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

Wednesday, October 14, 2026, 1 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. Special Presentation: Recognizing work anniversary: Tim Nelson (20 years)
- IV. Public Comments 3-6
- V. Consent Agenda
 - A. Approval of Workshop and Business Meeting Minutes from September 9,
Special Business Meetings: September 11-13, September 17, 2026 and
Friday, October 2, 2026 7-14
 - B. Approval & Ratification of Warrants 15-57
 - C. Resolution 885-26 Authorizing Sale of Vessel - JacQue O (Harmon) 58-60
 - D. Resolution 886-26 Declaring Certain Items Surplus and Authorizing their Sale and/or
Disposal 61-62
 - E. Authorization of Shanghai Chinese Restaurant, Point Hudson Building Lease 63-82
 - F. Resolution 892-26 Authorizing Application with Washington State Recreation and
Conservation Office Seeking Boating Facilities Program to Support Port Hadlock Boat
Launch Replacement Project 83-89
 - G. Authorization to Execute a Boat Haven Land Lease Termination, Surrender & Release
Agreement with Anderson Machine Shop 90-95
- VI. Second Reading - None
- VII. First Reading
 - A. Draft Resolution 891-26 Establishing an Industrial Development District 96-115
- VIII. Regular Business
 - A. Boat Haven Marina Reconstruction Plan..... 116-131
 - B. Harbormaster Report..... 132-136
 - C. August Year to Date 2026 Financials 137-151
- IX. Staff Comments

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

X. Commissioner Comments

XI. Public Comment

XII. Next Meetings

Thursday, October 15, 2026 Intergovernmental Collaborative Group Special Meeting at 5 p.m.

Wednesday, October 28, 2026 Regular Workshop and Business Meeting at 1 p.m.

XIII. Executive Session – Pursuant to RCW 42.30.110(1)(i) To discuss litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

XIV. Adjournment

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- Lease Brief..... 153-158
- Contract Update..... 159
- Purchasing Guidelines Final 160-172
- North Hood Canal Community Priorities Letter..... 173-174
- Commission Meeting Schedule..... 175-176

From: [Eric Taylor](#)
To: [Public Comments](#)
Subject: Fwd: 2027 rate increases at JCIA
Date: Thursday, September 10, 2026 9:00:54 AM

Port Commissioners:

Another thought I had, after sending my earlier email on Saturday....
 there are only a couple airports around the PNW that charge extra for airplane camping.
 One is Friday Harbor, they charge \$25-- because, after all, it's Friday Harbor.
 FWIW I have never seen anyone airplane camping there.
 The other is Whidbey Airpark, they charge \$25, but they provide campfire pits & firewood,
 as well as loaner bicycles to ride into town.
 Some other local airports notable for camping are:
 Lopez Island-- no extra fee, but they have a bathroom & shower house.
 Orcas Island-- no extra fee, but they have a bathroom & shower house, plus loaner bicycles.
 Concrete-- no extra fee, but they have a fabulous pilot lounge with restrooms & showers,
 plus a kitchen, television, and free wi-fi.

If the Port of PT was to go ahead with an extra fee for airplane camping,
 I would certainly expect them to provide some extras to justify that fee.

~Eric Taylor

----- Forwarded message -----

From: Eric Taylor <spamcan57@gmail.com>
Date: Sat, Sep 5, 2026 at 9:06 AM
Subject: 2027 rate increases at JCIA
To: Port Comm. Pete Hanke <phanke@portofpt.com>, Pam Petranek <pam@portofpt.com>,
 Carol Hasse <carol@portofpt.com>

Hi Port Commissioners:

Reading through the information packet for the 9/9/26 Port Commission meeting,
 I'm pleased to see that the proposed 2027 increases for the airport leases are being limited to
 the CPI.

However, I see a new fee is proposed-- \$25 per night for "under-wing" camping.
 I feel this is a mistake.

First of all, I'm out at the airport almost every day, and I can't recall the last time I saw
 anyone camped overnight,
 so it's not like this is going to be a source of much revenue at all, let alone a cash cow.

Secondly, instead of putting people off with what most would consider a pretty substantial
 fee,

I think airplane camping should be encouraged.

Since there really isn't anything going on at the airport after hours,
 I imagine people are going to go somewhere off airport for dinner & entertainment, esp if
 the ride-sharing situation is improved.

Additionally, most of the airplane people camping would probably have breakfast in the
 morning at the Spruce Goose,
 and while they're here, maybe also tour the PT Aero Museum.

So IMHO not establishing a camping fee would likely result in increased economic
 contribution for local businesses.

Therefore I am urging you to NOT adopt the airport camping fee.

~Eric Taylor
President, A Hangar Condo Assn

From: [Christopher Boscole](#)
To: [Public Comments](#)
Subject: Fwd: Formal Billing Dispute Refund due for ORISHA Invoice 10699292
Date: Tuesday, September 22, 2026 4:42:06 PM

----- Forwarded message -----

From: **Christopher Boscole** <pianomusic808@gmail.com>
Date: Tue, Sep 22, 2026 at 1:22 PM
Subject: Formal Billing Dispute Refund due for ORISHA Invoice 10699292
To: <boathaven@portofpt.com>, <info@portofpt.com>

Subject: Formal Billing Dispute: Moorage Refund for ORISHA [Linear Dock] (July 8 - July 31) Invoice

Dear Boat Haven Marina Management,

I am writing to formally dispute a response from Susie today regarding my refund due for Invoice 10699292 which I paid moorage from July 8 to July 31, and to request the prorated refund that I was promised by Keith in early July when we discussed staying additional time beyond my first month that begin on June 7. I called last week and spoke to Keith about this but instead of responding to my request he deferred it to Susie as he said she was one who processed the refund. However, According to conversation with Susie - today He apparently billed me on a prorated weekly basis starting July 8 even the invoice clearly states though July 31. I explicitly discussed my timeline with your staff Keith in early July as I was unsure about when I would be able to depart in the final week due to delays multiple contractors working on my boat at the time and also concerns about weather windows for crossing the Strait return to Anacortes. I was assured by Keith to provide my 2 week notice according to terms for monthly moorage at that time but would bill me for the additional time needed through the end of the month and that if I vacated the slip early anytime after the two week notice during the final week, I would be entitled to a prorated refund for the unused days. He never said anything about it specifically having to be in weekly increments. Relying directly on that confirmation, I moved forward with the booking, and subsequently vacated the slip early on the morning of July 27. I am now being told by Susie today that the marina only processes refunds in weekly increments and that I am not entitled to any prorated return on my 5 unspent days. The invoice is clear - I paid through July 31. The week prior to leaving I talked to Keith and mentioned anticipated leaving sometime the following (last) week perhaps. Again he said nothing about it only being a partial week and just said notify the office staff upon departure to start the refund process. As he was not in the office on July 27 I spoke with Susie who confirmed my departure and indicated she would start the process for refund. As I have not seen a refund check since then apparently never happened. Also - no communication in that regard. Now in following up on this I seem to be getting a different story about why I am not receiving a refund. As a customer, I operate in good faith based on the terms provided to me by your representative Keith at the time of transaction. Changing the terms after I have already vacated the slip is unfair and

contradicts the oral agreement made by Keith when I was billed and BoatHaven accepted my payment.

Please review this matter with the Harbor Master or billing supervisor. I request that the marina honor the oral agreement and issue a prorated refund of Estimated Refund Amount \$270.64 (1299.06/24 days (July 8-31) x 5 days (July 27-31))

On a separate note - I also should mention that the week following when I arrived June 7 the Marina had a paving project which neither I nor Port Townsend Rigging was informed of well in advance. As This effectively prevented use of the work dock that week it delayed my boat work by 1 week, which cost me personal down time as well as additional moorage fees. I had spoken with Keith at BoatHaven and PTR beginning several months prior in the planning of coming to Boat Haven for this work, as well as I spoke with Keith on June 6 about coming the next day and was not informed in these conversations at any time in advance of this paving project. This was an overall lack of consideration for customers and marina patrons related contractors that utilize the work dock.

Aloha

Christopher Boscole
PO BOX 927
Lihue HI 96766

PORT COMMISSION WORKSHOP MEETING – Wednesday, September 9, 2026

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 Petranek, Hasse and Hanke (Virtually)
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Connie Anderson
 Director of Capital Projects and Port Engineer Dave Nakagawara
 Lease and Contracts Administrator Heron Scott
 Port Recorder Joanna Sanders

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

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

II. 2ND DRAFT 2027-2031 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) (Rec. 00:01:15)

Director of Capital Projects and Port Engineer Dave Nakagawara discussed the list of Boat Haven projects tied to the cultural resources management plan and possible activities that can occur in these areas. Some discussion ensued about the Port Townsend Bay Estuary project. The Boat Haven marina rehabilitation plan will come forward at the next meeting. Staff continued a project overview across all locations. No changes were proposed other than grouping cultural resources-related projects. The Commission asked to meet with the Jefferson County PUD to review the sequence and interconnectedness of project. There was also a desire to convene a forum with City, County and local businesses to discuss the broader economic impacts of American Cruise Line visits to Port Townsend.

III. 2026 AMENDMENTS TO THE PORT COMPREHENSIVE SCHEME (Rec. 01:26:15)

Deputy Director Eric Toews gave an overview of how the adopted budgeted and approved project expenditures also become a compendium of updates to the scheme. A draft scheme will be available in the public hearing materials for the second October meeting.

IV. ECONOMIC DEVELOPMENT (Rec. 01:31:00)

Commissioner Petranek noted the packet included a presentation. She provided an overview and recommended Kris Johnson speak at the ICG meeting as his expertise is relevant to creating an economic framework and strategic plan for the community.

V. PUBLIC COMMENT (Rec. 01:35:38)

There was none.

VI. EXECUTIVE SESSION (Rec. 01:36:00)

At 11:11 a.m., the Commission recessed into Executive Session for 20 minutes pursuant to RCW 42.30.110(1)(i) discussion with legal counsel about current or potential litigation. No action is planned following.

At 11:32 a.m., the Commission extended the session for five more minutes until 11:37 a.m.

At 11:37 a.m., the Commission came back into regular session.

VII. ADJOURNMENT (Rec. 01:58:41)

At 11:40 a.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

Carol L. Hasse, Secretary

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 9, 2026

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

Present: Commissioners Hanke, Hasse (Virtual) and Petranek
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Connie Anderson
 Director of Capital Projects and Port Engineer Dave Nakagawara
 Harbormaster Kristian Ferrero
 Lease and Contracts Administrator Heron Scott
 Port Recorder Joanna Sanders
 Via Zoom: Attorney Seth Woollen

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

Commissioner Petranek called the meeting to order at 1:10 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:10)

There were no changes.

III. SPECIAL PRESENTATION: (Rec. 00:01:36)

Deputy Director Eric Toews, the Commission, and other staff recognized the good work on their anniversaries celebrated for Chad Tichgelaar ten years and Ty Taylor five years.

IV. PUBLIC COMMENTS – GENERAL (Rec. 00:05:34)

There were none.

V. CONSENT AGENDA (Rec. 00:06:30)

- A. Approval of Workshop and Business Meeting Minutes from August 12, 2026
- B. Approval & Ratification of Warrants
- C. Write Off Register
- D. Resolution 883-26 Authorizing Cancellation of Warrants
- E. Authorization Marine Resources Consultants, Point Hudson Building Lease
- F. Authorization of Scow Bay Boats, Boat Haven Ground Lease
- G. Authorization Haven Boatworks, Boat Haven Building and Land Lease
- H. Authorization to Execute Boat Haven Building Lease Termination Agreement with Pete's Marine Metal
- I. Authorization Marine Craft Services, Boat Haven Building Lease
- J. Resolution 884-26 Delegating Authority to the Executive Director to Finalize, Execute and Implement a Cultural Resources Management Plan for the Port's Boat Haven Property
- K. Approval of Port of Port Townsend v. Jefferson County - Settlement Agreement & Stipulated Order Correcting Hearing Examiner's Errors on Land Use Petition Act Appeal

Unanimous approval of the Consent Agenda as written.

VI. SECOND READING – None

VII. FIRST READING – None

VIII. REGULAR BUSINESS (Rec. 00:11:45)

A. Harbormaster Report (Rec. 00:11:49)

Harbormaster Kristian Ferrero presented the report noting a slight increase in boat traffic with 85% occupancy in the 75-ton and 67% in the 300-ton. There is also more optimism in August numbers at Point Hudson. There was a brief discussion about more advertising and a free haulout drawing at the Classic Boat Festival.

B. July Year to Date 2026 Financials (Rec. 00:25:34)

Director of Finance and Administration Connie Anderson led the staff presentation and facilitated discussion of her memorandum. Staff further explained that Duplex revenues would be reflected under Point Hudson once the agreement for operations is finalized. Extra time was spent explaining the liquid cash reserve as a line of credit to cover operational and capital expenses.

C. 2nd Draft Proposed Rates and Fees (Rec. 00:54:10)

Director of Finance and Administration Connie Anderson summarized changes since the Commission discussed rates in August. Under Boat Haven, staff reviewed a new rate for garbage and the institution of a 10-bag punch card and changes to garbage disposal. Recycling would still be available next to the large containers. Discussion occurred about deleting the non-active commercial rate and instead allowing a fish ticket to qualify a boat. Previously, the definition meant leaving for two months. The active fleet is now about 20-30 boats. The Commission continued to be in support of a haulout cancellation fee.

D. 1st Draft of 2027 Preliminary Operating Budget (Rec. 01:52:52)

Director of Finance and Administration Connie Anderson reviewed the sources and uses of cash showing a three-year comparison and led a budget discussion following her staff memorandum.

IX. STAFF COMMENTS (Rec. 02:05:00)

Executive Director Eron Berg announced a Port-organized Jefferson County Ag. Summit. He reviewed a reconfiguration and shift of wherry parking to the Boat Haven flag pole adding space to accommodate mast-up sailboat parking as a revenue generator. A crab zoea parklet will include native plantings. Boat Geeks will assist the Port with digital marketing for Boat Yard, RV park, and guest moorage. Separately, a marketing postcard will promote the boat yard travelifts. The airport fuel operation sold 7,300 gallons to date.

Deputy Director Eric Toews reported four responses are being reviewed following RFPs for an airport fuel supplier. Four. He and Heron are also finalizing an RFP process for the Short's Farm.

Director of Finance and Administration Connie Anderson reminded the state audit is underway. Federal and financial audits are scheduled to be complete by the end of the month.

Harbormaster Kristian Ferrero reported there is a final push on plans for the Wooden Boat Festival.

Director of Capital Projects and Port Engineer Dave Nakagawara introduced new Capital Projects Engineer Katie Sriver. She has a mechanical engineering degree.

X. COMMISSIONER COMMENTS (Rec. 02:23:25)

Commissioner Hasse reported cruising up north for a couple of months. A reunion will be held at the Northwest Maritime Center on September 20 with the group that came to Point Hudson with the vessels Odyle and Moclips and started a wooden boat shop and had a large role in beginning the Wooden Boat Festival.

Commissioner Petranek announced that next week on the morning of the Boat Yard BBQ, Mystic College students will be touring the Boatyard. Haven Boatworks responded on a public bid for work on the Carlisle II run by Kitsap Transit. She attended an EDC meeting and they are focused on Port Hadlock and have hired a new graduate from WWU to help on Hadlock development. Recompete is a big focus and a larger funder. Derek Kilmer was instrumental in generating \$35Million coming onto the Peninsula for jobs creation. She is advocating for public EDC meetings to be more welcoming to local business talent.

XI. PUBLIC COMMENT (Rec. 02:32:00)

There were none.

XII. EXECUTIVE SESSION (Rec. 02:58:42) - none

XIII. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:58:48)

Friday through Sunday, September 11-13, 2026 Wooden Boat Festival 2026 (potential quorum)
Thursday, September 17, 2026 Port Boat Yard BBQ (potential quorum)
Sunday, September 20, 2026 Short's Farm Tour (potential quorum)
Friday, October 2, 2026 Special Port Commission Meeting – EDC Team Jefferson “Our Economic Future: an Evening with Timothy Egan”
Wednesday, October 14, 2026 Regular Workshop and Business meeting

XIV. ADJOURNMENT (Rec. 03:00:15)

At 3:37 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

Carol L. Hasse, Secretary

PORT COMMISSION SPECIAL BUSINESS MEETING – Thursday-Sunday, September 10-13, 2026

The Port of Port Townsend Commission held a special business meeting with a quorum of the Commission in attendance at the Wooden Boat Festival on the grounds at Point Hudson (roughly 380 Jefferson Street) in Port Townsend, Washington

Present: Commissioners Hasse and Petranek in attendance, Commissioner Hanke Excused

I. CALL TO ORDER

Meeting began on Thursday, September 10, 2026 at 5:30 p.m.

II. TOPICS OF DISCUSSION

Commissioners Hasse and Petranek participated in various parts of the festival, attending various receptions (such as the lifetime achievement awards), exhibits, educational sessions, and social activities.

III. ADJOURNMENT

The meeting adjourned at 12:00 p.m. on September 13, 2026 there being no further business.

ATTEST:

Carol L. Hasse, Secretary

PORT COMMISSION SPECIAL BUSINESS MEETING – Thursday, September 17, 2026

The Port of Port Townsend Commission held a special business meeting with a quorum of the Commission in attendance at the Boatyard Barbeque on the grounds at the heavy haulout (rough proximity of 809 8th Street) in Port Townsend, Washington

Present: Commissioners Hasse and Petranek in attendance, Commissioner Hanke Excused

I. CALL TO ORDER

Meeting began on Thursday, September 17, 2026 at 4:30 p.m.

II. TOPICS OF DISCUSSION

Commissioners Hasse and Petranek participated in a community boatyard celebration.

III. ADJOURNMENT

The meeting adjourned at 8:00 p.m. on September 17, 2026 there being no further business.

ATTEST:

Carol L. Hasse, Secretary

PORT COMMISSION SPECIAL BUSINESS MEETING – Friday, October 2, 2026

The Port of Port Townsend Commission held a special business meeting with a quorum of the Commission at an event hosted by EDC Team Jefferson at Fort Worden Commons, 210 Battery Way, Port Townsend, Washington

Present: Commissioners Hasse and Petranek in attendance, Commissioner Hanke Excused

I. CALL TO ORDER

Meeting began on Friday, October 2, 2026 at 5:30 p.m.

II. TOPICS OF DISCUSSION

Commissioners Hasse and Petranek participated in a dinner event titled “Our Economic Future: An Evening with Timothy Egan.”

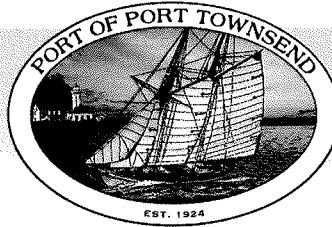
III. ADJOURNMENT

The meeting adjourned at 8:30 p.m. on October 2, 2026 there being no further business.

ATTEST:

Carol L. Hasse, Secretary

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



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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 **\$21,892.42 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: Credit Card Fees and Contracted Service Fees in the amount of **\$21,892.42**

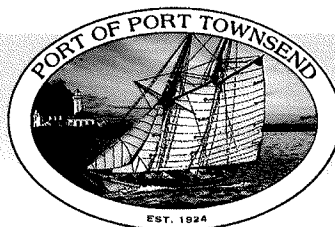
Commissioner Carol Hasse

Connie Anderson, Director of
Finance And Administration

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000001400 CKW00000140001	8/31/2026	MOL010 Molo Inc.			15,807.56
	8/31/2026	15,807.56	0.00		
G/L Account: 761-3100-19		CONTRACT SERVICES: P. H. MARINA & RV		600.00	
G/L Account: 761-7700-21		BANK CHARGES: RAMPS		348.17	
G/L Account: 761-3100-21		RAMPS - CONTRACT SERVICES		25.40	
G/L Account: 721-7700-02		BANK CHARGES: MOOR		5,440.69	
G/L Account: 721-3100-02		CONTRACT SERVICES: MOOR		1,063.78	
G/L Account: 761-7700-17		BANK CHARGES: PROP RENT		135.61	
G/L Account: 761-3100-17		CONTRACT SERVICES: PROP RENT		26.51	
G/L Account: 711-7700-22		BANK CHARGES: JCIA		139.90	
G/L Account: 711-3100-22		CONTRACT SERVICES: JCIA		20.07	
G/L Account: 721-7700-05		BANK CHARGES: WORK YARD		6,102.28	
G/L Account: 721-3100-05		CONTRACT SERVICES: WORK YARD		1,628.69	
G/L Account: 761-7700-20		BANK CHARGES: QUIL		217.51	
G/L Account: 761-3100-20		CONTRACT SERVICES: QUIL		58.95	
Check W000001400 Total:		15,807.56	0.00	15,807.56	15,807.56
W000001401 CKW00000140101	8/31/2026	CAM050 CampLife			6,084.86
	8/31/2026	6,084.86	0.00		
G/L Account: 761-7700-19		BANK CHARGES:P. H. MARINA & RV		6,084.86	
Bank K Total:		21,892.42	0.00	21,892.42	21,892.42
Report Total:		21,892.42	0.00	21,892.42	21,892.42

2701 Jefferson Street
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 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 072538 - 072599 generated on September 8, 2026 in the amount of \$604,007.51 is ratified.

Signed and Authenticated on this 14th day of October, 2026.

For: **Accounts Payable**

Commissioner Carol Hasse,
Secretary

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
0000072538	9/8/2026	AIS010	AIS Trust Account Newport			Check Entry Number: 001	
			3673273A	8/24/2026	17,970.70	0.00	17,970.70
			3673273B	8/24/2026	22,768.96	0.00	22,768.96
			3673273E	8/24/2026	11,742.30	0.00	11,742.30
			3673273F	8/24/2026	1,418.04	0.00	1,418.04
			3673400A	8/24/2026	8,318.53	0.00	8,318.53
			3673400B	8/24/2026	10,539.62	0.00	10,539.62
			3673400E	8/24/2026	5,435.44	0.00	5,435.44
			3673400F	8/24/2026	656.41	0.00	656.41
			3673445A	8/24/2026	19,629.41	0.00	19,629.41
			3673445B	8/24/2026	24,870.55	0.00	24,870.55
			3673445E	8/24/2026	12,826.12	0.00	12,826.12
			3673445F	8/24/2026	1,548.92	0.00	1,548.92
Check 0000072538 Total:					137,725.00	0.00	137,725.00
0000072539	9/8/2026	AST010	Astound				Check Entry Number: 001
			43328901-12415	8/26/2026	150.22	0.00	150.22
0000072540	9/8/2026	AVC050	Avcom Company				Check Entry Number: 001
			8010326	8/25/2026	821.25	0.00	821.25
0000072541	9/8/2026	BER010	William Berninger				Check Entry Number: 001
			AUG2026EXP	8/31/2026	52.35	0.00	52.35
0000072542	9/8/2026	BER045	Eron Berg				Check Entry Number: 001
			AUG2026EXP	8/31/2026	379.48	0.00	379.48
0000072543	9/8/2026	BLU020	Blue Coast Engineering				Check Entry Number: 001
			1733	8/14/2026	8,822.00	0.00	8,822.00
0000072544	9/8/2026	CEN001	CHS, INC				Check Entry Number: 001
			53215A	8/12/2026	10.40	0.00	10.40
			53215B	8/12/2026	249.98	0.00	249.98
			53272	8/20/2026	472.54	0.00	472.54
			53319	8/26/2026	165.66	0.00	165.66
Check 0000072544 Total:					898.58	0.00	898.58
0000072545	9/8/2026	CEN010	Central Welding Supply				Check Entry Number: 001
			2772952	8/10/2026	76.55	0.00	76.55
			2773040	8/10/2026	82.40	0.00	82.40
Check 0000072545 Total:					158.95	0.00	158.95
0000072546	9/8/2026	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			082026A	8/20/2026	611.50	0.00	611.50
			082026B	8/20/2026	1,332.00	0.00	1,332.00
			082026C	8/20/2026	72.00	0.00	72.00
Check 0000072546 Total:					2,015.50	0.00	2,015.50
0000072547	9/8/2026	CIN020	Cintas				Check Entry Number: 001
			5355230902A	8/19/2026	38.59	0.00	38.59
			5355230902B	8/19/2026	52.20	0.00	52.20
			5355230902C	8/19/2026	89.80	0.00	89.80
			5355230902D	8/19/2026	8.79	0.00	8.79
			5355874010	8/19/2026	111.77	0.00	111.77
Check 0000072547 Total:					301.15	0.00	301.15
0000072548	9/8/2026	COA050	Mott MacDonald				Check Entry Number: 001
			507529116	8/27/2026	960.72	0.00	960.72
0000072549	9/8/2026	COH050	Coho Printing				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			
0000072550	9/8/2026	COO050	7108	8/27/2026	574.88	0.00	574.88			
			Cooper Fuel					Check Entry Number: 001		
			2062091A	8/7/2026	386.66	0.00	386.66			
			2062091B	8/7/2026	386.67	0.00	386.67			
			2064027	8/25/2026	966.33	0.00	966.33			
			2064028	8/25/2026	1,312.94	0.00	1,312.94			
			2064383A	8/31/2026	497.89	0.00	497.89			
			2064383B	8/31/2026	497.89	0.00	497.89			
Check 0000072550 Total:					4,048.38	0.00	4,048.38			
0000072551	9/8/2026	COP055	Marvin Copeland				Check Entry Number: 001			
			08212026REFUND	8/24/2026	11.81	0.00	11.81			
0000072552	9/8/2026	DAI001	Daily Journal of Commerce				Check Entry Number: 001			
			3422431	8/16/2026	1,100.00	0.00	1,100.00			
			3422499	8/16/2026	627.00	0.00	627.00			
			3422597	8/16/2026	320.00	0.00	320.00			
Check 0000072552 Total:					2,047.00	0.00	2,047.00			
0000072553	9/8/2026	DIR070	DirecTV				Check Entry Number: 001			
			75436554X260828	8/16/2026	455.00	0.00	455.00			
0000072554	9/8/2026	ECO040	EcoLube Recovery LLC				Check Entry Number: 001			
			13519080526	8/20/2026	190.25	0.00	190.25			
0000072555	9/8/2026	ERI040	Karen Erickson				Check Entry Number: 001			
			3	8/24/2026	360.00	0.00	360.00			
0000072556	9/8/2026	FAB010	The Fab Shop				Check Entry Number: 001			
			41999	7/27/2026	350.58	0.00	350.58			
0000072557	9/8/2026	FIS020	Fish N Hole				Check Entry Number: 001			
			5349068	8/22/2026	34.80	0.00	34.80			
0000072558	9/8/2026	FLO010	Willis Flood				Check Entry Number: 001			
			08242026REFUND	8/31/2026	167.00	0.00	167.00			
0000072559	9/8/2026	GOO002	Good Man Sanitation				Check Entry Number: 001			
			I12563	8/24/2026	125.43	0.00	125.43			
			I12566	8/24/2026	409.59	0.00	409.59			
			I12569	8/24/2026	125.43	0.00	125.43			
			I12570	8/24/2026	125.43	0.00	125.43			
			I12571	8/24/2026	138.75	0.00	138.75			
			I12572	8/24/2026	205.35	0.00	205.35			
			I12573	8/24/2026	125.43	0.00	125.43			
			I12574	8/24/2026	125.43	0.00	125.43			
			I12575	8/24/2026	819.18	0.00	819.18			
			I12576	8/24/2026	125.43	0.00	125.43			
			Check 0000072559 Total:					2,325.45	0.00	2,325.45
			0000072560	9/8/2026	GRA005	Grainger				Check Entry Number: 001
9048146626	8/19/2026	664.23				0.00	664.23			
9055110218	8/24/2026	623.43				0.00	623.43			
9055400726	8/24/2026	593.56				0.00	593.56			
9058468936	8/26/2026	22.89				0.00	22.89			
9058609216	8/26/2026	1,874.02				0.00	1,874.02			
Check 0000072560 Total:					3,778.13	0.00	3,778.13			
0000072561	9/8/2026	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001			
			176912	9/1/2026	197.58	0.00	197.58			

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
			176913	9/1/2026	123.16	0.00 123.16
			176914	9/1/2026	279.23	0.00 279.23
			176915A	9/1/2026	65.70	0.00 65.70
			176915B	9/1/2026	1,012.88	0.00 1,012.88
			176916	9/1/2026	204.99	0.00 204.99
Check 0000072561 Total:					1,883.54	0.00 1,883.54
0000072562	9/8/2026	HOP010	Steven Hope			Check Entry Number: 001
			08252026REFUND	8/31/2026	196.80	0.00 196.80
0000072563	9/8/2026	INS070	Insight Strategic Partners LLC			Check Entry Number: 001
			7277	8/31/2026	6,250.00	0.00 6,250.00
0000072564	9/8/2026	INT080	Interwest Construction Inc			Check Entry Number: 001
			PH-01-022	9/3/2026	345,614.71	0.00 345,614.71
0000072565	9/8/2026	JUL010	John Juliano			Check Entry Number: 001
			08202026REFUND	8/21/2026	157.29	0.00 157.29
0000072566	9/8/2026	KEH010	John Kehoe			Check Entry Number: 001
			08252026REFUND	8/28/2026	116.62	0.00 116.62
0000072567	9/8/2026	KEN015	Kendrick Equipment (USA) LLC			Check Entry Number: 001
			U6079	8/7/2026	3,815.92	0.00 3,815.92
			U6122	9/2/2026	823.77	0.00 823.77
			U6138	8/14/2026	74.50	0.00 74.50
			U6204	9/2/2026	285.42	0.00 285.42
Check 0000072567 Total:					4,999.61	0.00 4,999.61
0000072568	9/8/2026	KIT030	USA TODAY Media Corp.			Check Entry Number: 001
			7832717	8/31/2026	197.40	0.00 197.40
0000072569	9/8/2026	KSA040	KSA Engineers Inc			Check Entry Number: 001
			ARIV1017450	7/31/2026	5,202.60	0.00 5,202.60
0000072570	9/8/2026	LAN070	Roman Langston			Check Entry Number: 001
			AUG2026EXP	8/31/2026	108.95	0.00 108.95
0000072571	9/8/2026	LEA050	Leavitt Machinery USA Inc			Check Entry Number: 001
			SPU208151	9/2/2026	355.43	0.00 355.43
0000072572	9/8/2026	LES050	Les Schwab			Check Entry Number: 001
			37900722079	8/13/2026	639.44	0.00 639.44
0000072573	9/8/2026	MGC050	MG Consulting Services LLC			Check Entry Number: 001
			25113	9/3/2026	1,550.00	0.00 1,550.00
0000072574	9/8/2026	MUR002	Murrey's Disposal Co. Inc.			Check Entry Number: 001
			9251204S112	9/1/2026	123.91	0.00 123.91
			9251566S112	9/1/2026	1,914.57	0.00 1,914.57
			9251573S112	9/1/2026	5,836.40	0.00 5,836.40
			9251594S112	9/1/2026	3,987.59	0.00 3,987.59
			9251661S112	9/1/2026	56.00	0.00 56.00
			9251711S112	9/1/2026	244.92	0.00 244.92
			9251765S112	9/1/2026	250.49	0.00 250.49
			9254131S112	9/1/2026	2,523.55	0.00 2,523.55
Check 0000072574 Total:					14,937.43	0.00 14,937.43
0000072575	9/8/2026	OLY001	Olympic Equipment Rentals Inc			Check Entry Number: 001
			2608-091724A	8/17/2026	67.31	0.00 67.31
			2608-091724B	8/17/2026	120.96	0.00 120.96
Check 0000072575 Total:					53.65	0.00 53.65
0000072576	9/8/2026	PAP020	Pape Material Handling			Check Entry Number: 001

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Bank Code: W - WARRANTS PAYABLE								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
0000072577	9/8/2026	PEN060	9526634	8/6/2026	234.56	0.00	234.56	
			Peninsula Pest Control, Inc					
			77960A	8/19/2026	136.88	0.00	136.88	
			77960B	8/19/2026	136.88	0.00	136.88	
			77960C	8/19/2026	273.74	0.00	273.74	
Check 0000072577 Total:				547.50	0.00	547.50	Check Entry Number: 001	
0000072578	9/8/2026	PET025	Petrack Lock & Safe				Check Entry Number: 001	
			23276	8/24/2026	19.01	0.00	19.01	
			23286	9/3/2026	186.15	0.00	186.15	
Check 0000072578 Total:				205.16	0.00	205.16		
0000072579	9/8/2026	PET065	Pam Petranek				Check Entry Number: 001	
			AUG26EXP	8/31/2026	53.65	0.00	53.65	
0000072580	9/8/2026	PIT001	Pitney Bowes Global Fin. Svcs.				Check Entry Number: 001	
			3323121987A	8/30/2026	221.02	0.00	221.02	
			3323121987B	8/30/2026	52.62	0.00	52.62	
			3323121987C	8/30/2026	52.62	0.00	52.62	
			3323121987D	8/30/2026	52.62	0.00	52.62	
			3323121987E	8/30/2026	21.05	0.00	21.05	
			3323121987F	8/30/2026	21.05	0.00	21.05	
			3323121987G	8/30/2026	52.62	0.00	52.62	
			3323121987H	8/30/2026	52.63	0.00	52.63	
			Check 0000072580 Total:				526.23	0.00
0000072581	9/8/2026	POW070	Powerplan - OIB				Check Entry Number: 001	
			17121926	8/20/2026	612.43	0.00	612.43	
			17149331	9/2/2026	110.20	0.00	110.20	
Check 0000072581 Total:				502.23	0.00	502.23		
0000072582	9/8/2026	PUD001	Pud District #1				Check Entry Number: 001	
			08182026A	8/18/2026	350.62	0.00	350.62	
			08182026B	8/18/2026	70.52	0.00	70.52	
			08182026C	8/18/2026	20.17	0.00	20.17	
			08182026D	8/18/2026	309.77	0.00	309.77	
			08182026E	8/18/2026	550.00	0.00	550.00	
Check 0000072582 Total:				1,301.08	0.00	1,301.08		
0000072583	9/8/2026	QUI001	Quill Corporation				Check Entry Number: 001	
			4986420	8/6/2026	20.13	0.00	20.13	
			49877211	8/6/2026	460.49	0.00	460.49	
Check 0000072583 Total:				480.62	0.00	480.62		
0000072584	9/8/2026	SCO040	Heron Scott				Check Entry Number: 001	
			AUG26EXP	9/1/2026	78.30	0.00	78.30	
0000072585	9/8/2026	SEC010	Security Services				Check Entry Number: 001	
			152583A	9/1/2026	40.46	0.00	40.46	
			152583B	9/1/2026	32.37	0.00	32.37	
			152583C	9/1/2026	32.37	0.00	32.37	
			152583D	9/1/2026	32.37	0.00	32.37	
			152583E	9/1/2026	32.37	0.00	32.37	
			152583F	9/1/2026	32.36	0.00	32.36	
			Check 0000072585 Total:				202.30	0.00
0000072586	9/8/2026	SHO010	Shold Excavating Inc				Check Entry Number: 001	
			95993	9/3/2026	351.45	0.00	351.45	

Run Date: 9/8/2026 3:48:55PM

A/P Date: 9/8/2026

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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
0000072587	9/8/2026	SNE020	S-Net Communications				Check Entry Number: 001
			328000A	9/1/2026	190.65	0.00	190.65
			328000B	9/1/2026	153.98	0.00	153.98
			328000C	9/1/2026	14.67	0.00	14.67
			328000D	9/1/2026	7.33	0.00	7.33
			328000E	9/1/2026	161.32	0.00	161.32
			328000F	9/1/2026	7.33	0.00	7.33
			328000G	9/1/2026	29.33	0.00	29.33
			328000H	9/1/2026	131.99	0.00	131.99
			328000I	9/1/2026	36.66	0.00	36.66
			Check 0000072587 Total:		733.26	0.00	733.26
0000072588	9/8/2026	SOU090	Sound Mechanical Consulting, Inc				Check Entry Number: 001
			522-7	8/29/2026	500.00	0.00	500.00
0000072589	9/8/2026	SUM040	Summit Law Group PLLC				Check Entry Number: 001
			174721	8/21/2026	132.00	0.00	132.00
0000072590	9/8/2026	SUN020	Sunrise Coffee				Check Entry Number: 001
			20260986	8/28/2026	110.52	0.00	110.52
0000072591	9/8/2026	TAY040	Justin Taylor				Check Entry Number: 001
			AUG26EXP	8/31/2026	217.91	0.00	217.91
0000072592	9/8/2026	TIT010	Titan Aviation Fuels				Check Entry Number: 001
			1304201A	8/17/2026	2,008.68-	0.00	2,008.68-
			1304201B	8/17/2026	39,188.88	0.00	39,188.88
			Check 0000072592 Total:		37,180.20	0.00	37,180.20
0000072593	9/8/2026	ULI040	ULINE				Check Entry Number: 001
			211770211	8/10/2026	4,027.73	0.00	4,027.73
0000072594	9/8/2026	VEN070	VenTek International				Check Entry Number: 001
			156006	9/1/2026	427.05	0.00	427.05
0000072595	9/8/2026	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			6151160872A	8/15/2026	146.64	0.00	146.64
			6151160872B	8/15/2026	73.82	0.00	73.82
			6151160872C	8/15/2026	73.80	0.00	73.80
			6151160872D	8/15/2026	98.44	0.00	98.44
			6151160872E	8/15/2026	24.60	0.00	24.60
			6151160872F	8/15/2026	81.05	0.00	81.05
			6151160872G	8/15/2026	130.27	0.00	130.27
			6151160872H	8/15/2026	24.60	0.00	24.60
			6151160872I	8/15/2026	44.95	0.00	44.95
			Check 0000072595 Total:		698.17	0.00	698.17
0000072596	9/8/2026	WAL055	Walter E Nelson CO				Check Entry Number: 001
			INVSEA1163958A	8/21/2026	1,300.66	0.00	1,300.66
			INVSEA1163958B	8/21/2026	668.91	0.00	668.91
			INVSEA1163958C	8/21/2026	74.32	0.00	74.32
			INVSEA1163958D	8/21/2026	74.32	0.00	74.32
			INVSEA1163958E	8/21/2026	111.49	0.00	111.49
			INVSEA1163958F	8/21/2026	111.49	0.00	111.49
			INVSEA1163958G	8/21/2026	1,374.99	0.00	1,374.99
			Check 0000072596 Total:		3,716.18	0.00	3,716.18
0000072597	9/8/2026	WAY020	Steve Way				Check Entry Number: 001
			082126REFUND	8/25/2026	239.97	0.00	239.97

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Register Number: CD-001300

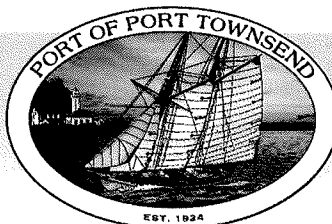
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
0000072598	9/8/2026	WES006	Westbay Auto Parts, Inc.			
			293-939155	7/28/2026	26.24	0.00
			293-939306	7/29/2026	42.72	0.00
			293-939984	8/3/2026	508.19	0.00
			293-939986	8/3/2026	11.71	0.00
			293-940161	8/4/2026	73.16	0.00
			293-940167	8/4/2026	113.09	0.00
			293-940359	8/5/2026	48.88	0.00
			293-940452	8/5/2026	12.80	0.00
			293-940706	8/7/2026	283.82	0.00
			293-941090	8/10/2026	80.99	0.00
			293-941092	8/10/2026	13.90	0.00
			293-941644	8/13/2026	20.70	0.00
			293-942283	8/18/2026	481.44	0.00
			293-942285	8/18/2026	43.77	0.00
			293-942565	8/20/2026	196.21	0.00
			293-942584	8/20/2026	379.53	0.00
			293-942784	8/21/2026	24.76	0.00
			293-943130	8/24/2026	298.52	0.00
			293-943323	8/25/2026	56.90	0.00
Check 0000072598 Total:					2,629.79	0.00
0000072599	9/8/2026	WES060	West Marine Pro			
			7542	8/11/2026	19.70	0.00
Report Total:					604,007.51	0.00

Check Entry Number: 001

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

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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 072600 generated on September 11, 2026 in the amount of \$3961.43 is ratified.

