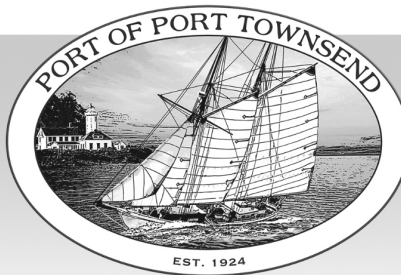


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Port Townsend, WA 98368



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info@portofpt.com

www.portofpt.com

**Regular Commission Meeting  
2nd Monthly Meeting Agenda**

**Wednesday, September 24, 2025, 5:30 p.m.**

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

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Workshop and Business Meeting Minutes from September 10, 2025 .2-8
  - B. Approval & Ratification of Warrants .....9-33
  - C. Res. 856-25 Establishing Mariner’s Memorial Donation Fund ..... 34-36
  - D. Res. 857-25 Authorizing Warrant Cancellation .....37
- V. First Reading – none
- VI. Second Reading – none
- VII. Regular Business .....38
  - A. 1<sup>st</sup> Draft of 2025 Budget
  - B. 1<sup>st</sup> Draft of Proposed Rates and Fees
  - C. Five-Year 2026-2030 Capital Improvement Program (CIP)
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop and Regular Business Meeting:  
  
2025 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  
  
Wednesday, October 8 at 9:30 a.m. Workshop and at 1:00 p.m. Business Meeting at the Pavilion Building & via Zoom
- XI. Executive Session - none scheduled
- XII. Adjournment
- Informational Items ..... 39-40

- Commission Meeting Schedule

**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](mailto:civilrights@portofpt.com)**

## PORT COMMISSION WORKSHOP MEETING – Wednesday, September 10, 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 (Virtual), Commission Petranek (Excused)  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Finance and Administration Connie Anderson  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Capital Projects Manager Dave Nakagawara  
 Projects Administrator Natalie Toews  
 Port Recorder Joanna Sanders

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

Commissioner Hasse called the meeting to order at 9:30 a.m.

### II. PUBLIC COMMENT (Rec. 01:30:00)

Joe Hoffman spoke about the recent difficulties his father has had in mooring his dingy in the undesirable moorage. He expressed concern with changes to policy that resulted in moving the boat and compromising his father's ability to safely access his vessel.

Ronald Hoffman spoke about the difficulty getting into the space where his boat was and the movement of his boat due to a change in policy.

### III. 2026 BUDGET – COUNTY ASSESSOR PRESENTS RECOMMENDATIONS FOR REGULAR PROPERTY TAX LEVY AND IDD TAX LEVY. (REC. 00:09:44)

Jeff Chapman and Lauralee Kiesel of the Jefferson County Assessor's Office reviewed Port levy and IDD levy estimates. At the Commission's request, Mr. Chapman agreed to forward to Port staff the spreadsheets of valuations for Port properties, particularly at JCIA, Point Hudson, and Boat Haven.

### IV. 2026-2030 FIVE-YEAR CAPITAL IMPROVEMENT PROJECT REVIEW (Rec. 00:23:32)

Director of Capital Projects and Port Engineer and engineering staff provided a project-by-project review of changes to the CIP. At the September 24 meeting, staff will have more specific project information for the Commission, including timing and plans for 2026.

Commissioners had questions regarding the Port's financial commitment to the Sims Gateway Project. Staff noted the project will cost \$1.9 million, including the City's share. The Port contributed \$1.3 million. Staff also responded to questions about added Stormwater project costs related to hitting the water main. Pertaining to the rerouting of the Puget Sound Trail, a commissioner suggested electrical update in the yard as an urgent need. Another suggestion was to collaborate with tribes on adding a carving shed or long house at Point Hudson.

### V. 2026 BUDGET – DISCUSS POTENTIAL AND KNOWN ISSUES, GOALS AND ASSUMPTIONS (Rec. 01:35:05)

This item was deferred to the regular business meeting September 10, 2025 at 1 p.m.

VI. ADJOURNMENT (Rec. 01:37:00)

At 11:06 a.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

\_\_\_\_\_  
Peter W. Hanke, Secretary

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

\_\_\_\_\_  
Pamela A. Petranek, Vice President

# PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 10, 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 (virtual), Commissioner Petranek (Excused)  
 Executive Director Eron Berg (virtual for portion of meeting)  
 Deputy Director Eric Toews  
 Director of Finance and Administration Connie Anderson  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Harbormaster Kristian Ferrero  
 Operations Manager Chris Sparks  
 Projects Administrator Natalie Toews  
 Port Recorder Joanna Sanders  
 Via Zoom: Attorney Seth Woollen

## 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 the carryover workshop item as Regular Business, Item C: 2026 Budget – Discuss Potential and Known Issues, Goals and Assumptions.

## III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:58)

Haylie Hughes provided written comment with concerns disputing her moorage billing.

Dudley Lewis spoke about fire concerns due to use of lithium battery in any Electric Travelift system.

Sean Rankin commented on the lack of unpaid parking at Point Hudson for long-time moorage tenants, had suggestions to address the dangerous slips where large boats collide, and shared concerns about cruise ship traffic.

Peter Robinson, a Port patron, expressed concern about the cost of parking for those working on vessels and any fees passed on to Point Hudson restaurant customers. He expressed appreciation for Port efforts on the Mariner's Memorial. Executive Director Eron Berg noted that paid parking at a rate of \$10 a day applies to three areas and there are various parking places for low or no cost.

Inger Rankin expressed concern about the new paid parking areas shown on Port maps. Addressing the rumors of visiting cruise ships, she encouraged the Port to publish more information about visiting cruise ships.

## IV. CONSENT AGENDA (Rec. 00:21:22)

A. Approval of Commission Workshop and Business Meeting Minutes from July 9, 2025

B. Approval & Ratification of Warrants

Warrant #068551 in the amount of \$27.27 is void

Electronic Debit of \$73.45 approved in the amount of \$36,206.09

Electronic Debit of \$24,718

Electronic Debit of \$42,547.56

Warrants #070486 through #070529 in the amount of \$223,086.59

Warrants #070530 through #070531 and electronic payment in the total amount of \$158,141.08

Warrants #070532 through #070579 in the amount of \$341,990.33

Warrant #070556 in the amount of \$86.37 is void

Warrants #070580 through #070607 in the amount of \$97,882.89

Warrants #070608 through #070610 and Warrant #070626 through #070628 and electronic payment in the total amount of \$287,756.95

Warrants #070611 through #070625 in the amount of \$15,399.54

Warrants #070629 through #070686 in the amount of \$175,989.72

Warrant #070687 in the amount of \$114,893.09

Warrants #070688 through #070724 in the amount of \$739,979.58

Electronic Debit in the amount of 492.30

Warrants #070725 through #070727 and electronic debit in the total amount of \$159,606.49

Warrant #070728 in the amount of \$155,711.73

Warrant #070729 in the amount of \$16,167.00

Electronic Debit in the amount of \$21,460.80

Electronic Debit from US Bank of \$74.45 and Kitsap Bank in the amount of \$22,119.62

Warrant #070730 through #070778 in the amount of \$247,301.40

Warrant #070779 through #070783 and Electronic Payment in the total amount of \$265,490.30

Warrant #070784 in the amount of \$189,575.85

- C. Resolution 850-25 Establishing an Electronic Funds Transfer Policy
- D. Resolution 851-25 Authorizing Sale of Vessel (Nancy Sue - Lopez)
- E. Authorization for United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107
- F. Authorization for Key City Fish Company Building Lease – 315 10<sup>th</sup> Street (Boat Haven)
- G. Authorization to Execute Memorandum of Understanding (MoU) with the North Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program Management
- H. 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
- I. 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.
- J. 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
- K. 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

- L. Authorization for Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79.
- M. 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.

