesses; and the APEX Accelerator offering guidance on government contracting. Together, this collaborative network has helped business owners at every stage build resilience, access capital, and grow sustainably.

Combined Scorecard Data											
	Jobs-New	Jobs-Retained	Investment-New	Loans-New	Startups-Only	Total Businesses New/Retained	Advising Hours	Advising Sessions	Businesses Trained	Federal Contracts	Hub Zone Certification
July-Dec 2024											
EDC	13	182	140,000	90,000	16	72	256	243	14	\$ -	-
SBDC and CIE	32	13	\$ -	\$ 977,653	4	28	203	-	-	\$ -	-
Apex	3	173	\$ -	\$ -	1	32	52	-	18	\$ 601,121	4
Total	48	368	140,000	1,067,653	21	132	511	243	32	601,121	4
Jan-June 2025											
EDC	27	316	\$ 495,000	\$ 124,600	51	124	479	399	175	\$ -	-
SBDC/CIE	4	91	\$ -	\$ 43,400	4	35	62	-	-	\$ -	-
Apex	14	165			2	34	42	30	12	\$35,600.00	1
Total	45	572	\$ 495,000	\$ 168,000	57	193	583	429	187	\$ 35,600	1
FY2025 total											
EDC	40	316	\$ 635,000	\$ 214,600	51	196	735	642	189	\$ -	-
SBDC/CIE	36	104	-	\$ 1,021,053	4	28	203	-	-	\$ -	-
Apex	23	338	\$ -	\$ 977,653	3	96	180	66	39	\$ 669,659	5
Fiscal Year Total	93	758	\$ 635,000	\$ 2,213,306	78	320	1,118	708	228	\$ 669,659	5

EDC Scorecard Data for FY 2024-25										
	Jobs-New	Jobs-Retained	Investment-New	Loans-New	Startups-Only	Total Businesses New/Retained	Advising Hours	Advising Sessions	Businesses Trained	
July-Dec 2024										
EDC	13	182	140,000	90,000	16	72	256	243	14	
Jan-June 2025										
EDC	27	316	\$ 495,000	\$ 124,600	51	124	479	399	175	
FY2025 total										
EDC	40	316	\$ 635,000	\$ 214,600	51	196	735	642	189	
Fiscal Year Total	40	498	\$ 635,000	\$ 214,600	67	196	735	642	189	

B. ADO Targets: Target Metrics for Washington State Department of Commerce Fiscal Year 2025

ADO Reporting			
Achievement details for current fiscal year.			
Interactions FY25	<input checked="" type="checkbox"/>		%
BRE	70	70	100%
Recruitment	3	4	75%
Training	20	20	100%
Startup Support	12	5	240%
Export Assistance	4	4	100%
Marketing Plan	<input checked="" type="checkbox"/>		

C. Training Data with Funding sources for FY 2024-25

TRAINED			
Source	Sessions	Participants	Unduplicated
EDC: July–Dec 2024 report	12	60	14
EDC: Marketing	6	24	16
EDC: QEC	3	14	14
EDC NHCC	2	11	6
EDC: Farm Extension	1	12	12
ScaleUp	1	4	4
WSMA	12	92	76
JCFM	16	64	47
Total	53	281	189

D. SBDC/CIE Report
**Washington SBDC & ADO Partnership
County Activity & Impact Report**

County: Jefferson

Quarter Total Date Range: 1.1.25...6.26.25

Year to Date Range: 7.1.24...6.26.25

Data Elements	JAN-JUN 26 Total	Year to Date
CASE TOTALS (Clients)		
Number of Clients Counseled	35	53
Number of New Clients	17	25
Company Status		
Pre-venture/Nascent	8	18
Startups	4	5
In Business	23	31
CASE TOTALS (Total Hours)		
All Prep + Contact Client Hours	276	479
New Client Hours	62	88
CASE TOTALS (economic impacts)		
Capital Infusion	\$43,400	\$1,021,053
Number Businesses Created	0	3
Jobs Created	4	36
Change in Sales	\$44,500	\$1,238,321
CASE TOTALS (economic indicators)		
Jobs Saved/Retained	91	92
Gross Revenue of Counseled Clients	\$2,033,500	\$2,131,877
DEMOGRAPHICS (Type of Business, # of Clients)		
Accommodation and Food Services	7	9
Agriculture, Forestry, Fishing and Hunting	1	3
Arts and Entertainment	3	4
Construction	0	0
Educational Services	1	2
Finance and Insurance	0	0
Healthcare and Social Assistance	3	5
Management of Companies and Enterprises	0	0
Manufacturing	3	4
Professional/Technical Services	3	4
Real Estate, Rental and Leasing	2	2
Research and Development	0	0
Retail	3	5
Service	8	12
Technology Services	0	0
Transportation and Warehousing	0	0
Wholesale	1	1