Signed and Authenticated on this 14th day of October, 2026.

For: **Accounts Payable**

Commissioner Carol Hasse,
Secretary

Connie Anderson, Director of
Finance and Administration

Check Register

Journal Posting Date: 9/11/2026

Register Number: CD-001301

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
0000072600	9/11/2026	HEN002	Henery Hardware				Check Entry Number: 001
			816838	7/27/2026	68.84	0.00	68.84
			816848	7/27/2026	28.91	0.00	28.91
			816949	7/29/2026	270.15	0.00	270.15
			816991	7/30/2026	11.59	0.00	11.59
			817000A	7/30/2026	60.19	0.00	60.19
			817000B	7/30/2026	29.53	0.00	29.53
			817057	7/31/2026	21.89	0.00	21.89
			817061	7/31/2026	16.40	0.00	16.40
			817138	8/3/2026	21.59	0.00	21.59
			817160	8/3/2026	22.60	0.00	22.60
			817161	8/3/2026	177.16	0.00	177.16
			817255	8/5/2026	24.08	0.00	24.08
			817259	8/5/2026	30.65	0.00	30.65
			817260	8/5/2026	55.83	0.00	55.83
			817261	8/5/2026	27.36	0.00	27.36
			817290	8/5/2026	36.92	0.00	36.92
			817308	8/6/2026	49.60	0.00	49.60
			817325	8/6/2026	43.77	0.00	43.77
			817336	8/6/2026	58.00	0.00	58.00
			817467	8/10/2026	10.94	0.00	10.94
			817475	8/10/2026	6.99	0.00	6.99
			817481	8/10/2026	26.46	0.00	26.46
			817507	8/10/2026	11.06	0.00	11.06
			817531	8/11/2026	57.54	0.00	57.54
			817535	8/11/2026	119.66	0.00	119.66
			817544	8/11/2026	480.93	0.00	480.93
			817589	8/12/2026	330.51	0.00	330.51
			817604	8/12/2026	48.33	0.00	48.33
			817617	8/12/2026	26.17	0.00	26.17
			817630	8/12/2026	55.82	0.00	55.82
			817693	8/13/2026	95.23	0.00	95.23
			817725	8/14/2026	107.90	0.00	107.90
			817747	8/14/2026	89.77	0.00	89.77
			817756	8/14/2026	43.30	0.00	43.30
			817798	8/17/2026	18.16	0.00	18.16
			817807	8/17/2026	10.50	0.00	10.50
			817832	8/17/2026	81.70	0.00	81.70
			817844	8/17/2026	50.25	0.00	50.25
			817848	8/17/2026	6.95	0.00	6.95
			817874	8/18/2026	23.83	0.00	23.83
			817875	8/18/2026	25.81	0.00	25.81
			818001	8/20/2026	61.33	0.00	61.33
			818011	8/20/2026	55.83	0.00	55.83
			818041	8/20/2026	39.35	0.00	39.35
			818054	8/21/2026	21.88	0.00	21.88
			818072	8/21/2026	33.03	0.00	33.03
			818167	8/24/2026	14.43	0.00	14.43
			818184	8/24/2026	613.16	0.00	613.16
			818204	8/24/2026	36.20	0.00	36.20

Run Date: 9/11/2026 10:55:58AM

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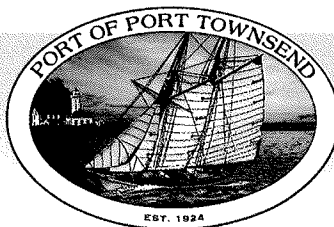
A/P Date: 9/11/2026

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
			818230	8/25/2026	76.64	0.00
			818236	8/25/2026	22.97	0.00
			818249	8/25/2026	8.74	0.00
			818260	8/25/2026	100.72	0.00
			818266	8/25/2026	94.28	0.00
Check 0000072600 Total:					3,961.43	0.00
Report Total:					3,961.43	0.00

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 **072601** generated on September 15, 2026 in the amount of **\$11,096.65 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: Accounts Payable

Commissioner Carol Hasse,
Secretary

Connie Anderson, Director of
Finance and Administration

Check Register

Journal Posting Date: 9/15/2026

Register Number: CD-001302

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
0000072601	9/15/2026	BAN005	Bank of America				Check Entry Number: 001
		01		8/18/2026	26.27	0.00	26.27
		02		8/18/2026	26.27	0.00	26.27
		03		8/18/2026	52.54	0.00	52.54
		04		8/18/2026	26.27	0.00	26.27
		05		8/18/2026	78.80	0.00	78.80
		06		8/25/2026	25.08	0.00	25.08
		07		8/30/2026	78.84	0.00	78.84
		08		8/30/2026	26.81	0.00	26.81
		09		8/30/2026	52.03	0.00	52.03
		10		9/1/2026	1,083.50	0.00	1,083.50
		11		8/13/2026	764.15-	0.00	764.15-
		12		8/17/2026	488.96-	0.00	488.96-
		13		8/18/2026	1,111.91-	0.00	1,111.91-
		14		8/18/2026	491.66-	0.00	491.66-
		15		8/6/2026	12.73	0.00	12.73
		16		8/5/2026	652.31	0.00	652.31
		17		8/6/2026	100.00	0.00	100.00
		18		8/6/2026	1,111.91	0.00	1,111.91
		23		8/8/2026	22.74	0.00	22.74
		24		8/10/2026	118.19	0.00	118.19
		25		8/11/2026	42.48	0.00	42.48
		26		8/12/2026	288.99	0.00	288.99
		27		8/14/2026	49.26	0.00	49.26
		28		8/15/2026	1,552.00	0.00	1,552.00
		29		8/16/2026	29.55	0.00	29.55
		30		8/18/2026	120.44	0.00	120.44
		31		8/17/2026	491.66	0.00	491.66
		32		8/15/2026	213.69	0.00	213.69
		33		8/19/2026	66.76	0.00	66.76
		34		8/19/2026	32.82	0.00	32.82
		35		8/19/2026	3,142.65	0.00	3,142.65
		36		8/19/2026	8.31	0.00	8.31
		37		8/18/2026	361.35	0.00	361.35
		38		8/19/2026	38.31	0.00	38.31
		39		8/19/2026	46.12	0.00	46.12
		40		8/25/2026	108.40	0.00	108.40
		41		8/26/2026	164.10	0.00	164.10
		42		8/26/2026	364.37	0.00	364.37
		43		8/27/2026	813.51	0.00	813.51
		44		8/27/2026	48.15	0.00	48.15
		45		8/28/2026	67.78	0.00	67.78
		46		8/27/2026	5.98	0.00	5.98
		47		8/27/2026	1,451.97	0.00	1,451.97
		48		8/29/2026	32.50	0.00	32.50
		49		9/1/2026	40.50	0.00	40.50
		50		9/1/2026	52.00	0.00	52.00
		51		9/2/2026	117.62	0.00	117.62
		52		9/3/2026	19.75	0.00	19.75
		53		8/5/2026	25.16	0.00	25.16

Run Date: 9/15/2026 4:23:23PM

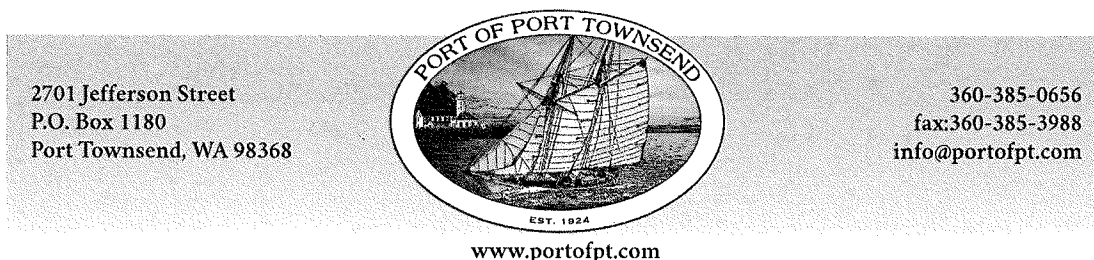
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A/P Date: 9/15/2026

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
			54	8/5/2026	493.85	0.00
			55	8/13/2026	6.99	0.00
			56	8/20/2026	12.45	0.00
			57	8/27/2026	17.26	0.00
			58	8/28/2026	96.36	0.00
			59	9/2/2026	35.95	0.00
Check 0000072601 Total:					11,096.65	0.00
Report Total:					11,096.65	0.00



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. 072602 through No. 072605 generated on September 17, 2026 in the amount of \$6,573.76 Electronic Payment in the amount of \$166,242.29, for a total amount of \$172,816.05 is ratified.

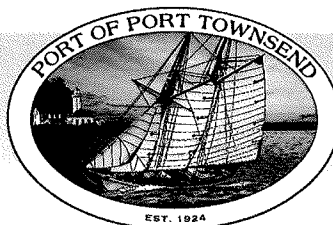
Signed and Authenticated on this 14th day of October, 2026.

For: Payroll and Benefits

Commissioner Carol Hasse

Connie Anderson, Director of
Finance And
Administration

2701 Jefferson Street
P.O. Box 1180
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 Warrants No **072606 - 072648** generated on September 17, 2026 in the amount of **\$136892.30 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: **Accounts Payable**

Commissioner Carol Hasse,
Secretary

Connie Anderson, Director of
Finance and Administration

Check Register

Journal Posting Date: 9/17/2026

Register Number: CD-001304

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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
0000072606	9/17/2026	48N010	48 North				Check Entry Number: 001
			108688A	9/1/2026	693.31	0.00	693.31
			108688B	9/1/2026	672.91	0.00	672.91
			108688C	9/1/2026	672.91	0.00	672.91
			Check 0000072606 Total:		2,039.13	0.00	2,039.13
0000072607	9/17/2026	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			117097-1	8/18/2026	64.31	0.00	64.31
			117501-1	8/28/2026	490.48	0.00	490.48
			117603-1	8/31/2026	399.67	0.00	399.67
			Check 0000072607 Total:		954.46	0.00	954.46
0000072608	9/17/2026	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			436517	8/4/2026	17.74	0.00	17.74
			436635	8/5/2026	95.92	0.00	95.92
			436650	8/5/2026	37.78	0.00	37.78
			437232	8/11/2026	19.05	0.00	19.05
			437239	8/11/2026	60.50	0.00	60.50
			438013	8/18/2026	25.29	0.00	25.29
			438260	8/20/2026	25.62	0.00	25.62
			438751	8/25/2026	55.34	0.00	55.34
			438847	8/26/2026	18.07	0.00	18.07
			439033	8/27/2026	51.25	0.00	51.25
			Check 0000072608 Total:		406.56	0.00	406.56
0000072609	9/17/2026	AIS010	AIS Trust Account Newport				Check Entry Number: 001
			16855234A	9/14/2026	16,167.00	0.00	16,167.00
			16855234B	9/14/2026	6,950.00	0.00	6,950.00
			Check 0000072609 Total:		23,117.00	0.00	23,117.00
0000072610	9/17/2026	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			SEA079951	9/11/2026	418.80	0.00	418.80
0000072611	9/17/2026	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			76044	8/6/2026	690.34	0.00	690.34
			76045	8/6/2026	394.09	0.00	394.09
			76122	8/10/2026	189.98	0.00	189.98
			76148	8/10/2026	128.08	0.00	128.08
			76185	8/11/2026	102.63	0.00	102.63
			76232	8/13/2026	43.12	0.00	43.12
			76233	8/13/2026	138.07	0.00	138.07
			76241	8/13/2026	15.68	0.00	15.68
			76267	8/13/2026	53.84	0.00	53.84
			76277	8/13/2026	27.44	0.00	27.44
			76304	8/14/2026	37.99	0.00	37.99
			76353	8/17/2026	34.60	0.00	34.60
			76362	8/17/2026	145.72	0.00	145.72
			76376	8/17/2026	348.71	0.00	348.71
			76555	8/21/2026	102.39	0.00	102.39
			76579	8/24/2026	75.65	0.00	75.65
			76580	8/24/2026	199.55	0.00	199.55
			Check 0000072611 Total:		2,451.74	0.00	2,451.74
0000072612	9/17/2026	AVC050	Avcom Company				Check Entry Number: 001
			9010126	9/9/2026	973.46	0.00	973.46

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A/P Date: 9/17/2026

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Check Register

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Journal Posting Date: 9/17/2026

Register Number: CD-001304

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
0000072613	9/17/2026	BLU020	Blue Coast Engineering				Check Entry Number: 001
			1745	9/7/2026	19,187.25	0.00	19,187.25
0000072614	9/17/2026	CEN010	Central Welding Supply				Check Entry Number: 001
			2798132	9/4/2026	36.68	0.00	36.68
0000072615	9/17/2026	CEN030	CenturyLink				Check Entry Number: 001
			9012026	9/1/2026	258.44	0.00	258.44
0000072616	9/17/2026	CEN035	CenturyLink				Check Entry Number: 001
			09062026A	9/6/2026	207.40	0.00	207.40
			09062026B	9/6/2026	117.56	0.00	117.56
			9092026	9/9/2026	82.95	0.00	82.95
Check 0000072616 Total:					407.91	0.00	407.91
0000072617	9/17/2026	CIT001	City Of Port Townsend				Check Entry Number: 001
			09012026A	8/31/2026	1,597.82	0.00	1,597.82
			09012026B	8/31/2026	1,016.11	0.00	1,016.11
			09012026C	8/31/2026	393.56	0.00	393.56
			09012026D	8/31/2026	143.42	0.00	143.42
			09012026E	8/31/2026	1,471.24	0.00	1,471.24
			09012026F	8/31/2026	2,494.19	0.00	2,494.19
			09012026G	8/31/2026	77.79	0.00	77.79
			09012026H	8/31/2026	93.45	0.00	93.45
			09012026I	8/31/2026	1,147.71	0.00	1,147.71
			09012026J	8/31/2026	1,068.79	0.00	1,068.79
			09012026K	8/31/2026	824.89	0.00	824.89
			09012026L	8/31/2026	2,310.36	0.00	2,310.36
			09012026M	8/31/2026	1,993.52	0.00	1,993.52
			09012026N	8/31/2026	1,490.88	0.00	1,490.88
Check 0000072617 Total:					16,123.73	0.00	16,123.73
0000072618	9/17/2026	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			9092026	9/9/2026	307.43	0.00	307.43
0000072619	9/17/2026	FER001	Ferrellgas				Check Entry Number: 001
			1134450369	8/6/2026	151.02	0.00	151.02
			1134545201	8/20/2026	133.79	0.00	133.79
Check 0000072619 Total:					284.81	0.00	284.81
0000072620	9/17/2026	GOO002	Good Man Sanitation				Check Entry Number: 001
			I12973	9/14/2026	125.43	0.00	125.43
			I12987	9/14/2026	249.75	0.00	249.75
Check 0000072620 Total:					375.18	0.00	375.18
0000072621	9/17/2026	GRA005	Grainger				Check Entry Number: 001
			9060615482	8/27/2026	44.35	0.00	44.35
			9062102646	8/28/2026	152.77	0.00	152.77
Check 0000072621 Total:					197.12	0.00	197.12
0000072622	9/17/2026	GRE015	Greentree Communications Co				Check Entry Number: 001
			10748A	9/1/2026	35.48	0.00	35.48
			10748B	9/1/2026	114.32	0.00	114.32
			10748C	9/1/2026	23.65	0.00	23.65
			10748D	9/1/2026	23.65	0.00	23.65
			10748E	9/1/2026	11.83	0.00	11.83
			10748F	9/1/2026	122.20	0.00	122.20
			10748G	9/1/2026	63.07	0.00	63.07

Check Register

Journal Posting Date: 9/17/2026

Register Number: CD-001304

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 0000072622 Total:					394.20	0.00	394.20
0000072623	9/17/2026	HEN007	Henery Hardware & Building Supply				Check Entry Number: 001
		36719		7/29/2026	147.81	0.00	147.81
		37443		8/14/2026	219.93	0.00	219.93
		37527		8/17/2026	96.32	0.00	96.32
		37626		8/18/2026	102.91	0.00	102.91
		37679		8/19/2026	119.06	0.00	119.06
Check 0000072623 Total:					686.03	0.00	686.03
0000072624	9/17/2026	JC0003	Jefferson County - Public Work				Check Entry Number: 001
		2372215		8/5/2026	220.10	0.00	220.10
		2373337		8/11/2026	206.70	0.00	206.70
		2374153		8/13/2026	371.30	0.00	371.30
		2375491		8/19/2026	181.82	0.00	181.82
		2376747		8/25/2026	174.16	0.00	174.16
		2377199		8/27/2026	181.82	0.00	181.82
		2377253		8/27/2026	181.82	0.00	181.82
		2377346		8/27/2026	227.75	0.00	227.75
		2377397		8/27/2026	189.47	0.00	189.47
		2377428		8/27/2026	132.06	0.00	132.06
		2377501		8/28/2026	105.27	0.00	105.27
		2377532		8/28/2026	88.04	0.00	88.04
		2377559		8/28/2026	143.55	0.00	143.55
		2377586		8/28/2026	126.32	0.00	126.32
Check 0000072624 Total:					2,530.18	0.00	2,530.18
0000072625	9/17/2026	KEN015	Kendrick Equipment (USA) LLC				Check Entry Number: 001
		U6079		8/7/2026	3,815.92	0.00	3,815.92
0000072626	9/17/2026	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
		4943920S185		9/1/2026	42.15	0.00	42.15
0000072627	9/17/2026	MAN085	Trevor Manners				Check Entry Number: 001
		SEPT2026EXP		9/8/2026	97.94	0.00	97.94
0000072628	9/17/2026	MAR096	Marian Roh				Check Entry Number: 001
		260901		9/8/2026	855.00	0.00	855.00
0000072629	9/17/2026	MCC080	Krystal McCehin				Check Entry Number: 001
		09032026REFUND		9/10/2026	33.26	0.00	33.26
0000072630	9/17/2026	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
		2609-094029		9/10/2026	568.28	0.00	568.28
0000072631	9/17/2026	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
		386497A		8/31/2026	10.89	0.00	10.89
		386497B		8/31/2026	10.90	0.00	10.90
		SEPT2026A		8/31/2026	130.75	0.00	130.75
		SEPT2026B		8/31/2026	130.74	0.00	130.74
Check 0000072631 Total:					283.28	0.00	283.28
0000072632	9/17/2026	OLY035	Olympic Peninsula Communications LLC				Check Entry Number: 001
		65		6/28/2026	2,025.00	0.00	2,025.00
0000072633	9/17/2026	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
		1184148		8/31/2026	634.39	0.00	634.39
		1184149A		8/31/2026	55.05	0.00	55.05
		1184149B		8/31/2026	55.05	0.00	55.05
		1184150		8/31/2026	23.41	0.00	23.41

Run Date: 9/17/2026 2:45:28PM

A/P Date: 9/17/2026

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User Logon: donna@portofpt.com

Port of Port Townsend (PTA)

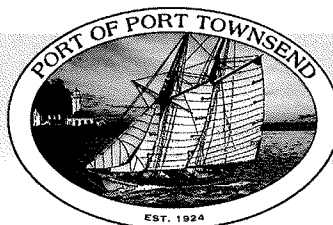
Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 0000072633 Total:					767.90	0.00	767.90
0000072634	9/17/2026	PAP020	Pape Material Handling				Check Entry Number: 001
			9523713	7/28/2026	501.77	0.00	501.77
			9545972	9/9/2026	472.51	0.00	472.51
			9551516	9/11/2026	68.15	0.00	68.15
Check 0000072634 Total:					1,042.43	0.00	1,042.43
0000072635	9/17/2026	PET025	Petrack Lock & Safe				Check Entry Number: 001
			23256	8/6/2026	331.62	0.00	331.62
0000072636	9/17/2026	POR005	Port Townsend Leader				Check Entry Number: 001
			10065A	8/26/2026	573.07	0.00	573.07
			10065B	8/26/2026	573.06	0.00	573.06
			10065C	8/26/2026	573.07	0.00	573.07
Check 0000072636 Total:					1,719.20	0.00	1,719.20
0000072637	9/17/2026	POR085	Port Townsend Foundry LLC				Check Entry Number: 001
			7196	9/8/2026	2,298.41	0.00	2,298.41
0000072638	9/17/2026	PRE010	Precision Approach Engineering				Check Entry Number: 001
			7414	7/31/2026	3,753.70	0.00	3,753.70
			7415	7/31/2026	6,403.70	0.00	6,403.70
Check 0000072638 Total:					10,157.40	0.00	10,157.40
0000072639	9/17/2026	PRO050	The Production Alliance				Check Entry Number: 001
			JULY-SEPT2026	4/13/2026	23,000.00	0.00	23,000.00
0000072640	9/17/2026	PUD001	Pud District #1				Check Entry Number: 001
			9042026B	9/4/2026	20.17	0.00	20.17
			9112026A	9/11/2026	126.73	0.00	126.73
			9112026B	9/11/2026	52.63	0.00	52.63
			9112026C	9/11/2026	44.59	0.00	44.59
			9112026D	9/11/2026	51.96	0.00	51.96
Check 0000072640 Total:					296.08	0.00	296.08
0000072641	9/17/2026	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			9042026A	9/4/2026	60.00	0.00	60.00
			9042026B	9/4/2026	60.00	0.00	60.00
			9042026C	9/4/2026	57.50	0.00	57.50
			9042026D	9/4/2026	57.50	0.00	57.50
			9042026E	9/4/2026	115.00	0.00	115.00
Check 0000072641 Total:					350.00	0.00	350.00
0000072642	9/17/2026	QUI001	Quill Corporation				Check Entry Number: 001
			50054651	8/20/2026	221.49	0.00	221.49
			50054755	8/20/2026	19.16	0.00	19.16
			50074432	8/22/2026	74.55	0.00	74.55
Check 0000072642 Total:					315.20	0.00	315.20
0000072643	9/17/2026	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			PDN1035480	8/29/2026	102.38	0.00	102.38
0000072644	9/17/2026	TOD010	Scott Todd				Check Entry Number: 001
			09082026REFUND	9/8/2026	825.43	0.00	825.43
0000072645	9/17/2026	US0001	United States Postal Service				Check Entry Number: 001
			SEPT2026A	9/11/2026	525.00	0.00	525.00
			SEPT2026B	9/11/2026	180.00	0.00	180.00
			SEPT2026C	9/11/2026	150.00	0.00	150.00
			SEPT2026D	9/11/2026	50.00	0.00	50.00

Register Number: CD-001304

Port of Port Townsend (PTA)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			SEPT2026E	9/11/2026	100.00	0.00	100.00
			SEPT2026F	9/11/2026	75.00	0.00	75.00
			SEPT2026G	9/11/2026	60.00	0.00	60.00
			SEPT2026H	9/11/2026	90.00	0.00	90.00
			SEPT2026I	9/11/2026	120.00	0.00	120.00
			SEPT2026J	9/11/2026	150.00	0.00	150.00
			Check 0000072645 Total:		1,500.00	0.00	1,500.00
0000072646	9/17/2026	WA1901	State of Washington				Check Entry Number: 001
			L177247	9/11/2026	15,168.25	0.00	15,168.25
0000072647	9/17/2026	WEE020	Dakota Weeks				Check Entry Number: 001
			SEPT2026EXP	9/8/2026	135.03	0.00	135.03
0000072648	9/17/2026	WES060	West Marine Pro				Check Entry Number: 001
			8591	8/31/2026	12.03	0.00	12.03
				Report Total:	136,892.30	0.00	136,892.30

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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 **24983.20 is ratified.**

Signed and Authenticated on this 14th day of October, 2026.

For: Combined Excise Tax Return for ***August, 2026***

Commissioner Carol Hasse

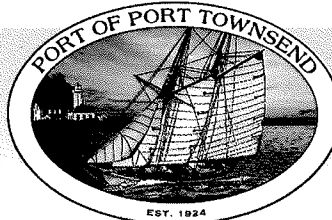
Connie Anderson, Director of
Finance And Administration

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
W000001406 CKW00000140601	9/30/2026	WA0200 Washington State Department of Revenue			24,983.20
	9/30/2026	24,983.20	0.00		
G/L Account: 589-3000-00		SALES/EXCISE TAX REMITTED		17,538.80	
G/L Account: 589-3002-00		HOTEL/MOTEL TAX REMITTED		1,727.24	
G/L Account: 721-9100-02		LEASEHOLD & EXCISE TAX: MOOR		1,039.90	
G/L Account: 721-9100-05		LEASEHOLD & EXCISE TAX: WORK YARD		1,098.03	
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		2,205.75	
G/L Account: 761-9100-20		LEASEHOLD & EXCISE TAX: QUIL		83.28	
G/L Account: 761-9100-21		LEASEHOLD & EXCISE TAX: RAMPS		110.57	
G/L Account: 711-9100-22		LEASEHOLD & EXCISE TAX: JCIA		708.08	
G/L Account: 595-0025-53		CAP OUTLAY-JCIA Fuel System Rplmnt-JCIA-Materials		147.44	
G/L Account: 781-4125-28		OPERATING SUPPLIES: EXEC		8.17	
G/L Account: 781-4130-28		COMMUNITY RELATIONS: EXEC		13.56	
G/L Account: 783-6300-25		REPAIR/MAINT: MAINT		90.10	
G/L Account: 723-5330-05		REPAIR/MAINT: 300 TON HOIST		200.21	
Check W000001406 Total:		24,983.20	0.00	24,983.20	24,983.20
Bank K Total:		24,983.20	0.00	24,983.20	24,983.20
Report Total:		24,983.20	0.00	24,983.20	24,983.20

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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No **072649 - 072665** generated on September 24, 2026 in the amount of **\$31,378.38 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: **Accounts Payable**

Commissioner Carol Hasse,
Secretary

Connie Anderson, Director of
Finance and Administration

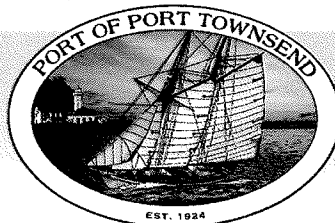
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000072649	9/24/2026	ALE040	Alejo Kustom				Check Entry Number: 001
			225	9/23/2026	706.08	0.00	706.08
0000072650	9/24/2026	CAR050	Paul Carter				Check Entry Number: 001
			09152026REFUND	9/15/2026	255.28	0.00	255.28
0000072651	9/24/2026	CEN030	CenturyLink				Check Entry Number: 001
			9142026	9/14/2026	77.31	0.00	77.31
0000072652	9/24/2026	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			09212026A	8/31/2026	2,080.50	0.00	2,080.50
			09212026B	8/31/2026	1,880.00	0.00	1,880.00
			09212026C	8/31/2026	433.56	0.00	433.56
			09212026D	8/31/2026	752.00	0.00	752.00
			09212026E	8/31/2026	468.00	0.00	468.00
Check 0000072652 Total:					5,614.06	0.00	5,614.06
0000072653	9/24/2026	CIN020	Cintas				Check Entry Number: 001
			5360576808A	9/15/2026	84.56	0.00	84.56
			5360576808B	9/15/2026	8.79	0.00	8.79
			5360576808C	9/15/2026	8.79	0.00	8.79
			5360576808D	9/15/2026	109.53	0.00	109.53
			5360576808E	9/15/2026	8.80	0.00	8.80
Check 0000072653 Total:					220.47	0.00	220.47
0000072654	9/24/2026	COL030	Grant Colby				Check Entry Number: 001
			09162026REFUND	9/16/2026	120.27	0.00	120.27
0000072655	9/24/2026	DLL010	D L Logos				Check Entry Number: 001
			5221A	9/16/2026	1,398.00	0.00	1,398.00
			5221B	9/16/2026	1,398.00	0.00	1,398.00
			5222A	9/16/2026	382.80	0.00	382.80
			5222B	9/16/2026	382.80	0.00	382.80
Check 0000072655 Total:					3,561.60	0.00	3,561.60
0000072656	9/24/2026	GOO002	Good Man Sanitation				Check Entry Number: 001
			I13173	9/21/2026	125.43	0.00	125.43
			I13176	9/21/2026	409.59	0.00	409.59
			I13179	9/21/2026	125.43	0.00	125.43
			I13180	9/21/2026	125.43	0.00	125.43
			I13181	9/21/2026	138.75	0.00	138.75
			I13182	9/21/2026	205.35	0.00	205.35
			I13183	9/21/2026	125.43	0.00	125.43
			I13184	9/21/2026	125.43	0.00	125.43
			I13185	9/21/2026	819.18	0.00	819.18
			I13186	9/21/2026	125.43	0.00	125.43
Check 0000072656 Total:					2,325.45	0.00	2,325.45
0000072657	9/24/2026	HOU010	John Hough				Check Entry Number: 001
			09152026REFUND	9/16/2026	84.46	0.00	84.46
0000072658	9/24/2026	PET025	Petrick Lock & Safe				Check Entry Number: 001
			23299	9/15/2026	298.27	0.00	298.27
0000072659	9/24/2026	PRO050	The Production Alliance				Check Entry Number: 001
			1069	4/27/2026	1,000.00	0.00	1,000.00
0000072660	9/24/2026	PUD001	Pud District #1				Check Entry Number: 001
			9112026A	9/11/2026	4,233.54	0.00	4,233.54
			9112026B	9/11/2026	802.40	0.00	802.40

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
			9112026C	9/11/2026	343.34	0.00	343.34
			9112026D	9/11/2026	169.10	0.00	169.10
			9112026E	9/11/2026	1,691.25	0.00	1,691.25
			9112026F	9/11/2026	1,469.74	0.00	1,469.74
			9112026G	9/11/2026	81.97	0.00	81.97
			9112026H	9/11/2026	143.75	0.00	143.75
			9112026I	9/11/2026	683.56	0.00	683.56
			9112026J	9/11/2026	343.83	0.00	343.83
			9112026K	9/11/2026	3,362.14	0.00	3,362.14
			9112026L	9/11/2026	1,708.35	0.00	1,708.35
			9112026M	9/11/2026	250.00	0.00	250.00
			9112026N	9/11/2026	250.00	0.00	250.00
			9112026O	9/11/2026	51.96	0.00	51.96
			9112026P	9/11/2026	60.44	0.00	60.44
			Check 0000072660 Total:		15,645.37	0.00	15,645.37
0000072661	9/24/2026	PUG070	Puget Sound Voyaging Society				Check Entry Number: 001
			9232026	9/23/2026	350.00	0.00	350.00
0000072662	9/24/2026	SCO040	Heron Scott				Check Entry Number: 001
			JULY26EXP	9/16/2026	78.30	0.00	78.30
0000072663	9/24/2026	TOL010	Ted Tolle				Check Entry Number: 001
			09152026REFUND	9/16/2026	248.59	0.00	248.59
0000072664	9/24/2026	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			6153535546A	9/15/2026	44.95	0.00	44.95
			6153535546B	9/15/2026	73.80	0.00	73.80
			6153535546C	9/15/2026	118.79	0.00	118.79
			6153535546D	9/15/2026	98.40	0.00	98.40
			6153535546E	9/15/2026	24.60	0.00	24.60
			6153535546F	9/15/2026	81.06	0.00	81.06
			6153535546G	9/15/2026	130.30	0.00	130.30
			6153535546H	9/15/2026	24.60	0.00	24.60
			6153535546I	9/15/2026	44.95	0.00	44.95
			Check 0000072664 Total:		641.45	0.00	641.45
0000072665	9/24/2026	WAL010	George Walsh				Check Entry Number: 001
			09152026REFUND	9/16/2026	151.42	0.00	151.42
			Report Total:		31,378.38	0.00	31,378.38

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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. **69562** in the amount of **\$149.06** is declared **void** on this on this **14th** day of **October, 2026**.

For: **Accounts Payable**

Commissioner Carol Hasse

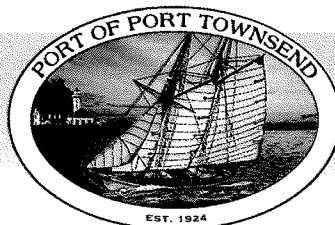
Connie Anderson, Director of
Finance And Administration

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
0000069562	REV 12/11/2024	OLY003			149.06-
Check Comment: Lost Warrant					
CK000006956201					
	12/11/2024	149.06-	0.00		
G/L Account:	721-4125-02	OPERATING SUPPLIES: MOOR		64.74-	
G/L Account:	721-4125-05	OPERATING SUPPLIES: WORK YARD		64.74-	
G/L Account:	761-4125-19	OPERATING SUPPLIES: P. H. MARINA & RV		19.58-	
Check 0000069562 Total:		149.06-	0.00	149.06-	149.06-
Bank W Total:		149.06-	0.00	149.06-	149.06-
Report Total:		149.06-	0.00	149.06-	149.06-

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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: Warrant No. 69047 in the amount of \$ 301.14
 Warrant No. 69202 in the amount of \$ 4.07
 Warrant No. 69411 in the amount of \$ 125.41
 Warrant No. 69451 in the amount of \$ 918.12
 Warrant No. 69638 in the amount of \$ 107.25

are declared void on this 14th day of October, 2026.