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

V. SECOND READING (Rec. 00:23:18) – None

VI. FIRST READING (Rec. 00:23:18) - None

VII. REGULAR BUSINESS (Rec. 00:23:25)

A. Harbormaster Report (Rec. 00:23:25)

Harbormaster Kristian Ferrero gave the staff report on activity in the boatyard (75 and 300-ton) as well as Boat Haven and Point Hudson moorage figures. Point Hudson and Boat Haven data was distributed as an additional handout as it was inadvertently omitted in the published packet. While the data reflects a weaker August in the 300-ton area, stronger September activity is expected. RV transient traffic is down about 3-5% consistently from month-to-month although the overall average traffic remains consistent year to year. Executive Director Eron Berg noted that the activity downturn was related to five weeks of the stormwater project.

B. July 2025 Year to Date Financials (Rec. 00:36:58)

Director of Finance and Administration Connie Anderson presented the staff report and reviewed the 2025 Year to Date Capital Project Expenses.

C. 2026 Budget – Discuss Potential and Known Issues, Goals and Assumptions (Rec. 00:59:14)

Director of Finance and Administration Connie Anderson led a detailed budget briefing reviewing operating revenues, expenses, capital projects, equipment/vehicle purchases, 2026 initiatives, and policy considerations. Staff will next bring forward formal recommendations, including what work can be covered by grants versus using net operating income.

In discussing the listed policy considerations, there was Commission support for retiring the 2010 Limited Government Obligation Bond debt in 2026, if possible, and bringing forward a resolution to create a property tax reserve, as well as combining the two cash reserves into one given interest in liquidity but also setting aside a reserve for emergencies

with Commission-only authorization. The Commission asked to set the property tax levy at 1%. On the IDD tax levy, the Commission asked for a staff recommendation on the following options: 1) \$3.9 million is still available and could request to have the full amount in 2026 if felt needed specifically for capital, 2) continue with a \$2.6 million as have previously, or 3) take that \$3.9 million and spread it over the next three years. A separate concern and Commission request was to work on a temporary solution for the six-month period where there will be no fuel service at JCIA.

#### VIII. STAFF COMMENTS (Rec. 01:59:18)

Deputy Director Eric Toews read a statement by Commissioner Petranek about the mariner's memorial in honor of lost fisherman Joel Kawahara. He and Commissioner Hasse were part of the welcoming event for the Wall that Heals Vietnam Veterans Memorial at the airport. The Short Farm is part of the farm tour on Sunday from 10-4 p.m. with businesses One Straw Ranch, the Grainery, and the Community Boat Project. Staff are exploring an Equipment Plus grant with the Washington State Department of Agriculture for Conex cold storage.

Director of Finance and Administration Connie Anderson reported the federal audit has begun. The Commission will receive an invitation.

Harbormaster Kristian Ferrero said there was traffic to the Port booth and lots of merchandise sold at the Wooden Boat Festival last weekend. Moorage offices will soon move to six days a week.

Operations Manager Chris Sparks spoke about the impressive Wall that Heals display.

Director of Capital Projects and Port Engineer Matt Klontz reported on the stormwater project. They will begin to fill the containers with material and test running the tanks.

Commissioner Hasse led a brief discussion to alter the second October meeting to allow Commissioner attendance at the WPPA Small Ports meeting. There was no Commission objection to moving the meeting to Tuesday, October 21.

#### IX. COMMISSIONER COMMENTS (Rec. 02:15:00)

Commissioner Hanke suggested splitting the Staff/Commission two-day retreat into different times of year (one in January and another in the fall) versus consecutive days in the spring. The first could focus on the CIP and maintenance projects and one in September being about accomplishments. On September 10, 1998, he was harbormaster for the Wooden Boat Festival, and 200 people were waiting at Fort Worden for his wedding.

Commissioner Hasse agreed on the idea to reconfigure the Commission retreat. She had a good couple of months of cruising on Glory Be. They first attended the Commissioner's conference at Semiahmoo, where Katie Ohman chief operating officer for NWMC and others presented. She enjoyed the WBF and especially the meeting of elected officials. She spoke about the Haida sail project made from woven cedar and the presentation to Haida representatives of returned James Swan Haida artifacts.

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

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 (Rec. 02:25:20)

At 3:26 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

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Carol L. Hasse, President

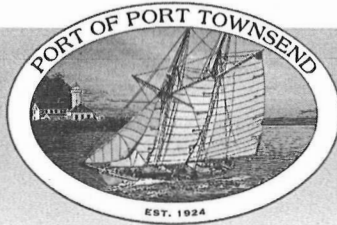
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Peter W. Hanke, Secretary

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Pamela A. Petranek, Vice President

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P.O. Box 1180  
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 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. 0707773 in the amount of \$601.65 and Warrant No. 070788 in the amount of 4450.05 are declared void on this on this 24th day of September, 2025.

For: **Accounts Payable**

---

Commissioner Carol Hasse

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Commissioner Pam Petranek

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Commissioner Pete Hanke

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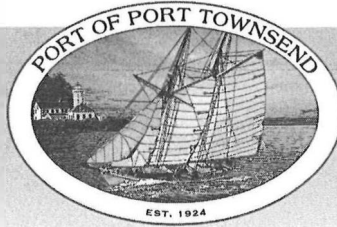
Connie Anderson, Director of  
Finance And Administration

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
0000070773	REV 8/28/2025	TAR010			601.65-
<b>Check Comment:</b> Incorrect Address CK000007077301					
	8/28/2025	601.65-	0.00		
	G/L Account: 783-6300-25	REPAIR/MAINT: MAINT		601.65-	
0000070788	REV 9/11/2025	ALL025			4,450.05-
<b>Check Comment:</b> Wrong Vendor CK000007078801					
	9/11/2025	4,450.05-	0.00		
	G/L Account: 711-7300-22	INSURANCE: JCIA		4,450.05-	
	<b>Bank W Total:</b>	5,051.70-	0.00	5,051.70-	5,051.70-
	<b>Report Total:</b>	5,051.70-	0.00	5,051.70-	5,051.70-

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## **WARRANT APPROVAL**

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For: **Accounts Payable**

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Commissioner Carol Hasse

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Commissioner Pam Petranek

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Commissioner Pete Hanke

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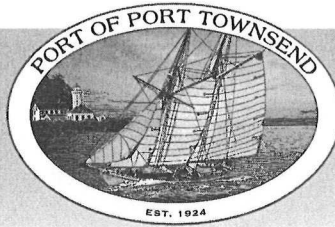
Connie Anderson, Director of  
Finance And Administration

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
0000070761 CK000007076102	REV 8/28/2025	PET025 Petrick Lock & Safe			464.44-
	8/28/2025	464.44-	0.00		
	G/L Account: 763-6300-18	REPAIR/MAINT: P. H. PROPERTY		156.10-	
	G/L Account: 595-0008-53	CAPITAL OUTLAY: PH Cupola Building Materials		308.34-	
	Check 0000070761 Total:	464.44-	0.00	464.44-	464.44-
	Bank W Total:	464.44-	0.00	464.44-	464.44-
	Report Total:	464.44-	0.00	464.44-	464.44-

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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 **\$86.20** and from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **13,023.77** is **ratified.**

**Signed and Authenticated** on this **24th** day of **September, 2025.**

For: Bank Fees in the amount of **\$86.20** and Credit Card Fees and Contracted Service Fees in the amount of **\$13,023.77**

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

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

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

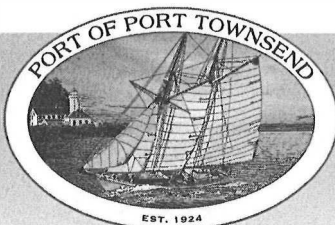
\_\_\_\_\_  
Connie Anderson, Director of  
Finance And Administration