DEMOGRAPHICS (Business Ownership Gender)		
Male	9	11
Female	15	23
Male/Female	5	7
No Response	6	12
DEMOGRAPHICS (Ethnic Background - Race)		
American Indian or Alaskan Native	0	0
Asian	1	1
Black or African American	2	2
Native Hawaiian or Pacific Islander	0	0
Multiracial	3	3
White	24	41
No Response	5	6
DEMOGRAPHICS (Ethnicity)		
Hispanic	3	4
Non-Hispanic	26	40
No Response	6	9
DEMOGRAPHICS (Business Ownership Vet. Status)		
Veteran	1	1
Service-Disabled Veteran	1	1
Non-veteran	27	37
No Response	6	14
COUNSELING ACTIVITY (Areas of Counseling, # of Sessions)		
Business Accounting/Budget	3	3
Business Plan	10	15
Buy/Sell Business	2	2
Cash Flow Management	6	6
Financing/Capital	3	5
Human Resources/Employee Mg't	1	2
International Trade	0	0
Managing a Business	8	18
Marketing/Sales	5	9
Start-up Assistance	12	24
No Response	0	0
Other	35	53

*All economic impacts are reported by the client and attributed to the assistance of their SBDC advisor.
The Washington SBDC network, hosted by Washington State University, is an accredited member of America's SBDC.
Funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA),
institutions of higher education, economic development organizations and other public and private funding partners.*

E. PIF Staffing Report

EDC Team Jefferson staff consists of three full-time salary positions and one $\frac{3}{4}$ -time hourly position. Contractors are also used for grant-related deliverables and special projects. In June 2025 the EDC hired a new Executive Director and Community Workforce Coordinator.

PIF Staff Report: Non-Profit Income Funding January-June, 2025

Distribution account	Total
Income	
1. Funding Partners	0.00
Jefferson County 306 PIF	50,000.00
Total for 1. Funding Partners	\$50,000.00
Total for Income	\$50,000.00
Expenses	
5000 5. PAYROLL	0.00
5100 Salaries/Wages	0.00
5101 Director	12,393.79
5102 Business Services	266.67
5103 Finance/Acctg Manager	18,936.20
5104 Ops & Com Manager	15,242.50
5105 Workforce	
Total for 5100 Salaries/Wages	\$46,839.16
5200 Payroll Taxes	3,827.87
Total for 5000 5. PAYROLL	\$50,667.03
Total for Expenses	\$50,667.03
Net Income	-\$667.03

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F. Statement of Activity

EDC Team Jefferson Statement of Activity

January - June, 2025

	<u>Total</u>
Revenue	
1. Funding Partners	
City of Port Townsend	21,218.00
Jefferson County	48,569.60
Jefferson County 306 PIF	50,000.00
Jefferson PUD	21,218.00
Port of Port Townsend	21,218.00
WA Commerce	44,002.81
Total 1. Funding Partners	\$ 206,226.41
2. Grants/Donations	
Grants misc	8,657.17
Recompete	41,520.20
STEM-Services	3,750.00
WDOC-Grant Writer	10,530.00
WSMA	30,000.00
Total 2. Grants/Donations	\$ 94,457.37
3. Business Activities Income	
Membership Income	4,480.00
Total 3. Business Activities Income	\$ 4,480.00
5. In-Kind Donation/ Services	7,750.00
Total Revenue	\$ 312,913.78
Gross Profit	\$ 312,913.78
Expenditures	
1. Program Expenses	
Business Classes	70.00
Grant-Related Contractor	31,530.00
Grant-Related Contractor - ReCompete	10,450.00
Membership expenses	216.00
SBDC/WSU Advisor Contractors	1,875.00
Total 1. Program Expenses	\$ 44,141.00
2. Operating Expenses	
Advertising & Promotional	25,611.33
Bank Charges	95.05
Books	789.68
Continuing Education	1,000.00
Depreciation	261.62
Dues & Subscriptions	550.00
Furnishings and Fixtures	347.80
Meals and Entertainment	3,617.53
Merchant Service Fees	166.00
Office Expenses - Other	1,322.71
Repair & Maintenance	25.28
Software & Internet Subscpt	1,623.63