For: Accounts Payable

Commissioner Carol Hasse

Connie Anderson, Director of
Finance And
Administration

Manual Check and Payment Register

Journal Posting Date: 9/28/2026

Register Number: MC-000578

Page 45 of 176

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
0000069047 Check Comment: Canceled by Resolution 883-26 CK000006904701	REV 8/26/2024	WAT065 Kevin Watters			301.14-
	8/26/2024	301.14-	0.00		
G/L Account: 213-7400-00		UNCLAIMED PROPERTY/CANCELLED WARRANTS PAYABLE		301.14-	
0000069202 Check Comment: Canceled by Resolution 883-26 CK000006920201	REV 9/27/2024	WEN030 Erik Wennstrom			4.07-
	9/27/2024	4.07-	0.00		
G/L Account: 213-7400-00		UNCLAIMED PROPERTY/CANCELLED WARRANTS PAYABLE		4.07-	
0000069411 Check Comment: Canceled by Resolution 883-26 CK000006941101	REV 11/14/2024	AKU020 Artem Akulov			125.14-
	11/14/2024	125.14-	0.00		
G/L Account: 213-7400-00		UNCLAIMED PROPERTY/CANCELLED WARRANTS PAYABLE		125.14-	
0000069451 Check Comment: Canceled by Resolution 883-26 CK000006945101	REV 11/21/2024	CAM070 Ron Cameron			918.12-
	11/21/2024	918.12-	0.00		
G/L Account: 213-7400-00		UNCLAIMED PROPERTY/CANCELLED WARRANTS PAYABLE		918.12-	
0000069638 Check Comment: Canceled by Resolution 883-26 CK000006963801	REV 1/2/2025	STE090 Tyson Stellrecht			107.25-
	1/2/2025	107.25-	0.00		
G/L Account: 213-7400-00		UNCLAIMED PROPERTY/CANCELLED WARRANTS PAYABLE		107.25-	
Bank W Total:		1,455.72-	0.00	1,455.72-	1,455.72-
Report Total:		1,455.72-	0.00	1,455.72-	1,455.72-

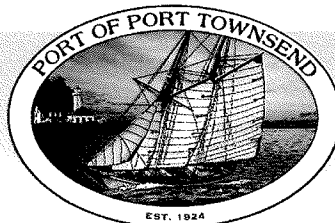
Run Date: 9/28/2026 2:06:35PM

A/P Date: 9/28/2026

Page: 1

User Logon: donna@portofpt.com

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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 **\$2038.19 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: Retirement Benefits – for ***June and July, 2026***

Commissioner Carol Hasse

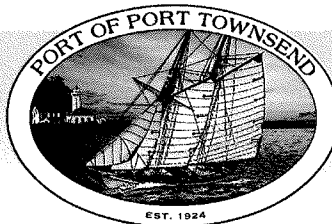
Connie Anderson, Director of
Finance and Administration

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
W000001407 CKW00000140701	9/30/2026	WA1801 State of Washington			2,038.19
	9/30/2026	2,038.19	0.00		
G/L Account: 781-2400-30		EE BENEFITS - HCA / DRS		2,038.19	
		Comment: 6/16&7/16 Employer Portions S Gibboney			
		Bank K Total:	2,038.19	2,038.19	2,038.19
		Report Total:	2,038.19	2,038.19	2,038.19

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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No **072666 - 072682** generated on September 29, 2026 in the amount of **\$49,903.92 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: **Accounts Payable**

Commissioner Carol Hasse,
Secretary

Connie Anderson, Director of
Finance and Administration

Check Register

Page 49 of 176

Journal Posting Date: 9/29/2026

Register Number: CD-001306

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
0000072666	9/29/2026	BOS010	Christopher Boscole				Check Entry Number: 001
			09232026REFUND	9/23/2026	232.88	0.00	232.88
0000072667	9/29/2026	DOH050	George Doherty				Check Entry Number: 001
			09232026REFUND	9/23/2026	237.80	0.00	237.80
0000072668	9/29/2026	DRA010	Lee Draper				Check Entry Number: 001
			09242026REFUND	9/24/2026	78.09	0.00	78.09
0000072669	9/29/2026	DRY020	Dry Box				Check Entry Number: 001
			1781379	9/17/2026	19,929.00	0.00	19,929.00
			1782856	9/21/2026	9,855.00	0.00	9,855.00
			1782857	9/21/2026	8,157.75	0.00	8,157.75
Check 0000072669 Total:					37,941.75	0.00	37,941.75
0000072670	9/29/2026	FIS020	Fish N Hole				Check Entry Number: 001
			5349097	9/12/2026	36.72	0.00	36.72
0000072671	9/29/2026	GIR001	Giraffe Gutters				Check Entry Number: 001
			5092R7	9/23/2026	2,610.48	0.00	2,610.48
0000072672	9/29/2026	HUD040	Hudson Point Cafe'				Check Entry Number: 001
			09242026REFUND	9/24/2026	28.80	0.00	28.80
0000072673	9/29/2026	JEF081	Jefferson Timber Cooperative				Check Entry Number: 001
			70A	9/22/2026	1,094.56	0.00	1,094.56
			70B	9/22/2026	400.00	0.00	400.00
Check 0000072673 Total:					1,494.56	0.00	1,494.56
0000072674	9/29/2026	KIT050	Kitsap Moving & Storage				Check Entry Number: 001
			56931-0	9/25/2026	622.55	0.00	622.55
0000072675	9/29/2026	LUT010	Daniel Lutz				Check Entry Number: 001
			09232026REFUND	9/23/2026	156.18	0.00	156.18
0000072676	9/29/2026	NEL010	Ralph Nelson				Check Entry Number: 001
			09232026REFUND	9/23/2026	710.04	0.00	710.04
0000072677	9/29/2026	O'RE030	O'Reilly Auto Parts				Check Entry Number: 001
			3939-297330A	5/5/2026	94.40	0.00	94.40
			3939-297342	5/5/2026	48.17	0.00	48.17
			3939-298380	5/12/2026	7.13	0.00	7.13
			3939-309866	8/6/2026	40.00	0.00	40.00
			3939-309867	9/22/2026	112.76	0.00	112.76
Check 0000072677 Total:					113.66	0.00	113.66
0000072678	9/29/2026	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			77839	9/21/2026	82.13	0.00	82.13
0000072679	9/29/2026	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			109123	9/20/2026	45.44	0.00	45.44
0000072680	9/29/2026	PUD090	Public Utility District of Jefferson County				Check Entry Number: 001
			3292A	8/31/2026	173.00	0.00	173.00
			3292B	8/31/2026	153.77	0.00	153.77
			3292C	8/31/2026	19.22	0.00	19.22
			3292D	8/31/2026	115.33	0.00	115.33
			3292E	8/31/2026	57.67	0.00	57.67
			3292F	8/31/2026	134.55	0.00	134.55
			3292G	8/31/2026	57.67	0.00	57.67
			3292H	8/31/2026	57.67	0.00	57.67
			3292I	8/31/2026	153.77	0.00	153.77
			3292J	8/31/2026	192.21	0.00	192.21

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Journal Posting Date: 9/29/2026

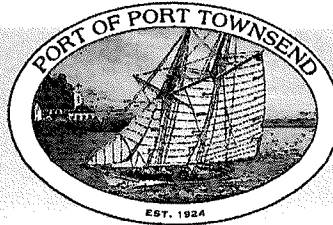
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Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
						Payment Amount
Check 0000072680 Total:					1,114.86	0.00
0000072681	9/29/2026	SAF001	Safeway, Inc.			1,114.86
						Check Entry Number: 001
				9/21/2026	3,269.38	0.00
				9/21/2026	806.60	0.00
Check 0000072681 Total:					4,075.98	0.00
0000072682	9/29/2026	SOU070	Sound Storage GC			4,075.98
						Check Entry Number: 001
				9/12/2026	322.00	0.00
Report Total:					49,903.92	0.00

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



360-385-0656
fax:360-385-3988
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WARRANT/ELECTRONIC PAYMENT APPROVAL

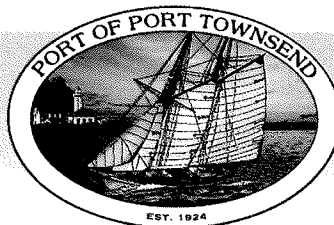
We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No. 072683 through No. 072688 generated on October 2, 2026 in the amount of \$42,911.17 Electronic Payment in the amount of \$256,525.39, for a total amount of \$299,436.56 is ratified. **Signed and Authenticated** on this 14th day of October, 2026.

For: Payroll and Benefits

Commissioner Carol Hasse

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

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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrants No **072689 - 072734** generated on October 6, 2026 in the amount of **\$77137.37 is ratified.**

Signed and Authenticated on this **14th** day of **October**, 2026.

For: **Accounts Payable**

Commissioner Carol Hasse,
Secretary

Connie Anderson, Director of
Finance and Administration

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Journal Posting Date: 10/6/2026

Register Number: CD-001308

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
0000072689	10/6/2026	48N010	48 North				Check Entry Number: 001
			108743A	9/30/2026	693.31	0.00	693.31
			108743B	9/30/2026	672.91	0.00	672.91
			108743C	9/30/2026	672.91	0.00	672.91
Check 0000072689 Total:					2,039.13	0.00	2,039.13
0000072690	10/6/2026	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			117968-1	9/17/2026	76.65	0.00	76.65
0000072691	10/6/2026	ALL085	Alliance Technical Group, LLC				Check Entry Number: 001
			SEA080364	10/1/2026	863.50	0.00	863.50
0000072692	10/6/2026	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			76877	9/1/2026	105.01	0.00	105.01
			76916	9/2/2026	223.25	0.00	223.25
			77308	9/14/2026	89.26	0.00	89.26
			77550	9/21/2026	31.54	0.00	31.54
			77592	9/21/2026	39.85	0.00	39.85
			77708	9/24/2026	389.11	0.00	389.11
Check 0000072692 Total:					878.02	0.00	878.02
0000072693	10/6/2026	AST010	Astound				Check Entry Number: 001
			43328901-12474	9/26/2026	150.22	0.00	150.22
0000072694	10/6/2026	BER010	William Berninger				Check Entry Number: 001
			SEPT2026EXP	9/30/2026	42.78	0.00	42.78
0000072695	10/6/2026	BER045	Eron Berg				Check Entry Number: 001
			SEPT2026EXP	9/29/2026	267.44	0.00	267.44
0000072696	10/6/2026	CEN001	CHS, INC				Check Entry Number: 001
			53364	10/20/2026	49.24	0.00	49.24
			53418	10/20/2026	300.00	0.00	300.00
			53460	10/20/2026	500.00	0.00	500.00
			53489	10/20/2026	155.02	0.00	155.02
			53516	10/20/2026	250.00	0.00	250.00
			X53327	10/20/2026	250.00	0.00	250.00
Check 0000072696 Total:					1,504.26	0.00	1,504.26
0000072697	10/6/2026	CIT001	City Of Port Townsend				Check Entry Number: 001
			09302026A	9/30/2026	1,726.34	0.00	1,726.34
			09302026B	9/30/2026	1,081.33	0.00	1,081.33
			09302026C	9/30/2026	374.36	0.00	374.36
			09302026D	9/30/2026	143.42	0.00	143.42
			09302026E	9/30/2026	1,358.74	0.00	1,358.74
			09302026F	9/30/2026	2,510.83	0.00	2,510.83
			09302026G	9/30/2026	77.79	0.00	77.79
			09302026H	9/30/2026	93.45	0.00	93.45
			09302026I	9/30/2026	1,174.47	0.00	1,174.47
			09302026J	9/30/2026	1,092.38	0.00	1,092.38
			09302026K	9/30/2026	824.89	0.00	824.89
			09302026L	9/30/2026	2,382.26	0.00	2,382.26
			09302026M	9/30/2026	2,057.19	0.00	2,057.19
			09302026N	9/30/2026	1,490.88	0.00	1,490.88
Check 0000072697 Total:					16,388.33	0.00	16,388.33
0000072698	10/6/2026	COA050	Mott MacDonald				Check Entry Number: 001
			507529763	9/24/2026	10,566.79	0.00	10,566.79

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Journal Posting Date: 10/6/2026

Register Number: CD-001308

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
0000072699	10/6/2026	COO050	Cooper Fuel				Check Entry Number: 001
			2065191A	9/15/2026	467.09	0.00	467.09
			2065191B	9/15/2026	467.09	0.00	467.09
			2065478	9/15/2026	1,322.81	0.00	1,322.81
			2066223A	9/25/2026	364.14	0.00	364.14
			2066223B	9/25/2026	364.13	0.00	364.13
Check 0000072699 Total:					2,985.26	0.00	2,985.26
0000072700	10/6/2026	DIR070	DirecTV				Check Entry Number: 001
			75436554X260928	9/28/2026	455.00	0.00	455.00
0000072701	10/6/2026	EVE055	Kirshner Trailers				Check Entry Number: 001
			111358	9/30/2026	2,000.00	0.00	2,000.00
0000072702	10/6/2026	FIN030	Fine Edge Nautical & Recreational Publishing				Check Entry Number: 001
			3757A	10/31/2026	3,269.72	0.00	3,269.72
			3757B	10/31/2026	3,269.73	0.00	3,269.73
Check 0000072702 Total:					6,539.45	0.00	6,539.45
0000072703	10/6/2026	FIS020	Fish N Hole				Check Entry Number: 001
			5851815	10/3/2026	38.88	0.00	38.88
0000072704	10/6/2026	GAL030	Rob Galbraith				Check Entry Number: 001
			09242026REFUND	9/24/2026	91.88	0.00	91.88
0000072705	10/6/2026	GRA005	Grainger				Check Entry Number: 001
			9084056515	9/17/2026	43.80	0.00	43.80
			9091450297	9/23/2026	241.17	0.00	241.17
			9094342269	9/25/2026	7.99	0.00	7.99
Check 0000072705 Total:					292.96	0.00	292.96
0000072706	10/6/2026	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1778518	10/1/2026	197.58	0.00	197.58
			1778519	10/1/2026	123.16	0.00	123.16
			1778520	10/1/2026	279.23	0.00	279.23
			1778521A	10/1/2026	65.70	0.00	65.70
			1778521B	10/1/2026	1,012.88	0.00	1,012.88
			1778522	10/1/2026	204.99	0.00	204.99
Check 0000072706 Total:					1,883.54	0.00	1,883.54
0000072707	10/6/2026	HAS010	Stephen Haskell				Check Entry Number: 001
			9232026REFUND	9/25/2026	165.03	0.00	165.03
0000072708	10/6/2026	HAS020	Carol Hasse				Check Entry Number: 001
			9/2026 EXPENSE	10/6/2026	51.77	0.00	51.77
0000072709	10/6/2026	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			2378540	9/2/2026	183.73	0.00	183.73
			2380442	9/10/2026	164.60	0.00	164.60
			2382337	9/18/2026	95.70	0.00	95.70
			2383001	9/22/2026	99.52	0.00	99.52
			2383703	9/25/2026	166.51	0.00	166.51
Check 0000072709 Total:					710.06	0.00	710.06
0000072710	10/6/2026	KEN010	Kendrick Equipment				Check Entry Number: 001
			U6004A	8/12/2026	22.88	0.00	22.88
			U6004B	8/12/2026	22.88	0.00	22.88
			U6004C	8/12/2026	22.87	0.00	22.87
Check 0000072710 Total:					68.63	0.00	68.63
0000072711	10/6/2026	LEM040	Lemay Mobile Shredding				Check Entry Number: 001

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Journal Posting Date: 10/6/2026

Register Number: CD-001308

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
			4947431S185	10/1/2026	42.15	0.00	42.15
0000072712	10/6/2026	MCC045	McCrorie Carpet One JC				Check Entry Number: 001
			CG20594	9/11/2026	803.59	0.00	803.59
0000072713	10/6/2026	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			9310951S112	10/1/2026	1,684.86	0.00	1,684.86
			9310958S112	10/1/2026	5,782.60	0.00	5,782.60
			9310979S112	10/1/2026	3,953.01	0.00	3,953.01
			9311047S112	10/1/2026	56.00	0.00	56.00
			9311098S112	10/1/2026	244.92	0.00	244.92
			9311152S112	10/1/2026	250.49	0.00	250.49
			9311431S112	10/1/2026	123.91	0.00	123.91
			9313500S112	10/1/2026	1,855.92	0.00	1,855.92
			Check 0000072713 Total:		13,951.71	0.00	13,951.71
0000072714	10/6/2026	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			2609094623	9/17/2026	262.77	0.00	262.77
0000072715	10/6/2026	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			387199	9/30/2026	10.90	0.00	10.90
			801094346A	9/30/2026	70.82	0.00	70.82
			801094346B	9/30/2026	70.82	0.00	70.82
			DEC2024A	9/30/2026	64.74	0.00	64.74
			DEC2024B	9/30/2026	64.74	0.00	64.74
			DEC2024C	9/30/2026	19.58	0.00	19.58
			Check 0000072715 Total:		301.60	0.00	301.60
0000072716	10/6/2026	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			1185664	9/30/2026	797.54	0.00	797.54
			1185665A	9/30/2026	60.74	0.00	60.74
			1185665B	9/30/2026	60.74	0.00	60.74
			1185666A	9/30/2026	15.97	0.00	15.97
			1185666B	9/30/2026	15.97	0.00	15.97
			Check 0000072716 Total:		950.96	0.00	950.96
0000072717	10/6/2026	PAP020	Pape Material Handling				Check Entry Number: 001
			9558246	9/23/2026	505.52	0.00	505.52
0000072718	10/6/2026	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			978367	9/26/2026	328.50	0.00	328.50
0000072719	10/6/2026	PET025	Petrick Lock & Safe				Check Entry Number: 001
			23281	9/16/2026	296.04	0.00	296.04
0000072720	10/6/2026	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			109273	9/27/2026	93.06	0.00	93.06
0000072721	10/6/2026	POR005	Port Townsend Leader				Check Entry Number: 001
			1022026A	10/2/2026	1,571.34	0.00	1,571.34
			1022026B	10/2/2026	1,571.33	0.00	1,571.33
			1022026C	10/2/2026	1,571.33	0.00	1,571.33
			1022026D	10/2/2026	126.75	0.00	126.75
			Check 0000072721 Total:		4,840.75	0.00	4,840.75
0000072722	10/6/2026	PUD001	Pud District #1				Check Entry Number: 001
			9252026	9/25/2026	369.23	0.00	369.23
0000072723	10/6/2026	PUD090	Public Utility District of Jefferson County				Check Entry Number: 001
			9252026	9/25/2026	550.00	0.00	550.00
0000072724	10/6/2026	ROD030	Rodda Miller Paint				Check Entry Number: 001

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Journal Posting Date: 10/6/2026

Register Number: CD-001308

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
			44198207	9/21/2026	104.86	0.00	104.86
0000072725	10/6/2026	RSI050	RSINet				Check Entry Number: 001
			TKL1AOEU-0003	10/1/2026	180.00	0.00	180.00
0000072726	10/6/2026	SEC010	Security Services				Check Entry Number: 001
			153263A	10/1/2026	40.46	0.00	40.46
			153263B	10/1/2026	32.37	0.00	32.37
			153263C	10/1/2026	32.37	0.00	32.37
			153263D	10/1/2026	32.37	0.00	32.37
			153263E	10/1/2026	32.37	0.00	32.37
			153263F	10/1/2026	32.36	0.00	32.36
			Check 0000072726 Total:		202.30	0.00	202.30
0000072727	10/6/2026	SHO010	Shold Excavating Inc				Check Entry Number: 001
			96380	9/22/2026	674.52	0.00	674.52
0000072728	10/6/2026	SKO000	Skookum Contract Services - Tessera				Check Entry Number: 001
			09252026REFUND	9/25/2026	500.00	0.00	500.00
0000072729	10/6/2026	SNE020	S-Net Communications				Check Entry Number: 001
			331979A	10/1/2026	188.09	0.00	188.09
			331979B	10/1/2026	151.92	0.00	151.92
			331979C	10/1/2026	14.47	0.00	14.47
			331979D	10/1/2026	7.23	0.00	7.23
			331979E	10/1/2026	159.15	0.00	159.15
			331979F	10/1/2026	7.23	0.00	7.23
			331979G	10/1/2026	28.94	0.00	28.94
			331979H	10/1/2026	130.22	0.00	130.22
			331979I	10/1/2026	36.18	0.00	36.18
			Check 0000072729 Total:		723.43	0.00	723.43
0000072730	10/6/2026	SOU090	Sound Mechanical Consulting, Inc				Check Entry Number: 001
			522-8	10/3/2026	250.00	0.00	250.00
0000072731	10/6/2026	THO020	Thomas Building Center				Check Entry Number: 001
			156938	9/23/2026	390.46	0.00	390.46
0000072732	10/6/2026	VEN070	VenTek International				Check Entry Number: 001
			156427	10/1/2026	104.03	0.00	104.03
0000072733	10/6/2026	WA1802	Washington State Department of Revenue				Check Entry Number: 001
			6222026	10/1/2026	1,455.72	0.00	1,455.72
0000072734	10/6/2026	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			293-943444	8/26/2026	152.30	0.00	152.30
			293-944131	8/31/2026	190.14	0.00	190.14
			293-944340	9/1/2026	38.68	0.00	38.68
			293-944626	9/3/2026	48.67	0.00	48.67
			293-944677	9/3/2026	181.38	0.00	181.38
			293-944788	9/4/2026	14.99	0.00	14.99
			293-945479	9/9/2026	26.25	0.00	26.25
			293-945565	9/10/2026	29.78	0.00	29.78
			293-945733	9/11/2026	140.11	0.00	140.11
			293-945814	9/11/2026	184.67	0.00	184.67
			293-946116	9/14/2026	24.17	0.00	24.17
			293-947004	9/21/2026	13.87	0.00	13.87
			293-947530	9/23/2026	81.02	0.00	81.02
			293-947599	9/24/2026	44.97	0.00	44.97
			293-947870	9/25/2026	25.59	0.00	25.59

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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
Check 0000072734 Total:					1,196.59	0.00	1,196.59
Report Total:					77,137.37	0.00	77,137.37

RESOLUTION NO. 885-26

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

WHEREAS, the owner of the vessel 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 vessel listed on Exhibit "A" is 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 vessel listed on Exhibit "A." The Executive Director shall sell the vessel 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 vessel to discourage the future abandonment of the vessel.
2. Pursuant to RCW 53.08.090, for the vessel listed on Exhibit "A" where title reverts to the Port of Port Townsend, the vessel is not needed for Port of Port Townsend purposes and therefore declared surplus property.
3. Pursuant to RCW 53.08.090, for the vessel listed on Exhibit "A" where title reverts to the Port of Port Townsend, the Executive Director is authorized to sell the vessel or otherwise dispose of the vessel at the Executive Director's discretion.

ADOPTED by the Commission of the Port of Port Townsend on the 14th day of October 2026 and duly authenticated in open session by the signature of the Commissioners voting in favor thereof with the seal of the Commission affixed.

ATTEST:

Carol L. Hasse, Secretary

Pamela A. Petranek, President

Peter W. Hanke, Vice President

APPROVED AS TO FORM:

Port Attorney

EXHIBIT A

<u>VESSEL NAME</u>	<u>OWNER NAME</u>	AMOUNT OWING
JacQue O	Ron Harmon	6,632.09

RESOLUTION NO. 886-26

A Resolution of the Commission of the Port of Port Townsend

**DECLARING CERTAIN ITEMS SURPLUS AND AUTHORIZING THEIR SALE
AND/OR DISPOSAL**

WHEREAS: the Port of Port Townsend has in its possession certain old, outdated, and/or non-operable computer, office, radio, and first aid equipment as described in Exhibit A and attached to this resolution; and

WHEREAS: due to continual usage, age and inadequate capacity, this equipment is of little or no value to the Port, and is not suited for Port purposes; and

WHEREAS: such property having been certified in writing as not needed for Port purposes by the Executive Director, its managing official, a copy of said certification is marked Exhibit A and attached to this resolution;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend that the said property be declared surplus, and that the Executive Director is authorized to sell or dispose of the property in the best manner which he, in his discretion, shall determine, including by negotiation or informal bidding from members of the public, or direct disposal.

ADOPTED this 14th day of October 2026 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 Hasse, Secretary

Pamela A. Petranek, President

Peter W. Hanke, Vice President

APPROVED AS TO FORM:

Port Attorney

EXHIBIT “A”**CERTIFICATE THAT CERTAIN PORT DISTRICT PROPERTY IS SURPLUS**

The undersigned, Eron Berg, Executive Director, the managing official of the Port District of the Port of Port Townsend, hereby certifies that the following property is surplus and is not needed for Port District purposes.

Item	Make	Model	SV/VIN
Laptop Computer	Tritan	Predator 500SE	NHQE8AA00112804E443400
Desktop Computer	Microsoft	10 Pro	3307148032562
Desktop Computer	Lenovo	10 GT	MJ03XB01
10-Key Calculator	Sharp	EL-1197PIII	9DO55960

DATED this 14th day of October 2026.

Eron Berg, Executive Director

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☒ Consent ☐ 1 st Reading ☐ 2 nd Reading ☐ Regular Business ☐ Informational
AGENDA TITLE	V. E. Shanghai Chinese Restaurant, Point Hudson Building Lease
STAFF LEAD	Eric Toews, Deputy Director and Heron Scott, Lease Administrator
REQUESTED	☐ Information ☒ Motion/Action ☐ Discussion
ATTACHMENTS	1. Staff Memo 2. Shanghai Chinese Restaurant, Point Hudson Building Lease, including Exhibit "A" and "B" consisting of 26 total pages

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 the Point Hudson Building Lease with Shanghai Chinese Restaurant substantially in the form presented.

Alternative action: Remove from consent for discussion. Move to authorize the Executive Director to execute the Point Hudson Building Lease with Shanghai Chinese Restaurant substantially in the form presented.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/14/2026
TO: Port Commission
FROM: Eric Toews, Deputy Director and Heron Scott, Lease & Contracts Administrator
SUBJECT: Shanghai Chinese Restaurant Point Hudson Building Lease

ISSUE: Should the Commission authorize the Executive Director to execute a new lease agreement with Shanghai Chinese Restaurant for a restaurant facility consisting of approximately 2,975 square feet in the Main Building at Point Hudson, as set forth in the attached agreement?

BACKGROUND: Shanghai Chinese Restaurant has occupied a portion of the Main Building at Point Hudson under lease agreements since October 1, 1986. The current lease runs from November 1, 2016, through October 31, 2026, and is set to expire.

DISCUSSION: As the name implies, Shanghai Chinese Restaurant serves Chinese cuisine. The Loung family has owned the business since 1986 when it was purchased by Nu Luong and Choung Ly. The business is now operated by Jason Loung and the business employs three to five people with some seasonal fluctuations.

The premises have a unique layout in the distinctive Main Building, with entrances facing both the Point Hudson Marina and Admiralty Inlet. The premises include a commercial kitchen and multiple dining areas. The building is shared with another restaurant, Hudson Point Café, and several small offices available for rent on a month-to-month basis. Bathrooms are shared by all tenants. The Main Building is one of the last largely untouched Point Hudson structures and retains the characteristic Point Hudson creosote smell that the Port has successfully mitigated in other Point Hudson structures. The building also has a designated event space called the “Marina Room,” which is often used during the annual Wooden Boat Festival.

After discussions, Port staff and Shanghai Chinese Restaurant have agreed to enter a new lease for the premises. Accordingly, Port staff worked with Mr. Loung to draft the lease presented today. The material terms and conditions of the previous agreements with Shanghai Chinese Restaurant remain largely unchanged. The proposed lease provides for an initial five-year term with one five-year renewal option, allowing for a total possible occupancy of ten years.

RECOMMENDATION: Authorize the Executive Director to execute the attached lease agreement with Shanghai Chinese Restaurant substantially in the form presented.

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the attached lease agreement substantially in the form presented.

ATTACHMENT: Shanghai Chinese Restaurant Point Hudson Building Lease Agreement, consisting of 18 pages, including exhibits.

**PORT OF PORT TOWNSEND
POINT HUDSON BUILDING LEASE**

THIS POINT HUDSON BUILDING LEASE AGREEMENT made this _____ day of October 2026, 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 SHANGHAI CHINESE RESTAURANT, INC. (UBI # 604-013-440), a Washington for profit corporation, hereinafter referred to as "Lessee,"

WITNESSETH:

That the parties hereto do mutually 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 at the Port's Point Hudson Facility in the City of Port Townsend, Jefferson County, State of Washington:

A restaurant facility consisting of approximately 2,975 square feet, located in the center portion of the "Main Building" located at 265 Hudson Street, Port Townsend, WA,

hereinafter referred to as "the premises." The premises are depicted upon Exhibit "A", which is attached hereto and incorporated herein by this reference.

- 2. TERM:** The term of this Lease is five (5) years, beginning November 1, 2026, and ending at midnight, October 31, 2031, unless extended or sooner terminated as provided in this Lease. The Lessee shall also have the option to extend the lease term by one (1) additional five (5) year term. Notification to extend the Lease will be done in writing at least ninety (90) days prior to the end of the initial lease term. Lessee shall not be entitled to renew this Lease unless the Lease is in good standing at the time of renewal and the Lessee is not in default under the terms of this Lease or any other lease or agreement with the Port. The terms and conditions of any renewal shall be the same as set forth in this Lease, except that rent shall be recalculated as provided in Paragraph 3, below, and the terms of this Lease shall be updated to be consistent with the terms and conditions then existing in the Port's standard form Commercial Lease.

3. RENT:

- a. Lessee agrees to pay as rent for the leased premises the sum of **Three Thousand One Hundred and Sixty-Six Dollars and Twenty-Nine Cents (\$3,166.29)**¹ per month plus all applicable taxes.
- b. On November 1, 2029, the rental rate may be adjusted to the fair market rental rate for the premises then prevailing for comparable commercial and/or industrial premises in the Western Washington area, taking into account all allowable uses of the property and all services and amenities available to the premises by virtue of its location.
- c. Except in 2029 when a fair market rate adjustment may be made (if applicable) as set forth in subparagraph (b), above, the rental rate beginning in year two (2) and annually throughout the initial or any extended term of this Lease will be adjusted by an amount equal to the percentage change over the prior year 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 Labor Statistics.
- d. In no event shall any rent adjustment under subparagraphs (b) or (c) of this Paragraph result in a reduction in rent from the rate paid in the prior year.
- e. The rent for each month shall be paid to the Port in advance on or before the first day of every month of the lease term and shall be payable at the accounting office of the Port or at such place as the Port may hereafter 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 security in the amount of **Ten Thousand Seven Hundred and Eighteen Dollars and Fifty-Two Cents (\$10,718.52)**. Lessee has an existing deposit of Four Thousand Seven Hundred and Sixty-Six Dollars and Ninety-Two Cents (\$4,766.92) currently on file with the Port under an agreement now superseded by this Lease. Accordingly, Lessee shall deposit an additional **Five Thousand Nine Hundred and Fifty-One Dollars and Sixty Cents (\$5,951.60)** to satisfy the requirements of this Paragraph 5 ("the additional deposit"). The deposit shall be held by the Port as security for Lessee's faithful performance of all its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. Except as set forth in Paragraph 34, below, the deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port, or expenses incurred by the Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease. Beginning in year three (3) and

¹ Calculated as follows: 2,975 sf floor space @ \$1.0643 psf = \$3,166.29 per month

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 premises for restaurant operations and shall not use the premises for any other purposes 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 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 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, and communications.

9. **ACCEPTANCE OF PREMISES:** Lessee has examined the leased premises and accepts them in their present condition. Lessee accepts the leased premises "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, except for the structural and building-system

components expressly assigned to the Port below. At the expiration or sooner termination of this Lease, 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 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 always:

- 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 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. If 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:** The Port, its employees and agents shall not be liable for any injury (including death) to any persons or for damage to any property, regardless of how such injury or damage be caused, sustained, or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the premises) or occurrence whatsoever related in any way to the premises and the areas adjacent thereto or related in any way to Lessee's use or occupancy of the premises and of the areas adjacent thereto except to the extent attributable to the negligence or other wrongdoing of the Port or its employees, contractors or agents. Lessee agrees to defend and to hold and save the Port harmless from all liability or expense of litigation in connection with any such items of actual or alleged injury or damage.

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. All such insurance shall name the Port of Port Townsend as an additional insured and shall be with insurance companies acceptable to the Port.
 - 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 combined single limit for each occurrence. 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.

- b. Workers Compensation Insurance that will protect Lessee's employees from claims under the Washington Workers Compensation Act and all federal acts applicable to Lessee's operations at the site, including but not limited to the U.S. Longshore and Harbor Workers' Compensation Act, the Jones Act, and the Federal Employers Liability provisions. Such insurance shall provide coverage of not less than \$1,000,000.00 for each occurrence.

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) and (b) of this Paragraph 17 shall be met prior to occupancy.

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 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 alterations or 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. The Port's consent will not unreasonably be withheld.
- 23. DEFAULTS:** Time is of the essence of this Lease Agreement. In the event Lessee fails to pay rent or other charges at the time and in the manner specified herein, or fails to keep or perform any covenant or agreement set forth herein, 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 first be given fifteen (15) days' written notice stating the nature of the default and shall be permitted to remedy the default within that fifteen (15) day period. If, upon such reentry, any personal property of Lessee or any other person remains upon the leased premises, the Port may, without obligation to do so, remove the personal property and hold it for its owners or place it in a public garage or warehouse, all at the owners' expense and risk. Lessee shall reimburse the Port for any expense incurred 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 thirty (30) days or more. The proceeds of the sale shall be applied first to the cost of the sale, second to storage charges, and third to any other amounts then due from Lessee to the Port; any balance shall be paid to Lessee. Notwithstanding any such reentry, Lessee's liability for the full rental provided herein shall not be extinguished for the balance of the term of this Lease. Lessee shall make good to the Port any deficiency arising from reletting the leased premises at a rental lower than that agreed upon herein and shall pay such deficiency each month as the Port ascertains it. 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 a separate contract shall constitute a default under this Lease Agreement.

24. TERMINATION BY PORT:

- a. Nothing in this Lease shall be deemed to be a waiver of the Port's power of eminent domain. 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. In the event of such a termination the Port shall be obligated to compensate the Lessee for the termination of Lessee's leasehold interest in the same manner as in the case of an exercise of the Port's eminent domain power.
- 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 rental 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. PRIOR AGREEMENTS:** This Lease contains all the agreements of the parties with respect to any matter covered or mentioned in this Lease, and no prior agreement, letter of intent or understanding pertaining to any such matter will be effective for any purpose. No provisions of this Lease may be amended or added to, except by an agreement in writing signed by the parties or their respective successors in interest.
- 31. ATTORNEYS' FEES AND COSTS:** In the event either party requires the services of an attorney in connection with enforcing or interpreting the terms of this Lease, or in the event suit is brought for the recovery of any sums due under this Lease, for the breach of any covenant or condition of this Lease, or for restitution of the premises to the Port or eviction of the Lessee during the lease term or after its expiration, the substantially prevailing party is entitled to reasonable attorneys' fees and all costs incurred in connection therewith, including, without limitation, the fees of accountants, appraisers, and other professionals, whether at trial, on appeal, or without resort to suit. Any action brought under the terms of this Lease shall be maintained in Jefferson County, Washington.

- 32. 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.
- 33. VACATION OF PREMISES – HOLDING OVER:** In the event that no new lease has been negotiated and executed by the parties (or their successors) prior to the termination of this Lease, and upon written notice from the Port given at any time prior to the expiration of the term, Lessee shall promptly vacate the premises on or before the last day of the term, leaving the premises in the condition described in Paragraph 34, below. If Lessee holds over after the expiration or earlier termination of this Lease without the express written consent of the Port, Lessee will be a tenant at sufferance only and otherwise subject to the terms, covenants and conditions herein specified, insofar as applicable, except that the monthly rent will be one hundred twenty-five percent (125%) of the rent applicable during the last rental period under this Lease. Lessee shall also pay its share of then current additional rent, prorated daily. Acceptance by the Port of rent after the expiration or earlier termination of this Lease will not result in a renewal of this Lease. The foregoing provisions of this section are in addition to and do not affect the Port's right of re-entry or any other rights of the Port hereunder or otherwise provided by law. Lessee hereby indemnifies and agrees to hold the Port harmless from all loss, injury or liability arising from Lessee's failure to surrender the premises upon the expiration or earlier termination of this Lease.
- 34. SURRENDER OF PREMISES:** The voluntary or other surrender of this Lease by Lessee, or a mutual cancellation thereof, will not work a merger, and will, at the option of the Port, operate as an assignment to it of any or all subleases or subtenancies. Upon the expiration or earlier termination of this Lease, Lessee shall peaceably surrender the premises and all alterations and additions thereto, leave the premises clean, in as good order, repair and condition as was provided to Lessee on the commencement date, reasonable wear and tear excepted, and Lessee shall comply with the provisions of Paragraph 12, above. The delivery of keys to any employee of the Port or to the Port's agent or any employee thereof shall not be sufficient to constitute a termination of this Lease or a surrender of the premises.
- 35. 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.

- 36. 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 that would or might constitute the basis for such a lien on the leased premises if not paid.
- 37. 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
P.O. Box 1180
Port Townsend, Washington 98368

To Lessee:

SHANGHAI CHINESE RESTAURANT, Inc.
Attn: Mr. Jason Luong
265 Hudson Street
Port Townsend, WA 98368

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.