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
W000001181	8/31/2025	MOL010	Molo Inc.			6,238.20
<b>Check Comment:</b> August CC Contract Fees and CC Fees						
CKW00000118101						
	8/31/2025		6,238.20	0.00		
G/L Account:	761-7700-19		BANK CHARGES:P. H. MARINA & RV		33.97	
G/L Account:	761-3100-19		CONTRACT SERVICES: P. H. MARINA & RV		9.95	
G/L Account:	761-7700-21		BANK CHARGES: RAMPS		259.99	
G/L Account:	761-3100-21		RAMPS - CONTRACT SERVICES		16.41	
G/L Account:	721-7700-02		BANK CHARGES: MOOR		1,871.98	
G/L Account:	721-3100-02		CONTRACT SERVICES: MOOR		1,236.53	
G/L Account:	761-7700-17		BANK CHARGES: PROP RENT		97.18	
G/L Account:	761-3100-17		CONTRACT SERVICES: PROP RENT		64.19	
G/L Account:	711-7700-22		BANK CHARGES: JCIA		0.49	
G/L Account:	711-3100-22		CONTRACT SERVICES: JCIA		50.55	
G/L Account:	721-7700-05		BANK CHARGES: WORK YARD		1,054.03	
G/L Account:	721-3100-05		CONTRACT SERVICES: WORK YARD		1,324.92	
G/L Account:	761-7700-20		BANK CHARGES: QUIL		161.88	
G/L Account:	761-3100-20		CONTRACT SERVICES: QUIL		56.13	
<b>Check W000001181 Total:</b>			6,238.20	0.00	6,238.20	6,238.20
W000001182	8/31/2025	CAM050	CampLife			6,785.57
<b>Check Comment:</b> August CC Fees						
CKW00000118201						
	8/31/2025		6,785.57	0.00		
G/L Account:	761-7700-19		BANK CHARGES:P. H. MARINA & RV		6,785.57	
W000001183	8/31/2025	USB050	US Bank - Quilcene			86.20
<b>Check Comment:</b> Bank Fees						
CKW00000118301						
	8/31/2025		86.20	0.00		
G/L Account:	761-7700-20		BANK CHARGES: QUIL		86.20	
<b>Bank K Total:</b>			13,109.97	0.00	13,109.97	13,109.97
<b>Report Total:</b>			13,109.97	0.00	13,109.97	13,109.97

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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 **24th** day of **September, 2025.**

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

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Commissioner Carol Hasse

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Commissioner Pam Petranek

---

Commissioner Pete Hanke

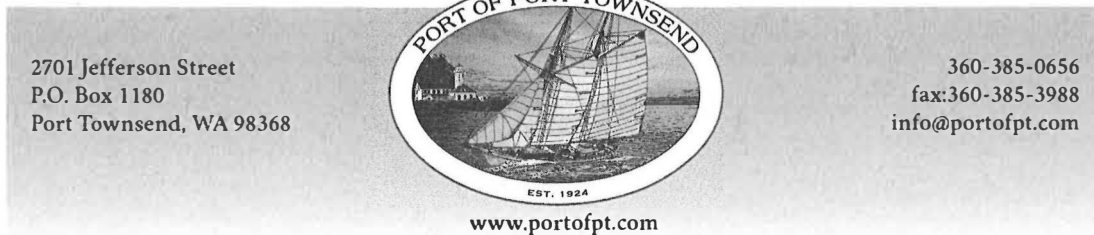
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Connie Anderson, Director of  
Finance And Administration

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
W000001184 CKW00000118401	8/31/2025	DSD050 DSD Business Systems			492.30
	8/31/2025	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



### **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 **\$21,655.05 is ratified.**

**Signed and Authenticated** on this **24th** day of **September**, 2025.

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

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

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

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

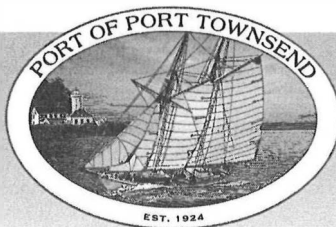
\_\_\_\_\_  
Connie Anderson, Director of  
Finance and Administration

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
W000001185	9/11/2025	WA0200			21,655.05
<b>Check Comment:</b> August Excise paid in September					
CKW00000118501					
	9/11/2025	21,655.05	0.00		
G/L Account: 589-3000-00		SALES/EXCISE TAX REMITTED		15,243.76	
G/L Account: 589-3002-00		HOTEL/MOTEL TAX REMITTED		1,731.46	
G/L Account: 721-9100-02		LEASEHOLD & EXCISE TAX: MOOR		1,022.92	
G/L Account: 721-9100-05		LEASEHOLD & EXCISE TAX: WORK YARD		815.77	
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		2,388.46	
G/L Account: 761-9100-20		LEASEHOLD & EXCISE TAX: QUIL		95.56	
G/L Account: 761-9100-21		LEASEHOLD & EXCISE TAX: RAMPS		103.69	
G/L Account: 711-9100-22		LEASEHOLD & EXCISE TAX: JCIA		0.35	
G/L Account: 781-7425-28		MARKETING: EXECUTIVE		132.86	
G/L Account: 781-4125-28		OPERATING SUPPLIES: EXEC		5.50	
G/L Account: 595-0084-53		CAP OUTLAY-BH STORMWATER TREATMENT 2022-Materials		102.65	
<b>Check W000001185 Total:</b>		21,655.05	0.00	21,655.05	21,655.05
<b>Bank K Total:</b>		21,655.05	0.00	21,655.05	21,655.05
<b>Report Total:</b>		21,655.05	0.00	21,655.05	21,655.05

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



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

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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 **070785 - 070843** generated on September 11th, 2025 in the amount of **\$164,306.03 is ratified.**