Sponsorships and Memberships	130.00
Supplies & Printing	601.79
Taxes & Licenses	25.16
Travel & Mileage	698.51
Mileage Expense	1,177.06
Travel Meals	96.00
Total Travel & Mileage	\$ 1,971.57
Website	1,527.54
Total 2. Operating Expenses	\$ 39,666.69
3. Legal & Professional Fees	
Accounting and bookkeeping	13,357.50
Administrative Support	1,880.00
Board Members Services	7,750.00
Computer Support Services	1,043.58
Legal Support	4,028.00
Total 3. Legal & Professional Fees	\$ 28,059.08
4. Occupancy/Utilities	
Facility Rental	600.00
Garbage Service	386.59
Internet	539.70
Telephone	291.68
Triple Net Rent	8,219.25
Total 4. Occupancy/Utilities	\$ 10,037.22
5000 5. PAYROLL	
5100 Salaries/Wages	
5101 Director	69,689.16
5102 Business Services	40,750.02
5103 Finance/Acctg Manager	47,937.06
5104 Ops & Com Manager	35,392.50
5105 Workforce	3,491.64
Total 5100 Salaries/Wages	\$ 197,260.38
5200 Payroll Taxes	16,179.73
Health Insurance	3,838.70
Payroll Service Fees	215.00
Total 5000 5. PAYROLL	\$ 217,493.81
Total Expenditures	\$ 339,397.80
Net Operating Revenue	-\$ 26,484.02
Other Revenue	
Interest Earned	4,077.59
Total Other Revenue	\$ 4,077.59
Net Other Revenue	\$ 4,077.59
Net Revenue	-\$ 22,406.43

G. Statement of Financial Position

EDC Team Jefferson
Statement of Financial Position
As of June 30, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1100 First Federal Checking ***7602	45,357.47
1200 First Federal Savings ****2737	127.52
1300 FF - Programs and Classes *2002	115.00
1330 Sunflower Savings*4282	193,489.32
Total Bank Accounts	\$ 239,089.31
Accounts Receivable	
1350 Accounts Receivable (A/R)	23,251.40
Total Accounts Receivable	\$ 23,251.40
Other Current Assets	
1450 Deposits Paid	1,391.45
Total Other Current Assets	\$ 1,391.45
Total Current Assets	\$ 263,732.16
Fixed Assets	
1500 Office Equipment	1,758.10
1501 Accumulated Depreciation	-1,055.66
Total Fixed Assets	\$ 702.44
TOTAL ASSETS	\$ 264,434.60
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	19,592.75
Total Accounts Payable	\$ 19,592.75
Total Current Liabilities	\$ 19,592.75
Total Liabilities	\$ 19,592.75
Equity	
3000 Opening Balance Equity	1,170.83
3200 Retained Earnings	293,376.61
Net Revenue	-49,705.59
Total Equity	\$ 244,841.85
TOTAL LIABILITIES AND EQUITY	\$ 264,434.60

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H. Marketing Analytics: for the past six months and for the fiscal year.

Marketing Analytics Report

For the past six months: 1/1/25 - 6/30/25

Asset: edcteamjefferson.org

Number of individuals who visited website: 3400 users

View counts for key pages:

- Home Page: 3200 views
- About Page: 1300 views
- Resources Page: 900
- Community Portal: 550 views

Very high traffic days:

- 4/16 - EDC Mixer email
- 6/12 - June Enews published with several direct links to EDC site

Asset: 1500 Email Subscribers

- Our 2025 Open Rate (how many subscribers took the time to open our E-newsletter) averages **40-45%**. *This is 20% higher than open rates across all industries. For example, Forbes Magazine claims a “high” open rate of 30%.*
- 1200 active subscribers
- 550 subscribers clicked links to learn more about programs.
- Emails about gatherings drive a lot of traffic to the website
- Emails featuring engaging content that directly links to our website drives traffic
 - Highest performing day came from June Enews release: 228 site visits

Note: We maintain a high open rate because we do not bombard subscribers' inboxes. One newsletter per month and one mixer or survey announcement per month is tolerable for subscribers.