- 38. 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.
- 39. "LESSEE" INCLUDES LESSEE, 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 Lessee under this Lease Agreement.
- 40. CAPTIONS:** The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of this Lease.

- 41. 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.
- 42. 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 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.
- 43. 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.
- 44. EASEMENTS:**
- a. The parties recognize that the Port's 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 premises leased by 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 significantly impact or deprive the Lessee from its beneficial use or occupancy of the leased premises.

- b. In the event the Port significantly impacts Lessee's beneficial use or occupancy of the leased premises, then there will be an equitable adjustment in rent. In the event the Port permanently deprives Lessee from such beneficial use or occupancy, then 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.

45. LESSEE'S ACKNOWLEDGEMENT OF PRESENCE OF CERTAIN SUBSTANCES: Lessee acknowledges that because the buildings at Point Hudson were constructed many years ago, that they may contain asbestos, creosote, lead paint and other substances that would not be allowed in modern construction. The Port will comply with the directives of any lawful authority that may require the removal or remediation of such substances and will not use any such substances during the renovation or remodeling of the Point Hudson facility, but Lessee agrees not to demand the removal of any such substances which do not impose a hazard to the health of Lessee and its employees, guests and invitees. In the event that any such substances need to be removed from the leased premises, Lessee agrees to cooperate with the Port and allow the removal of such materials, including the temporary cessation of Lessee's business activities, Lessee's rent shall be abated during any such period of disruption, but Lessee shall not be entitled to any damages or compensation for business interruption or loss of revenue, PROVIDED the Port moves expeditiously to complete such activities.

46. ENTIRE AGREEMENT: This Lease Agreement contains all 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 of October 2026 is hereby approved by the Port of Port Townsend, on this _____ day of October 2026 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, AND INDEMNIFICATION AND A RELEASE.

LESSEE: SHANGHAI CHINESE RESTAURANT, INC.

By: _____
Jason Luong, Owner

ATTEST:

PORT OF PORT TOWNSEND

APPROVED AS TO FORM

Eron Berg, Executive Director

Eric Toews, Port Attorney

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that JASON LUONG 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 of
Notary Public: _____

My Appointment 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 as Executive Director of the Port of Port Townsend and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of
Notary Public: _____

My Appointment Expires: _____

Exhibit A

Shanghai Point Hudson Building Lease

265 Hudson St - Main Building

Approximately 2,975 square feet



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☒ Consent ☐ 1 st Reading ☐ 2 nd Reading ☒ Regular Business ☐ Informational
AGENDA TITLE	V. F. Resolution 892-26 Authorizing Application with Washington State Recreation and Conservation Office Seeking Boating Facilities Program to Support Port Hadlock Boat Launch Replacement Project
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	☐ Information ☒ Motion/Action ☐ Discussion
ATTACHMENTS	1. Memo 2. One (1) attachment is included: draft Port Commission Resolution No. 892-26. Please also note that a sample RCO Grant Agreement is hyperlinked within the Resolution to enable convenient review.

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes Resolution 892-26 Authorizing Application with Washington State Recreation and Conservation Office Seeking Boating Facilities Program to Support Port Hadlock Boat Launch Replacement Project

Alternative action: Remove from consent for discussion. Move to approve Resolution 892-26 Authorizing Application with Washington State Recreation and Conservation Office Seeking Boating Facilities Program to Support Port Hadlock Boat Launch Replacement Project

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/8/2026
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: RCO Boating Facilities Program (BFP) Grant Authorizing Resolution No. 892-26 – Port Hadlock Boat Launch Replacement

ISSUE: Should the Executive Director and Deputy Director be authorized to execute and file such agreements as may be needed with the Washington State Recreation and Conservation Office (RCO) to secure Washington Boating Facilities Program (BFP) funding to support replacement of the Port Hadlock Boat Ramp?

BACKGROUND & DISCUSSION: Staff continue to advance an array of projects to improve recreational boating access to marine waters within the Port District. Over the last decade, boat ramp access has been improved at Boat Haven, Gardiner and will soon be upgraded at Quilcene.

However, one key water access facility on Port Townsend Bay is in a significantly degraded state and acutely in need of replacement: Lower Hadlock. This is a challenging site to redevelop due to the limited size of the Port's property ownership and inadequate available on-street parking for trailered boats and vehicles. However, in collaboration with Jefferson County, Port staff believe that a creative parking solution can be identified to allow replacement and preservation of this valuable public water access facility.

The project would involve the removal of all existing in-water infrastructure (i.e., the ramp, pier, float and pilings), and replacement with a new pre-cast concrete ramp, with access wedge and handling float. The design envisioned would be similar to the recently completed Gardiner Launch Ramp, and the soon to be constructed ramp at the Herb Beck Marina in Quilcene.

Staff has prepared a draft of Port Commission Resolution No. 892-26 (attached) which would authorize the Executive Director or Deputy Director to execute and file all documents necessary to secure grant funding assistance from RCO for design and construction of the new facility. The verbatim language and form of the resolution is mandated by the Washington State Attorney General's Office.

Overall, the Port Hadlock Ramp Replacement Project is intended to preserve and improve recreational boating access to Port Townsend Bay, mitigate parking and traffic circulation issues in the Lower Hadlock area, and eliminate a dilapidated structure which, from time to time, has emboldened irresponsible behavior by a few (e.g., the dumping of derelict vessels on the float).

Preliminarily, this project is estimated to require up to \$1,000,000 to complete. The Port would be seeking up to \$800,000 in funding through the BFP program (80%), with a Port match of up to \$200,000 (20%).

The preliminary application for this project is due on November 3, with Technical Review in mid-November, the Technical Completion Deadline in late January 2027, Project Evaluations in late February 2027, and project rankings in late April or early May of 2027.

FISCAL IMPACT: As outlined above, the fiscal impact of this project is up to \$200,000 in direct Port match (i.e., 20% of the anticipated total project cost of \$1,000,000).

RECOMMENDATION: Approve the attached Resolution 792-26 authorizing the Executive Director or Deputy Director to execute and file such documents as may be necessary to secure RCO grant funding assistance to support the Port Hadlock Replacement Project.

ATTACHMENTS: One (1) attachment is included: draft Port Commission Resolution No. 892-26. Please also note that a sample RCO Grant Agreement is hyperlinked within the Resolution to enable convenient review.

RESOLUTION NO. 892-26**A Resolution of the Commission of the Port of Port Townsend**

**AUTHORIZING THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE
WASHINGTON STATE RECREATION AND CONSERVATION OFFICE (RCO), SEEKING
BOATING FACILITIES PROGRAM (BFP) GRANT FUNDING AS
PROVIDED IN CHAPTER 79A.25 RCW AND TITLE 286 WAC TO SUPPORT THE PORT
HADLOCK BOAT LAUNCH REPLACEMENT PROJECT.**

Project Number and Name: 26-2094 DEV, PORT HADLOCK BOAT LAUNCH
REPLACEMENT

This resolution authorizes the Executive Director or Deputy Director of the Port of Port Townsend to act as the representative/agent on behalf of our organization and to legally bind our organization with respect to the above-referenced Project for which we seek grant funding assistance managed through the Recreation and Conservation Office ("RCO" or "Office").

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Our organization intends to apply for funding assistance managed by the Office for the above "Project."

Section 2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above project:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Eron Berg, Executive Director OR Eric Toews, Deputy Director
Project contact (day-to-day administering of the grant and communicating with the RCO)	Dave Nakagawara, Capital Projects Engineer OR Natalie Toews, Capital Projects Administrator
Agreement amendments	Eron Berg, Executive Director OR

	Eric Toews, Deputy Director
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typically recorded on the property with the county.	Eron Berg, Executive Director OR Eric Toews, Deputy Director

The above persons are considered “authorized representatives/agents” for purposes of the documents indicated. The Port shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

Section 3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office’s WEB SITE at:

<https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

Section 4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representatives/agents have full legal authority to act and sign on behalf of the organization for their assigned role/document.

Section 5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.

Section 6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.

Section 7. Our organization further understands that prior to our authorized representatives/agents executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our

authorized representatives/agents as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representatives/agents execute the Agreements with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.

Section 8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the projects referenced above.

Section 9. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to these projects should they not materialize.

Section 10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

Section 11. Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

Section 12. Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.

Section 13. This resolution is deemed to be part of the formal grant application to the Office.

Section 14. Our organization warrants and certifies that this resolution was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

ADOPTED this 14th day of October 2026, 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, Secretary

Pamela A. Petranek, President

Peter W. Hanke, Vice President

On file at:
The Port of Port Townsend Administration Building
2701 Jefferson Street
Port Townsend, WA 98368

APPROVED AS TO FORM:

Port Attorney

Date: May 13, 2026

Washington State Attorney General's Office

Approved as to form:



Assistant Attorney General

Date: February 13, 2020

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☒ Consent ☐ 1 st Reading ☐ 2 nd Reading ☒ Regular Business ☐ Informational
AGENDA TITLE	V. G. Authorization to Execute a Boat Haven Land Lease Termination, Surrender & Release Agreement with Anderson Machine Shop
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	☐ Information ☒ Motion/Action ☐ Discussion
ATTACHMENTS	1. Memo 2. Boat Haven Land Lease Termination, Surrender & Release Agreement (four pages).

If adopted as part of the consent agenda, no further action is needed. Approval of this item on the Consent Agenda authorizes Execution of a Boat Haven Land Lease Termination, Surrender & Release Agreement with Anderson Machine Shop

Alternative action: Remove from consent for discussion. Move to authorize Executive Director to Execute a Boat Haven Land Lease Termination, Surrender & Release Agreement with Anderson Machine Shop.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/14/2026

TO: Commission

FROM: Eron Berg, Executive Director

SUBJECT: Purchase of Boat Haven Improvements and Lease Termination

ISSUE: Should the Commission authorize the Executive Director to execute the attached agreement terminating Anderson Machine Shop Inc.'s Boat Haven land lease and transferring the improvements to the Port?

BACKGROUND: In fall 2002, Anderson Machine Shop entered into a 25-year ground lease with the Port of Port Townsend for approximately 2,500 square feet at Boat Haven. The lease runs from October 1, 2002, through September 30, 2027. The premises are in the northeast corner of the Port's Boat Haven property, directly west of the Safeway gas station and north of the Port's administration building.

Anderson Machine Shop constructed an approximately 1,200-square-foot, single-story, steel-framed light industrial building on the premises and has operated a machine shop there since its completion. The building has no water or sewer service but has prodigious electrical capacity, including three-phase, 440-volt power. Other improvements include approximately 500 square feet of shop and storage space and an 8-by-40-foot shipping container that was wired, insulated, and used as an office.

After purchasing land in Glen Cove and constructing a new 5,000-square-foot industrial building, Anderson Machine Shop moved all operations there in fall 2026. The Boat Haven building is now vacant.

In September 2026, Halla Anderson asked the Port to terminate the lease early and purchase the improvements. After negotiations, the parties agreed to the terms presented to the Commission.

DISCUSSION: The site is strategically important to the Port. The building could support an existing marine trades business or a new Port tenant. Port ownership of the building and other improvements could also improve operations in the 75-ton boatyard as the north and west expansion projects advance.

FISCAL IMPACT: The 2026 cost is \$18,000, plus real estate excise tax.

RECOMMENDATION: Authorize the Executive Director to execute the attached Boat Haven Land Lease Termination, Surrender & Release Agreement with Anderson Machine Shop, substantially in the form presented.

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the attached Boat Haven Land Lease Termination, Surrender & Release Agreement, substantially in the form presented.

ATTACHMENT: Boat Haven Land Lease Termination, Surrender & Release Agreement (four pages).

PORT OF PORT TOWNSEND BOAT HAVEN LAND LEASE TERMINATION, SURRENDER & RELEASE AGREEMENT

BOAT HAVEN LAND LEASE TERMINATION, SURRENDER & RELEASE AGREEMENT (Agreement) made this ____ day of October 2026, 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 ANDERSEN MACHINE SHOP, INC., a Washington for profit corporation, hereinafter referred to as "Lessee." The Port and Lessee will sometimes be referred to within this Agreement as the "Parties".

WITNESSETH:

That the Parties mutually agree as follows:

1. The Port and Lessee acknowledge and agree that they are parties to that certain unrecorded Boat Haven Land Lease dated October 1, 2002 (the "Lease"). The Parties hereto acknowledge and agree that, notwithstanding any provisions set forth in the Lease, that the aforesaid Lease is currently in full force and effect, has continued in full force and effect without interruption since the date Lessee initially took possession of the Premises described in the Lease, and that Lessee currently possesses the Premises described in the Lease pursuant to the terms thereof.
2. Under Paragraphs 2 and 25 of the Lease, respectively, the Lease will expire on its own terms at midnight on September 30, 2027, and at that time Lessee is required to surrender possession of the Premises to the Port, and to deliver all keys that it may have to any and all parts of the Premises to the Port.
3. Pursuant to Paragraph 5 of the Lease, Lessee has constructed an approximately 1,300 square foot machine shop and has located an approximately 320 square foot (8'x40') storage container on the Premises described in the Lease.
4. The Parties have agreed to early terminate the Lease, on Friday, October 30th, 2026, in consideration of delivery by the Port of a payment in the amount of **Eighteen Thousand Dollars and No Cents (\$18,000.00)** made out to Lessee to convey, surrender and relinquish all right, title and interest in the improvements constructed upon the Leased Premises, together with the 320 square foot (8' x 40') storage container located thereon, to the Port.
5. The delivery of a payment to Lessee as described above will result in a concurrent merger of the leasehold and fee estates in the Port.
6. The Parties desire to enter into this Boat Haven Land Lease Termination, Surrender & Release Agreement for the purposes of agreeing to the Termination Date set forth above, establishing their relative rights, duties and obligations under the Lease up

through and including the Lease Termination Date, establishing their relative rights, duties and obligations following the termination of the Lease.

Unless otherwise defined herein, Capitalized terms shall have the meaning ascribed to such terms in the Lease.

NOW, THEREFORE, the Parties hereby acknowledge and agree as follows:

1. **RETURN OF POSSESSION OF PREMISES:** On October 30, 2026, Lessee will surrender and return possession of the Premises to the Port upon delivery of a payment in the amount of **Eighteen Thousand Dollars and No Cents (\$18,000.00)** by the Port to the Lessee. The Premises shall be surrendered and returned to the Port free and clear of all of Lessee's personal property, trash and other removable items, excepting the storage container, and free and clear of any other leasehold occupants. Lessee shall not remove any Lessee Owned Alterations, remove or replace any Utility Installations, or remove any other improvements to the Premises.
2. **LEASE TERMINATION:** In addition, notwithstanding any provision to the contrary in the Lease, effective as of Lessee's surrender of possession on October 30, 2026, the Lease shall be terminated and of no further force or effect and the Port and Lessee's rights and obligations with respect to the Premises arising or accruing thereafter shall be as set forth in this Lease Termination, Surrender & Release Agreement, PROVIDED, HOWEVER, that the Port and Lessee shall remain liable under the terms of the Lease with respect to any obligations which specifically survive the term of the Lease.
3. **CONSIDERATION:** The Port has agreed to deliver a payment in the amount of **Eighteen Thousand Dollars and No Cents (\$18,000.00)** made out to Lessee, and to early terminate the Lease, as compensation provided to the Lessee for selling the improvements constructed upon the Premises, together with the storage container, to the Port.
4. **TAXES:** The Port agrees to pay all state and local Real Estate Excise Taxes (REET) due upon the sale and transfer of the improvements described in this Agreement, notwithstanding any statutory assignment of primary liability to the Lessee as Seller.
5. **DISPOSTION OF SECURITY DEPOSIT:** The Parties agree that Lessee's security deposit in the amount of Three Hundred and Fifty-Four Dollars and No Cents (\$354.00) will be refunded, consistent with the provisions of Paragraph 4 of the Lease.
6. **BINDING EFFECT:** This Lease Termination, Surrender & Release Agreement shall be binding upon and inure to the benefit of the respective heirs, successors, assigns, estates and personal representatives of Lessee.

7. **AS IS/WHERE IS SALE OF IMPROVEMENTS:** The Port acknowledges and agrees that it is acquiring the improvements constructed upon the Premises, together with the storage container, on an "as is, where is" basis.
8. **ENTIRE AGREEMENT:** This Lease Termination, Surrender & Release Agreement is entered into by each of the Parties without reliance upon any statement, representation, promise, inducement, or agreement not expressly contained within this agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior oral or written agreements.
9. **MODIFICATIONS:** This Agreement shall not be amended or modified except in a writing signed by each of the Parties affected by such amendment or modification.
10. **APPLICABLE LAW, VENUE & LEGAL FEES:** This Agreement shall be governed by the laws of the State of Washington. Any dispute relating to this Agreement must be litigated in Jefferson County, Washington, with the substantially prevailing party entitled to recover its legal fees and costs.
11. **NEGOTIATED TRANSACTION:** The drafting and negotiation of this Lease Termination, Surrender & Release Agreement has been participated in by each of the Parties. For all purposes, this Agreement shall be deemed to have been drafted jointly by the Parties.
12. **COUNTERPARTS/ELECTRONIC PDF FILE TRANSMISSION:**
 - a. This Lease Termination, Surrender & Release Agreement may be executed in counterparts, each of which shall be deemed to be an original. Such counterparts, when taken together, shall constitute but one Agreement.
 - b. This Lease Termination, Surrender & Release Agreement may be executed and transmitted by electronic transmission of a PDF file and, if so executed and transmitted this will be for all purposes as effective as if the parties had delivered an executed original.

IN WITNESS WHEREOF, the Parties have executed this Lease Termination, Surrender & Release Agreement as of the date first above written.

LESSEE: ANDERSEN MACHINE SHOP, INC.

By: _____
Halla Njalsson, President

And by: _____
Ulfar Njalsson, Vice President

ATTEST:

LESSOR: PORT OF PORT TOWNSEND

APPROVED AS TO FORM

DRAFT

Eron Berg, Executive Director

Eric Toews, Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☒ First Reading ☐ Second Reading ☒ Regular Business
AGENDA TITLE	VII. A. Creation of an Industrial Development District
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	☐ Motion ☐ Action ☒ Discussion
ATTACHMENTS	1. Resolution 891-26 2. Res 891-26 Exhibit A, Findings Memo

Issue: Should the Commission establish a new Industrial Development District (IDD).

Description of Proposal: Chapter 53.25 of the Revised Code of Washington (RCW) authorizes Washington port districts to establish Industrial Development Districts (IDDs) for the development and redevelopment of marginal lands. The Port of Port Townsend (the Port or Port District) proposes to create a new Industrial Development District under this statutory authority. The Port previously exercised this authority in 1966, with the passage of Commission Resolutions 194-66 and 196-66. These resolutions established IDD “units” in various non-contiguous locations throughout east Jefferson County (e.g., shoreline areas along Port Townsend Bay, Port Hadlock, the Jefferson County (now International) Airport, and Quilcene). The Port now seeks to create an IDD that is geographically co-extensive with the Port District (i.e., encompassing all of Jefferson County), and which overlays the IDD units established by way of Resolutions 194-66 and 196-66 in 1966.

No recommended action at this meeting. A formal public hearing is scheduled for 1:00 p.m. on Wednesday, October 28, 2028. If approved by the Port Commission, funds derived from any future voter-approved IDD tax levy could be used to advance the acquisition and development and redevelopment of land throughout the Port District, rather than being restricted to the limited IDD units established in 1966.

RESOLUTION NO. 891-26

A Resolution of the Commission of the Port of Port Townsend

FINDING THAT THE CREATION OF AN INDUSTRIAL DEVELOPMENT DISTRICT IS PROPER AND DESIRABLE IN ESTABLISHING AND DEVELOPING A SYSTEM OF HARBOR IMPROVEMENTS AND INDUSTRIAL DEVELOPMENT IN THE PORT DISTRICT AND CREATING AN INDUSTRIAL DEVELOPMENT DISTRICT PURSUANT TO RCW 53.25.040 WITH A BOUNDARY COEXTENSIVE WITH THE BOUNDARY OF THE PORT OF PORT TOWNSEND.

WHEREAS, creation of an Industrial Development District (IDD) allows for the development and redevelopment of “marginal lands” in accordance with the powers granted to the Port of Port Townsend (the “Port”) under Chapter 53.25 RCW; and

WHEREAS, the Port Commission (the “Commission”) may create an IDD if it finds that the creation is proper and desirable in establishing and developing a system of harbor improvements and industrial development in the Port District; and

WHEREAS, the creation of an IDD that is co-extensive with the district boundary of the Port would allow the Commission to seek voter approval for a multi-year industrial development tax levy to fund the acquisition of property and the development and redevelopment of property throughout the Port District; and

WHEREAS, in September of 2026, the Port retained Maul Foster Alongi (MFA) to work with Port staff to provide the review and analysis necessary to support creation of an IDD coextensive with the Port District’s boundaries and fulfilling one or more of the marginal lands criteria set forth in RCW 53.25.030; and

WHEREAS, the results of the review and analysis conducted by MFA and Port staff are contained in an *Industrial Development District Findings* technical memorandum (the “Findings Report”) dated September 28, 2026; and

WHEREAS, the Findings Report has been made available to the public and has been reviewed and considered by the Commission; and

WHEREAS, on October 14, 2026, at its regularly scheduled open public meeting, the Commission received a presentation concerning the creation of an industrial development district with a boundary coextensive with the boundary of the Port. The Commission heard from:

1. Port staff concerning staff’s reasoning and recommendation for the creation of an industrial development district with a boundary coextensive with the boundary of the Port; and

2. Matt Hoffman of Maul Foster Longi, concerning the Findings Report dated September 28, 2026, analyzing the factors for the creation of industrial development districts set forth in RCW 53.25.020-030, which Findings Report is attached hereto as **Exhibit “A”** and incorporated as if specifically set forth herein.

WHEREAS, on October 28, 2026, the Commission held a public hearing (noticed in accordance with RCW 53.25.040) concerning the creation of an industrial development district with a boundary coextensive with the boundary of the Port and received any public comment provided.

WHEREAS, the Commission considered the aforementioned presentations, reviewed the Findings Report and considered all public comments.

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

Section 1. The Commission finds that lands within the proposed boundary of the industrial development district are “marginal lands” because they meet one (1) or more of the following definitions in RCW 53.25.030:

- (1) An economic dislocation, deterioration, or disuse resulting from faulty planning.
- (4) The existence of inadequate streets, open spaces, and utilities.
- (5) The existence of lots or other areas which are subject to being submerged by water.
- (7) In some parts of marginal lands, a growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety, and welfare.
- (10) Lands within an industrial area which are not devoted to industrial use, but which are necessary to industrial development within the industrial area.

Section 2. The Commission finds that the creation of the industrial development district with a boundary coextensive with the boundary of the Port is proper and desirable in establishing and developing a system of harbor improvements and industrial development in the Port.

Section 3. Pursuant to RCW 53.25.040, an industrial development district with a boundary coextensive with the boundary of the Port is hereby created.

ADOPTED this ____ day of _____, 2026, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Vice President

Carol L. Hasse, Secretary

APPROVED AS TO FORM:

Port Attorney

**EXHIBIT “A”
FINDINGS REPORT**



Technical Memorandum

To: Eric Toews, Port of Port Townsend Date: September 28, 2026
From: Matt Hoffman, MFA Project No.: M0602.04.003
Re: Industrial Development District Findings

Introduction

Chapter 53.25 Revised Code of Washington (RCW) authorizes Washington port districts to establish Industrial Development Districts (IDDs) for the development and redevelopment of marginal lands. An IDD may encompass all or a portion of a port district, including property owned by the Port and by others. The creation of an IDD and the use of an additional tax levy to address the economic development needs within the district are within the broad powers afforded all Washington ports.

The Port of Port Townsend (Port) previously exercised this authority in 1966 by establishing IDD's under Port Resolutions No. 194 and No. 196. The existing districts encompass multiple harbor and shoreline areas throughout eastern Jefferson County (county). The Port is considering the establishment of a new IDD encompassing the full geographic boundaries of the Port district which encompasses all of Jefferson County (District).

The proposed IDD would incorporate the areas covered by the existing IDD's and include lands within the county that is not currently within an IDD. For the existing IDD's, this memorandum supplements the historical designations with current evidence concerning marginal-land conditions. For newly included areas, the memorandum evaluates current conditions directly against the statutory criteria.

Purpose and Need

The purpose of this memorandum is to provide the Port Commission with the factual findings necessary to consider a resolution establishing an IDD coextensive with the Port District's boundaries. Chapter 53.25 RCW requires the Commission to identify marginal lands within the proposed district and find that formation of the district is proper and desirable for harbor improvements and industrial development.

Industrial Development Districts

Chapter 53.25 RCW authorizes Washington port districts to establish IDD's to facilitate the development and redevelopment of, and investment in marginal lands. Marginal lands are properties or areas exhibiting one or more of the conditions identified in RCW 53.25.030. The Commission is not required to find that every statutory condition exists or that every parcel within the proposed district is affected. The presence of any one or more qualifying conditions may support the establishment of an IDD. The conditions that define marginal lands are as follows:

- (1) An economic dislocation, deterioration, or disuse resulting from faulty planning.

- (2) The subdividing and sale of lots of irregular form and shape and inadequate size for proper usefulness and development.
- (3) The laying out of lots in disregard of the contours and other physical characteristics of the ground and surrounding conditions.
- (4) The existence of inadequate streets, open spaces, and utilities.
- (5) The existence of lots or other areas which are subject to being submerged by water.
- (6) By a prevalence of depreciated values, impaired investments, and social and economic maladjustment to such an extent that the capacity to pay taxes is reduced and tax receipts are inadequate for the cost of public services rendered.
- (7) In some parts of marginal lands, a growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety and welfare.
- (8) In other parts of marginal lands, a loss of population and reduction of proper utilization of the area, resulting in its further deterioration and added costs to the taxpayer for the creation of new public facilities and services elsewhere.
- (9) Property of an assessed valuation of insufficient amount to permit the establishment of a local improvement district for the construction and installation of streets, walks, sewers, water and other utilities.
- (10) Lands within an industrial area which are not devoted to industrial use but which are necessary to industrial development within the industrial area.

Existing Industrial Development District

The existing IDD, established in 1966 under Resolutions No. 194 and No. 196, consist of multiple shoreline and harbor-related units extending from Port Townsend Bay and Admiralty Inlet south through portions of Chimacum Creek, Oak Bay, Mats Bay, Port Ludlow, Quilcene Bay, Dabob Bay, Jackson Cove, Hood Canal, and Fisherman Harbor. Although the original supporting findings are not included in the materials reviewed for this memorandum, Resolutions No. 194 and No. 196 constitute the Port Commission's formal actions establishing the existing IDDs. This memorandum therefore recognizes the existing districts as previously established and provides current evidence of marginal-land conditions within those areas.

In 2019, the Port proposed a second IDD levy to fund capital infrastructure improvements within the existing IDD boundaries. Voters approved the measure, providing a dedicated funding source for infrastructure investments in the existing IDD boundaries. The 2019 action concerned the exercise of the Port's existing IDD levy authority and did not alter or expand the geographic boundaries of the districts established in 1966.

The Port now proposes to establish a new IDD that is coextensive with the District, encompassing marginal lands located outside the historic IDD units. Establishment of the proposed District-wide IDD would expand the geographic area in which IDD-funded investments could be undertaken. However, creation of the IDD would not itself impose an IDD levy or increase property taxes. Any future levy would require separate action by the Port Commission and approval by district voters.

Approach

The analysis will address the proposed district in two parts. For lands within the IDD established under Resolutions No. 194 and No. 196, the memorandum will recognize the prior designations and identify current evidence that continues to support the existence of marginal-land conditions. For lands outside the existing IDD, the memorandum will evaluate documented conditions against the criteria in RCW 53.25.030 and identify the findings supporting their inclusion in the proposed district.

A countywide boundary is consistent with the Port's adopted direction to promote countywide economic vitality, develop infrastructure at Port properties, and identify, acquire, and develop lands for industrial use throughout the county. The findings will be grounded in the Port's existing planning framework and will draw upon needs, opportunities, and priorities identified in adopted plans, capital improvement programs, economic development studies, and other supporting planning documents.

Identified Needs and Opportunities

Based on the conclusions of independently prepared analyses, determinations, and reports, there is evidence that the lands outside of the existing IDD but within the Port District boundaries satisfy one or more of the marginal lands criteria set forth in RCW 53.25.030. Subject to the Port Commission's findings under RCW 53.25.040(1), these lands may be eligible for inclusion within a countywide IDD. Inclusion of these lands within a countywide IDD would allow the Port to use available IDD funding mechanisms to support improvements and industrial development throughout the Port District.

Materials Review: Existing Plans and Studies

The following studies and materials demonstrate the need for the proposed IDD within the Port district. They are quoted below as evidence for each RCW criterion.

Port of Port Townsend

- Port of Port Townsend Strategic Plan (2025): The Port's adopted Strategic Plan includes several objectives relative to economic vitality, infrastructure maintenance and development, environmental leadership, transparency and accountability, and community access.
- Port of Port Townsend Comprehensive Scheme of Harbor Improvements (2020): The Port's Comprehensive Scheme, substantially revised in 2020 and amended annually thereafter, identifies a wide array of capital maintenance, repair and replacement projects needed at Port facilities countywide over the coming decades.
- Port of Port Townsend 2025 Amendments to the Comprehensive Scheme of Harbor Improvements (2025): This document updates and supplements the Port's 2020 Comprehensive Scheme of Harbor Improvements and serves as the Port's primary long-range planning framework for the development, maintenance, and improvement of Port-owned facilities. The amendments incorporate the Port's 2025 Strategic Plan, Short's Family Farm Plan, Hazard Mitigation Plan, Airport Master Plan, and annual Capital Budget and Five-Year Capital Improvement Plan by reference. The document inventories Port properties, identifies their current uses and long-range development plans, and establishes the framework for continued investment in marine, industrial, aviation, agricultural, and public access facilities throughout Jefferson County.
- City Council Workshop Presentation: Economic Development; Glen Cove Infrastructure Analysis Report (2026): This presentation was used to facilitate a City Council Workshop discussion

concerning economic development planning and the Glen Cove Industrial Area. The presentation highlights the loss of more than 2,500 jobs in the City of Port of Port Townsend during the 20-year period between 2002 and 2022, notwithstanding its status as Jefferson County's only incorporated urban growth area.

Jefferson County

- Jefferson County Comprehensive Plan, Chapter 1 Land Use and Chapter 7: Economic Development (2025): The County updated its Comprehensive Plan in 2025. Chapter 1 of this plan includes numerous policies related to industrial land protection. Chapter 7 of this plan includes several goals, policies, and strategies related to economic development, including the establishment of a Targeted Industry Program, maintaining adequate land and infrastructure for economic development, and attracting new economic development.
- The Jefferson County Countywide Planning Policies (2024): The countywide planning policies establish the long-term framework for coordinating land use, infrastructure, economic development, transportation, housing, and public facilities planning among Jefferson County, the City of Port Townsend, the Port of Port Townsend, and other public agencies. The document emphasizes the importance of ensuring adequate infrastructure to support development, maintaining sufficient land for commercial and industrial growth, coordinating economic development activities, supporting employment opportunities, and utilizing the Port's statutory authority to implement industry and trade strategies. The CPPs provide direct policy support for industrial development, infrastructure investment, and economic development initiatives throughout Jefferson County and complement the findings supporting establishment of a countywide Industrial Development District.

City of Port Townsend

- City of Port Townsend Comprehensive Plan Update (2025): This document establishes the City's long-range vision for land use, housing, transportation, infrastructure, climate resilience, and economic development through 2045. The Plan identifies housing affordability challenges, infrastructure limitations, industrial land constraints, workforce and demographic challenges, opportunities for infill and economic development, and policies intended to support family-wage employment, local industry, housing production, and efficient infrastructure investment. It provides current policy and planning support for findings related to infrastructure deficiencies, underutilized development opportunities, land necessary for industrial development, and broader economic development needs within eastern Jefferson County.

EDC Team Jefferson

- Jefferson County Economic Development Council (EDC) Public Sector Cabinet and Public Infrastructure Fund Activity Report (2025): This report discusses the EDC's activities over the past year and the outline of the 2026-2027 Strategic Plan. It focuses on business retention and expansion, workforce development, and convening and community outreach.
- Jefferson County EDC Public Infrastructure Fund Report & Public Sector Cabinet Report (2026): This report describes the first six months of implementation of the 2026-2027 EDC Strategic Plan which is centered on playing an economic development convening role for the County, supporting new jobs and investments, serving as a knowledge hub, and supporting and expanding existing businesses.

North Olympic Development Council

- North Olympic Peninsula Resource Conservation & Development Council (NODC) Comprehensive Economic Development Strategy 2021-2025 (2021): This report describes the four goals of the region's adopted comprehensive economic development strategy, which are (1) a diversified,

resilient economy (2) opportunity and prosperity for all (3) strengthened and sustainable infrastructure, and (4) protected and enhanced cultural and natural assets.

RCW 53.25.030 Criteria Response

According to RCW 53.25.030, “Marginal Lands” is defined and characterized by any one or more of the following described conditions. Please see the applicable RCW 53.25.030 criteria and associated findings of evidence below:

(1) An economic dislocation, deterioration, or disuse resulting from faulty planning.

Findings:

Conditions within the proposed IDD reflect economic dislocation, deterioration, and underutilization associated with longstanding infrastructure deficiencies, deferred maintenance, limited industrial development capacity, and insufficient investment in facilities necessary to support economic growth. These conditions are attributable, in part, to historical planning and investment limitations, fragmented implementation, and the inability to secure sufficient resources to address identified infrastructure and economic development need. The Port’s Operating & Capital Budget identifies approximately \$18 million of work necessary in 2026, with a focus on rehabilitating, replacing and upgrading existing Port facilities. This is part of the Port’s 5-year \$57.6 million capital improvement program. The Port’s capital planning documents further conclude that available revenues are insufficient to address identified needs, resulting in ongoing deferred maintenance and deterioration of critical public assets.

County and regional economic development studies likewise identify infrastructure constraints, workforce and investment challenges, limited implementation capacity, and a need for coordinated efforts to expand industrial opportunities, recruit and retain businesses, and support job creation, including a targeted industrial program. Local and regional planning policies consistently emphasize the importance of identifying and developing industrial lands, improving infrastructure, and aligning economic development initiatives with land use planning. Collectively, these circumstances demonstrate a pattern of economic dislocation, physical deterioration, and underutilization of lands and facilities that is attributable, in part, to historical planning and investment limitations and that is consistent with the conditions contemplated by RCW 53.25.030.

Evidence:

- “The globalization of markets and jobs, constant and rapid changes in technology, and the loss of sales tax revenues have accentuated the economic disparities in Jefferson County. The County must develop an approach to create a climate for economic development that facilitates the recruitment of industry and the retention and strengthening of existing businesses.” (*County 2025a*)
- “EDP 4.4 Support the efforts of the Port of Port Townsend to identify the Jefferson County International Airport (JCIA) as a self-supporting essential public facility. This may include, but is not limited to, the siting of appropriately scaled aviation and non-aviation-related industrial/manufacturing activities in the Airport Essential Public Facilities District.” (*County 2025a*)
- “EDP 10.1 Support and coordinate efforts with the City of Port Townsend, Port of Port Townsend, PUD, Port Ludlow MPR, infrastructure service providers, and/or other stakeholders to conduct special studies that identify and evaluate infrastructure needs in areas targeted for future commercial and industrial development.” (*County 2025a*)

- “Through local sub-area planning and co-ordination with other agencies and organizations, Jefferson County should use zoning, incentives or other measures to ensure that an appropriate proportion of the land adjacent or near public infrastructure facilities is utilized to its highest and best use. The surrounding land uses should be buffered or compatible with economic development.” (*County 2025a*)
- “Identify key physical locations for new economic development and potential obstacles to development. Make recommendations to local government stakeholders and promote private sector investments in these areas. (*EDC 2026*)
- “Jefferson County’s economic development strategy includes ensuring that land use and planning decisions provide for an adequate supply of zoned land, public services and infrastructure, and an efficient and timely permitting process to facilitate the development of future industrial, commercial, and manufacturing activities.
 - Action Items:
 - In cooperation with the City of Port Townsend, the Port of Port Townsend, private enterprises, and Economic Development organizations, pursue a study of industrial and commercial lands County-wide to determine whether there is an adequate land base to support future economic development activities. Among other things, this study should identify suitable land in urban, rural and resource settings. (Corresponding Goal: 5.0)” (*County 2025a*)
- “The responsibility of the public sector is to assure that these activities are carried out consistent with defined community and environmental values. To this end, comprehensive plans should clearly identify these values in order that economic opportunity is not lost due to confusion or unreliability of process.” (*County 2024*)
- “The Port of Port Townsend’s statutory authority should be utilized as a tool to implement industry and trade strategies, including the promotion of employment opportunities, the consolidation and parceling of property, and the development of infrastructure to meet the needs of industry...” (*County 2024*)
- “Objective 2.1: Develop and adopt a multi-year Capital Facilities Plan (CFP) that prioritizes funding for maintenance and repair of existing Port facilities and infrastructure.
 - Ensure that the CFP contains an inventory of Port facilities and identifies deficiencies and the actions necessary to eliminate those deficiencies.
 - Incorporate a minimum five-year financing plan for all cost centers that lists sources of funding and the anticipated schedule for capital projects. (*Port 2025a*)
- “Objective 4.4: Diversity the Port’s revenue base in a manner consistent with the triple bottom line approach to decision-making.
 - Identify, acquire, and develop lands for industrial use throughout Jefferson County.” (*Port 2025a*)

(4) The existence of inadequate streets, open spaces, and utilities.