**Signed and Authenticated** on this **24th** 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
0000070785	9/11/2025	48N010	48 North				Check Entry Number: 001
			107525A	9/1/2025	658.33	0.00	658.33
			107525B	9/1/2025	658.33	0.00	658.33
			107525C	9/1/2025	658.34	0.00	658.34
			Check 0000070785 Total:		1,975.00	0.00	1,975.00
0000070786	9/11/2025	ADL050	Ironclad Environmental				Check Entry Number: 001
			2079850029	8/20/2025	1,369.12	0.00	1,369.12
			2079850030	8/29/2025	1,636.64	0.00	1,636.64
			Check 0000070786 Total:		3,005.76	0.00	3,005.76
0000070787	9/11/2025	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			402637	8/6/2025	29.54	0.00	29.54
			403066	8/11/2025	15.85	0.00	15.85
			403712	8/18/2025	21.00	0.00	21.00
			404404	8/25/2025	19.69	0.00	19.69
			404716	8/27/2025	115.20	0.00	115.20
			404718	8/27/2025	15.75	0.00	15.75
			Check 0000070787 Total:		217.03	0.00	217.03
0000070788	9/11/2025	ALL025	Alliant Insurance Services, Inc - Irvine Main				Check Entry Number: 001
			3222923	8/27/2025	4,450.05	0.00	4,450.05
0000070789	9/11/2025	AND065	Joseph Andre				Check Entry Number: 001
			SEPT25REF	8/25/2025	451.25	0.00	451.25
0000070790	9/11/2025	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			K79875	8/21/2025	35.80	0.00	35.80
			K86903	7/22/2025	4.76	0.00	4.76
			K87145	7/30/2025	192.24	0.00	192.24
			K87516	8/13/2025	25.84	0.00	25.84
			K87529	8/13/2025	8.74	0.00	8.74
			K87591	8/15/2025	176.61	0.00	176.61
			K87658	8/19/2025	71.59	0.00	71.59
			K87662	8/19/2025	136.49	0.00	136.49
			K87746	8/22/2025	110.39	0.00	110.39
			K87809	8/26/2025	44.26	0.00	44.26
			K87849	8/27/2025	110.39	0.00	110.39
			K87852	8/27/2025	3.07	0.00	3.07
			Check 0000070790 Total:		693.26	0.00	693.26
0000070791	9/11/2025	BER010	William Berninger				Check Entry Number: 001
			0925EXP2	9/2/2025	41.44	0.00	41.44
0000070792	9/11/2025	BER045	Eron Berg				Check Entry Number: 001
			0925EXP1	9/2/2025	20.00	0.00	20.00
0000070793	9/11/2025	BLU050	Blue Moose Cafe				Check Entry Number: 001
			0925EXP3	9/4/2025	141.86	0.00	141.86
0000070794	9/11/2025	CAR001	Carl's Building Supply				Check Entry Number: 001
			68202	7/9/2025	10.68	0.00	10.68
			73787	7/30/2025	2,429.73	0.00	2,429.73
			77269	8/13/2025	15.24	0.00	15.24
			80119	8/25/2025	316.20	0.00	316.20
			83125FIN	8/31/2025	48.81	0.00	48.81
			Check 0000070794 Total:		2,820.66	0.00	2,820.66
0000070795	9/11/2025	CED005	CED				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
			5948-1075574	9/3/2025	982.15	0.00 982.15
			8125INV	8/1/2025	2,516.20	0.00 2,516.20
			82025INV	8/20/2025	168.86	0.00 168.86
			82725INV	8/27/2025	63.13	0.00 63.13
			<b>Check 0000070795 Total:</b>		1,766.04	0.00 1,766.04
0000070796	9/11/2025	CER040	Certified Laboratories			<b>Check Entry Number: 001</b>
			9291556	8/27/2025	537.65	0.00 537.65
0000070797	9/11/2025	CIN020	Cintas			<b>Check Entry Number: 001</b>
			5282818901	7/25/2025	149.79	0.00 149.79
0000070798	9/11/2025	CIT001	City Of Port Townsend			<b>Check Entry Number: 001</b>
			0925WATERA	9/1/2025	1,540.97	0.00 1,540.97
			0925WATERB	9/1/2025	672.25	0.00 672.25
			0925WATERC	9/1/2025	435.57	0.00 435.57
			0925WATERD	9/1/2025	1,001.38	0.00 1,001.38
			0925WATERE	9/1/2025	901.11	0.00 901.11
			0925WATERF	9/1/2025	1,204.23	0.00 1,204.23
			0925WATERG	9/1/2025	69.85	0.00 69.85
			0925WATERH	9/1/2025	73.08	0.00 73.08
			0925WATERI	9/1/2025	1,218.86	0.00 1,218.86
			0925WATERJ	9/1/2025	1,020.62	0.00 1,020.62
			0925WATERK	9/1/2025	727.07	0.00 727.07
			0925WATERL	9/1/2025	2,395.32	0.00 2,395.32
			0925WATERM	9/1/2025	1,979.83	0.00 1,979.83
			0925WATERN	9/1/2025	1,314.58	0.00 1,314.58
			<b>Check 0000070798 Total:</b>		14,554.72	0.00 14,554.72
0000070799	9/11/2025	CLO010	Cloise & Mike Construction			<b>Check Entry Number: 001</b>
			12771	9/2/2025	42,848.11	0.00 42,848.11
0000070800	9/11/2025	COO050	Cooper Fuel			<b>Check Entry Number: 001</b>
			2028339	8/14/2025	28.20	0.00 28.20
			2028346A	8/14/2025	128.79	0.00 128.79
			2028346B	8/14/2025	128.79	0.00 128.79
			2028888A	8/28/2025	150.57	0.00 150.57
			2028888B	8/29/2025	150.58	0.00 150.58
			<b>Check 0000070800 Total:</b>		586.93	0.00 586.93
0000070801	9/11/2025	CPC020	CP Communications			<b>Check Entry Number: 001</b>
			201	9/7/2025	3,300.00	0.00 3,300.00
0000070802	9/11/2025	DIR070	DirecTV			<b>Check Entry Number: 001</b>
			75436554X250828	9/1/2025	432.50	0.00 432.50
0000070803	9/11/2025	FER001	Ferrellgas			<b>Check Entry Number: 001</b>
			1131256249	8/7/2025	188.73	0.00 188.73
			1131360507	8/21/2025	185.97	0.00 185.97
			<b>Check 0000070803 Total:</b>		374.70	0.00 374.70
0000070804	9/11/2025	FER020	Ferguson Waterworks #3156			<b>Check Entry Number: 001</b>
			83768-1	8/7/2025	815.49	0.00 815.49
0000070805	9/11/2025	FIS020	Fish N Hole			<b>Check Entry Number: 001</b>
			5383434	8/31/2025	22.24	0.00 22.24
			5884571	9/6/2025	28.32	0.00 28.32
			5884584	8/30/2025	20.22	0.00 20.22
			5884586	8/29/2025	23.01	0.00 23.01

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
			5884587	8/27/2025	21.83	0.00	21.83
			Check 0000070805 Total:		115.62	0.00	115.62
0000070806	9/11/2025	FIS070	Fisheries Supply				Check Entry Number: 001
			7369126	9/4/2025	198.50	0.00	198.50
0000070807	9/11/2025	GOO002	Good Man Sanitation				Check Entry Number: 001
			I5560	9/2/2025	122.13	0.00	122.13
0000070808	9/11/2025	GRE015	Greentree Communications Co				Check Entry Number: 001
			10680A	9/1/2025	35.45	0.00	35.45
			10680B	9/1/2025	114.21	0.00	114.21
			10680C	9/1/2025	23.63	0.00	23.63
			10680D	9/1/2025	23.63	0.00	23.63
			10680E	9/1/2025	11.82	0.00	11.82
			10680F	9/1/2025	122.09	0.00	122.09
			10680G	9/1/2025	63.01	0.00	63.01
			Check 0000070808 Total:		393.84	0.00	393.84
0000070809	9/11/2025	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1643667	8/28/2025	1,227.71	0.00	1,227.71
			1648350	9/1/2025	119.25	0.00	119.25
			1648351	9/1/2025	278.98	0.00	278.98
			1648352A	9/1/2025	1,011.96	0.00	1,011.96
			1648352B	9/1/2025	65.64	0.00	65.64
			1648353	9/1/2025	204.80	0.00	204.80
			Check 0000070809 Total:		2,908.34	0.00	2,908.34
0000070810	9/11/2025	HEN002	Henery Hardware				Check Entry Number: 001
			768642	8/13/2025	7.65	0.00	7.65
			782920	8/25/2025	65.51	0.00	65.51
			798289	7/28/2025	18.12	0.00	18.12
			798293	7/28/2025	14.17	0.00	14.17
			798319	7/28/2025	88.58	0.00	88.58
			798334	7/28/2025	40.45	0.00	40.45
			798420	8/1/2025	19.68	0.00	19.68
			798429	7/30/2025	5.60	0.00	5.60
			798460	7/30/2025	53.33	0.00	53.33
			798471	7/30/2025	63.42	0.00	63.42
			798496	7/31/2025	8.29	0.00	8.29
			798501	8/4/2025	247.80	0.00	247.80
			798510	7/31/2025	3.04	0.00	3.04
			798573	8/1/2025	18.59	0.00	18.59
			798677	8/4/2025	19.68	0.00	19.68
			798678	8/4/2025	52.50	0.00	52.50
			798727	8/4/2025	12.02	0.00	12.02
			798750	8/5/2025	32.77	0.00	32.77
			798766	8/5/2025	68.41	0.00	68.41
			798772	8/5/2025	15.26	0.00	15.26
			798785	8/5/2025	24.04	0.00	24.04
			798793	8/5/2025	144.35	0.00	144.35
			798799	8/5/2025	21.86	0.00	21.86
			798829	8/6/2025	58.92	0.00	58.92
			798831	8/6/2025	25.14	0.00	25.14
			798843	8/6/2025	94.71	0.00	94.71