Assets: Instagram & Facebook Accounts

Instagram

- Highest performing organic post: PT Farmers Market photo carousel
- Content interactions (likes, shares, comments, saves): 1K - up 5%
- EDC content reached 7K individual Instagram users
 - Organic content reached: 5K - 14% increase

- Paid content reached: 3K - 54% decrease (ran fewer IG ads)
- Instagram Stories reached: 1200 individuals

Facebook

- Highest performing organic post: Jefferson County Wedding Show photos & videos
- Content Interactions: 2K - 70% increase
 - Extended Audience/Non Followers Interacting: 1338 - 54% increase
- EDC content reached: 63K individual Facebook users
 - Organic content reached: 13K - 132% increase
 - Paid content reached: 53K - 262% increase

\$909.23 in Meta ads

- Much higher than usual: due to WSMA & Recompete grants covering promotions for their respective programs. Recompete ads proved immediately successful, with EDC having to end the promotional content due to too many applicants.
- \$50-75 per month is normal spending; because organic Meta algorithms don't favor orgs/businesses, this ensures our "brand" is seen by most community members at least once per month.

This data helps inform our next moves on Meta: Our Meta content is attracting many viewers who haven't "subscribed" as followers (this is good and reminds us that Follower counts mean little these days). Video views are down, photos/links interactions are up. Instagram Stories still appear useful for community engagement. Ads for free workshops get a lot of initial attention but require quite at least \$100 to attract enough actual attendees.

Posting a photo carousel of events where many vendors are featured garners the most valuable community/client engagement on FB.

New Asset: LinkedIn

- Free social platforms (Facebook, Instagram) that have been successfully used for client and community outreach are losing users' trust and attention. This spring, we decided to get more serious about LinkedIn. We are starting almost from scratch but are doubling our following each month and will continue to post and engage on this platform.

Articles & Ads in the Leader, PDN, & Beacon

- Metrics do not show increased website activity as corresponding with any press releases, articles, or opportunity announcements.

Marketing Analytics Report

For the past year: 7/1/24 - 6/30/25

Asset: edcteamjefferson.org

Number of **individuals** who visited website: 6500

View counts for key pages

- Home Page: 6K views
- About Page: 2.1K views
- Community Portal: 1.8K views
- Resources Page: 1.6K views

Very High Website Traffic Days

- 7/4/24 - push for new members on SM, highlighting existing members via fun Meta reels
- 8/2/24 - August Enews published with several direct links to EDC site
- 9/27/24 - 10/1/24 - extra activity on Meta & Community Portal
- 4/16/25 - EDC Mixer email
- 6/12/25 - June Enews published with several direct links to EDC site

NOTE: People spend much more time on the About page, comparatively. It may be worth adding more links to other pages within the content there.

Asset: 1500 Email Subscribers

- Our 2024-2025 Open Rate (how many subscribers took the time to open our E-newsletter) averaged **32-45%**. *This is higher than open rates across all industries. For example, Forbes Magazine claims a “high” open rate of 30%.*
- 1200 active subscribers
- 550 subscribers clicked links to learn more about programs.
- Emails about gatherings drive a lot of traffic to the website
- Emails featuring engaging content that directly links to our website drives traffic
 - Highest performing day came from June Enews release: 228 site visits

Note: We maintain a high open rate because we do not bombard subscribers' inboxes. One newsletter per month and one mixer or survey announcement per month is tolerable for subscribers.

Assets: Instagram & Facebook Accounts

Instagram

- Highest performing content: Nordland General Store Reel
- Content interactions (likes, shares, comments, saves): 1K - up 100%
- EDC content reached 15K individual Instagram users
 - Organic content reached: 7.8K - 100% increase
 - Paid content reached: 8K - 100% increase
 - Instagram Stories reached: 2300 individuals

Facebook

- Highest performing organic post: Christmas tree lighting ceremony ft. local businesses
- EDC content reached: 71K individual Facebook users
 - Organic (free) content reached: 700 - 50% increase
 - Paid content reached: 70K - 521% increase (more FB ads)
- Content Interactions (likes, comments, shares, saves): 3.3K - 821% increase
 - Existing Followers Interacting: 1K - 500% increase
 - Extended Audience/Non Followers Interacting: 2.2K - 1100% increase

\$1504.82 in Meta ads

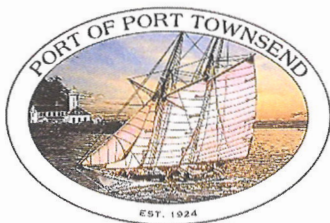
- The majority of this can be attributed to WSMA & Recompete grants covering promotions for their respective 2025 programs. Recompete ads proved immediately successful, with EDC having to end the promotional content due to too many applicants.
- \$50-75 per month is normal spending; because organic Meta algorithms don't favor orgs/businesses, this ensures our "brand" is seen by most community members at least once per month.