Findings:

The materials reviewed demonstrate the existence of inadequate streets, transportation infrastructure, and utility systems within Jefferson County and on Port-owned properties. Existing transportation infrastructure includes facilities that have significantly exceeded their anticipated service life, such as the Point Hudson roadway network, which has not been resurfaced since the 1930s and will likely require complete resurfacing in the near term. The Port’s ongoing efforts to

secure funding for three-phase power, potable water, fire flow, and internal road access at the Airport Light Industrial Park further demonstrate the existence of utility and access deficiencies requiring substantial infrastructure improvements before industrial development can occur. The need for infrastructure investment is also reflected in regional economic development planning documents, which identify deteriorating public infrastructure, inadequate sewer and water systems, insufficient broadband access, limited public transit options, constrained transportation connections, and energy infrastructure that is not competitive for industrial development.

Regional stakeholders similarly identified roads, sewer and water infrastructure, and broadband services as key deficiencies requiring improvement. Public agencies and economic development organizations continue to emphasize the need for reliable industrial infrastructure, expanded utility capacity, improved transportation access, broadband deployment, and additional investment in water, wastewater, stormwater, roadway, and utility systems to support economic development and future growth. Collectively, this evidence supports a finding that inadequate streets, transportation infrastructure, and utility systems remain present in areas of the proposed IDD and continue to constrain economic development opportunities.

Evidence:

- “Deteriorating public infrastructure; Insufficient affordable broadband; Limited and underutilized bike and public transit options; Dependence on the state to properly maintain roads and bridges; Inability of sewer and water system infrastructure to support housing densification; Energy infrastructure and power requirements along with pricing are not competitive for industry;” (NODC 2021)
- “Below, we show how 57 respondents surveyed during the CEDS process assessed the strengths (assets), weaknesses, opportunities and threats.
 - Weaknesses: What do you think most needs to be changed or improved in the North Olympic Peninsula region?
 - Infrastructure – sewer and water: 10-15 votes
 - Infrastructure – roads: 5-10 votes
 - Broadband services: 30-35 votes” (NODC 2021)
- “Limited industry transportation options and constrained access because the region is on a peninsula and road connections are limited (built capital/geographic limitations);” (NODC 2021)
- “Key themes included the need for reliable industrial infrastructure, workforce housing, and stronger alignment between training programs and employer demand. A potential new Manufacturers Association also garnered interest.” (EDC 2025)
- “In January, the Port applied to the Washington Department of Commerce Industrial Symbiosis Grant Program for \$284,999 - half of a roughly \$570,000 project - to bring three-phase power, potable water and fire flow, and internal road access to the site, enabling five co-located wood businesses to share equipment and turn one another's waste streams into marketable products.” (EDC 2026)
- “Make infrastructure investments to ensure that Port facilities at Boat Haven, Quilcene and Point Hudson continue to attract and support a diverse range of businesses and trades, including:
 - “Commercial and recreational boat building, repair and maintenance;”
 - “Tribal and non-tribal commercial fishing, aquaculture, and seafood processing;”
 - “Maritime support services; and”

- “Passenger water transportation” (*Port 2025a*)
- “Facilitate the construction of a sewer system for the Irondale/Hadlock UGA to provide greater opportunities for residential, industrial and commercial uses. (Corresponding Goal: 10.0)” (*County 2025a*)
- “Goal 3: Strengthened and Sustainable Infrastructure
- Water/Wastewater/Stormwater Desired Outcome: Resilient, efficient, and affordable safe water, wastewater and stormwater services that support sustainable growth and are equipped for climate change.” (*NODC 2021*)
- “Invest in maintenance, repair, and expansion to meet basic needs and increase resilience to climate change and natural disasters. Invest in increased infrastructure capacity to densify larger communities to prevent sprawl and accommodate a growing population while supporting rural areas with more remote, localized systems.” (*NODC 2021*)
- “Improve access to broadband in hard-to-serve areas, such as remote tribal and non-tribal areas with poor access, by seeking funding for public and public-private partnerships for middle mile and last mile projects.” *NODC 2021*)
- “Goal 3: Strengthened and Sustainable Infrastructure”
 - Broadband Desired Outcomes:
 - Quality & Accessibility: Connectivity that meets or exceeds Washington State’s broadband goals available to all businesses, institutions and residences in the region.
 - Focus and investment in ‘last mile’ connections increases access to hard-to-reach locations.” (*NODC 2021*)
- “Goal 3: Strengthened and Sustainable Infrastructure”
 - Transportation Strategies:
 - Sufficient investment in maintenance and improvement of highway and road system for greater resilience.
 - Improve and expand public transit options to ensure the workforce can access jobs and all people can access basic necessities and other destinations.” (*NODC 2021*)
- “Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.” (*County 2024*)
- “The full range of governmental urban services at the adopted level of service (LOS) standards will be planned for and provided within UGAs, as defined in the capital facilities plan, including community water, sanitary sewer, piped fire flow, and storm water systems.” (*County 2024*)
- “Priority for the funding of new or expanded public services and facilities will first be given to those which are responding to capacity deficiencies within UGAs, or to those which provide an inducement for development within UGAs, or to those responding to a public health threat.” (*County 2024*)
- “Infrastructure may be the limiting factor to business growth in Glen Cove.” (*Port 2026*)
- “Sewer service is often the limiting factor to light industry.” (*Port 2026*)
- “Airport Infrastructure needs:

- A significant initial investment is needed to provide basic infrastructure that will serve full build-out of the site. This would include road, stormwater and wastewater disposal infrastructure.
- Currently a municipal sewer system does not extend to the area surrounding the airport including the site. Existing facilities in the area are served by small individual or community septic systems” (Port 2020)
- “Boat Haven infrastructure deficiencies:
 - Providing adequate land and infrastructure to support tenants and visitors is vital to our long-term success.
 - The electrical conduits, wiring, transformers, and pedestals in both the Work and Boat Yards are in fair to poor condition and require rehabilitation over the relatively near term.” (Port 2020)
- “Most existing infrastructure has capacity to accommodate growth in the 20-year planning period as described in the functional plans. However, much of Port Townsend’s existing infrastructure was built decades ago and needs repair and replacement” (City 2025)
- “Combined with the high cost of property, developers are responsible for extending infrastructure to their site, which is beyond the budget of many low-income affordable housing and market-rate housing developers.” (City 2025)

(5) The existence of lots or other areas which are subject to being submerged by water.

Findings:

The Port possesses extensive waterfront facilities and infrastructure that are directly adjacent to the inland marine waters of Puget Sound. Many of the Port's waterfront facilities most susceptible to flooding, storm surge, shoreline erosion, and sea level rise, including Boat Haven, Point Hudson, Quilcene Marina, and other shoreline properties, are located within areas that were historically included in the Port's existing IDD established in 1966 and continue to form a substantial portion of the proposed countywide IDD. Evidence below demonstrates that, with the exception of the Jefferson County International Airport, most Port properties are located in low-lying coastal areas that are vulnerable to storm surge, coastal flooding, shoreline erosion, and sea level rise. Available scientific and planning studies indicate that recurrent inundation associated with sea level rise and storm events is likely to increasingly affect Port facilities over time, with some properties expected to experience periodic inundation and, in the longer term, permanent submergence. The documents further identify existing concerns regarding shoreline erosion and storm surge impacts at Boat Haven, where planning studies have been recommended to protect critical infrastructure from coastal hazards. Regional economic development and resilience planning documents likewise recognize the effects of climate change and natural disasters on vulnerable infrastructure and emphasize the need for investments that increase resilience to flooding, coastal hazards, and other environmental disruptions. Taken together, this evidence supports a finding that portions of the proposed IDD include lots and other areas that are subject to being submerged by water or otherwise adversely affected by flooding, storm surge, shoreline erosion, and sea level rise.

Evidence:

- “Invest in maintaining and upgrading port infrastructure to support the current and future needs of the blue economy, encouraging business innovation, improving energy efficiency, reducing ecological impacts and increasing resilience in the face of climate change, earthquakes, and tsunamis.” (NODC 2021)

- “Point Hudson vulnerabilities:
 - The southeastern-most shoreline at Point Hudson... is highly vulnerable to wind and wave action and coastal erosion
 - Projected sea-level rise over the coming decades, coupled with high tides, storm events, and ongoing erosion, are anticipated to compromise the continued use of these campsites over time.” (Port 2020)
- “Boat Haven vulnerabilities:
 - This beach is highly vulnerable to wind and wave action at present, and projected sea-level rise over the coming decades will only increase the risk of flooding and erosion along this stretch of shoreline, especially during storm events.
 - Projected sea-level rise over the coming decades will only magnify the outfall issues associated with our gravity flow system.” (Port 2020)

(7) In some parts of marginal lands, a growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety, and welfare.

Findings:

Portions of the proposed IDD contain lands that are not being utilized to their full economic potential and, in some cases, remain only partially productive despite being well suited to support employment-generating and industrial uses. Countywide and regional economic development strategies consistently identify manufacturing, maritime industries, agriculture, aquaculture, value-added processing, and aviation-related industrial development as priority sectors for future growth, while emphasizing the need for infrastructure and appropriate industrial land to support business expansion and the creation of family-wage jobs. Jefferson County planning policies encourage the use of industrial land designations and public assets to attract investment, support regional economic clusters, and expand employment opportunities in targeted industries. The Port’s Strategic Plan specifically calls for development of infrastructure to enable rural-scale light industrial development at the Jefferson County International Airport and to promote aviation-related manufacturing and freight businesses. Recent economic development efforts have likewise focused on the Airport Light Industrial Park as a key location for future growth, with public and private partners investing in utility, transportation, and site improvements to unlock the productive use of underdeveloped industrial lands. Collectively, this evidence indicates that portions of the proposed district remain underutilized relative to their economic development potential and that additional infrastructure investment and coordinated development efforts are necessary to transition these areas from a stagnant condition to productive uses that contribute to the public health, safety, welfare, and long-term economic resilience of Jefferson County.

Evidence:

- “EDC Team Jefferson identified four broad geographic areas in which to encourage economic development through 2027: Port Hadlock, Opportunity Zone 2.0 census tracts in Port Townsend and Brinnon/West End, Fort Worden, and the Airport Light Industrial Park.
 - Airport Light Industrial Park: The Port of Port Townsend’s Airport Light Industrial Park is where intergovernmental coordination is most visible on the ground...new member businesses and expanded sales mean ‘more logs staying on the Peninsula for processing, more prosperity-wage jobs, and more young families staying to create a life here.’” (EDC 2026)

- “Critical to all of these sectors is building and supporting the infrastructure to allow for business and industry expansion, which in turn supports more job opportunities.” (NODC 2021)
- “Below, we show how 57 respondents surveyed during the CEDS process assessed the strengths (assets), weaknesses, opportunities and threats.
 - Opportunities: Based on these assets, what do you see as the most promising opportunities in the region?
 - Agriculture and food processing development: 30 votes
 - Maritime sector development: 31 votes
 - Manufacturing: 5 votes” NODC 2021)
- “Objective 1.2: Promote sustainable economic development opportunities that create family-wage jobs.
 - Pursue economic opportunities that support the retention and growth of interconnected businesses, suppliers, and associated trades. Seek to develop businesses that sustain and create family-wage jobs.
 - Promote general aviation-related manufacturing and air freight businesses at the Jefferson County International Airport.
 - Develop infrastructure to enable rural-scale light industrial development at the JCIA.” (Port 2025a)
- “EDP 6.1 Use land use designations such as Industrial Land Banks (ILBs), Major Industrial Developments (MID), Urban Growth Areas (UGAs), Limited Areas of More Intense Rural Development (LAMIRD), Rural Village Centers, Rural Crossroads, and the allowed uses specific to each designation to support regional alliances and economic clusters to attract investment and sustain economic activity.” (County 2025a)
- “EDP 6.9 Protect the Port of Port Townsend’s industrial properties, waterfront and all other public assets entrusted and managed by the Port and established by legislative mandate to enhance economic vitality and quality of life for the citizens of Jefferson County.” (County 2025a)
- “Strategies in the natural resource area focus on preserving working landscapes through continued sustainable harvests; creating additional higher wage jobs through value-added processing and manufacturing; and improving revenues, profitability and wages by providing technical assistance and support for area businesses at all growth stages.” (NODC 2021)
- “Value-added product innovation and development, (intellectual capital) particularly for small to mid-sized businesses, in the agriculture, forestry, fisheries, green energy, manufacturing, and other sectors;” (NODC 2021)
- “Goal 1: A Diversified, Resilient, Economy
 - The Region’s Blue Economy Desired Outcomes:
 - A thriving and resilient working waterfront that supports and enhances the region’s industry sectors while encouraging innovation and sustainable technology.
 - A vibrant and sustainable commercial fishing and aquaculture sector.” (NODC 2021)
- “The economic development element shall be included in the County's and incorporated cities comprehensive plans. This element should identify and designate adequate areas for commercial, retail, and industrial growth necessary to sustain and meet future population and employment forecasts.” (County 2024)

- “Rainier Subarea largely undeveloped due to land in trust or large parcel owners unwilling to sell or develop.” (Port 2026)
- “The Port should be actively managed to efficiently use all available land, encourage intensification of marine-related industrial and commercial uses, and improve the Port’s bottom line.” (Port 2020)
- “The Port acquired the [airport] property in 2002 after identifying the need for more industrial land to further its economic development and job creation missions.” (Port 2020)
- “The entirety of the [airport] property is currently undeveloped forested land.” (Port 2020)
- Over \$7 million of capital improvement funds are earmarked for the development of the Rural Light Industrial Park in the Port’s Capital Improvement Plan (Port 2025b)
- “Develop and manage the Short’s Family Farm to sustain and expand local agricultural production, processing, and food system resilience.” (Port 2025b)
- “The Land Capacity Analysis found there is adequate land within the urban growth area (UGA) to accommodate urban growth, but that certain conditions – like the availability of urban infrastructure and access – may impose temporary geographical restrictions on where new housing or employment can be placed over the course of the next 20 years.” (City 2025)
- “Targeted infill in key areas, such as near downtown, neighborhood centers, or along transit corridors, can support housing choice, economic activity, equity, inclusion, and more sustainable patterns of growth” (City 2025)

(10) Lands within an industrial area which are not devoted to industrial use, but which are necessary to industrial development within the industrial area.

Findings:

Lands within the proposed IDD include properties that are not currently devoted to industrial use but are necessary to support future industrial development and economic vitality within Jefferson County. The record demonstrates an ongoing need to provide suitably located industrial lands, supporting infrastructure, and development-ready sites to accommodate future industrial and manufacturing activities. The Jefferson County International Airport area has been identified as a focal location for rural-scale light industrial development, including Port-owned properties subject to light-industrial zoning and planned infrastructure investments intended to support future industrial users. County economic development policies further recognize the need to maintain an adequate supply of industrial land, establish an Industrial Land Bank for major industrial developments, direct industrial growth to appropriate locations, and support industrial and manufacturing activities within the Airport Essential Public Facilities District. Collectively, these lands function as a necessary reserve of development capacity that supports the preservation, expansion, and long-term viability of industrial activities within the county, even where such lands are not presently occupied by industrial uses.

Evidence:

- The Jefferson Timber Cooperative leases a 12.2-acre Port-owned site at the Jefferson County International Airport under light-industrial overlay zoning the County approved in 2024. (EDC 2026)
- “Develop infrastructure to enable rural-scale light industrial development at the JCIA” (Port 2025a)

- “Protect future opportunities for planning Industrial Land Banks and Major Industrial Developments by keeping development regulations current and effective for these land uses.” (County 2025b)
- “The purpose of the Airport Overlay III is to provide a limited opportunity for rural scale non-aviation-related industrial uses that contribute to the long-term financial viability of the AEPF and to enhance the economic vitality and quality of life for the residents of Jefferson County.” (County 2025b)
- Establish an Industrial Land Bank in close proximity to a UGA for the siting of major industrial developments outside designated Urban Growth Areas that is consistent with RCW 36.70A.365 and 36.70A.367 (Corresponding Goal 6.0) (County 2025a).
- “EDP 4.4 Support the efforts of the Port of Port Townsend to identify the Jefferson County International Airport (JCIA) as a self-supporting essential public facility. This may include, but is not limited to, the siting of appropriately scaled aviation and non-aviation-related industrial/manufacturing activities in the Airport Essential Public Facilities District.” (County 2025a)
- “EDP 6.8 Direct new industrial/associated commercial development in the Glen Cove area to areas within the logical boundaries established under the provisions of RCW 36.70A.070(5)(d) while continuing to work with the City of Port Townsend, Port of Port Townsend, PUD, economic stakeholders and economic development agencies regarding capital facility and land use.” (County 2025a)
- “Support Glen Cove light industry and housing with sewer provision.” (Port 2026)
- “In 2008, Jefferson County rezoned 24-acres of Port-owned land south of the runway for non-aviation-related light industrial development.
 - This zoning was expanded to include a further 43.5 acres of Port-owned land (67.5 acres total) in 2024.
 - Planning and development of this rural light industrial park is presently underway.” (Port 2020)
- “Port Townsend’s industrial land supply is limited, making it vital to protect existing areas from incompatible development and ensure they are well served by infrastructure.” (City 2025)
- “There are also industrial uses located outside the City limits in the Tri-area and Glen Cove.” (City 2025)

Conclusion

Based on the evidence summarized in this Findings Memorandum, conditions exist throughout the District that support a determination that marginal lands are present within the meaning of RCW 53.25.030. Historical and current planning documents, economic development studies, infrastructure assessments, capital improvement plans, and related reports demonstrate the presence of aging and inadequate infrastructure, underutilized and constrained industrial lands, deferred capital investment needs, and economic conditions that limit the full productive use of land and facilities within the Port District. These conditions adversely affect opportunities for economic development, job creation, business expansion, and the long-term prosperity of Jefferson County.

The findings presented herein support the conclusion that lands within the Port District satisfy multiple criteria of RCW 53.25.030, including:

- (1) An economic dislocation, deterioration, or disuse resulting from faulty planning.

- (4) The existence of inadequate streets, open spaces, and utilities.
- (5) The existence of lots or other areas which are subject to being submerged by water.
- (7) In some parts of marginal lands, a growing or total lack of proper utilization of areas, resulting in a stagnant and unproductive condition of land potentially useful and valuable for contributing to the public health, safety, and welfare.
- (10) Lands within an industrial area which are not devoted to industrial use, but which are necessary to industrial development within the industrial area.

Establishment of a countywide IDD would provide the Port with an additional financing mechanism to address these conditions through strategic investment in public infrastructure, industrial site readiness, facility rehabilitation, and other improvements that advance the Port's statutory mission of promoting economic development and employment opportunities. A countywide IDD would also provide greater flexibility to pursue projects throughout the Port District, supporting the development and redevelopment of lands and facilities needed to foster economic resilience, expand industrial and commercial opportunities, and enhance the long-term economic wellbeing of Jefferson County.

This Findings Memorandum therefore provides a factual basis for the Port Commission to determine that marginal lands exist within the proposed IDD and that establishment of a countywide IDD is consistent with the purposes and intent of Chapter 53.25 RCW.

References

- EDC Team Jefferson. 2025. *"EDC Activity Report for July 1, 2025-December 31, 2025."*
- EDC Team Jefferson. 2026. *"Public Infrastructure Fund (PIF) Report and Public Sector Cabinet Report, January 1-June 30, 2026."*
- City. 2025. *2025 Comprehensive Plan Update. City of Port Townsend. December, 2025.*
- County. 2024. *"Countywide Planning Policies."* Adopted via Jefferson County Board of County Commissioners Resolution No. 67-1118-24R, November 18, 2024.
- County. 2025a. *"Economic Development Element, Jefferson County Comprehensive Plan."*
- County. 2025b. *"Land Use Element, Jefferson County Comprehensive Plan."*
- NODC. 2021. *"North Olympic Peninsula Comprehensive Economic Development Strategy (CEDS), 2021-2025."*
- Port. 2020. *"Port of Port Townsend Comprehensive Scheme of Harbor Improvements." Adopted October 14, 2020.*
- Port. 2025a. *"Strategic Plan."* Adopted July 9, 2025.
- Port. 2025b. *"2025 Amendments to the Comprehensive Scheme of Harbor Improvements." November 12, 2025.*
- Port. 2026. *City Council workshop: Glen Cove Infrastructure Analysis Report. February 9.*

PORT OF PORT TOWNSEND
AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☐ First Reading ☐ Second Reading ☒ Regular Business
AGENDA TITLE	VIII. A. Boat Haven Marina Improvement Plan
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	☐ Motion ☐ Action ☒ Discussion
ATTACHMENTS	1. Informational Memo 2. Draft Boat Haven Marina Improvement Plan 3. August 12, 2026 presentation to the Port Commission

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 10/14/2026
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Boat Haven Marina Improvement Plan

ISSUE

Should the Commission adopt the Boat Haven Marina Improvement Plan?

BACKGROUND

The Commission has made replacement of the Boat Haven Marina docks a priority. This marina and nearly all of the structures within it are now more than 60 years old and near the end of their useful life. While much work remains on the funding plan, including the key element of funding to come from additional moorage revenue, formally adopting a plan is a key step in advancing this project.

DISCUSSION

Authorized by Congress in 1958 and constructed by the USACE with completion in about 1962, the Boat Haven Marina is the beating heart of the marine trades sector and the maritime culture of this place. Stated another way, without boats in the water, neither the Port Townsend Boatyard and the resulting nearly 2,000 Jefferson County jobs nor this community's unique cultural tie to the saltwater would exist. This is both the most ambitious and most important project of the Port.

Attached is a draft plan that outlines the need and scope of work for this approximately \$35M project. Partner agencies have been provided a draft along with the request to lend their support as is imagined on the last page. So far, Jefferson County, EDC Team Jefferson, and the Port Townsend Marine Science Center have all come aboard.

The purpose of the plan is to identify the scope, preliminary cost, and planned timing of the project as well as to communicate broad community support for the work. What is not included in the plan is a specific budget plan (this was also true of the Point Hudson Preservation Plan from 2020). Understanding that the budget is the elephant in the room with this plan, the staff-imagined scheme to make all this work is as follows:

Total project cost:	\$35,000,000, single project, 2030-2033 construction, with dredge
IDD 3 (if approved by voters):	\$10,000,000
Port NOI & tax revenue:	\$10,000,000 (generated 2028-2037)
Increased moorage rate revenue:	\$10,000,000 (generated 2028-2037)
Grants:	\$ 5,000,000

These costs do not include mitigation under Section 7 of the Endangered Species Act, however, it is anticipated that the Port's Port Townsend Bay Saltwater Estuary project will address mitigation for impacts from this plan.

It is also possible that the port will be more or less successful with grant revenue and in the event of more than anticipated success, the impact on moorage rates could be reduced. Port staff are keenly aware of the strong desire on the part of the commission and the community to keep access to the floating facilities within reach of the people who live in Jefferson County as this is a key element of this community's maritime culture.

Finally, on cost, the \$35M cost is based on an engineer's estimate from late summer of 2026 and will change depending on final design, timing and economic conditions when the project is advertised. The port staff team is ready to advance this project – adoption of the plan is the next step in making this happen.

FISCAL IMPACT

There is no fiscal impact of adopting the plan, implementing the plan, however, will have massive fiscal impact on the port. These impacts will be the subject of commission meetings, engagement with moorage tenants, members of the community at-large and others.

ATTACHMENTS

1. Draft Boat Haven Marina Improvement Plan
2. August 12, 2026 presentation to the Port Commission

RECOMMENDATION

Motion to adopt the Boat Haven Marina Improvement Plan.



Boat Haven Marina Improvement Plan

One of every five jobs in Jefferson County is directly or indirectly tied to the Port of Port Townsend. The Port's economic engine is the Boat Haven Marina and its connected boatyard. Parts of the Boat Haven Marina, however, are aging and obsolete. The early marina was built almost 100 years ago. The "new" marina was built over 60 years ago.

To sustain local moorage options, and to keep the marine trades thriving, it's time to face up to upgrades of the Boat Haven Marina.

Today, Boat Haven is really two marinas. The largest set of floating docks, called the A/B docks, were replaced in 2010-2011. Those boaters enjoy new wood floats, electrical

connections, water and fire protection, lighting and galvanized pilings and rings.

However the rest of the marina – what's called the Commercial Basin, the C and D docks, the linear dock and the fuel station dock – date from the mid-1960s. They were untouched by those improvements.



Investing in the marine trades & boating community

Each color represents a component of the project. Replacement of each dock would be completed during the few months when in-water work is allowed.
The project, if approved and funded, could be designed and permitted by 2029 with construction occurring 2030–2033.

- Dock Replacements for**
- D Dock
 - C Dock
 - Linear Dock
 - Fuel Dock
 - Commercial Basin docks

- Floating dock replacements include:**
- New floating docks
 - Pilings: Remove creosote wooden poles; install galvanized steel pilings
 - New galvanized piling rings
 - New marine electrical service, including transformers & slip pedestals
 - New potable water pipes & fire suppression system

New dock gangways
Existing gangways to C, D, Commercial docks involve a pier & short gangway. The gangway can be so steep at low tide it is unsafe for many. New gangways would attach the shore to the floating dock, be much longer and less steep for ADA compliance.

Dredging
The Port may dredge some parts of the interior of the marina, to open up new space for safe boating.



Investing in the boating public & marine trades

A few years ago, internationally recognized consulting firm Martin Associates did an economic analysis of the local and regional impact of marine trades activity to the Jefferson County economy.

Among other things, the study found:

- ▶ 1,154 jobs are a direct outgrowth of the marine trades in Jefferson County.

- ▶ Those marine trades jobs support over 1,000 additional jobs here. Between the marine trades and the jobs they support, over 20 percent of the county's job base relies on the marine trades.

"The Boat Haven Marina is the engine that powers most of the Port's economic benefits. All of Jefferson County has a stake in its upgrades."

*Eron Berg,
Port Executive Director*

- ▶ The marine trades support over \$336 million per year in economic value. That includes \$276 million of sales revenue for direct marine trades work.

- ▶ The marine trades pay over \$135 million in personal income or local consumption of goods and

services. That includes \$55 million in personal income for direct marine trades jobs.

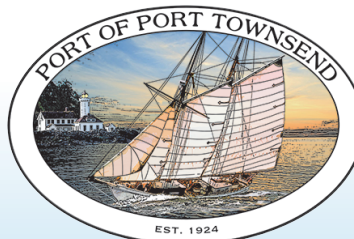
- ▶ \$12.6 million paid in state or local taxes.

Funding options for this \$35 million project include grants, moorage revenue, Port property taxes and consideration of a third (and final) Industrial Development District (IDD) levy, such as the one that allowed replacement of the Point Hudson breakwaters.

The Port Commission and Port staff welcome the guidance of residents. www.PortofPT.com

Yes to 20% of local jobs!

We're all in this together!



Boat Haven Dock Rehabilitation

August 12, 2026 Commission Workshop



Estimate Assumptions

PT Estuary Project secures adequate environmental mitigation credits

Rough order of Magnitude (ROM) for Budgeting Purposes (2 Vendors)

Full Scope including Planning, Design, Construction Admin and Permitting

Less than 10 years of serviceable life remaining in infrastructure

Concrete (Reinforced Fiber Concrete) Floats, Steel Piles

Costs shown in 2026 dollars unless otherwise noted

Dock rehabilitation is the centerpiece of the BH Rehabilitation Plan





COMMERCIAL	Area: 12,953 sf
AGE	60 YEARS
DESIGN	\$704,000
CONSTRUCTION	\$7,237,000
CONST. ADMIN	\$201,000

Commercial Basin Docks





FUEL DOCK	Area: 3,850 sf
AGE	40 YEARS
DESIGN	\$510,000
CONSTRUCTION	\$2,293,000
CONST. ADMIN	\$156,000

Fuel Dock





C DOCK	Area: 11,705 sf
AGE	56 YEARS
DESIGN	\$704,000
CONSTRUCTION	\$6,388,000
CONST. ADMIN	\$201,000

C Dock





D DOCK	Area: 11,772 sf
AGE	52 YEARS
MATERIALS	Concrete
DESIGN	\$704,000
CONSTRUCTION	\$6,284,000
CONST. ADMIN	\$201,000

D Dock





LINEAR (E-W) DOCK	Area: 7,356 sf
AGE	40 YEARS
MATERIALS	Concrete
DESIGN	\$510,000
CONSTRUCTION	\$3,512,000
CONST. ADMIN	\$915,000

Linear (E-W Portion) Dock



BATting ORDER	YEAR
DESIGN	2028-2029
PERMITTING	2029
COMMERCIAL	2030
C DOCK	2031
D DOCK	2032
LINEAR (E-W)	2033
FUEL	2033



SUMMARY ALL BOATHAVEN DOCKS	COST (2026 DOLLARS)
COMMERCIAL	\$8,142,000
FUEL DOCK	\$2,959,000
C DOCK	\$7,293,000
D DOCK	\$7,189,000
LINEAR (E-W)	\$4,178,000
TOTAL	\$29,761,000 (\$25,394,850 combined into one project)
TOTAL (with cost escalation - 2033)	\$33,076,114



Next Steps...

Phase 0 – Boat Haven Rehabilitation Plan (2026)

Phase I – Pursue Funding and Secure Environmental Credits (2027)

Phase II – Initiate Design (2028)

Phase III – Initiate Permitting Process (2029)

Phase IV – Start Construction (2030)



PORT OF PORT TOWNSEND
AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☐ First Reading ☐ Second Reading ☒ Regular Business
AGENDA TITLE	VIII B. Harbormaster Report
STAFF LEAD	Kristian Ferrero, Harbormaster
REQUESTED	☐ Information ☐ Motion/Action ☐ Discussion
ATTACHMENTS	2026 Marina & Yard Data

75T

Boatyard traffic has fluctuated above and below 2025 levels throughout the year, resulting in year-to-date activity that remains in line with historical averages. During the peak months of March through August, hoist revenue reached 95% of 2025 levels, while storage revenue reached 101% over the same period. October currently has 64 scheduled hauls, two below the three-year average and 13% fewer than last year. Overall, year-to-date hoist activity remains steady at 98.7% of the three-year average.

	75T (Small Yard) Hauls and Occupancy											
	Year											
Year	2021		2022		2023		2024		2025		2026	
Jan Hauls	45		22		41		33		32		25	
Feb Hauls	33		38		32		31		29		38	
Mar Hauls	44		58		65		55		64		73	
Apr Hauls	91		77		82		96		100		97	
May Hauls	66		75		95		102		90		83	
Jun Hauls	74		40		99		78		101		90	
Jul Hauls	52		80		72		72		84		90	
Aug Hauls	56		93		88		78		89		66	
Sep Hauls	66		100		61		81		69		69	
Oct Hauls	56		72		65		61		74			
Nov Hauls	35		39		31		42		38			
Dec Hauls	30		15		28		23		27			
Year Total	648		709		759		752		797		631	
Year to Date	527		583		635		626		658		631	
Year	2021		2022		2023		2024		2025		2026	
Jan Occ	109	86%	112	88%	126	99%	102	70%	107	73%	110	75%
Feb Occ	124	98%	126	99%	126	99%	111	76%	115	79%	111	76%
Mar Occ	127	100%	127	100%	132	104%	124	85%	123	84%	131	90%
Apr Occ	127	100%	124	98%	143	98%	130	89%	130	89%	132	90%
May Occ	126	99%	127	100%	134	92%	130	89%	130	89%	130	89%
Jun Occ	127	100%	124	98%	136	93%	128	88%	130	89%	128	88%
Jul Occ	118	93%	122	96%	136	93%	123	84%	127	87%	130	89%
Aug Occ	100	79%	124	98%	130	89%	123	84%	126	86%	124	85%
Sep Occ	102	80%	128	101%	126	86%	124	85%	123	84%	120	82%
Oct Occ	126	99%	130	102%	124	85%	123	84%	124	85%	0	
Nov Occ	124	98%	124	98%	117	80%	114	78%	120	82%	0	
Dec Occ	109	86%	113	89%	111	76%	105	72%	112	77%	0	

300T

The Shipyard has experienced a strong year-to-date performance compared to 2025, with occupancy averaging 77%. Compared to 2025, a higher occupancy from January through April was offset by declines of 16% in May and 12% in June, followed by a summer season that remained slightly above average. Overall, occupancy has remained comparable to last year, while haul-out activity has shown more significant growth. Hoist revenue for March through April reached 146% of 2025 levels, with 15 additional hauls completed compared to the same period last year. Looking ahead, 19 vessels are currently scheduled for October, indicating the potential for another strong month of Shipyard activity.

	300T (Big Yard) Hauls and Occupancy					
	Year					
Year	2021	2022	2023	2024	2025	2026
Jan Hauls	10	10	9	14	8	14
Feb Hauls	17	7	13	12	8	11
Mar Hauls	12	20	17	15	10	15
Apr Hauls	13	13	11	18	8	16
May Hauls	12	18	19	14	14	14
Jun Hauls	12	7	13	12	6	8
Jul Hauls	12	8	10	10	10	12
Aug Hauls	6	12	9	8	7	9
Sep Hauls	10	20	17	15	22	18
Oct Hauls	12	13	15	16	11	
Nov Hauls	8	9	7	9	9	
Dec Hauls	4	12	3	10	14	
Year Total	128	149	143	153	127	117
Year to Date	104	115	118	118	93	117
Year	2021	2022	2023	2024	2025	2026
Jan Occ	74%	72%	72%	72%	72%	79%
Feb Occ	76%	76%	77%	70%	76%	81%
Mar Occ	74%	88%	82%	68%	75%	86%
Apr Occ	62%	84%	86%	79%	90%	95%
May Occ	62%	82%	85%	74%	93%	77%
Jun Occ	53%	77%	75%	63%	79%	67%
Jul Occ	60%	56%	61%	62%	69%	67%
Aug Occ	48%	63%	85%	67%	65%	67%
Sep Occ	57%	72%	77%	70%	77%	77%
Oct Occ	79%	75%	88%	72%	84%	
Nov Occ	74%	79%	80%	72%	86%	
Dec Occ	67%	68%	61%	70%	79%	

Point Hudson Nightly RV

Point Hudson experienced a strong summer season, although transient activity in both the RV Park and marina remained slightly below 2025 levels. During the peak season of March through September, the RV Park recorded 5,878 nights compared to 6,114 in 2025, reaching 96% of last year's total. Marina moorage recorded 3,451 nights compared to 3,519 in 2025, reaching 98% of last year's activity. Despite the overall decline, marina reservations exceeded 2025 levels in June and September, while the RV Park surpassed last year's totals in March, May, and August. Peak-season nightly moorage revenue reached 94% of 2025 levels, while RV nightly revenue reached 98%. Reservations for the remainder of the year continue to increase, with additional bookings expected as the fall and winter seasons typically see a greater proportion of last-minute reservations.