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
			798855	8/6/2025	15.41	0.00 15.41
			798858	8/6/2025	2.49	0.00 2.49
			798879	8/7/2025	79.85	0.00 79.85
			798939	8/8/2025	20.03	0.00 20.03
			799052	8/11/2025	36.28	0.00 36.28
			799053	8/11/2025	83.10	0.00 83.10
			799054	8/11/2025	32.81	0.00 32.81
			799065	8/11/2025	54.67	0.00 54.67
			799124	8/12/2025	26.23	0.00 26.23
			799180	8/13/2025	52.01	0.00 52.01
			799206	8/13/2025	37.83	0.00 37.83
			799228	8/13/2025	14.42	0.00 14.42
			799261	8/14/2025	14.21	0.00 14.21
			799306	8/14/2025	84.22	0.00 84.22
			799314	8/14/2025	83.12	0.00 83.12
			799316	8/14/2025	71.09	0.00 71.09
			799354	8/15/2025	33.89	0.00 33.89
			799438	8/18/2025	306.30	0.00 306.30
			799443	8/18/2025	58.14	0.00 58.14
			799462	8/18/2025	60.78	0.00 60.78
			799474	8/18/2025	43.75	0.00 43.75
			799507	8/19/2025	115.82	0.00 115.82
			799509	8/19/2025	45.92	0.00 45.92
			799514	8/19/2025	39.36	0.00 39.36
			799539	8/19/2025	36.67	0.00 36.67
			799543	8/19/2025	33.45	0.00 33.45
			799553	8/19/2025	43.71	0.00 43.71
			799583	8/20/2025	344.57	0.00 344.57
			799595	8/20/2025	46.32	0.00 46.32
			799614	8/20/2025	13.07	0.00 13.07
			799623	8/20/2025	29.51	0.00 29.51
			799648	8/21/2025	34.98	0.00 34.98
			799653	8/21/2025	53.60	0.00 53.60
			799669	8/21/2025	3.39	0.00 3.39
			799699	8/21/2025	26.89	0.00 26.89
			799730	8/22/2025	48.28	0.00 48.28
			799896	8/25/2025	7.42	0.00 7.42
Check 0000070810 Total:					3,304.42	0.00 3,304.42
0000070811	9/11/2025	HOG040	John Hogan			Check Entry Number: 001
			SEPTINVOICE	9/1/2025	8,210.00	0.00 8,210.00
0000070812	9/11/2025	INS070	Insight Strategic Partners LLC			Check Entry Number: 001
			6467	8/31/2025	6,250.00	0.00 6,250.00
0000070813	9/11/2025	JC0003	Jefferson County - Public Work			Check Entry Number: 001
			229842	8/1/2025	78.43	0.00 78.43
			229843	8/5/2025	69.09	0.00 69.09
			2300624	8/8/2025	257.67	0.00 257.67
			2300804	8/8/2025	76.55	0.00 76.55
			2301339	8/12/2025	274.48	0.00 274.48
			2301732	8/13/2025	97.09	0.00 97.09
			2302713	8/19/2025	248.34	0.00 248.34

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
			2303144	8/20/2025	128.84	0.00	128.84
			2303378	8/20/2025	52.28	0.00	52.28
			2303478	8/21/2025	214.72	0.00	214.72
			2304390	8/26/2025	117.63	0.00	117.63
			2305129	8/28/2025	82.15	0.00	82.15
			2306392	8/22/2025	151.25	0.00	151.25
			2307212	8/19/2025	141.90	0.00	141.90
Check 0000070813 Total:					1,990.42	0.00	1,990.42
0000070814	9/11/2025	JUS040	Justice AV Solutions				Check Entry Number: 001
			530908	8/29/2025	6,781.98	0.00	6,781.98
0000070815	9/11/2025	KIE001	Brian Kienle				Check Entry Number: 001
			0925REF	8/26/2025	80.00	0.00	80.00
0000070816	9/11/2025	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4900090S185	9/1/2025	39.95	0.00	39.95
0000070817	9/11/2025	LUN070	Tim Lundberg				Check Entry Number: 001
			0925REF	8/28/2025	674.64	0.00	674.64
0000070818	9/11/2025	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			8745435	9/1/2025	1,786.32	0.00	1,786.32
			8745437	9/1/2025	55.18	0.00	55.18
			8745443	9/1/2025	5,535.31	0.00	5,535.31
			8745467	9/1/2025	3,789.30	0.00	3,789.30
			8745588	9/1/2025	241.43	0.00	241.43
			8745647	9/1/2025	246.99	0.00	246.99
			8745946	9/1/2025	117.60	0.00	117.60
			8748244	9/1/2025	482.84	0.00	482.84
Check 0000070818 Total:					12,254.97	0.00	12,254.97
0000070819	9/11/2025	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			261453A	8/31/2025	103.41	0.00	103.41
			261453B	8/31/2025	103.42	0.00	103.42
			90407A	8/31/2025	10.88	0.00	10.88
			90407B	8/31/2025	10.89	0.00	10.89
Check 0000070819 Total:					228.60	0.00	228.60
0000070820	9/11/2025	ONI050	On IT Networks, Inc				Check Entry Number: 001
			5346	8/31/2025	165.19	0.00	165.19
0000070821	9/11/2025	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			1165479	8/29/2025	215.68	0.00	215.68
			1165480A	8/29/2025	67.77	0.00	67.77
			1165480B	8/29/2025	67.77	0.00	67.77
			1165481A	8/29/2025	22.00	0.00	22.00
			1165481B	8/29/2025	22.01	0.00	22.01
Check 0000070821 Total:					395.23	0.00	395.23
0000070822	9/11/2025	PAP020	Pape Material Handling				Check Entry Number: 001
			16374573	9/2/2025	87.81	0.00	87.81
			16379930	9/4/2025	569.17	0.00	569.17
Check 0000070822 Total:					656.98	0.00	656.98
0000070823	9/11/2025	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			74805	8/25/2025	82.05	0.00	82.05
0000070824	9/11/2025	PET020	Peters Marine Services				Check Entry Number: 001
			551043	9/9/2025	525.12	0.00	525.12

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
0000070825	9/11/2025	PET025	Petrick Lock & Safe				Check Entry Number: 001
			22791	9/3/2025	186.22	0.00	186.22
0000070826	9/11/2025	PET075	PetroCard				Check Entry Number: 001
			303297	8/14/2025	1,522.81	0.00	1,522.81
0000070827	9/11/2025	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			101809	8/28/2025	58.99	0.00	58.99
0000070828	9/11/2025	PIT001	Pitney Bowes Global Fin. Svcs.				Check Entry Number: 001
			3321238182A	8/30/2025	220.86	0.00	220.86
			3321238182B	8/30/2025	52.59	0.00	52.59
			3321238182C	8/30/2025	52.59	0.00	52.59
			3321238182D	8/30/2025	52.59	0.00	52.59
			3321238182E	8/30/2025	21.03	0.00	21.03
			3321238182F	8/30/2025	21.03	0.00	21.03
			3321238182G	8/30/2025	52.58	0.00	52.58
			3321238182H	8/30/2025	52.58	0.00	52.58
Check 0000070828 Total:					525.85	0.00	525.85
0000070829	9/11/2025	POR005	Port Townsend Leader				Check Entry Number: 001
			10065A	8/31/2025	1,709.40	0.00	1,709.40
			10065B	8/31/2025	1,709.40	0.00	1,709.40
			10065C	8/31/2025	1,709.40	0.00	1,709.40
			212968	7/14/2025	51.70	0.00	51.70
			213234	8/18/2025	127.30	0.00	127.30
Check 0000070829 Total:					5,307.20	0.00	5,307.20
0000070830	9/11/2025	PUD001	Pud District #1				Check Entry Number: 001
			AUG253A	8/25/2025	319.23	0.00	319.23
			AUG253B	9/4/2025	20.17	0.00	20.17
			AUG253C	8/25/2025	550.00	0.00	550.00
Check 0000070830 Total:					889.40	0.00	889.40
0000070831	9/11/2025	SEC010	Security Services				Check Entry Number: 001
			144955A	9/1/2025	40.45	0.00	40.45
			144955B	9/1/2025	32.37	0.00	32.37
			144955C	9/1/2025	32.37	0.00	32.37
			144955D	9/1/2025	32.37	0.00	32.37
			144955E	9/1/2025	32.37	0.00	32.37
			144955F	9/1/2025	32.37	0.00	32.37
Check 0000070831 Total:					202.30	0.00	202.30
0000070832	9/11/2025	SHO010	Shold Excavating Inc				Check Entry Number: 001
			89541	9/9/2025	2,877.46	0.00	2,877.46
0000070833	9/11/2025	SNE020	S-Net Communications				Check Entry Number: 001
			279256A	9/1/2025	173.12	0.00	173.12
			279256B	9/1/2025	139.83	0.00	139.83
			279256C	9/1/2025	13.32	0.00	13.32
			279256D	9/1/2025	6.66	0.00	6.66
			279256E	9/1/2025	146.49	0.00	146.49
			279256F	9/1/2025	6.66	0.00	6.66
			279256G	9/1/2025	26.63	0.00	26.63
			279256H	9/1/2025	119.85	0.00	119.85
			279256I	9/1/2025	33.29	0.00	33.29
Check 0000070833 Total:					665.85	0.00	665.85