New Asset: LinkedIn

- Free social platforms (Facebook, Instagram) that have been successfully used for client and community outreach are losing users' trust and attention. This spring, we decided to get more serious about LinkedIn. We are starting almost from scratch but are doubling our following each month and will continue to post and engage on this platform.

Articles & Ads in the Leader, PDN, & Beacon

- Metrics do not show increased website activity as corresponding with any press releases, articles, or opportunity announcements.



August 25, 2025

Jefferson County Public Infrastructure Fund Board
P.O. Box 1220
Port Townsend, WA 98368

Re: Sims Gateway & Boatyard Expansion Project

Dear PIF Board:

We are writing today to provide you with an update on this very important joint project and to request an extension through December 31, 2026. This project has taken substantially more time to advance than anticipated in the initial PIF grant application.

We are continuing to collaborate to achieve all of the project's objectives. The port and city design work is nearly complete and the PUD, through its newly appointed GM, is reviewing the status of the electrical line safety relocation project with the goal to complete that design work soon. While we are still working through some project assumptions as well as the means and methods needed to complete the scope of work, we believe this project will happen in 2026, roughly on this timeline:

Fall & Winter: Port, PUD and city will continue to refine project design;

Early spring: PUD will advertise its project & remove the Lombardy poplars;

Early spring: The Port will advertise its project (joint scope with the city);

Spring: PUD will complete its project;

Summer: Port will complete the boatyard expansion including sidewalk and fencing;

Late fall: Landscaping will be completed.

PIF Board
August 25, 2025
Page 2

We are all planning to attend the next PIF board meeting and will be happy to answer any questions.

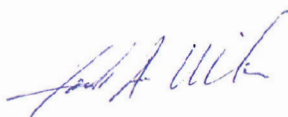
Sincerely,

Port of Port Townsend



Eron Berg
Executive Director

Jefferson PUD #1



Joe Wilson, PE
General Manager

City of Port Townsend



John Mauro
City Manager

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

Date/Time		Item/Topic	Location	Absent
Thur., Sep. 18		Intergovernmental Collaborative Group – Suggested Topic EDC	Pav	
Wed., Sep. 24 5:30 pm		Resolution Authorizing Sale of Vessel(s) 1 st Draft 2025 Budget with CIP and Proposed Rates Contract Update		
Thurs. Sep. 25 - 4-9pm		Port Boat Yard BBQ (potential quorum)		
Sept. 25/26		WPPA Environmental Seminar	Alderbrook Resort, Union	
Wed., Oct. 8 9:30 am	Workshop		Pav	
Wed., Oct. 8 1 pm	Meeting	August 2025 Year to Date Financials 2 nd Draft of 2026 Budget with CIP and Proposed Rates Draft Resolution 2025 Amendments to the Port Comprehensive Scheme Harbormaster Report Contract/Lease Update	Pav	
Wed., Oct. 22 5:30 pm		Public Hearing Draft 2026 Operating & Capital Budget, Property Tax Levy and IDD Tax Levy Public Hearing on Resolution for 2025 Amendments to the Port Comprehensive Scheme		
Thurs. Oct. 23/24		WPPA Small Ports Seminar (No Commissioners Attending)	Campbell's Resort, Chelan	
Tues., Nov. 11		<i>Holiday -Port Offices Closed</i>		
Wed., Nov. 12 9:30 am	Workshop		Pav	
Wed., Nov. 12 – 1 pm	Meeting	2 nd Reading Draft 2026 Operating & Capital Budget, Property Tax Levy and IDD Tax Levy 2026 Legislative Agenda/Priorities with Insight Strategies Contract/Lease Update	Pav	
Wed-Fri Nov. 19/21		WPPA Annual Meeting	Marriott, Tacoma	
Tues., Nov. 25 - 1 pm	Meeting	Adopt 2026 Budget (and rates, resolutions), if not adopted in previous meeting.	Pav	

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

Th/Fri. Nov. 27/28		<i>Holiday -Port Offices Closed</i>		
Thurs., Dec. 4 5pm		Intergovernmental Collaborative Group (Confirm Date)	Pav	
Wed., Dec. 10 9:30 am	Workshop		Pav	
Wed., Dec. 10 1 pm	Meeting	Contract/Lease Update	Pav	
Thurs., Dec. 18 5pm		Alternative Intergovernmental Collaborative Group (Confirm Date)	Pav	
Wed/Thurs. Dec. 24-25		<i>Holiday -Port Offices Closed</i>		