Nightly RV													
Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total
2021	220	251	477	693	906	1223	1381	1301	1112	821	360	169	8914
2022	180	371	454	596	736	1000	1194	1242	416	507	353	146	7195
2023	145	257	534	669	878	1183	1402	1300	768	517	309	206	8168
2024	78	207	393	613	814	1018	1283	1249	930	554	404	199	7742
2025	165	165	271	487	788	1071	1287	1275	935	639	356	181	7620
2026	188	165	305	421	837	909	1248	1286	872	502	114	95	6942
Variance from Avg	30	-85	-121	-191	13	-190	-61	13	40	-106	-242	-85	-986
5 year average	158	250	426	612	824	1099	1309	1273	832	608	356	180	7928

Nightly Moorage													
Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Total
2021	65	52	64	159	488	753	1038	1005	697	119	54	24	4518
2022	31	29	57	155	550	647	886	863	147	0	0	0	3365
2023	2	37	84	204	481	606	963	779	161	0	0	0	3317
2024	0	0	86	200	397	551	927	933	522	149	78	34	3877
2025	36	12	81	217	398	585	898	879	461	70	57	35	3729
2026	66	33	54	125	397	601	884	815	575	79	3	6	3638
Variance from Avg	22	1	-20	-62	-66	-27	-58	-77	15	-34	-60	-25	-123
5 year average	44	33	74	187	463	628	942	892	560	113	63	31	3761

2024 Transient Nights			2025 Transient Nights			2026 Transient Nights		
	RV	Moorage		RV	Moorage		RV	Moorage
Jan	0	0	Jan	3300	261	Jan	3353	394
Feb	4686	984	Feb	4311	499	Feb	3942	655
Mar	5143	1199	Mar	4835	836	Mar	4415	951
Apr	5466	1469	Apr	5230	1174	Apr		
May	6033	1975	May	5757	1821	May	5456	1610
Jun	6344	2412	Jun	6133	2334	Jun	5848	2211
Jul	6600	2952	Jul			Jul	6221	2843
Aug	7014	3451	Aug	6807	3282	Aug	6606	3391
Sep	7269	3687	Sep	7016	3498	Sep	6942	3638
Oct	7515	3798	Oct			Oct		
Nov	7695	3851	Nov	7576	3687	Nov		
Dec	7742	3877	Dec	7620	3729	Dec		

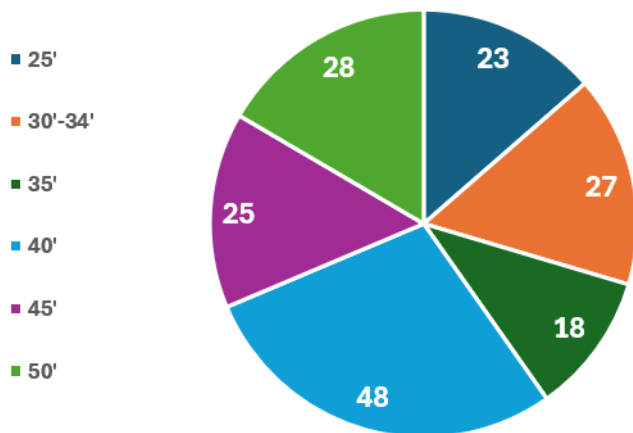
Boat Haven Moorage

Long-term moorage occupancy has remained below previous years' levels, primarily due to increased slip turnover throughout the year. Moorage staff have worked to maintain occupancy, completing 22 new assignments to date, with another two to three anticipated this month. Early summer forecasts suggested a slower-than-average transient season, but traffic improved as the season progressed, ultimately returning to typical summer levels.

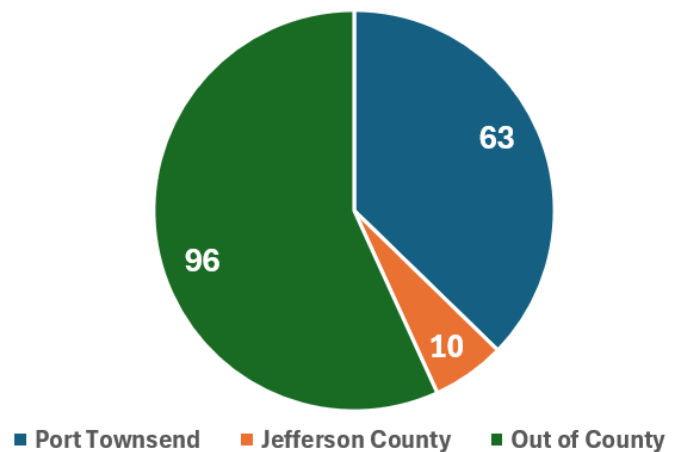
Despite the increased turnover, demand for long-term moorage remains strong, as reflected in the current waitlist of 169 applicants across all slip sizes. The highest demand is for 40'-42' slips, with 48 applicants representing 28% of the total waitlist. The remaining applicants are distributed relatively evenly across other slip sizes. Of the 169 applicants, 63 are Port Townsend residents, 10 reside elsewhere in Jefferson County, and 96 are from outside the county. Out-of-county applicants account for 57% of the total waitlist, highlighting the continued regional demand for long-term moorage at Boat Haven.

Boat Haven Permanents Assigned/Occupancy, Transient Nights Sold and Assignments from the Waitlist										
Year	2022		2023		2024		2025		2026	
Jan	277	93%	302	101%	279	93%	296	99%	280	94%
Feb	276	92%	281	94%	286	96%	295	99%	280	94%
Mar	277	93%	279	93%	279	93%	292	98%	286	96%
Apr	280	94%	274	92%	281	94%	299	100%	289	97%
May	275	92%	279	93%	283	95%	295	99%	282	94%
Jun	277	93%	274	92%	277	93%	292	98%	279	93%
Jul	274	92%	270	90%	272	91%	291	97%	274	92%
Aug	270	90%	265	89%	276	92%	291	97%	275	92%
Sep	289	97%	284	95%	278	93%	292	98%	284	95%
Oct	290	97%	282	94%	284	95%	289	97%		0%
Nov	289	97%	285	95%	283	95%	291	97%		0%
Dec	294	98%	283	95%	299	100%	294	98%		0%

Waitlist Requests by Slip Size



Waitlist Request by Location



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☐ First Reading ☐ Second Reading ☒ Regular Business
AGENDA TITLE	VIII. C. August 2026 Year-to-Date Financial Report
STAFF LEAD	Connie Anderson, Director of Finance & Administration
REQUESTED	☐ Motion ☐ Action ☒ Discussion
ATTACHMENTS	1. August 2026 Consolidated Financial Report 2. August 2026 Informational Memo, YTD Financial Report 3. August 2026 YTD Capital Project Expense Report 4. August 2026 Detailed Financial Report

Port of Port Townsend
2026 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD AUG 2025	YTD AUG 2026	Variance to prior year		YTD 2026 Budget	2026 Budget	% of Budget
	67%	67%			67%	100%	
OPERATING REVENUES							
Boat Haven Moorage	1,548,759	1,719,673	170,914		1,602,145	2,396,483	72%
Combined Yard Operations (75t & 300t)	1,938,925	2,090,171	151,246		2,103,583	3,038,670	69%
Boat Haven Properties	835,864	883,505	47,641		951,395	1,427,385	62%
Pt. Hudson Properties	415,327	423,837	8,510		467,032	695,822	61%
Pt. Hudson Marina & RV Park	1,019,942	1,017,793	(2,149)		1,058,076	1,403,495	73%
Quilcene Marina & Properties	127,416	135,028	7,612		140,302	202,492	67%
Water Access	64,945	87,952	23,006		80,922	111,399	79%
Jeff Co Intl Airport	176,534	223,094	46,561		316,395	474,949	47%
Short's Farm	30,389	32,448	2,058		35,200	48,300	67%
Misc. Operational Revenue	1,413	540	(873)		-	-	
Total Operating Revenues	6,159,514	6,614,040	454,526		6,755,050	9,798,995	67%
OPERATING EXPENDITURES							
Salary and Benefits	3,117,211	3,207,731	90,520		3,551,677	5,324,120	60%
Contracted Services	363,695	276,824	(86,871)		475,017	698,504	40%
Facilities & Operations							
- Materials, Repair and Maintenance	489,306	491,198	1,892		691,641	1,029,609	48%
Utilities	531,176	517,290	(13,886)		550,576	832,948	62%
Legal, Audit, Election & Insurance Services	565,469	496,860	(68,609)		726,173	754,777	66%
Marketing & Promotion	78,510	69,129	(9,382)		85,373	129,397	53%
Travel, Training, Recognition and Dues	70,207	51,839	(18,368)		68,069	110,777	47%
Economic Development	31,827	32,782	955		54,259	71,633	46%
Community Relations	18,552	25,092	6,539		42,654	66,413	38%
Total Operating Expenditures	5,265,954	5,168,744	(97,211)		6,245,438	9,018,178	57%
Net Operating Income	893,560	1,445,297	551,737		509,612	780,817	185%
Other Increases in Fund Resources							
(Incr.)/Decr. In Accounts Receivable	278,470	292,684	14,214		-	-	
Deposits & Retainage Collected	102,537	140,829	38,292		57,524	80,303	175%
Taxes Collected	583,104	617,530	34,426		567,500	849,000	73%
Capital Contributions/Grants	2,744,825	2,897,483	152,658		5,050,984	6,203,460	47%
Debt Proceeds - Line of Credit	-	1,000,000	1,000,000		-	-	
Debt Proceeds - Brownsfield Revolving Loan Fund	-	-	-		-	-	
Interest	404,583	321,480	(83,102)		160,000	240,000	134%
Property & other taxes	2,318,253	2,406,227	87,974		2,123,199	3,883,361	62%
Misc Other Incr. in Fund Resources	25,820	28,078	2,258		51,273	75,000	37%
Total Other Incr. in Fund Resources	6,457,593	7,411,627	954,035		8,010,480	11,331,124	65%
Other Decr. In Fund Resources							
Deposits & Retainage Paid	136,218	277,990	141,772		58,500	77,500	359%
Taxes Remitted	621,670	678,890	57,221		606,130	827,630	82%
Debt Principal & Interest	1,274,457	665,276	(609,181)		1,332,200	1,332,200	50%
State & Local Vessel Programs	229,004	100,480	(128,523)		-	-	
Equipment, Vehicles & Land Purchases	816,788	1,487,392	670,605		1,550,000	1,615,000	92%
Capital Project Expenses	4,022,463	3,400,334	(622,128)		8,400,443	12,420,664	27%
Debt Mgmt, Issuance & Misc Exp	31,340	23,277	(8,063)		23,390	30,295	77%
Total Other Decr. In Fund Resources	7,131,940	6,633,641	(1,040,380)		11,970,663	16,303,289	41%
Incr. (Decr.) in Other Fund Resources	(674,347)	777,986	1,994,415		(3,960,183)	(4,972,165)	-16%
Change in Cash - Increase/(Decrease)	219,213	2,223,283	2,546,152		(3,450,571)	(4,191,348)	-53%

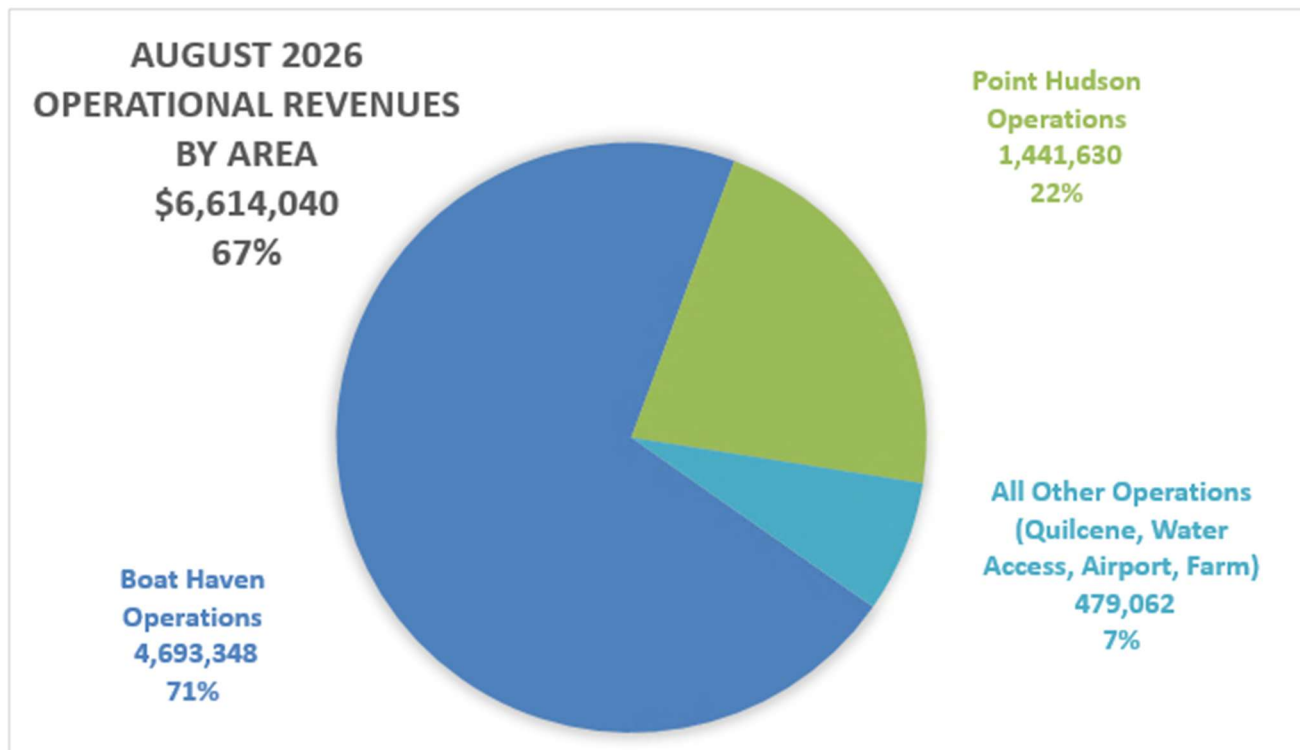
Accompanying information memo and reports are an integral part of this statement.
Summary of Fund Resources Uses, August 2026

DATE: 10/14/2026
TO: Commission, Executive Staff
FROM: Connie Anderson, Director of Finance & Administration
SUBJECT: August 2026 YTD Financial Report

Attached are highlights from August 2026 financial report on Port activities. The consolidated report shows the variance between the current period as compared to the prior year (August 2025) and the % of budget for 2026. August 2026 represents 67% of the budget.

Notes to the Financial Statements:

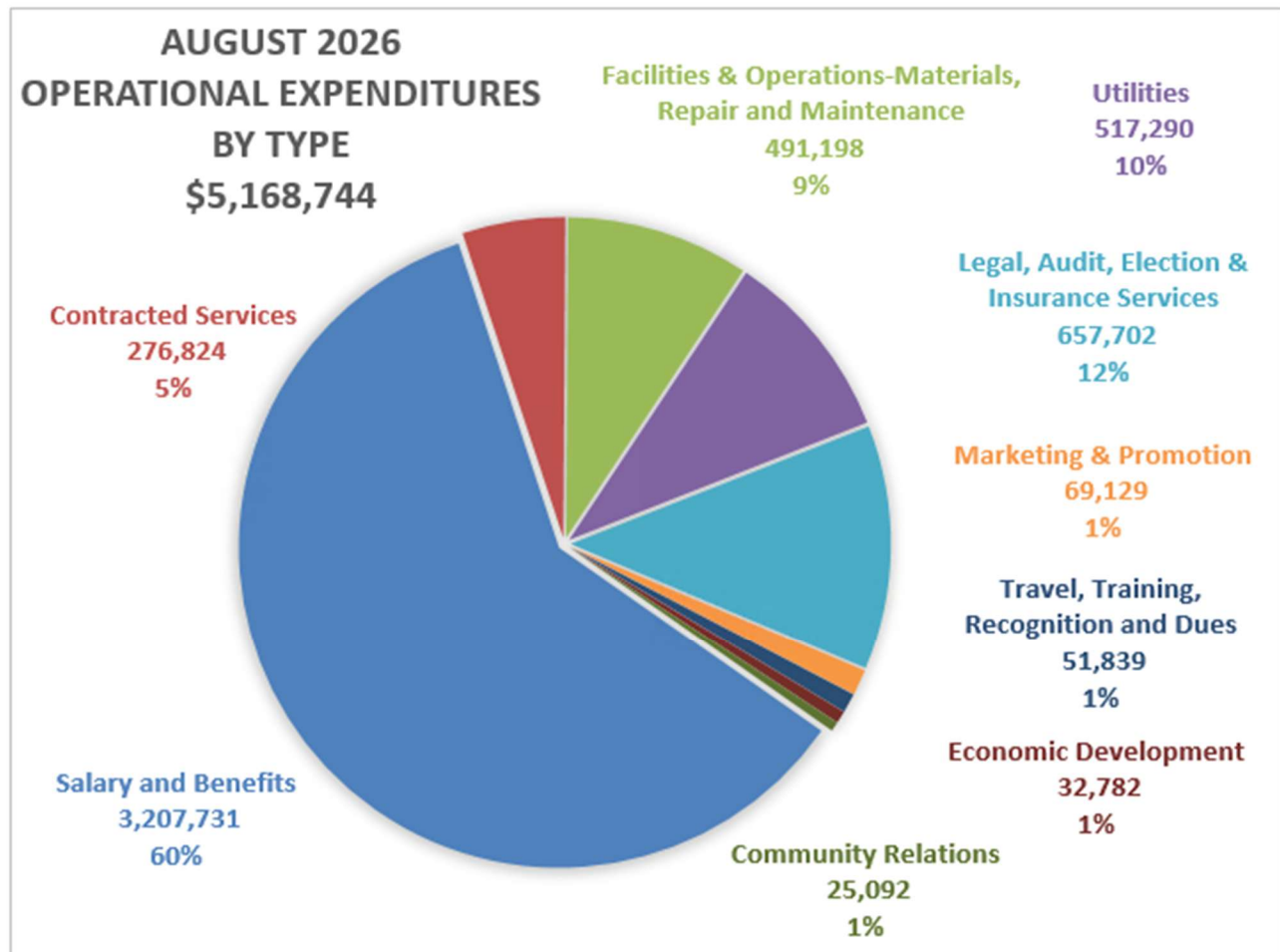
Operating Revenues



2026 revenues through August were reported at \$6,614,040, \$454k higher than 2025 and 67% of the 2026 operating budget. Combined Boat Haven operations (moorage, yard, and properties) are the largest sources of revenue for the Port, bringing in \$4,693,348, 71% of the YTD overall revenue. Point Hudson Operations reports at \$1,441,630, 22% of the overall revenue. The remaining combined operating units reported \$479,062, 7% of the YTD overall revenue.

Operating Expenditures

August 2026 total operating expenses are \$5,168,744, \$97k lower than 2025 and 57% of the 2026 operating budget. Salaries and benefits reported at \$23,207,731, 60% of budget. Salaries and benefits represent the largest share of expenses, reporting \$344k below the 2026 budget.



Not yet fully reflected in the 2026 YTD financials is the complete annual insurance cost, which has been budgeted for \$600k. Premiums are typically paid in August and September. General liability insurance of \$428k for the upcoming insurance period was paid in August, a 9% increase from the 2025-2026 policy year. In addition to increasing costs, the premium reflects building improvements at Point Hudson as well as the acquired hangar at the airport. The Marine Operators Liability insurance is \$137,725, a 15% increase, and will be paid in September. The premium increase is primarily due to increased costs and increased activity in the marina and boatyard. The airport liability premiums are \$16,167 for general airport liability and \$6,950 for airport fueling. These premiums will also be paid in September.

With the insurance premiums fully factored into YTD expenditures, we are roughly 59% of budget.

Net Operating Income (NOI)

August Net Operating Income (NOI) is \$1,445,297, 185% of the 2026 budget. August NOI includes the remaining 4 months of the 5% prepaid moorage for \$102,168. After the 5% prepaid moorage is subtracted, and the remainder of the annual insurance costs are paid, NOI is approximately \$1.28m and about 165% of budget. The current report indicates we are on target to remain above budget.

Other Increases and Decreases in Fund Resources

Other Increases

Total **Grant Reimbursements and Government Payments** for YTD August 2026 are \$2,897,483.

August reimbursements were received for the following projects:

Project	August 2026	Grant Type / Agency
JCIA Master Plan	109,509	FAA
JCIA Pavement Preservation	25,970	FAA
HB Boat Launch & Facility Improv.	49,769	WA State RCO
DNR Vessel Destruction	13,709	WA State Dept of Natural Resources
Total Grant Reimbursements	\$198,957	

Tax Receipts of \$45,032 are recorded for the month of August; YTD tax receipts equal \$2,406,227. Tax receipts include General Operating and IDD property taxes, associated State Forest revenues and State Timber taxes as well as Leasehold Excise tax.

Investment Interest of \$41,214 is recorded for the month of August, YTD interest equals \$321,480, 134% of budget. Interest earnings are (\$83,102) less than in August 2025 which reflects a lower federal funds rate monitored by the Federal Reserve Board. Investment interest is recorded separately between Reserved/UnReserved cash & investments and IDD cash & investments. Details are listed below.

Investment Interest	YTD August 2026	2026 Budget	% of Budget
Investment Interest - Reserved / UnReserved Cash & Investments	81,161	80,000	
Investment Interest – IDD Cash & Investments	240,319	160,000	
Total Interest Earned	\$321,480	\$240,000	134%

Cash and investments are invested in the WA State Local Government Investment Pool (LGIP), with an average interest rate of 3.7377% before investment fees. Interest rates remain steady. Funds invested in the LGIP are readily available for operational use with proper notice given to the County Treasurer.

In September, the Federal Reserve Board voted to increase the federal funds rate by ¼ percent point to 3¾ to 4 percent in support of the Federal Reserve’s dual mandate, to achieve maximum employment and stable prices. Stable pricing is defined by low and steady inflation, with a long-term target of 2 percent annual inflation. Increased rates typically result in higher credit costs, slower business expansion and reduced consumer demand. Households tend to postpone major purchases such as cars and homes when credit costs increase. On a positive note, the higher federal fund rate may result in a higher interest rate on investments.

Other Decreases

As we head into Fall, **Capital Project** work remains focused on the Point Hudson Building Weatherization project, wrapping up work on the Duplex and beginning work at the Commanders' Beach House. Continued planning work is underway for the Herb Beck Marina as well as the west end of the Boat Haven boat yard including the PT Estuary project, Larry Scott Trail Connector, Stormwater Improvement project and West Boatyard Expansion.

August capital project expenses totaled \$582,213; YTD total of \$3,400,334, approximately 27% of the total 2026 capital budget. August YTD capital equipment expenses were \$1,487,392. In August, a remote-control mower intended for use at JCIA and the Shorts farm was added to the Port equipment inventory. Total capital project work, capital equipment and property equaled \$4,887,727 through the end of August.

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 and are on target as estimated for the year.

Capital Expense	YTD Aug 2026	% of Capital Expense
Port Labor	409,638	12%
Port Benefits	93,440	3%
Materials	332,379	10%
Contract Services	2,564,878	75%
Total Capital Expenses	\$3,400,334	100%

Year to Date Cash Balances

The overall change in cash position compared to Year End 2025 has increased by \$2.4. The change in cash position is due to the timing of payments for capital project expenses, prepaid moorage rates, property tax receipts as well as a draw from the Line of Credit and the receipt of grant reimbursements for previous expenses incurred.

<u>Ending Cash Balances</u>		<u>YE 2025 Actuals</u>	<u>2026 YTD</u>
Reserved Cash & Investments – IDD		9,094,287	9,546,013
Reserved Cash & Investments – Other (* see detail below)		1,684,690	2,521,610
Unreserved Cash & Investments		1,362,915	2,477,864
Total Cash & Investments		\$12,141,892	\$14,545,487
<u>*Other Reserves detail:</u>	<u>Target balance</u>	<u>YE 2025 Actuals</u>	<u>2026 YTD</u>
Unemployment Reserve	NA	10,000	10,000
Operating Reserve (a)		23,405	
Econ. Dvlp. Initiatives & Emergency Reserve (a)	1,000,000	500,000	1,000,000
Property Tax Reserve (b)			679,723
Boat Haven Renovation Reserve (c)	NA	436,068	
Port-Wide Capital Reserve (c)	NA	806,746	831,887
Total Other Reserves		\$1,684,690	\$2,521,610

Reserve Policies were updated April 8, 2026, at the commission business meeting.

*** Other Reserves detail:**

- (a) The Economic Development Initiatives & Emergency Reserve was established in April 2026 with a target balance of \$1,000,000. This reserve account replaced the prior Operating Reserve and Emergency Reserve.*
- (b) The Property Tax Reserve was established in resolution 863-25 in 2025.*
- (c) The Port-Wide Capital Reserve was combined with the Boat Haven Moorage Renovation Reserve in April 2026.*

Staff Recommended Liquid Cash Reserve – (Unreserved Cash & Investments)

Maintain cash liquidity in the Port's Unreserved Cash & Investments sufficient to pay an average of two and a half months of operating expenses and one month of capital budget to outside vendors and employees plus one month of required annual debt obligations.

The Liquid Cash Reserve represents cash available to pay operating and capital expenses during the period. The balance will fluctuate depending on the timing of seasonal work, capital project expenses as well as the receipt of grant reimbursements for previous expenses incurred. The cash liquidity allows the Port to use available cash balances to pay expenses as they are incurred.

When the Unreserved Cash & Investments are under the recommended balance, the Executive Director will direct staff to provide a plan to return the Liquid Cash Reserve to its recommended balance.

The (\$478,782) under the recommended Liquid Cash Reserve as of August 31, 2026, will be replenished by \$1,296,188 requested in grant reimbursements from FAA, WA State Department of Commerce, and the WA State Historical Capital Program (HCP). In addition, the IDD will reimburse the Port \$606,773 for the budgeted Port share of capital project expenses. The Line of Credit was also utilized to ensure adequate funds to cover the capital expenses.

2026 Liquid Cash Reserve	
<i>2026 Operating Budget</i>	<i>\$ 8,697,932</i>
<i>2026 Capital Budget</i>	<i>12,420,664</i>
<i>2026 Debt (LOC)</i>	<i>1,314,260</i>
<i>2.5 mos. Operating Expense</i>	<i>1,812,069</i>
<i>1 mo. Capital budget</i>	<i>1,035,055</i>
<i>1 mo. Annual debt obligation</i>	<i>109,522</i>
<i>Recommended 2026 Liquid Cash Reserve</i>	<i>\$ 2,956,646</i>
<i>Unreserved Cash & Investments</i>	<i>2,477,864</i>
<i>Over / Under Liquid Cash Reserve as of August 31, 2026</i>	<i>(\$ 478,782)</i>

Debt Service for 2026

2021 LTGO Line of Credit – Cashmere Valley Bank

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	
Interest Adjustment			1.65%							
LOC payment	Mar-26			1,963,339		649,078	16,198	1,314,260	5,685,740	
8th draw	Aug-26			1,314,260	1,000,000			2,314,260	4,685,740	
LOC payment	Sep-26			2,314,260		654,433	10,843	1,659,827	5,340,173	per CVB Schedule
LOC payment	Mar-27			1,659,827		1,659,827	13,739	(0)	7,000,000	per CVB Schedule
2021 LTGO Line of Credit Available Balance as of September 2026								\$5,340,173		

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

An additional draw for \$1,000,000 was requested at the end of August to cover capital project expenses while waiting for grant reimbursements and IDD levy match reconciliation. The principal balance after the September 2026 payment is \$1,659,827. The balance will be due in full March 2027 at maturity.

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 updated repayment schedule has been included, based on the additional draw request on August 31, 2026, for \$1,000,000. The LOC can be paid in full at any time; there are no penalties for pre-payment. The interest rate on the LOC is 1.65% through the end of bond term.

DISCUSSION

As requested by the Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

Port of Port Townsend
2026 YTD Capital Project Expenses
August 2026

Capital Projects	2026 Capital Plan	Year-to-date
Boat Haven		
Main Breakwater Project	2,800,000	54,101
Marina Dredging	150,000	
Sea Level Rise Project	25,000	835
Sims Gateway & North Boatyard Expansion	1,900,000	29,270
Stormwater Improvement Project	2,800,000	459,186
West Boatyard Expansion	705,000	27,072
BH Micrograd Feasibility		1,693
PT Bay Estuary Restoration Project		13,414
BH Larry Scott Trail Connector		7,513
Maintenance / Yard Upgrade		11,169
Yard Electrical Upgrades	100,000	
Puget Sound to Pacific (PS2P) Trail Project	10,000	
Building/Facility Preservation (Interior Refurbishment, Exterior Improvements)	100,000	
Point Hudson		
Sail Loft Building Structural Repairs	100,000	-
Mariners' Memorial	100,000	20,077
Roof Replacement/Weatherization (Standing Seam Metal Roof)	2,005,000	975,807
Building/Facility Preservation & Energy Efficiency Improvement	645,000	
- PH Cupola Building Remodel		239
- PH Duplex Remodel		328,162
- PH Building #15 Remodel		4,881
- PH Linear Dock Repair-Materials		42,924
- PH Armory Building		3,143
- PH Commander's Beach House		21,959
JCIA		
JCIA Airport Wide Rehabilitation Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)	573,899	
- 2025-2026 JCIA Pavement Preservation		36,711
JCIA 2nd CONN. TXWY 2022		6,720
JCIA Fuel System Improvement	911,133	898,499
JCIA Master Plan Update	229,632	129,126
Airport Pilot Center	300,000	10,347
Hangar Purchase		700,000
Stormwater Management	25,000	
Rural Light Industrial Park (24 acres)	775,000	38,240
JTC Industrial Symbiosis		9,368
Quilcene		
Campground	20,000	-
Herb Beck Boat Launch & Facility Improvements	1,065,000	71,737
Short's Family Farm		
Farm Property/Facility Maintenance	150,000	
- Short Farm - Projects		1,186
Water Access		
Gardiner Launch Ramp with Seasonal Float		7,901

Port of Port Townsend
2026 YTD Capital Project Expenses
August 2026

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Capital Projects	2026 Capital Plan	Year-to-date
Other		
Comprehensive Routine Maintenance & Repair Program (CRAMP)		18,459
Port Wide Dock Renovations		10,034
Port Wide - Yard/Parking/RV Resurfacing ^a	25,000	
Small Capital Projects	100,000	
- Port-Wide Storage Facilities		20,956
- Port-Wide Coin Box Rplmnt		1,755
- HB Building Maintenance		46,181
- Maintenance Break Room		7,061
Unplanned / Emergency		
Boat Haven Bulkhead Repair/Replacement	100,000	
Boat Haven Pavement Repair	20,000	-
City Dock Repair	200,000	25,349
Point Hudson FEMA 4682 DR Emergency Repair/Centennial Trail	250,000	20,733
Total Capital Projects	16,184,664	4,061,808
Port Equipment / Vehicle Replacement		
Port Equipment/Vehicle Replacement ^c	1,565,000	761,411
- Electric 75 Ton Assembly		180
- Computer /Network Equipment		25,982
- Records Management Project		38,224
Grand Total (Capital Projects and Equipment)	\$ 17,749,664	\$ 4,887,605

2026 Capital Funding Budget

Anticipated Grant	\$	287,000	
Secured Grant	\$	5,916,460	
Port Wide Capital Reserve	\$	270,000	
Boat Haven Reserve	\$	200,000	
IDD Levy	\$	5,371,222	
NOI (net operating income)	\$	1,190,982	
Mitigation Credits	\$	800,000	
Total Funding Sources Secured	\$	14,035,664	79%
Unsecured grants & other funding	\$	3,714,000	
Total Funding Sources Secured & Unsecured	\$	17,749,664	100%

(a) This is a capital “program” that includes any port-wide parking & resurfacing projects as needed each year. This program has \$25,000 budgeted annually for the next 5 years.

(b) Authorized the advance of \$80,000 project expense from 2026 to 2025 for electrical service to the RV Loop at Point Hudson. (April 3, 2025 Business Meeting) \$48,081 capital project work completed in 2025.

(c) Authorized the purchase of 75T Electric Travelift

Port of Port Townsend
2026 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD AUG 2025	YTD AUG 2026	Variance to prior year		YTD 2026 Budget	2026 Budget	% of Budget
	67%	67%			67%	100%	
OPERATING REVENUES							
MOORAGE - PERMANENT	988,440	1,040,816	52,376		1,037,920	1,556,884	67%
MOORAGE - LIVEABOARD FEE	20,552	27,549	6,996		19,856	29,784	92%
MOORAGE - LIVEABOARD BCKGRD CHECK	260	140	(120)		200	300	47%
LIFT PIER USAGE	12,908	8,437	(4,471)		8,987	13,352	63%
MOORAGE - MONTHLY GUEST	174,922	229,053	54,132		187,776	281,669	81%
MOORAGE - NIGHTLY GUEST	237,510	275,142	37,632		224,000	336,000	82%
MOORAGE - MONTHLY GUEST (Non L/H Taxable)	4,168	10,408	6,239		-	-	
MOORAGE - KAYAK RACKS	11,033	13,350	2,317		8,667	13,000	103%
MOORAGE - CREDIT CARD FEES	-	20,996	20,996		-	-	
MOORAGE - ELECTRIC BASE FEE	31,883	23,324	(8,559)		91,831	130,831	18%
MOORAGE - ELECTRIC KWH CHARGES	36,583	46,652	10,070		-	-	
MOORAGE - MISCELL REVENUE	-	128	128		8,113	12,170	1%
PTBH MOORAGE - WAIT LIST FEE	12,710	5,680	(7,030)		-	-	
PTBH MOORAGE - PROMOTIONAL SALES	3,424	1,409	(2,015)		2,400	3,600	39%
MOORAGE - PORT LABOR	187	870	683		720	1,070	81%
MOORAGE - SHOWERS	9,068	10,728	1,660		6,667	10,000	107%
MOORAGE - BH Restroom Key Fobs	55	28	(28)		80	120	23%
MOORAGE - LAUNDRY	5,056	4,903	(153)		4,929	7,703	64%
MOORAGE - PASSENGER FEE	-	61	61		-	-	
Boat Haven Moorage	1,548,759	1,719,673	170,914		1,602,145	2,396,483	72%
70/75T BOAT YARD - LIVEABOARD FEE	-	-	-		14,400	21,600	0%
70/75T BOAT YARD - LIVEABOARD BCKGRD CHECK	-	-	-		400	600	0%
300T BOAT YARD-BMP ENVIRO INFRACTIONS	-	220	220		-	-	
70/75T BOAT YARD - ENVIRONMENTAL FEE	63,936	62,625	(1,311)		59,568	87,807	71%
70/75T BOAT YARD - HOIST REVENUE	317,853	316,017	(1,836)		275,920	413,880	76%
70/75T BOAT YARD - STORAGE REVENUE	927,910	930,735	2,825		985,920	1,403,903	66%
BOAT YARD - CREDIT CARD FEES	-	26,195	26,195		-	-	
70/75T BOAT YARD - ELECTRIC BASE FEE	40,243	41,943	1,700		43,440	65,190	64%
70/75T BOAT YARD - BLOCKING RENT	20,923	21,315	392		17,898	31,807	67%
70/75T BOAT YARD - OWNER WASHDOWN	39,716	41,955	2,238		49,238	62,019	68%
70/75T BOAT YARD - PORT WASHDOWN	14,910	11,655	(3,255)		16,155	21,418	54%
70/75T BOAT YARD - MISCELL REVENUE	1,939	-	(1,939)		1,200	1,800	0%
70/75T BOAT YARD - PORT LABOR	8,844	9,068	224		8,000	12,000	76%
70/75T BOAT YARD - TARP POOL FEE	3,947	3,382	(565)		4,000	6,000	56%
300T BOAT YARD - ENVIRONMENTAL FEE	13,529	15,957	2,428		13,659	21,695	74%
300T BOAT YARD - HOIST REVENUE	123,544	184,996	61,452		197,699	278,923	66%
300T BOAT YARD - STORAGE REVENUE	301,381	351,169	49,788		322,992	474,988	74%
300T BOAT YARD - ELECTRIC BASE FEE	14,995	16,445	1,450		24,720	37,080	44%
300T BOAT YARD - ELECTRIC KWH CHARGES	6,059	13,289	7,229		4,000	6,000	221%
300T BOAT YARD - OWNER WASHDOWN	13,948	21,405	7,457		34,751	44,831	48%
300T BOAT YARD - PORT WASHDOWN	5,058	5,503	445		3,333	5,000	110%
300T BOAT YARD - BLOCKING RENT	10,852	9,546	(1,306)		14,380	26,398	36%
300T BOAT YARD - BILGE WATER REVENUE	2,653	2,588	(66)		3,895	6,163	42%
300T BOAT YARD - PORT LABOR	6,149	3,895	(2,254)		7,615	8,968	43%
300T BOAT YARD - TARP POOL FEE	535	269	(266)		400	600	45%
Combined Yard Operations (75t & 300t)	1,938,925	2,090,171	151,246		2,103,583	3,038,670	69%
PTBH PROP - GARBAGE	998	480	(518)		2,832	4,250	11%
PTBH PROP - LEASE REVENUE	759,391	792,931	33,540		886,667	1,330,000	60%
PTBH PROP - STORAGE UNIT REVENUE	9,592	10,074	481		8,912	13,319	76%
PTBH PROP - FUEL DOCK LEASE REVENUE	11,356	8,602	(2,754)		14,041	20,943	41%
PTBH PROP - WATER	23,213	38,199	14,986		27,168	40,764	94%
PTBH PROP - ELECTRIC	2,813	2,974	160		4,000	6,000	50%
PTBH PROP - STORMWATER FEES-PROP	5,521	5,465	(56)		6,952	10,717	51%

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Summary of Fund Resources Uses, August 2026