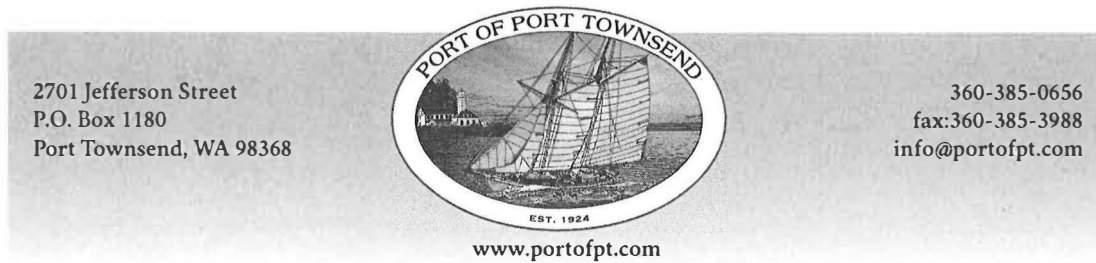
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000070834	9/11/2025	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8176233A	8/31/2025	54.60	0.00	54.60
			8176233B	8/31/2025	117.67	0.00	117.67
			8176233C	8/31/2025	117.67	0.00	117.67
			8176233D	8/31/2025	117.66	0.00	117.66
			8176233E	8/31/2025	288.60	0.00	288.60
			Check 0000070834 Total:		696.20	0.00	696.20
0000070835	9/11/2025	STA075	Star Rentals Inc				Check Entry Number: 001
			823173-36	8/19/2025	1,795.01	0.00	1,795.01
0000070836	9/11/2025	SUN020	Sunrise Coffee				Check Entry Number: 001
			20250991	9/2/2025	58.50	0.00	58.50
0000070837	9/11/2025	ULI040	ULINE				Check Entry Number: 001
			196319491	8/6/2025	814.49	0.00	814.49
			196923798	8/20/2025	91.90	0.00	91.90
			197064673A	8/25/2025	8,606.50	0.00	8,606.50
			197064673B	8/25/2025	3,694.01	0.00	3,694.01
			197157935A	8/26/2025	4,819.07	0.00	4,819.07
			197157935B	8/26/2025	2,139.11	0.00	2,139.11
			Check 0000070837 Total:		19,981.28	0.00	19,981.28
0000070838	9/11/2025	VEN070	VenTek International				Check Entry Number: 001
			151043A	9/1/2025	322.73	0.00	322.73
			151043B	9/1/2025	103.93	0.00	103.93
			Check 0000070838 Total:		426.66	0.00	426.66
0000070839	9/11/2025	WA0503	State of Washington-Dept.of				Check Entry Number: 001
			26-WAR000725-1	9/2/2025	2,230.00	0.00	2,230.00
0000070840	9/11/2025	WAS009	WA ST-Depart of Health				Check Entry Number: 001
			60030	9/2/2025	106.00	0.00	106.00
			60036	9/3/2025	830.75	0.00	830.75
			Check 0000070840 Total:		936.75	0.00	936.75
0000070841	9/11/2025	WAV040	Wave Broadband				Check Entry Number: 001
			43328901	8/26/2025	124.78	0.00	124.78
0000070842	9/11/2025	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			888173	7/28/2025	78.75	0.00	78.75
			888512	7/30/2025	168.26	0.00	168.26
			889371	8/5/2025	32.77	0.00	32.77
			889470	8/5/2025	5.13	0.00	5.13
			890374	8/12/2025	426.26	0.00	426.26
			890619	8/13/2025	25.49	0.00	25.49
			890621	8/13/2025	37.94	0.00	37.94
			890656	8/13/2025	12.75	0.00	12.75
			890937	8/15/2025	135.32	0.00	135.32
			891709	8/21/2025	150.47	0.00	150.47
			891983	8/22/2025	40.38	0.00	40.38
			Check 0000070842 Total:		1,113.52	0.00	1,113.52
0000070843	9/11/2025	WES060	West Marine Pro				Check Entry Number: 001
			4805	8/7/2025	20.48	0.00	20.48
			5111	8/14/2025	20.78	0.00	20.78
			5938	9/2/2025	105.77	0.00	105.77
			Check 0000070843 Total:		147.03	0.00	147.03

Check Register  
Journal Posting Date: 9/11/2025  
Register Number: CD-001190

**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
				Report Total:	164,306.03	0.00	164,306.03



## **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. 070844 through No. 070846 generated on September 17, 2025 in the amount of \$5,975.29 and Electronic Payment in the amount of \$152,790.81, for a total amount of \$158,766.10 is ratified.

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

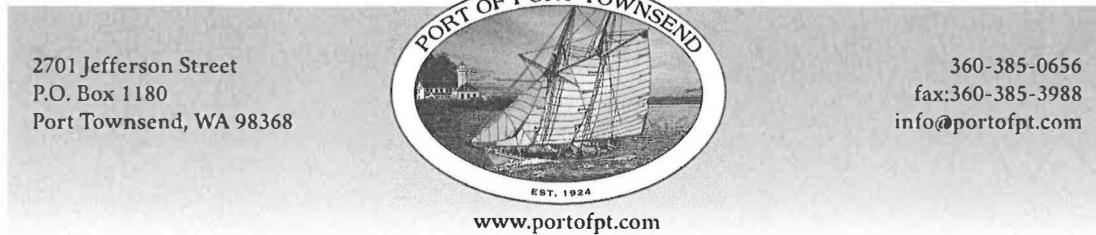
For: **Payroll and Benefits**

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

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

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

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



## **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 070847 - 070890 generated on September 18th, 2025 in the amount of \$122,612.00 is ratified.

**Signed and Authenticated** on this 24th 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: 9/18/2025

Register Number: CD-001192

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
0000070847	9/18/2025	BAN005	Bank of America				Check Entry Number: 001
			2161054	8/14/2025	152.80	0.00	152.80
			22590029	9/1/2025	1,100.60	0.00	1,100.60
			2298277369	9/1/2025	144.81	0.00	144.81
			263586	7/31/2025	924.87	0.00	924.87
			277000A	8/22/2025	385.84	0.00	385.84
			277000B	8/22/2025	385.84	0.00	385.84
			277000C	8/22/2025	385.84	0.00	385.84
			285048	7/30/2025	296.00	0.00	296.00
			3821826	8/14/2025	126.88	0.00	126.88
			3957019	8/14/2025	34.98	0.00	34.98
			39652752	8/20/2025	29.35	0.00	29.35
			4239442	8/26/2025	9.34	0.00	9.34
			4850656	8/17/2025	64.54	0.00	64.54
			533029	9/10/2025	946.47	0.00	946.47
			595466B	8/13/2025	213.30	0.00	213.30
			595466C	8/13/2025	213.30	0.00	213.30
			61057	8/7/2025	21.57	0.00	21.57
			68660333957019	8/14/2025	97.36	0.00	97.36
			9052	7/7/2025	439.37	0.00	439.37
			9410652	8/13/2025	105.00	0.00	105.00
			9927428	8/7/2025	322.15	0.00	322.15
			ADOBE9925A	9/9/2025	26.25	0.00	26.25
			ADOBE9925B	9/9/2025	26.25	0.00	26.25
			ADOBE9925C	9/9/2025	52.50	0.00	52.50
			ADOBE9925D	9/9/2025	26.25	0.00	26.25
			ADOBE9925E	9/9/2025	78.72	0.00	78.72
			BFFCD64E-0017A	8/30/2025	78.78	0.00	78.78
			BFFCD64E-0017B	8/30/2025	26.78	0.00	26.78
			BFFCD64E-0017C	8/30/2025	51.98	0.00	51.98
			QFC91825	8/19/2025	5.46	0.00	5.46
			SAFE91825	8/4/2025	2.29	0.00	2.29
			SAFE91825B	8/8/2025	18.00	0.00	18.00
			SAFE91825C	8/11/2025	102.37	0.00	102.37
Check 0000070847 Total:					6,895.84	0.00	6,895.84
Report Total:					6,895.84	0.00	6,895.84

## Check Register

Journal Posting Date: 9/18/2025

Register Number: CD-001193

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
0000070848	9/18/2025	A1C050	Tipco Technologies				Check Entry Number: 001
			225640146	9/11/2025	76.61	0.00	76.61
			225641035	9/12/2025	129.06	0.00	129.06
Check 0000070848 Total:					205.67	0.00	205.67
0000070849	9/18/2025	AHB040	AHBL Inc.				Check Entry Number: 001
			154317	8/31/2025	260.00	0.00	260.00
0000070850	9/18/2025	AIS010	AIS Trust Account Newport				Check Entry Number: 001
			3222923	8/27/2025	4,450.05	0.00	4,450.05
0000070851	9/18/2025	BUN030	Carrie Bundy				Check Entry Number: 001
			091825REF	9/10/2025	34.13	0.00	34.13
0000070852	9/18/2025	CED005	CED				Check Entry Number: 001
			1074157	9/10/2025	1,750.40	0.00	1,750.40
			1075668	9/10/2025	314.20	0.00	314.20
			5948-1075564	9/10/2025	111.81	0.00	111.81
Check 0000070852 Total:					2,176.41	0.00	2,176.41
0000070853	9/18/2025	CEN030	CenturyLink				Check Entry Number: 001
			0925CEN030	9/1/2025	250.00	0.00	250.00
0000070854	9/18/2025	CEN035	CenturyLink				Check Entry Number: 001
			0925CEN035A	9/6/2025	81.61	0.00	81.61
			0925CEN035B	9/6/2025	115.17	0.00	115.17
			0925CEN035C	9/9/2025	199.08	0.00	199.08
Check 0000070854 Total:					395.86	0.00	395.86
0000070855	9/18/2025	CHE050	Tod Cheney				Check Entry Number: 001
			091825REF	8/29/2025	691.04	0.00	691.04
0000070856	9/18/2025	CIN020	Cintas				Check Entry Number: 001
			592232301A	9/16/2025	43.92	0.00	43.92
			592232301B	9/16/2025	23.90	0.00	23.90
			592232301C	9/16/2025	112.07	0.00	112.07
			592232301D	9/16/2025	35.70	0.00	35.70
Check 0000070856 Total:					215.59	0.00	215.59
0000070857	9/18/2025	COA050	Mott MacDonald				Check Entry Number: 001
			5057519218	9/8/2025	8,730.21	0.00	8,730.21
0000070858	9/18/2025	CON045	Construction Inspection Services LLC				Check Entry Number: 001
			2338	9/1/2025	595.40	0.00	595.40
0000070859	9/18/2025	DIC050	Nigel Dickens				Check Entry Number: 001
			22079695	9/11/2025	1,323.47	0.00	1,323.47
0000070860	9/18/2025	DOH050	George Doherty				Check Entry Number: 001
			091825REF	9/11/2025	104.60	0.00	104.60
0000070861	9/18/2025	ELK030	Emily Elkins				Check Entry Number: 001
			091825REF	8/29/2025	75.75	0.00	75.75
0000070862	9/18/2025	FAR080	Farwest Steel Corporation				Check Entry Number: 001
			2245266	9/10/2025	534.00	0.00	534.00
0000070863	9/18/2025	FIS020	Fish N Hole				Check Entry Number: 001
			5884563	9/13/2025	22.54	0.00	22.54
0000070864	9/18/2025	GRA005	Grainger				Check Entry Number: 001
			9629292914	9/3/2025	143.03	0.00	143.03
0000070865	9/18/2025	HAB020	Joe Haberman				Check Entry Number: 001
			091825REF	9/16/2025	66.84	0.00	66.84
0000070866	9/18/2025	HAS030	Mark Hastings				Check Entry Number: 001

Run Date: 9/18/2025 12:46:22PM

A/P Date: 9/18/2025

Page: 1

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
			091825REF	9/10/2025	89.12	0.00	89.12
0000070867	9/18/2025	HIG020	Highway Specialties LLC				Check Entry Number: 001
			123921	9/15/2025	2,620.80	0.00	2,620.80
0000070868	9/18/2025	ISA020	Christian Isaacs				Check Entry Number: 001
			091825REF	9/5/2025	191.40	0.00	191.40
0000070869	9/18/2025	JEN050	Robert Jensen				Check Entry Number: 001
			091825REF	9/9/2025	11.50	0.00	11.50
0000070870	9/18/2025	KEN020	Kennedy Jenks				Check Entry Number: 001
			182506	9/2/2025	10,357.15	0.00	10,357.15
0000070871	9/18/2025	KSA040	KSA Engineers Inc				Check Entry Number: 001
			1013902	8/22/2025	6,707.10	0.00	6,707.10
0000070872	9/18/2025	KYR010	Michelle Kyriakos				Check Entry Number: 001
			70289464	9/9/2025	100.62	0.00	100.62
0000070873	9/18/2025	LIS080	Skriva LLC				Check Entry Number: 001
			45	9/10/2025	20,100.00	0.00	20,100.00
0000070874	9/18/2025	MAC070	MacLeod Reckord PLLC				Check Entry Number: 001
			9512	9/3/2025	11,405.75	0.00	11,405.75
0000070875	9/18/2025	OLI030	Earl Oliver				Check Entry Number: 001
			091825REF	8/30/2025	75.75	0.00	75.75
0000070876	9/18/2025	PET020	Peters Marine Services				Check Entry Number: 001
			551044	9/10/2025	1,743.55	0.00	1,743.55
0000070877	9/18/2025	PET025	Petrick Lock & Safe				Check Entry Number: 001
			22779	8/25/2025	156.10	0.00	156.10
0000070878	9/18/2025	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			101964	9/7/2025	84.00	0.00	84.00
0000070879	9/18/2025	POW070	Powerplan - OIB				Check Entry Number: 001
			14863008	1/28/2025	435.83-	0.00	435.83-
			16386289	9/5/2025	769.96	0.00	769.96
			16387440	9/8/2025	178.02	0.00	178.02
Check 0000070879 Total:					512.15	0.00	512.15
0000070880	9/18/2025	PRE010	Precision Approach Engineering				Check Entry Number: 001
			6937	7/31/2025	21,756.67	0.00	21,756.67
0000070881	9/18/2025	PUD001	Pud District #1				Check Entry Number: 001
			15085000SEPT25	9/11/2025	49.61	0.00	49.61
			PUDSEPT1825A	9/11/2025	118.44	0.00	118.44
			PUDSEPT1825B	9/11/2025	38.16	0.00	38.16
Check 0000070881 Total:					206.21	0.00	206.21
0000070882	9/18/2025	PUD090	Public Utility District of Jefferson County				Check Entry Number: 001
			17279095SEPT25A	9/5/2025	85.00	0.00	85.00
			17279096SEPT25	9/5/2025	95.00	0.00	95.00
			57746000SEPT25A	9/5/2025	52.50	0.00	52.50
			57746000SEPT25B	9/5/2025	52.50	0.00	52.50
Check 0000070882 Total:					285.00	0.00	285.00
0000070883	9/18/2025	REI002	Reid Middleton Co				Check Entry Number: 001
			2506148	6/26/2025	2,264.50	0.00	2,264.50
			2509077	9/12/2025	7,011.00	0.00	7,011.00
			2509079	9/12/2025	667.75	0.00	667.75
Check 0000070883 Total:					9,943.25	0.00	9,943.25
0000070884	9/18/2025	RSI050	RSINet				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
			8781	9/17/2025	360.00	0.00
0000070885	9/18/2025	SEB070	Tallulah Sebastian			
			091825EXP	8/30/2025	11.62	0.00
0000070886	9/18/2025	SHO010	Shold Excavating Inc			
			89636	9/16/2025	287.59	0.00
0000070887	9/18/2025	SOU090	Sound Mechanical Consulting, Inc			
			510-6	8/30/2025	875.00	0.00
0000070888	9/18/2025	TAT030	Tarboo Fire Extinguishers			
			36762JUL25	7/10/2025	601.65	0.00
0000070889	9/18/2025	WA1901	State of Washington			
			L170509	9/10/2025	6,955.00	0.00
0000070890	9/18/2025	WES060	West Marine Pro			
			6275	9/16/2025	4.59	0.00
<b>Report Total:</b>					<u>115,716.16</u>	<u>0.00</u>
						<u>115,716.16</u>