	YTD AUG 2025	YTD AUG 2026	Variance to prior year	YTD 2026 Budget	2026 Budget	% of Budget
PTBH PROP - PORT LABOR	22,869	24,667	1,798	-	-	
PTBH PROP - MISCEL REVENUE	110	113	3	823	1,392	8%
Boat Haven Properties	835,864	883,505	47,641	951,395	1,427,385	62%
PT HUDSON PROP - LANDFALL DAILY/WEEKLY PARKING	12,495	12,759	264	16,690	23,110	55%
PT HUDSON PROP - MONTHLY PARKING	2,600	1,600	(1,000)	2,571	3,754	43%
PT HUDSON PROP - ARMORY DAILY/WEEKLY PARKING	4,207	4,836	628	16,690	23,110	21%
PT HUDSON PROP - BACK 40 DAILY/WEEKLY PARKING	3,479	2,801	(677)	6,160	9,240	30%
PT HUDSON PROP - CUPOLA DAILY/WEEKLY PARKING	3,387	4,568	1,181	-	-	
PT HUDSON PROP - WATER	11,104	10,940	(164)	13,384	20,072	55%
PT HUDSON PROP - SEWER	8,908	10,136	1,228	8,592	12,120	84%
PT HUDSON PROP - STORMWATER	7,878	9,265	1,387	3,864	5,795	160%
PT HUDSON PROP - JANITORIAL	10,215	10,263	48	11,081	16,621	62%
PT HUDSON PROP - BLDG LEASE	346,498	356,557	10,059	388,000	582,000	61%
PT HUDSON PROP - MISC REVENUE	4,556	113	(4,443)	-	-	
Pt. Hudson Properties	415,327	423,837	8,510	467,032	695,822	61%
PT HUDSON - PERM MOORAGE	143,991	163,784	19,793	125,333	188,000	87%
PT HUDSON - LIVEABOARD FEE	4,796	4,838	42	8,730	8,730	55%
PT HUDSON - LIVEABOARD BCKGRD CHECK	567	210	(357)	2,157	2,157	10%
PT HUDSON - MONTHLY GUEST MOORAGE	66,839	67,928	1,090	77,026	112,972	60%
PT HUDSON - NIGHTLY MOORAGE	254,027	245,476	(8,550)	238,778	271,954	90%
PT HUDSON - MONTHLY R.V.	46,580	25,707	(20,873)	51,481	77,221	33%
PT HUDSON - NIGHTLY R.V.	372,002	364,905	(7,097)	394,369	477,556	76%
PT HUDSON - RV Cancellation Fee	6,913	4,725	(2,188)	5,000	7,500	63%
PT HUDSON - KAYAK RACKS	15,054	12,366	(2,689)	16,948	21,591	57%
PT HUDSON - ELECTRIC KWH CHARGES	10,969	11,790	821	10,000	15,000	79%
PT HUDSON - CREDIT CARD FEE	-	26,331	26,331	-	-	
PT HUDSON - RESERVATION FEE	55,034	53,237	(1,797)	50,000	75,000	71%
PT HUDSON MARINA/RV - PROMOTIONAL SALES	1,207	857	(350)	2,400	3,600	24%
PT HUDSON MARINA/RV - PORT LABOR	1,403	-	(1,403)	-	-	
PT HUDSON - SHOWERS	3,368	4,831	1,462	4,781	6,211	78%
PT HUDSON - KEY FOBS	22	33	11	182	208	16%
PT HUDSON - LAUNDRY	6,844	5,702	(1,142)	6,000	9,000	63%
PT HUDSON - PASSENGER FEE	17,779	19,919	2,139	31,325	46,217	43%
PT HUDSON - EVENT FACILITY REV	9,335	1,400	(7,935)	7,065	49,675	3%
PT HUDSON - ELECTRIC	2,972	3,341	369	25,320	29,302	11%
PT HUDSON - MISCEL REVENUE	241	413	172	1,181	1,601	26%
Pt. Hudson Marina & RV Park	1,019,942	1,017,793	(2,149)	1,058,076	1,403,495	73%
QUILCENE - PERMANENT MOORAGE	44,473	50,483	6,011	54,432	75,252	67%
QUILCENE - NIGHTLY MOORAGE	3,399	2,707	(692)	3,135	4,296	63%
QUILCENE - COMMERCIAL RAMP FEE	2,860	4,130	1,270	2,500	2,500	165%
QUILCENE - ELECTRIC BASE FEE	473	847	374	1,312	1,977	43%
QUILCENE - ELECTRIC KWH CHARGES	668	349	(318)	496	744	47%
QUILCENE - SHOWERS	1,403	965	(439)	1,944	2,889	33%
QUILCENE - KEY FOBS	28	110	83	-	-	
QUILCENE - KAYAK RACK STORAGE - MONTHLY	96	-	(96)	-	-	
QUILCENE - RAMPS	7,973	7,537	(436)	6,667	10,000	75%
QUILCENE - LEASE REV	57,778	59,916	2,138	59,333	89,000	67%
QUILCENE - EMPTY TRAILER STRG - DAILY/WKLY	128	-	(128)	80	120	0%
QUILCENE - CREDIT CARD FEES	-	713	713	-	-	
QUILCENE - WATER	8,138	7,157	(981)	10,300	15,508	46%
QUILCENE - MISCELL REV	-	114	114	103	206	55%
Quilcene Marina & Properties	127,416	135,028	7,612	140,302	202,492	67%
RAMPS - COMMERCIAL USER FEES	228	10,025	9,797	7,703	8,217	122%
DOCKS: Wharf Usage - Cruise Ship	31,517	38,105	6,588	26,967	40,500	94%
DOCKS: Union Wharf Nightly Moorage	-	315	315	-	-	
DOCKS: City Dock Nightly Moorage	-	270	270	-	-	
RAMPS - REC RAMP/PARK FEE	32,420	35,905	3,485	44,920	61,082	59%
RAMPS - CREDIT CARD FEES	-	57	57	-	-	

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Summary of Fund Resources Uses, August 2026

	YTD AUG 2025	YTD AUG 2026	Variance to prior year	YTD 2026 Budget	2026 Budget	% of Budget
RAMPS - GARDINER	-	1,335	1,335	-	-	
RAMPS - MATS MATS	-	316	316	-	-	
RAMPS - PT HADLOCK	-	1,144	1,144	-	-	
DINGHY FLOAT REVENUE - HADLOCK	780	480	(300)	1,332	1,600	30%
Water Access	64,945	87,952	23,006	80,922	111,399	79%
JCIA - LEASE REVENUE	143,313	154,517	11,205	173,333	260,000	59%
JCIA - HANGAR REVENUE	28,830	25,120	(3,711)	33,333	50,000	50%
JCIA - VEHICLE PARKING REVENUE	249	85	(164)	822	1,439	6%
JCIA - AIRCRAFT PARKING	2,017	1,379	(638)	2,800	4,200	33%
JCIA - AIRCRAFT TIE DOWN FEES	-	261	261	-	-	
JCIA - CREDIT CARD FEES	-	1,909	1,909	-	-	
JCIA - MISCELL REVENUE	275	117	(158)	520	932	13%
JCIA - WAIT LIST FEE	150	100	(50)	-	-	
JCIA - PORT LABOR-JCIA	255	-	(255)	-	-	
JCIA - FUEL LEASE REVENUE	1,445	-	(1,445)	1,420	2,128	0%
JCIA - FUEL SALES REVENUE	-	39,607	39,607	104,167	156,250	25%
Jeff Co Intl Airport	176,534	223,094	46,561	316,395	474,949	47%
SHORT FARM - Land & Bldg Lease / Rental	10,931	9,410	(1,521)	10,000	15,000	63%
SHORT FARM - Bldg Lease / Rental	1,608	1,838	230	4,000	6,000	31%
SHORT FARM - Bldg Non Taxable	-	180	180	-	-	
SHORT FARM - Land Lease / Rental	8,574	7,865	(709)	12,000	18,000	44%
SHORT FARM - Lease / Rental-Non LET	1	3,552	3,551	-	-	
SHORT FARM - License Fees	9,000	9,000	-	9,000	9,000	100%
SHORT FARM - Electric	276	603	327	200	300	201%
Short's Farm	30,389	32,448	2,058	35,200	48,300	67%
Wholesale Promotional Sales-EXEC	1,413	540	(873)	-	-	
Misc. Operational Revenue	1,413	540	(873)	-	-	
Total Operating Revenues	6,159,514	6,614,040	454,526 7%	6,755,050	9,798,995	67%
OPERATING EXPENDITURES						
Salaries & Wages	2,252,413	2,345,945	93,532	2,502,267	3,753,786	62%
Payroll Taxes	230,038	246,383	16,345	320,881	477,717	52%
Employee Benefits	626,290	608,459	(17,831)	719,980	1,079,383	56%
Uniform Expense	8,470	6,945	(1,525)	8,549	13,234	52%
Salary and Benefits	3,117,211	3,207,731	90,520	3,551,677	5,324,120	60%
Contract Services	205,363	143,692	(61,670)	312,264	464,278	31%
Enviro Contract Services	33,217	15,856	(17,361)	31,467	47,200	34%
Bank Charges	125,116	117,276	(7,840)	131,286	187,026	63%
Contracted Services	363,695	276,824	(86,871)	475,017	698,504	40%
Office/Computer Supplies	3,628	2,216	(1,412)	12,182	17,490	13%
Operating Supplies	76,412	74,218	(2,194)	91,909	137,464	54%
Enviro Materials/Supplies	768	3,565	2,797	8,259	12,259	29%
Tarp Pool Expense	11,055	13,297	2,242	28,800	43,200	31%
Postage	3,175	2,947	(228)	3,643	6,532	45%
Janitorial Supplies	25,996	19,145	(6,851)	22,621	36,655	52%
Fuel & Lubricants	47,949	54,222	6,273	53,539	78,695	69%
Cost of AV Fuel Sold: JCIA	-	33,733	33,733	83,333	125,000	27%
Permits & Licenses	5,547	10,792	5,244	7,332	12,197	88%
Equipment Purchase & Rental	57,717	22,447	(35,270)	67,767	90,083	25%
Excise Tax	20,785	22,583	1,798	24,132	38,121	59%
Miscellaneous Expense	1,203	5,905	4,702	1,857	2,513	235%
Repair & Maintenance Supplies	235,071	226,128	(8,943)	286,267	429,400	53%
Facilities & Operations						
- Materials, Repair and Maintenance	489,306	491,198	1,892	691,641	1,029,609	48%
Utilities - Water	58,277	47,277	(11,000)	63,317	98,167	48%
Utilities - Electricity	206,346	222,382	16,036	233,263	350,886	63%
Utilities - Sewer	100,861	69,311	(31,551)	79,264	121,917	57%

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Summary of Fund Resources Uses, August 2026

	YTD AUG 2025	YTD AUG 2026	Variance to prior year	YTD 2026 Budget	2026 Budget	% of Budget
Utilities - Stormwater	10,208	16,141	5,932	-	-	
Utilities - Garbage	106,122	108,304	2,182	118,417	175,200	62%
Utilities - Fuels	22,135	22,367	232	22,327	35,759	63%
Utilities - Telephone	20,617	25,236	4,619	26,065	39,129	64%
Utilities - Cable	6,611	6,273	(338)	7,923	11,890	53%
Utilities	531,176	517,290	(13,886)	550,576	832,948	62%
Legal & Fire Fees	33,247	25,873	(7,374)	37,756	51,060	51%
Audit	2,504	13,122	10,619	30,900	46,200	28%
Election Expense	-	25,888	25,888	50,000	50,000	52%
Insurance	529,718	431,977	(97,741)	607,517	607,517	71%
Legal, Audit, Election & Insurance Services	565,469	496,860	(68,609)	726,173	754,777	66%
Advertising (Legal)	3,913	2,071	(1,842)	5,880	9,371	22%
Marketing	68,355	61,467	(6,888)	65,543	98,248	63%
Promotional Hosting	6,242	5,591	(651)	13,950	21,778	26%
Marketing & Promotion	78,510	69,129	(9,382)	85,373	129,397	53%
Empl Recog/Relations	5,903	1,569	(4,334)	8,034	11,742	13%
Travel & Training	28,927	24,701	(4,226)	33,930	53,061	47%
Membership & Dues	35,377	25,568	(9,808)	26,105	45,974	56%
Travel, Training, Recognition and Dues	70,207	51,839	(18,368)	68,069	110,777	47%
Economic Development	31,827	32,782	955	54,259	71,633	46%
Community Relations	18,552	25,092	6,539	42,654	66,413	38%
Total Operating Expenditures	5,265,954	5,168,744	(97,211)	6,245,438	9,018,178	57%
Net Operating Income	893,560	1,445,297	551,737	509,612	780,817	185%
Other Increases in Fund Resources						
(Incr.)/Decr. In Accounts Receivable	278,470	292,684	14,214	-	-	
Retainage Collected	14,339	-	(14,339)	3,414	9,414	0%
Yard Deposits Collected	10,813	35,000	24,187	18,110	32,389	108%
PTBH Prop Lease Deposits Collected	21,628	21,314	(314)	15,000	15,000	142%
PH Prop Lease Deposits Collected	40,224	83,584	43,361	21,000	23,500	356%
JCIA Prop Lease Deposits Collected	10,632	-	(10,632)	-	-	
Quilcene Lease Deposits Collected	-	931	931	-	-	
Short Farm Lease Deposits Collected	4,901	-	(4,901)	-	-	
Deposits & Retainage Collected	102,537	140,829	38,292	57,524	80,303	175%
Sales Tax Collected	80,596	89,782	9,186	87,500	129,000	70%
Leasehold Tax Collected	495,070	520,450	25,380	472,000	708,000	74%
Hotel/Motel Tax Collected	7,439	7,298	(141)	8,000	12,000	61%
Taxes Collected	583,104	617,530	34,426	567,500	849,000	73%
Federal Direct Grants	1,011,895	355,568	(656,327)	2,000,000	2,286,820	16%
Federal InDirect Grants	275,595	1,068,078	792,484	150,000	200,000	534%
State Grants	805,405	1,153,800	348,395	2,269,671	2,769,671	42%
Local Grants, Entitlements, and Other Payments	651,931	320,037	(331,894)	631,313	946,969	34%
Capital Contributions/Grants	2,744,825	2,897,483	152,658	5,050,984	6,203,460	47%
Debt Proceeds - Line of Credit	-	1,000,000	1,000,000	-	-	
Debt Proceeds - Brownsfield Revolving Loan Fund	-	-	-	-	-	
ARRA Bond Interest Subsidy	16,476	-	(16,476)	-	-	
Investment Interest	168,206	81,161	(87,044)	160,000	240,000	34%
Investment Interest-IDD	219,901	240,319	20,418	-	-	
Interest	404,583	321,480	(83,102)	160,000	240,000	134%
Operating Tax Levy	672,787	686,330	13,543	683,000	1,167,000	59%
IDD Tax Levy	1,616,850	1,670,803	53,953	1,381,857	2,634,289	63%
State Forest Revenues	742	36,322	35,581	32,000	48,000	76%
State Timber Excise Tax	23,593	8,233	(15,360)	20,000	25,000	33%
Leasehold Excise Tax	4,282	4,539	257	6,342	9,072	50%
Property & other taxes	2,318,253	2,406,227	87,974	2,123,199	3,883,361	62%
Insurance Recovery	15,815	1,776	(14,039)	-	-	
Donation: Mariner's Memorial Donation Fund	-	3,850	3,850	33,333	50,000	8%

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Summary of Fund Resources Uses, August 2026

	YTD AUG 2025	YTD AUG 2026	Variance to prior year		YTD 2026 Budget	2026 Budget	% of Budget
Finance Charges	(2,180)	11,246	13,426		4,000	6,000	187%
Other Non-Operating Revenues	12,185	11,206	(979)		13,940	19,000	59%
Misc Other Incr. in Fund Resources	25,820	28,078	2,258		51,273	75,000	37%
Total Other Incr. in Fund Resources	6,457,593	7,411,627	954,035		8,010,480	11,331,124	65%
Other Decr. In Fund Resources							
Retainage Paid	755	24,439	23,684		22,500	25,000	98%
Yard Deposits Refunded	32,338	100,016	67,678		18,000	25,000	400%
PTBH Prop Lease Deposits Returned	65,218	7,924	(57,294)		10,000	15,000	53%
PH Prop Lease Dep. Returned	37,907	144,708	106,801		8,000	12,500	1158%
JCIA Prop Lease Dep. Refunded	-	903	903		-	-	
Deposits & Retainage Paid	136,218	277,990	141,772		58,500	77,500	359%
Sales Tax Remitted	69,781	77,555	7,774		75,000	118,500	65%
Leasehold Tax Remitted	545,982	595,548	49,566		525,000	700,000	85%
Hotel/Motel Tax Remitted	5,907	5,787	(120)		6,130	9,130	63%
Taxes Remitted	621,670	678,890	57,221		606,130	827,630	82%
Principal Pmt - 2010 LTGO Bond	-	-	-		-	-	
Interest Pmt - 2010 LTGO Bond	58,131	-	(58,131)		-	-	
Principal Pmt - 2015 LTGO Rfdg Bond	535,000	-	(535,000)		-	-	
Interest Pmt - 2015 LTGO Rfdg Bond	16,050	-	(16,050)		-	-	
Principal Pmt - 2021 Line of Credit	640,110	649,078	8,968		1,305,000	1,305,000	50%
Interest Pmt - 2021 Line of Credit	25,166	16,198	(8,968)		27,200	27,200	60%
Debt Principal & Interest	1,274,457	665,276	(609,181)		1,332,200	1,332,200	50%
Vessel Destruction	202,380	66,564	(135,816)		-	-	
Clean Vessel	26,624	33,917	7,293		-	-	
State & Local Vessel Programs	229,004	100,480	(128,523)		-	-	
Equipment, Vehicles & Land Purchases	816,788	1,487,392	670,605		1,550,000	1,615,000	92%
Capital Project Expenses-Labor	350,899	409,638	58,738		440,000	660,000	62%
Capital Project Expenses-Benefits	87,893	93,440	5,547		70,000	100,000	93%
Capital Project Expenses-Materials	614,431	332,379	(282,052)		750,000	950,000	35%
Capital Project Expenses-Contract Services	2,969,240	2,564,878	(404,362)		7,140,443	10,710,664	24%
Capital Project Expenses	4,022,463	3,400,334	(622,128)		8,400,443	12,420,664	27%
		-					
Bond Management Fees	698	200	(498)		-	1,600	13%
Investment Fees	800	800	-		800	1,200	67%
Claims & Damages	29,842	20,995	(8,848)		10,440	15,345	137%
Other Non-Oper Exp	-	1,282	1,282		12,150	12,150	11%
Debt Mgmt, Issuance & Misc Exp	31,340	23,277	(8,063)		23,390	30,295	77%
Total Other Decr. In Fund Resources	7,131,940	6,633,641	(1,040,380)		11,970,663	16,303,289	41%
Incr. (Decr.) in Other Fund Resources	(674,347)	777,986	1,994,415		(3,960,183)	(4,972,165)	-16%
Change in Cash - Increase/(Decrease)	219,213	2,223,283	2,546,152		(3,450,571)	(4,191,348)	-53%

PORT OF PORT TOWNSEND
AGENDA COVER SHEET

MEETING DATE	October 14, 2026
AGENDA ITEM	☐ Consent ☐ 1 st Reading ☐ 2 nd Reading ☐ Regular Business ☒ Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	☒ Information ☐ Motion/Action ☐ Discussion
ATTACHMENTS	• Lease Brief • Contract Update • Purchasing Guidelines Final • North Hood Canal Community Priorities Letter • Commission Meeting Schedule

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 10/14/2026
TO: Commission
FROM: Heron Scott, Lease & Contracts Administrator
SUBJECT: October 14, 2026 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 54 land leases, 38 building leases, and 64 rental agreements.

DISCUSSION

New Agreements:

- Haven Boatworks, LLC – J&S Building and adjacent land in Boat Haven
- Marine Craft Services – 315 10th Street in Boat Haven
- Scow Bay Boats – Ground in Boat Haven
- Jefferson County – Month to month agreement for old commission building at Boat Haven
- Marine Resources Consultants – Ground floor premises at Point Hudson Sail Loft

New License & Use Agreements: None

Lease/Rental Amendments: None

Exercising Options: None

Assignments/Assumptions: None

Lease/Rental Termination/Vacation:

- Haven Boatworks, LLC – J & S Building and adjacent land. Rental agreement termination due to lease execution for premises
- Hudson Point Café – Vacation of deck rental at Point Hudson Main Building
- Pete's Marine Metal – Termination of lease in conjunction with execution of new lease for premises with Marine Craft Services

September Rent Increases:

- **CPI Increase (2.4%):** ACI; Anderson Machine Shop; Best Coast Canvas; Brion Toss Rigging; Key City Fish; L Hangar Condo Association; Marina Café; NW Maritime Center; Puget Sound Express; Port Townsend Brewing Company; Port Townsend Rigging; Sea Marine; Spruce Goose; Sunrise Coffee

- **Market Rate Increase:** None
- **Step Increase:** None

2026 Expiring Leases:

- Jochems Property Management, exp 10/31/2026
- Shanghai Restaurant, exp 10/31/2026
- Marina Café, exp 12/31/2026

Available Properties:

- Pad sites #1, 2, 3, and P at JCIA (\$0.0727/sf)
- Hangar #103, #203, & #207, JCIA @ \$285.45/month
- 2503 Washington Street, 2,500 sf @ TBD price
- 333 Benedict Street, 1,300 SF @ \$2,015/month

ATTACHMENTS

1. October 1st, 2026 Lease List

RECOMMENDATIONS

For information only

SHORTS FARM - PROPERTY				
OCTOBER 2026				
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Community Wellness Project	180.25	Mo/Mo	12/1/2026	
CZK9	224.00	Mo/Mo	7/1/2027	Month to month land use for dog training
Finnriver d/b/a The Grainery	405.82	10/31/2026	11/1/2026	*Two 1-yr options, CPI at beginning of each term. Added field 19 and barn Aug 25.
Flying Knucklehead Ranch	\$ 110.18	11/30/2027	12/1/2026	Two 2-yr options, CPI at beginning of each term. Amended in Aug 25 to exclude field #19 and barn. CPI
Jefferson Co. Conservation District	1.00	Mo/Mo	n/a	On-site water quality monitoring services provided by tenant to the Port
One Straw Ranch, Inc.	27.61	10/31/2027	11/1/2026	*Two 1-yr terms, CPI at beginning of each term. Exercised option 1 2025.
One Straw Ranch, Inc.	805.27	10/31/2027	11/1/2026	*Two 1-yr terms, CPI at beginning of each term. Exercised option 1 2025.
Puget Sound Voyaging Society, Inc.	485.87	Mo/Mo	3/1/2027	Mo-Mo agreement. Applied for WA State tax exemption 2/4/25.

QUILCENE - PROPERTY				
OCTOBER 2026				
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Coast Seafoods	6,873.60	12/31/2039	1/1/2027	Bond-annual renewal. \$2708.16 cash dep as well. MR every 3-years.
Quilcene Harbor Yacht Club	615.88	10/31/2027	11/1/2026	Tax based on market value.Rent + 106/hrs in-kind labor/yr. Non-exclusive use of deck.

Boat Haven - PROPERTY		OCTOBER 2026		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS
Admiral Ship Supply	2,727.94	1/31/2030	2/1/2027	Exercised last option, lease expires 1/31/2030. Amend 2 increases premises to 3000 sf.
Andersen Machine Shop. Inc.	344.65	9/30/2027	10/1/2027	Rate adj. 2005 & every 3 yrs thereafter/CPI due yearly.
Armstrong Consolidated, LLC	4,543.45	9/30/2024	10/1/2027	Assignment. Exercised last one-year option, exp 8/31/24. *HOLDOVER RENT APPLIED 10/1/24
Armstrong Consolidated, LLC	18,648.75	Mo/Mo	12/1/2026	Rental agreement.
Blue Moose Café	943.48	10/31/2031	11/1/2027	5 +5 yr lease. CPI @ mo 25/ MR beg yr 5 (11/1/25). Last of steps 5/1/23.
Crown Castle	1,459.41	6/30/2030	6/1/2027	*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	1,158.52	6/30/2030	5/1/2027	Annual escalation rate 6.5% 2018-22-Decreases to 3% in 2023.
Eagle Harbor Marine	291.58	Mo/Mo	9/1/2027	From yard tenant @ high rate to mo-mo tenant @ \$0.25/sf.
EDC Team Jefferson	835.90	Mo/Mo	6/1/2027	TJ is searching for compatible tenants for upstairs offices.
Fine Yacht Interiors	1,576.70	5/31/2028	6/1/2027	4% max CPI, per lease. All options have been exercised.
Flye, Todd dba On The Flye	446.11	1/31/2028*	2/1/2027	New lease. 3-yr + two 1-yr options.
Haven Boatworks, LLC	3,951.24	9/30/2031	10/1/2027	J&S Building and associated ground
Heather Johnson Photography	210.06	Mo/Mo	9/1/2027	Mo-to-mo. Marine trades photographer.
Jefferson County	2,260.99	Mo/Mo	n/a	New month to month
Jefferson Healthcare	4,012.00	3/31/2027	4/1/2027	Ops taken over from Skookum.
Jochems Property Management	355.85	10/31/2026	N/A	CPI every 2 yrs, per Amend dated Jan 2004.
Katz, Alan	1,214.85	Mo/Mo	6/1/2027	Land rental agreement-5,517 sf, tenant doing active work in a temporary structure-Yard.
Key City Fish Co.	2,886.99	8/31/2028*	9/1/2027	Commercial space/Industrial space/land. Annual CPI/MR every three years.
Key City Fish Co.	783.69	9/31/2028	10/1/2027	New lease for office space. 3 year plus one 5 year option to match lease terms for other premises
Key City Fish Co.	983.21	11/30/2029	12/1/2026	5 yr with two 5-yr options.
Kimmel's Crab Shack	2,777.26	4/30/2049	5/1/2027	Land lease. Beginning year 2 annual CPI. MR every 3-yr.
Marine Craft Services	1,261.95	09/31/2031	10/1/2027	
Marine Surveys & Assessments Co-op	1,799.48	1/31/2028	3/1/2027	Building + 2 car spaces.
North Olympic Salmon Coalition	225.75	Mo/Mo	12/1/2026	New month-to-month rental agreement.
NW Maritime Center (marine thrift)	747.47	1/31/2030*	2/1/2027	New 5-yr lease + one 5-yr option.
Olympic Crane	61.47	Mo/Mo	2/1/2027	Relocated crane only to Pete's Marine Metals.
Olympic Neighbors	156.09	Mo/Mo	1/1/2027	Non-profit
Peninsula College	127.10	Mo/Mo	8/1/2027	Month to month.
Perpetual Boatworks, LLC	1,310.55	Mo/Mo	1/1/2027	Month to month.
Pete Stein & Compass Woodwork	120.41	Mo/Mo	6/1/2027	40x8' spot for storage container & 7'x8' spot for planer.
Port Townsend Sailing Association	768.23	12/31/2027	12/1/2026	5-yr + 5-yr, includes 50% kitchen use. Annual CPI, MR beg. year 3. CPI
Port Townsend School District	2314.20	5/31/2027	6/1/2027	
PT Brewing Sands, Guy & Kim	4,208.65	5/31/2031	6/1/2027	Exercising second of three 5-yr options 6/1/26 thru 5/31/31.
PT Brewing, Sands, Guy & Kim	198.38	Mo/Mo	10/1/2027	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	750.70	1/31/2030*	2/1/2027	5 yr + one 5-yr option.
PT Rigging, Inc.	825.09	Mo/Mo	10/1/2027	2,720 additional sq ft land for rigging related work & storage.
PT Rigging, Inc.	611.50	3/31/2030	4/1/2027	Port Adjustment every 3 yrs/CPI annually.
PT Shipwrights, Inc.	9,105.34	7/31/2050&2058	8/1/2027	CPI begins year 7. MR incr 8/1/30-every 10 yrs. Deposit increase @16 yrs/then every 10 yrs. CPI
Revision Marine, LLC	2,676.70	12/31/2029	1/1/2027	New lease/ 5-yr + one 5-yr option.
Sail Port Townsend	236.82	Mo/Mo	5/1/2027	New month-to-month rental agreement.
Scow Bay Boats	643.23	9/30/2029	10/1/2027	Step agreement for rent. 18 security deposit payments
Sea J's Café, Jevne, Florence (Estate of)	1,371.47	Mo/Mo	6/1/2027	NOW A MONTH-MONTH BUILDING & LAND LEASE.
Sitewise Design, PLLC	191.62	Mo/Mo	6/1/2027	Mo-to-mo. Civil engineering firm.
Stephen's Marine	63.10	Mo/Mo	2/1/2027	Temporary storage - moving into Jochems building.
Sunrise Coffee Co.	2,333.08	9/30/2031	10/1/2027	Ann. CPI/MR every 5 yrs. 10-yr w/ two 5-yr options.
Takaki, Jennifer Alys	788.34	12/31/2026	1/1/2027	Garbage \$60 per Mo. New 5-year lease.
Takaki, Jennifer Alys	130.93	Mo/Mo	10/1/2027	Month-to-month. Outdoor dining area.
The Shop Cooperative	92.92	Mo/Mo	9/1/2027	Land for placement of 8'x40' container.
The Shop Cooperative	1,272.78	Mo/Mo	11/1/2027	Bldg. 1 rental agreement. Will add to lease in the spring.

Point Hudson - PROPERTY	October 2026			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
Best Coast Canvas	796.42	9/30/2029	10/1/2027	SW end,ground floor. New lease. Ann. CPI/MR beg yr 3, every 3 yrs (deposit follows MR schedule)
Brion Toss Yacht Rigging	1,999.75	9/30/2029	10/1/2027	New 5 + 5 lease. 1154 sf marina-facing; 1246 sf int floor space; 43 sf paint locker. Ann CPI/MR-3yr
Brooks, Cindy	48.17	Mo/Mo	7/1/2027	Month to month storage for wherry.
Cashin, Andrew	304.02	Mo/Mo	2/1/2027	Mo/Mo. 30-day notice for increases. Office #11.
Chapin, Steve	214.08	Mo/Mo	5/1/2027	Mo/Mo, continued rental of land in Back 40 for storage containers.
Chums A Shop by the Sea	38.40	Mo/Mo	7/1/2027	Month to month used for sales
Chums A Shop by the Sea	701.01	11/30/2026	12/1/2026	1 year lease with 1 year option.
Commanders Beach House	2,877.18	4/30/2030	5/1/2027	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. CPI
Hall, Jason	304.13	Mo/Mo	9/1/2027	
Hudson Point Café-(Flanigan)	1,940.41	6/30/2030	7/1/2027	CPI/MR increases. Assigned to Laura Flanigan & Luke Flanigan 4/1/24. Exercised option 3/11/25.
Impact Naval Architects, LLC	319.58	Mo/Mo	9/1/2027	Office #1, Main Bldg. CPI/MR w/30 days' notice. Moved from Duplex office.
Klontz Engineering	1,240.00	Mo/Mo	9/1/2027	
Lilac & Fig LLC	428.67	Mo/Mo	7/1/2027	
Marine Resources Consultants Inc.	577.22	9/30/2029	10/1/2027	
Mark Kielty Design	319.00	Mo/Mo	8/1/2027	Rental agreement for PH water-viw office. CPI Annually.
Northwest Maritime Center	435.54	Mo/Mo	10/1/2027	Fenced storage space, ground floor of Armory Bldg.
Northwest Maritime Center	95.15	Mo/Mo	6/1/2027	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.
OM LLC	319.00	Mo/Mo	6/1/2027	Small office, Main Building.
Puget Sound Express	2,402.27	5/1/2034	6/1/2027	1600 sf Carpenter's Bdg; 850 sf shop in Armory Bdg; 4 car spaces.
Puget Sound Express	2,818.08	9/1/2031	9/1/2027	
Salish Grill / TNT Restaurants LLC	43.20	Mo/Mo	4/1/2027	Month to month agreement for a parking spot next to Salish Grill
Salish Grill / TNT Restaurants LLC	3,765.04	4/30/2027	5/1/2027	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.
Seaside Sauna	600.00	Mo/Mo	5/1/2027	Month to month agreement for suana operation
Shanghai Restaurant	3,092.24	10/31/2026	11/1/2026	MR every 3yrs. Annual CPI. Exercised last 5-yr option 11/1/21-10/31/26.
Shannon Partners LLC/SEA Green Partners	4,035.46	9/30/2038	10/1/2027	*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	1,031.30	11/30/2027	12/1/2026	Combined 2 agreements into one lease. 1+1+1.
University of WA - Sea Grant	692.22	1/31/2030	2/1/2027	5 year lease. CPI/MR.
Washington Dept. Fish & Wildlife	163.92	Mo/Mo	8/1/2027	Old Customs fenced storage area
Washington Dept. Fish & Wildlife	34.19	Mo/Mo	7/1/2027	Strip of land on N side of Cupola Annex for crab pot, tool, misc storage.
Washington Dept. Fish & Wildlife	19.81	Mo/Mo	6/1/2027	Storage of spare boat motor in a crate.

JCIA - PROPERTY	OCTOBER 2026			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,451.22	11/20/2045	12/1/2026	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	670.55	10/31/2031	11/1/2027	*Option 1: 11/1/21 thru 10/31/26(exercised). Option 2: 11/1/26 thru 10/31/31.
Coote, Norman	74.33	Mo/Mo	11/1/2027	Purchased from Dennis Broderson estate.
Dow, Jeffery	443.50	12/31/2028	8/1/2027	11/2010 Assumed lease. Port Policy Adj./CPI Annually.
Eber, Lorenz	80.00	Mo/Mo	1/1/2027	Purchased hangar from Tom Brotherton. Month-to-month land agrmnt.
Erickson, Warren & Karen	238.46	7/26/2057	3/1/2027	Port Adjustment every 3 yrs/CPI annually (Ins w/Grandy & Piper)
G Hangar Condo Assoc.	764.88	6/30/2047	7/1/2027	Port Policy Adj./CPI Annually. Replacement issued as Amend 1 never notarized.
Grandy, Richard	238.46	7/26/2057	3/1/2027	Port Adjustment every 3 yrs/CPI annually (Ins w/Erickson & Piper)
Hangar C Group LLC	796.81	4/30/2053	12/1/2026	MR every 3 yrs/ann CPI/term extended to2053. Amend #6. CPI
H-Hangar Corp. @ JCIA	733.21	6/22/2049	7/1/2027	Port Adjustment every 3 yrs/CPI annually.
Islam, Marc	72.70	Mo/Mo	5/1/2027	Purchased t-hangar from Garth Roethle.
JCIA PORT-OWNED HANGAR #101	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #102	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #107	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #108	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #201	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #202	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #203	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #205	285.45	Mo/Mo	1/1/2027	Port-owned hangar
JCIA PORT-OWNED HANGAR #206	285.45	Mo/Mo	1/1/2027	Port adjustments every 3 yrs/CPI annually. Deposit increase every 3 yrs.
JCIA PORT-OWNED HANGAR #207	285.45	Mo/Mo	1/1/2027	New 20-yr lease. Annual CPI, MR every 5-years.
JCIA PORT-OWNED HANGAR #208	285.45	Mo/Mo	1/1/2027	Assigned from NW Hangars, LLC. MR every 3 years/annual CPI.
Jeffco Flyers	1,176.53	12/31/2075	1/1/2027	Land in exchange for fire protection services. IN HOLD OVER
JEFFCO Hangar Assoc., Inc.	853.30	11/30/2041	12/1/2026	30-yr lease, one 10-yr option. MR adj beg yr three/annual CPI.
Jefferson Co Airport Condo Owners Assoc	2,443.67	7/26/2057	3/1/2027	Port Adjustment every 3 yrs/CPI annually.
Jefferson County Fire District #6	N/A	7/29/2017	N/A	Port Adjustment every 3 yrs/CPI annually.
Jefferson Timber Cooperative	3,140.85	3/31/2055	4/1/2027	Purchased from Brendon Townshend
K-Hangar Assoc. @ JCIA	723.77	12/9/2049	5/1/2027	
L Hangar Condo Assoc @JCIA	725.56	10/31/2048	10/1/2027	Port Adjustment every 3 yrs/CPI annually.
Lemanski, Tom & Linda	70.00	Mo/Mo	2/1/2027	Port Adjustment every 3 yrs/CPI annually.
Lemanski, Tom & Linda	80.00	Mo/Mo	4/1/2027	Port Adjust every 3 yrs/CPI annually (Ins w/Erickson & Grandy). Assignment 9-13-24. \$302 fee.
Morrison, Neil	218.54	4/30/2053	5/1/2027	3 Amendments. MR every 3 years.
Morrison, Neil	218.54	4/30/2053	5/1/2027	Port Adjustment every 3 yrs/CPI annually.
Piper, James E.	238.46	7/26/2057	3/1/2027	7/01/2013 Bought T-Hangar next to his bldg.