Check Entry Number: 001

11.62

Check Entry Number: 001

287.59

Check Entry Number: 001

875.00

Check Entry Number: 001

601.65

Check Entry Number: 001

6,955.00

Check Entry Number: 001

4.59

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	September 24, 2025
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. C. Resolution 856-25 Establishing the Mariner's Memorial Donation Fund
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Staff Info Memo

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda approves Resolution 856-25 Establishing the Mariner's Memorial Donation Fund.

Alternative action: Remove from consent for discussion. Move to approve Resolution 856-25 Establishing the Mariner's Memorial Donation Fund.

## RESOLUTION NO. 856-25

### A Resolution of the Commission of the Port of Port Townsend

#### RESOLUTION ESTABLISHING THE MARINERS' MEMORIAL DONATION FUND

**WHEREAS**, the Port has been approached by private citizens, business groups or other organizations desiring to contribute money and/or nonmonetary (personal) donations for public purposes in honor of those lost at sea; and

**WHEREAS**, consistent with RCW 53.08.110, the Port may accept monies donated to it and carry out the terms of the donation; and

**WHEREAS**, the Port Commission desires to establish and encourage donations to a dedicated Mariners' Memorial Fund to support the memorial site at the Point Hudson Breakwater Walkway to honor and remember residents of Jefferson County who were lost at sea; and

**WHEREAS**, the Port Commission desires to restrict the use of any citizen contributions made to this new Mariners' Memorial Donation Fund for costs associated with the project including but not limited to design, materials acquisition, installation and maintenance of the memorial; and

**WHEREAS**, the Port Commission desires to maintain these restricted funds in a new Mariners' Memorial Donation Fund, within the General Fund of the Port of Port Townsend;

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

1. Establishment of Mariners' Memorial Donation Fund. A separate and dedicated fund to be known as the Mariners' Memorial Donation Fund is hereby created within the General Fund of the Port of Port Townsend.
2. Restricted Purposes. The fund shall be used solely for expenditures directly related to the Mariners' Memorial project including but not limited to design, materials acquisition, installation and maintenance of the memorial.
3. Port Funding. The Port will commit \$100,000 to the Mariners' Memorial in support of the design, permitting (if any) and installation costs as follows: \$50,000 from the Industrial Development District Levy and \$50,000 in anticipated donations. Staff is authorized to expend resources on this project immediately after the adoption of this Resolution.
4. Future Policy. A policy will be finalized in early 2026 to outline management of the memorial.
5. Separate Account. The Director of Finance/Auditor of the Port of Port Townsend is hereby authorized to establish a separate account for the Mariners' Memorial Donation Fund, restricted as specified in this resolution.

**ADOPTED** this ~~23<sup>rd</sup>~~<sup>24<sup>th</sup></sup> 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

**RESOLUTION NO. 857-25****A Resolution of the Commission of the Port of Port Townsend****AUTHORIZING WARRANT CANCELLATION**

**WHEREAS:** The Port of Port Townsend issued the following warrant:

Warrant #	Dated	Amount	Issued To:
068520	05/22/2024	\$ 100.00	Jackie Mathews

**WHEREAS:** the aforementioned warrant has been lost or destroyed and has not been presented for payment;

**NOW, THEREFORE BE IT RESOLVED:** that since the aforementioned warrant has not been presented for payment; said warrant is canceled as of this date.

**ADOPTED** this 24th 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:**

\_\_\_\_\_  
Pete W. Hanke, Secretary

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

\_\_\_\_\_  
Pam A. Petranek, Vice President

APPROVED AS TO FORM:

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

Placeholder for Late Materials

- A. 1st Draft 2025 Budget
- B. 1st Draft of Proposed Rates and Fees
- C. Five-Year 2026-2030 Capital Improvement (CIP)

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	September 24, 2025
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	1. Commission Meeting Schedule

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

Date/Time		Item/Topic	Location	Absent
<b>Thur., Sep. 18</b>		Intergovernmental Collaborative Group – Suggested Topic EDC	Pav	
<b>Wed., Sep. 24 5:30 pm</b>		1 <sup>st</sup> Draft 2025 Budget with CIP and Proposed Rates Res. 856-25 Establishing Mariner's Memorial Donation Fund Contract Update		
<b>Thurs. Sep. 25 - 4-9pm</b>		Port Boat Yard BBQ (potential quorum)		
<b>Sept. 25/26</b>		WPPA Environmental Seminar	Alderbrook Resort, Union	
<b>Wed., Oct. 8 9:30 am</b>	Workshop		Pav	
<b>Wed., Oct. 8 1 pm</b>	Meeting	August 2025 Year to Date Financials 2 <sup>nd</sup> Draft of 2026 Budget with CIP and Proposed Rates Draft Resolution 2025 Amendments to the Port Comprehensive Scheme Harbormaster Report Contract/Lease Update	Pav	
<b>Tues., Oct. 21 5:30 pm</b>	Spec.Mtg	<del>Public Hearing Draft 2026 Operating &amp; Capital Budget, Property Tax Levy and IDD Tax Levy</del> <del>Public Hearing on Resolution for 2025 Amendments to the Port Comprehensive Scheme</del>	Pav	
<b>Wed., Oct. 22 5:30 pm</b>	Meeting	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		
<b>Thurs. Oct. 23/24</b>		WPPA Small Ports Seminar (Commissioner Hasse Attending)	Campbell's Resort, Chelan	PH/PP
<b>Tues., Nov. 11</b>		<i>Holiday -Port Offices Closed</i>		
<b>Wed., Nov. 12 9:30 am</b>	Workshop		Pav	
<b>Wed., Nov. 12 – 1 pm</b>	Meeting	2 <sup>nd</sup> Reading Draft 2026 Operating & Capital Budget, Property Tax Levy and IDD Tax Levy 2026 Legislative Agenda/Priorities with Insight Strategies Contract/Lease Update	Pav	
<b>Wed-Fri</b>		WPPA Annual Meeting	Marriott, Tacoma	

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

<b>Nov. 19/21</b>				
<b>Tues., Nov. 25 - 1 pm</b>	Meeting	Adopt 2026 Budget (and rates, resolutions), if not adopted in previous meeting.	Pav	
<b>Th/Fri. Nov. 27/28</b>		<i>Holiday -Port Offices Closed</i>		
<b>Thurs., Dec. 4 5pm</b>		Intergovernmental Collaborative Group (Confirm Date)	Pav	
<b>Wed., Dec. 10 9:30 am</b>	Workshop		Pav	
<b>Wed., Dec. 10 1 pm</b>	Meeting	Contract/Lease Update	Pav	
<b>Thurs., Dec. 18 5pm</b>		Alternative Intergovernmental Collaborative Group (Confirm Date)	Pav	
<b>Wed/Thurs. Dec. 24-25</b>		<i>Holiday -Port Offices Closed</i>		