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: August 12th, 2026

TO: Commissioners

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

CC: Eron Berg, Executive Director

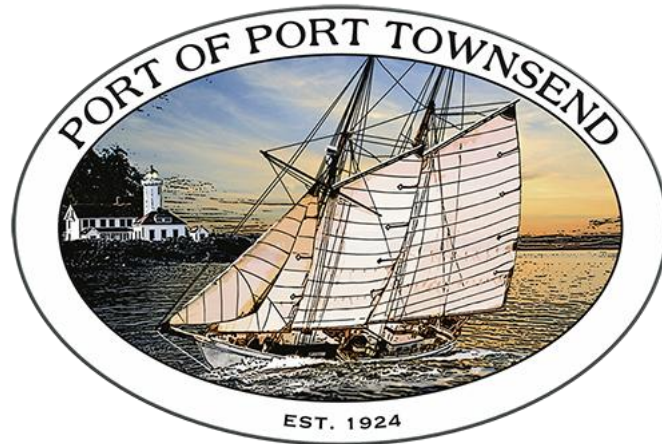
SUBJECT: **October 14 2026 Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 835-25, and any New Contracts Executed Since Prior Commission Meeting.

Port of Port Townsend Contracts – Admin/Oper- New

None

Port of Port Townsend Contracts - Eng/Cap – New

Contractor	Project	Port Contact	Contract Value/Not to Exceed
Reid Middleton	Port Hadlock Boat Ramp	Katie Scriver	\$71,300
Interwest Construction, Inc.	Armory Building Structural Repair	Dave Nakagawara	\$12,154.50



Purchasing Guidelines

Effective September 29, 2026

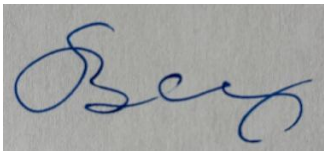
**PURCHASING GUIDELINES FOR THE ACQUISITION OF EQUIPMENT,
MATERIALS, SERVICES, PROFESSIONAL & PERSONAL SERVICES, AND
PUBLIC WORKS FOR THE PORT OF PORT TOWNSEND**

POLICY: The Port of Port Townsend will acquire equipment, materials, services and public works in a manner that is consistent with statutory provisions of the Revised Code of Washington (RCW) and in accordance with Port of Port Townsend Resolutions resulting in the most effective delivery of goods and services considering not only cost but value received.

PURPOSE: This administrative manual establishes guidelines, responsibilities and practices to be followed by the Port of Port Townsend in acquiring equipment, materials and services to accomplish its overall mission.

AUTHORITY: The authority to establish and from time to time amend these procedures rests with the Executive Director of the Port of Port Townsend as specified by the then current delegation of administrative powers and duties adopted annually by the Commission of the Port of Port Townsend under the authority of RCW 53.12.270.

Approved this 29th day of September, 2026:



Eron Berg, Executive Director

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GENERAL GUIDELINES FOR PURCHASING

The following section outlines General Guidelines for making purchases.

1. INDIVIDUAL AUTHORITY

The Commission of the Port of Port Townsend annually adopts a resolution delegating administrative powers and duties to the Port's Executive Director and designees, as authorized by RCW 53.12.270 (i.e., the "delegation of authority"). Each successive delegation of authority resolution repeals and replaces all prior resolutions dealing with the same subject matter (note: the applicable delegation of authority at the time of the adoption of this policy is Port Resolution No. 867-26). Among other topic areas, the delegation of authority includes policies governing the performance of public work, arrangements for personal services and professional and consultant services, and contracts for acquisition of materials, equipment, supplies and services. Delegated duties and powers also empower the Executive Director to delegate purchasing authority to specific individual staff members.

The Port Auditor will maintain and distribute a written list of employees who have been delegated purchasing authority by the Executive Director and the corresponding dollar limits authorized by the Director.

2. LOCAL PREFERENCE

All things being equal in terms of cost, delivery and vendor support, preference will be given to vendors and/or service providers operating in Jefferson County. Use of Washington State purchasing contracts is encouraged. Consideration should be given to American Made Products.

3. CONFLICTS OF INTEREST

"Employees have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest." (*See Port of Port Townsend Employee Handbook – Policy #4.11: Conflicts of Interest*).

4. AVAILABILITY OF FUNDS

Employees with purchasing authorization shall ensure that purchases are initiated only where budgeted are sufficient to cover the anticipated cost. This applies to both operating budgets and capital budgets.

Project Sponsors (*those persons introducing and supporting capital and maintenance projects*) are responsible for the general oversight of all project costs (e.g., work orders, contracts, purchase orders, etc., verifying that the aggregate project costs do not exceed the authorized budget authority).

If it is anticipated that project budget may be insufficient for a specific purchase, the procurer should review available options for completing the funding first, with the responsible Director and then if necessary, with the Director of Finance & Administration.

5. CAPITAL PROJECTS

New Capital Purchases are expenditures used in the operation of the Port which are more than \$10,000 in cost and have a useful life longer than one year.

Maintenance and Repair projects are "capitalized" if the work costs more than \$10,000 and increases the useful life or enhances the use of the asset.

All proposed Capital Projects **and** Capital Maintenance projects are approved through the annual budget process.

EMERGENCY PURCHASES

When an emergency shall require the immediate acquisition of materials, equipment, supplies, services and public works, the Executive Director (ED) is authorized to make a finding of the existence of such emergency and execute any contract to respond to the emergency provided that the Executive Director shall, at the first Commission meeting following the finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. *Review the appropriate RCW procedures, the current Delegation of Authority, and these guidelines.*

6. USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS

The Port shall, to the extent that it is economically feasible, purchase products made from environmentally preferable materials if such products are reasonably available, are of acceptable quality and are generally priced the same as similar products not made from environmentally preferable materials. The determination of these types of materials shall be generally consistent with the United States Environmental Protection Agency guidelines for Environmentally Preferable Purchasing.

GENERAL GUIDELINES FOR PURCHASING

7. ITEMS PURCHASED FOR RESALE

When the Port purchases items for resale (e.g., hats, sweatshirts, etc.), the Port does not pay the vendor Washington State Sales Tax. The vendor is provided a completed Resale Certificate with the Port's UBI No. 161-000-044. Washington State Sales Tax is collected when the Port resells the item.

8. INSURANCE REQUIREMENTS

As a general rule, all service providers and suppliers entering Port property to deliver or perform services on behalf of the Port must have insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance by the service provider/supplier, their agents, representatives, employees, or subcontractors. Proof of insurance, naming the Port as an additional insured on their policy, is required and shall be requested by the initiator of the purchase.

9. SDS - (SAFETY DATA SHEETS)

When purchasing goods and services, the initiator of the purchase is responsible for tracking the delivery and the inspection of the goods and services as well as accepting the vendor supplied SDS. The SDS should be checked when applicable to confirm conformance to specifications prior to payment.

The Port of Port Townsend maintains a current inventory of all the chemical products utilized within specific departments. Assigned personnel are responsible for maintaining a copy of the Safety Data Sheets for every product listed in inventory and for regularly updating the inventory as new products are added or revised. Safety Data Sheets for products no longer used are subject to a thirty (30) year retention schedule and should not be discarded.

10. WARRANTY INFORMATION

Warranty information should be retained by the division controlling the asset in the event repairs or replacement becomes necessary. A copy of completed Capital Project Operation & Maintenance (O&M) Manuals should be forwarded to the Maintenance Department for retention.

11. TRAVEL

The Port's travel policy is in the Personnel Manual, Policy 3.4.

12. PROMOTIONAL HOSTING / BUSINESS & MEETING EXPENSE

Port of Port Townsend Resolution No. 640-16 states RCW 53.36.120 through 53.36.150 specifically authorizes port districts to expend operating revenues for industrial development, trade promotion, promotional hosting, travel and incidental employee reimbursed business and meeting expenses.

Only individuals pre-approved by the Executive Director have the authority to host.

SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

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This section provides guidance on determining the category of services and purchases you will be contracting for and the appropriate method of solicitation. “Solicitation” ([WAC 200-320-010\(25\)](#)) means the process of notifying potential bidders that the agency desires to receive competitive bids or proposals for furnishing services; this includes references to the actual document used in that process, such as the bid or request for proposal and any amendments to such documents. **Compliance documentation for each of the following purchasing processes must be saved by the Responsible Party(ies) for audit requirements and retention.**

1. PROFESSIONAL SERVICES

Definition: Professional services are rendered by any person, other than as an employee of the agency, contracting to perform activities within the general definition of professional practice. As defined in RCW [39.80](#), Professional Services are limited to architects (RCW [18.08](#)), engineers and land surveyors (RCW [18.43](#)), and landscape architects (RCW [18.96](#)).

Examples of Professional Services: All engineering disciplines, land surveyors, architects, landscape architects and construction materials testing and inspections (if consultant is providing professional judgement by providing analysis of testing for compliance with specifications in their reports).

Responsible Party: All Professional Services procured should be initiated by the Capital Projects & Engineering Department.

Solicitation Procedure*:

Activity	< \$50K	\$50K - \$100K	>\$100K
Level of Competitive Solicitation	Minimal	Informal	Formal
Type of Solicitation	general scope description	detailed scope description & evaluation criteria	
Advertisement Method (# to solicit)	Roster** (1-3)	Roster** (3 minimum)	Public Notice Required
Executive Director Notification	None		Required

**Staff may elect to use a Formal Solicitation for any value when appropriate and the procedure may vary if a State Contract is used. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant-funded methods, the more stringent set of methods shall apply. **Annual publication by MRSC Rosters and the POPT.*

Basis of Award: Professional Services are procured using the Qualifications-Based Selection (QBS) requirements in RCW 39.80. QBS is a competitive procurement process in which consultants submit qualifications and/or a proposal to an agency and where price cannot be used as a selection criterion. The Port will negotiate a contract with the most qualified firm for a fair and reasonable price, taking in account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof. If the Port cannot negotiate a contract with the firm at a price that is fair and reasonable, negotiations with that firm will be formally terminated and the Port will select the next most qualified firm(s) until an agreement is reached or the process is terminated. All Informal and Formal solicitations must include criteria for selecting the successful firm and shall be scored accordingly.

Competitive Solicitation Exemption: All Professional Service contracts shall be entered into pursuant to competitive solicitation except for: (1) emergency contracts and (2) contract amendments.

Form of Contract: The Port uses a standard format referred to as a “Standard Agreement for Professional Services” (PSA) which is processed by *Engineering Staff and/or the Lease and Contracts Administrator*.

Signing Authority: As identified in the current Delegation of Authority resolution.

Commission Action/Notification: Commission action is required if the limits of the “Signing Authority” will be exceeded.

RCWs & Policies: RCW [39.80](#), Delegation of Authority resolution, POPT Purchasing Guidelines.

Other References: [MRSC Website](#)

2. PERSONAL SERVICES

Definition: As defined in RCW [53.19](#), Personal Services means technical expertise provided by a consultant to render an opinion or recommendation or to accomplish a specific study, project, task, service or other work statement which may not reasonably be required in connection with a public works project and the activity or product is mostly intellectual in nature.

Examples of Personal Services: accounting, photography & videography, analysis and assessment of processes/programs/fiscal impact/compliance/systems/etc., appraisals, economic analysis and consultation, grant writing, graphic design, interior design, lobbying, labor negotiation and labor relations, marketing, organizational development, public relations, promotional services, strategic planning, training, and construction materials testing and inspections (if consultant is **only** providing testing results in their reports, no professional judgement comparing to specifications).

Responsible Party: Authorized Port Staff.

SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

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Solicitation Procedure*:

Activity	< \$50K	\$50K - \$200K	>\$200K
Level of Competitive Solicitation	No Competitive Requirement	Informal	Formal
Type of Solicitation		detailed scope description & evaluation criteria	
Advertisement Method (# to solicit)		Roster** (3 minimum)	Public Notice Required
Executive Director Notification		None	Required

*Staff may elect to use a Formal Solicitation for any value when appropriate and the procedure may vary if a State Contract is used. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply. **Annual publication by MRSC Rosters and the POPT.

Basis of Award: The selection of Personal Services shall include a documented formal process demonstrating that the Port has solicited responses from an appropriate number of firms thereby providing an equal and open opportunity to qualified parties and culminating in a selection based on specific evaluation criteria developed and included in the Informal and Formal solicitations which may include such factors as (1) the consultant's fees or costs (does not necessarily need to be the primary basis for consideration), (2) ability, (3) capacity to undertake the project, (4) experience, (5) reputation for responsiveness to time limitations, (6) responsiveness to solicitation requirements, (7) quality of previous performance on Port projects, (8) and past history of compliance with statutes and rules relating to contracts or services.

Competitive Solicitation Exemption: All Personal Service contracts shall be entered into pursuant to competitive solicitation, except for: (1) RCW 53.19.070 (2-7), (2) emergency contracts, (3) sole source contracts, (4) contract amendments (provided, however, that substantial change in the scope of work specified in the contract or which are substantial additions to the scope of work specified in the formal solicitation must be submitted to the commission for a determination of whether the change warrants a new contract as required by RCW 53.19.060), (5) contracts between a consultant and the Port of less than \$50,000, and (6) other specific contracts or classes or groups of contracts exempted from the competitive solicitation process by the commission when it has been determined that a competitive solicitation process is not appropriate or cost-effective. "Emergency" work means a set of unforeseen circumstances beyond the control of the agency that either (1) present a real, immediate threat to the proper performance of essential functions or (2) may result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Personal Services may be selected on a "Sole Source" basis if the consultant providing technical expertise is of such a unique nature that the consultant is clearly and justifiably the only practicable source to provide the service; the justification shall be based on either the uniqueness of the service or sole availability at the location required. The person making the selection shall provide a **Sole-Source Justification** memo to the Executive Director or the Commission (as the case may be) justifying the sole source selection. "Amendments" require formal documentation to the file and shall be reported to the Commission. Personal Service agreements will not be amended in lieu of open competition if the added work is not similar in scope and size.

Form of Contract: The Port uses a standard format referred to as a "Standard Agreement for Personal Services" (PA) which is processed by the *Lease and Contracts Administrator*. A Purchase Order may also be issued to engage personal services in lieu of a "Standard Agreement for Personal Services" if all of the following conditions are met:

- 1) The project scope is clearly defined by tasks and deliverables either on the Purchase Order or in correspondence from the Consultant to be attached to the Purchase Order.
- 2) The project scope can be completed in a short term, typically within thirty (30) days.
- 3) Cost for the service is under \$10,000.
- 4) Liability insurance is not required because consultant is not working on Port property.
- 5) Professional liability insurance is not required.

If a purchase order is used, the initiator **must** send compliance documentation for selection and a copy of the PO to the *Lease and Contracts Administrator*.

Signing Authority: In accordance with the *Delegation of Authority resolution*, the ED may authorize specific director-level staff to execute contracts identified within a specific budgetary line item up to \$100,000. The ED may also, without prior Commission approval, execute contracts up to \$100,000 or contracts of any value identified within a specific budgetary line item **if** the price does not exceed the amount authorized in that specific budgetary line item by ten percent (10%), but in no case can the price exceed the amount authorized in the specific budgetary line item by \$50,000 or more.

Commission Action/Notification: Commission action is required if the limits of the "Signing Authority" will be exceeded and in accordance with Exhibit "A" of POPT Resolution No. 1279.

RCWs & Policies: RCW [53.19](#), POPT Resolution 1106, POPT Resolution No. 1279, POPT Purchasing Guidelines.

Other References: [Personal Services Contracting Manual for Washington Ports](#), [MRSC Website](#).

SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

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3. PURCHASED SERVICES

Definition: Purchased services are those provided by vendors for routine, necessary, and continuing functions of a local government agency, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support the agency's day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision-making. There are a number of purchased services that hover over a thin, grey line between purchased services and public works contracting. If a particular contract is very near the grey line, the conservative approach is to consider it a public works contract. For guidance on determining whether or not your purchase is a service or public work, contact the *Contracts Administrator*.

Examples of Purchased Services: delivery/courier service, landscape maintenance, building maintenance (janitorial), herbicide and pesticide application services, recycling/disposal/litter pickup service, vehicle inspection-lubricating-repair services, computer hardware and software maintenance, data entry, **remote HVAC monitoring/adjustment** (other maintenance or repairs are Public Work and Prevailing Wages apply), fire extinguisher inspection, and security services.

Responsible Party: Authorized Port Staff.

Solicitation Procedure*:

Activity	\$0 – \$10K	\$10K - \$50K	>\$50K
Level of Competitive Solicitation	No Competitive Requirement	Minimal	Formal
Type of Solicitation		general scope description	detailed scope description & evaluation criteria
Advertisement Method (# to solicit)		Open Market (3 written quotes)	Public Notice Required
Executive Director Notification		None	Required

**Staff may elect to use a Formal Solicitation for any value when appropriate and the procedure may vary if a State Contract is used. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

PLEASE NOTE: Some Purchased Services require Prevailing Wages to be paid even though they are not subject to Public Works bidding requirements, such as (1) building maintenance services (janitorial), (2) grounds keeping, (3) traffic control (flagging), and (4) fire extinguisher service and replacement; these services providers must file a *Statement of Intent to Pay Prevailing Wages* prior to the work is performed and payment is made and an *Affidavit of Wages Paid* upon completion. Prevailing wage requirements must be included with the Solicitation.

Basis of Award: The selection of Purchased Services shall include a documented formal process demonstrating that the Port has solicited responses from an appropriate number of vendors thereby providing an equal and open opportunity to qualified parties and culminating in a selection based on specific evaluation criteria developed and included in the Formal solicitation which may include such factors as (1) the vendor's fees or costs (does not necessarily need to be the primary basis for consideration), (2) ability, (3) capacity to undertake the project, (4) experience, (5) reputation for responsiveness to time limitations, (6) responsiveness to solicitation requirements, (7) quality of previous performance on Port projects, (8) and past history of compliance with statutes and rules relating to contracts or services.

Competitive Solicitation Exemption: All Purchased Service contracts shall be entered into pursuant to competitive solicitation, except for: (1) purchases of \$10,000.00 or less, (2) emergency contracts, (3) sole source contracts, (4) contract amendments, (5) other specific contracts or classes or groups of contracts exempted from the competitive solicitation process by the Commission when it has been determined that a competitive solicitation process is not appropriate or cost-effective. The person making the selection shall provide a ***Sole-Source Justification*** memo to the Executive Director or to the Commission (as the case may be) justifying the sole source selection.

Form of Contract: The Port uses either a Service Agreement or Purchase Order depending on the length, size and scope of services provided, insurance requirements, and prevailing wage requirements. Services that (1) span more than one billing cycle, (2) require insurance, and (3) prevailing wages to be paid should be procured using a Service Agreement. In the event a service spans more than one fiscal year, Commission approval is required or the contract must include language that makes the contract contingent upon further budget appropriation and Commission approval.

Signing Authority: As identified in the current Delegation of Authority resolution.

Commission Action/Notification: Commission action is required if the limits of the "Signing Authority" will be exceeded.

RCWs & Policies: Delegation of Authority resolution, POPT Purchasing Guidelines.

Other References: [MRSC Website](#).

SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

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4. PUBLIC WORKS

Definition: Public Work means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. “Ordinary maintenance” is not defined by statute, but based on WAC [296-127-010](#), ordinary maintenance is defined as work performed by the regular employees of the state or any county, municipality, or political subdivision created by its laws.

Examples of Public Works: New construction, building/structure remodeling and repairs, road construction and repairs (including striping), and all other work involving - construction, alteration, enlargement, improvement, repairs, and/or demolition which, by law, constitutes a lien or charge on any property of the state or of a municipality.

Responsible Party: All Public Works projects must be initiated by Facilities and Engineering and/or the Environmental and Planning Services Group.

Solicitation Procedure*:

Activity	< \$40K	\$40K-150K	\$150K - \$350K	>\$350K
Level of Competitive Solicitation	Informal			Formal
Type of Solicitation	general scope description**			detailed plans & scope description
Advertisement Method (# to solicit)	Direct Contracting via Roster***	Direct Contracting via Roster***	Quotes from All Contractors in Roster Category***	Public Notice Required
Executive Director Notification	None	None		Required

*Staff may elect to use a Formal Solicitation for any value when appropriate and the procedure may vary if a State Contract is used. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply. RCW 53.08.120 authorizes port districts to enter into unit-priced public works contracts for a period of up to 3 years (see procedure below). ** This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes. ***Annual publication by MRSC Rosters and the POPT.

Prevailing Wages: RCW [39.12](#) requires all workers for public works and maintenance contracts to be paid prevailing wages.

Basis of Award: Public Works projects must be awarded in accordance with RCW [53.08.120](#) & RCW [39.04.350](#).

Competitive Solicitation Exemption: RCW [39.04.280](#) provides uniform exemptions to competitive bidding requirements for Public Works contracts. RCW [53.08.120](#) permits port districts to construct any public works project by contract without calling for bids whenever the estimated cost of the work or improvement, including cost of materials, supplies, and equipment, will not exceed the \$40K; a “public works project” means a complete project (see procedure below).

Procedure For Direct Contracting under \$150K (not including sales tax) (RCW 39.04.152(4)(b)(i-iii): If there are six or more contractors meeting the definition of small business on an applicable roster, one of those small businesses must be direct contracted with, and the Port must rotate through said small businesses on the applicable roster in subsequent contracts. If there are five or fewer contractors meeting the small business definition, any contractor may be selected to direct contract with, however, the roster rotation requirement shall continue to apply. Notification to all small businesses on applicable roster must happen when direct contracting is utilized.

Procedure For Awarding Public Works under \$40K w/out Bids (RCW 53.08.120(2)(c)): Public Works projects cannot be divided into units of work or classes of work to avoid calling for bids. Port staff must utilize their best effort to reach out to qualified contractors, including certified minority and woman-owned contractors and must also document the selection process for audit requirements and retention.

Procedure for Performance of Public Works over \$40K by Port Staff (RCW 53.08.135): Public Works projects (i.e., construction projects) over \$40K must be contracted out if it is determined by the Executive Director or designee to be less expensive than utilizing Port work crews. No written determination is necessary to document a decision to contract out such construction work. However, Port staff may perform construction projects over \$40K in the event the Executive Director determines in writing that essential Port duties can continue to be performed, and that the Public Works project may be completed more cost-effectively by using Port work crews.

Solicitation Procedure For Unit-Priced Public Works Projects: Unit-priced contracts must be competitively bid, with invitations including (1) estimated quantities of the anticipated type of work or trades and (2) specifications on how the Port will issue or release work assignments, work orders, or task authorizations pursuant to a unit priced contract for projects, tasks, or other work based on the hourly rates or unit priced bid by the contractor. Further, whenever possible, the Port must invite at least one proposal from a qualified minority or woman-owned contractor. Contracts must be awarded to the lowest responsible bidder in accordance with RCW [39.04.350](#).

Job Order Contracting: The Port of Port Townsend may use a job order contract when it is determined that the use will benefit the public by providing an effective means of reducing the total lead-time and cost for the construction of public works projects for repair and renovation required at public facilities through the use of unit price books and work orders by eliminating time-consuming, costly aspects of the traditional public work process. The job order contract award procedure will follow RCW [39.10.430](#).

Form of Contract: The Port uses a Public Works Contract for all projects. All contracts for Public Works are processed by the Port’s Engineering Staff.

Signing Authority: As identified in the current Delegation of Authority resolution.

SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

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Commission Action/Notification: Commission action is required if the limits of the “Signing Authority” will be exceeded.

RCWs & Policies: RCW [53.08.120](#), RCW [39.04](#), Delegation of Authority resolution, POPT Purchasing Guidelines.

Other References: [MRSC](#) Website.

SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

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5. OTHER PURCHASES – Goods, Equipment, Materials, and Supplies

Definition: Other Purchases refers to buying of goods, equipment, materials, and supplies, as long as the purchase is not made in connection with a Public Works project. If items are purchased in connection with a Public Works project, contact the *Projects Administrator*.

Examples of Materials, Equipment, & Supplies: supplies, computer hardware/software & other electronics, vehicles, equipment, & tools.

Responsible Party: Authorized Port Staff.

Solicitation Procedure*:

Activity	\$0 – \$10K	\$10K - \$50K	>\$50K
Level of Competitive Solicitation	No Competitive Requirement 1-3 Recommended	Minimal	Formal
Type of Solicitation		general scope description	detailed scope description & evaluation criteria
Advertisement Method (# to solicit)		Open Market (3 written quotes)	Public Notice Required
Executive Director Notification	None		Required

**Staff may elect to use a Formal Solicitation for any value when appropriate and the procedure may vary if a State Contract is used. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

Basis of Award: The selection of Other Purchases shall include a documented formal process demonstrating that the Port has solicited responses from an appropriate number of vendors thereby providing an equal and open opportunity to qualified parties and culminating in a selection based on specific evaluation criteria developed and included in the Formal solicitation which may include such factors as (1) the vendor’s fees or costs (does not necessarily need to be the primary basis for consideration), (2) ability, (3) capacity to undertake the work, (4) reputation, (5) responsiveness to time limitations, (6) responsiveness to solicitation requirements, (7) and quality of previous performance.

Competitive Solicitation Exemption: Other Purchase contracts shall be entered into pursuant to competitive solicitation, except for: (1) purchases of \$10,000.00 or less, (2) emergency contracts, (3) sole source contracts, (4) other specific contracts or classes or groups of contracts exempted from the competitive solicitation process by the Commission when it has been determined that a competitive solicitation process is not appropriate or cost-effective. Purchases from a “Sole Source” supplier in lieu of the formal bid process must be *approved by the Executive Director in advance of entering into a purchase commitment* and be accompanied by a written explanation that adequately addresses the need for negotiating with a sole source supplier.

Form of Contract: Purchase Order or Credit Card.

Signing Authority: As identified in the current Delegation of Authority resolution.

Commission Action/Notification: Commission action is required if the limits of the “Signing Authority” will be exceeded.

RCWs & Policies: Delegation of Authority resolution, POPT Purchasing Guidelines.

Other References: [MRSC](#) Website.

The following section outlines various purchasing methods and forms of authorization to be used.

1. PURCHASING UNDER THE STATE/FEDERAL CONTRACT & INTERLOCAL AGREEMENTS

Chapter 39.34 RCW, allows the Port of Port Townsend to enter into agreements with other public agencies (United States, State, County, City) for procurement of goods and services, including the Department of Enterprise Services (DES) and the U.S. General Services Administration or other similar agencies. The Port of Port Townsend encourages the purchase of goods and services covered by these agreements. Utilization of these government purchasing programs will suffice in lieu of the need to solicit bids. *The DES contracts site is: <https://fortress.wa.gov/es/apps/DESContracts/>.*

2. SERVICE AGREEMENTS & PUBLIC WORKS CONTRACTS

In accordance with RCW [53.08.440](#), each port with more than ten million dollars in annual gross revenues, excluding grant and loan funds, shall maintain a database on a public web site of all contracts, including public works and personal services.

MRSC Rosters: MRSC Rosters is used for the Small Works and Consultant roster processes. Businesses register and upload qualifications for agencies to review as part of the selection process. The MRSC Roster selection processes are overseen by the project manager.

3. PURCHASE ORDERS

Purchase Orders may be used by authorized staff and is the vendor's authorization to ship and/or deliver materials, goods or services.

With respect to the purchase of goods, materials, and services, the Purchase Order approved by the appropriate authorizing party and accepted by the vendor shall constitute the written contract, except where special terms or conditions necessitate the use of a more formalized contractual agreement.

Requests for a Purchase Order book can be made through the Accounting Department. Completed Purchase Order books should be returned to the Accounting Department for numeric control and archiving.

Purchase Orders are to be completed as follows:

Step One – Front page

- ✓ Name of Vendor
- ✓ Date
- ✓ Vendor Billing Address
- ✓ Quantity, rate and description of material or service to be purchased
- ✓ Actual cost if known or noted not to exceed estimate (including shipping and WSST)
- ✓ Account Number and Type of Work
- ✓ Legible signature at Purchase Requested by and Purchase Approved by

Step Two – Distribute the Purchase Order

- ✓ Notify the vendor in person or via email the purchase order number and authorized amount
- ✓ White copy – accounts payable with the invoice
- ✓ Yellow copy – to be left in purchase order book

PAYMENT PROCEDURES & FORMS OF AUTHORIZATION

OPEN Purchase Orders Continued

OPEN Purchase Orders

4. PAYABLES

All invoices and purchasing requests must be approved by an authorized purchaser. Checks will be issued according to the weekly Accounts Payable check run cycle. In the event a check is needed outside the regular cycle, a special check run may be done with advanced authorization

5. PETTY CASH

A small petty cash fund is established for the provision of minor postage disbursements. Petty cash funds are kept in the Accounting Office within the Port under the control of designated custodians and in the amounts set and listed by Resolution. *Contact the Accounting Department for current Resolution.*

6. CREDIT CARDS

The use of a credit card is designed to streamline purchases that are made on site, over the telephone, internet, or in person. Purchases made with a credit card do not require a purchase order however, all other purchasing requirements apply (i.e., GL account number, purchaser's initials and a note stating that purchase is on a card must be included on the receipt provided to accounting). Persons must have authorization from the Executive Director or their authorized designee prior to having a credit card issued to them. Credit cards are issued by the Port Auditor.

7. PORT PURCHASING ACCOUNTS

Port purchasing accounts are for charges made with one of the Port's specific vendors (i.e. Safeway, Henery's, Arrow, Carl's, Olympic Rentals, Westbay, etc.) that are tracked by means of a blanket Purchase Order issued to select Vendors.

Employees who have received authorization from the Executive Director or their authorized designee may purchase supplies on one of these purchasing accounts. A detailed original transaction receipt must be turned into their supervisor. All receipts must be turned into Accounting in a timely manner and must include the GL account number, purchaser's initials, manager's authorization and a description stating the purpose.

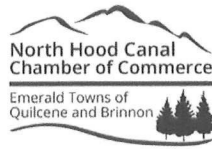
8. UNAUTHORIZED PURCHASES

The Port of Port Townsend shall not be obligated to pay any vendor for any purchase unless a properly authorized Purchase Order or contractual agreement has been issued prior to any work being performed or any other goods or services are received.

A Purchase Order, Contract, Professional or Personal Service Agreement is the Port's legal offer to buy specific goods and/or services. Without one of these documents, the Port has no legal obligation to pay the vendor, contractor, or consultant *and* the individual making the purchase may be held personally responsible for payment of the goods and/or services.

9. INVOICE APPROVAL

Whereas an approved Purchase Order, Contract, Professional or Personal Service Agreement authorizes a purchase, an invoice indicates that the goods or services were actually received. Upon receipt of goods or services submit packing or delivery receipt, if available and invoice as available to Accounting for processing.



RECEIVED

OCT 08 2026

Port of Port Townsend
Administration Office

Dear Members and Friends,

This year, the North Hood Canal Chamber of Commerce has focused on turning community priorities into practical action: helping businesses, supporting local events, and ensuring Quilcene and Brinnon have a strong voice in decisions affecting our future. Our small staff, volunteer board, and community partners have accomplished a great deal together.

We launched **Business Market Analysis reports** as a membership benefit, giving local businesses access to customer and visitor insights through Placer.ai and other data sources. These reports help owners identify opportunities, make informed marketing decisions, and plan for sustainable growth. Our Stop-Shop-Dine campaign, newsletters, and member spotlights have promoted local businesses, while work on a refreshed website and expanded community calendar will make local events and services easier to find.

We also provided hands-on help to bring a new festival to our community. The Chamber assisted **Peninsula Logging Show organizers with permit application preparation and coordination with county staff**, helping them navigate the process ahead of their successful August event. This is the kind of practical support that can make a real difference for people willing to invest their time in our towns. Our entire board volunteered at ShrimpFest, and we hosted a booth at the **Quilcene Fair and Parade**, connecting with neighbors, sharing Chamber resources, and showcasing generous raffle donations from local businesses. Our **Sparkle campaign** brought holiday lighting and community activities together, including the Emerald Towns Alliance's holiday swag-making event. Planning for Sparkle 2.0 is underway to build on that success this coming holiday season.

We have continued bringing public decision-making closer to home. Our July candidate forum brought nine candidates to Brinnon to address South County concerns. Our next **Candidate Forum is October 6 at the Brinnon Community Center**, following a community social hosted by the South County Task Force. Residents will have an opportunity to learn about the Brinnon Flood Plain Project and hear directly from candidates for the state legislature and county commission.

That public engagement is backed by sustained work with **Jefferson County's elected officials, department staff, and regional partners**. Our board and staff participate in discussions about tourism funding, community center services, floodplain planning, and economic development. Chamber Vice President **Jean Ball now serves on the Jefferson County Economic Development Council's board**, strengthening South County's representation. We also met with Washington State Department of Commerce leadership in Brinnon and have participated in North Hood Canal outdoor recreation planning, helping bring local priorities into broader conversations about investment and access. Looking ahead also means investing in young people. We are recruiting a student board representative and have established a scholarship fund with a \$500 Chamber contribution, creating an opportunity for local youth to gain leadership experience and contribute to their community.

Thank you to Andrew Schwartz, Liz Anderson, our volunteer board, and every member and partner who makes this work possible. Please renew your membership for 2027, participate in the board election, and invite others to get involved. Together, we can strengthen our local economy, support our neighbors, and preserve the character that makes North Hood Canal home.

Warm regards,

Dan Ventura

President, North Hood Canal Chamber of Commerce

BOARD ELECTIONS & VOTING GUIDELINES:

Enclosed with this letter is a Ballot for voting for new NHCCC Directors. Only members in good standing can vote on chamber business and elections. **What is a member in good standing?** A "member in good standing" refers to a member whose membership is current and not terminated due to non-payment of dues.

Please note that the Board ballot enclosed has been sent to ALL members on our current full members list (both paid and unpaid). Receipt doesn't indicate you are a member in good standing. A bill for membership renewals or new memberships is enclosed, printed on the other side of the NHCCC Board Ballot.

Please use this 2027 NHCCC Membership Dues Bill to renew your membership, or to start a new membership. Complete the form and send it with your ballot for processing. You can also complete your membership applications online at: <https://emeraldtowns.com/chamber/membership-application/>

If dues are paid before the 10/17 vote-by-mail deadline, your membership will be in good standing and your ballot can be submitted and counted. Any ballots received by members not in good standing will not be counted.

Not sure if you are a member in good standing or not? Just contact us and we will help sort it out with you.

Memberships that have expired in 2026 can be prorated on a quarterly basis.

Contact us at: admin@nhccc.com or call: (360) 726-3023.

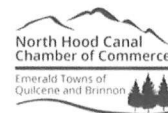
*** For more information about our Membership & Voting Guidelines go to our website:

<https://emeraldtowns.com/chamber/membership-and-voting-guide/>

2027 Membership Rate Card

Investment Tiers

Our structure is designed to welcome everyone from individual supporters to regional destination partners.



Tier	Annual Investment	Primary Focus
Associate Member	\$25	Individuals, students, or retirees supporting the community.
Local Member	\$50	Organizations physically located in the North Hood Canal area.
Jefferson County	\$200	Businesses and organizations located in Jefferson County.
Regional Partner	\$400	Business and organizations outside of the Jefferson County.

Port of Port Townsend
Upcoming Commission Meetings Calendar 2026 (Tentative Agenda Items)

Thurs., Oct. 15 5pm	Spec. Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Oct. 28 1pm	Spec. Meeting	Public Hearings: 2027 Rate Cards Draft 2027 Operating & Capital Budget Resolution Resolution fixing the amount of general property tax to be levied for collection in the year 2027 (adoption) Resolution fixing the amount of IDD tax to be levied for collection in the year 2027 (adoption) Public Hearing on Resolution Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Capital Projects Contained in the 2027 Operating & Capital Budget, including JCIA Master Plan Update		
Tues., Nov. 10 9:30 am	Workshop		Pav	
Tues., Nov. 10 1:00 pm	Meeting	Public Hearing: Resolution 885-26 Establishing an Industrial Development District and Special Election for February 9 Public Hearings (Continued): 2027 Rate Cards (Adoption) Draft 2027 Operating & Capital Budget Resolution Resolution Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Capital Projects Contained in the 2027 Operating & Capital Budget, including JCIA Master Plan Update Quarterly Capital Project Report Update Authorization of Local Agency Agreement with Washington Department of Transportation 2027 Legislative Agenda/Priorities with Insight Strategies Harbormaster Report 2026 Financials Contract/Lease Update	Pav	
Wed., Nov. 11		<i>Holiday -Port Offices Closed - Veteran's Day</i>		
Tues., Nov. 24 1 pm	Spec. Mtg.	Hold for Special Meeting (if needed) to Adopt 2027 Budget	Pav	
Thurs.Nov.26-27		<i>Holiday -Port Offices Closed</i>		

Port of Port Townsend
Upcoming Commission Meetings Calendar 2026 (Tentative Agenda Items)

Thurs., Dec. 3 5pm	Mtg.	Intergovernmental Collaborative Group	Pav	
Wed., Dec. 16 9:30 am	Workshop	2027 Committee Assignments	Pav	
Wed., Dec. 16 1 pm	Meeting	Harbormaster Report 2026 Financials Contract/Lease Update	Pav	
Wed-Fri. Dec.9-11		WPPA Annual Meeting	Hilton Vancouver WA	
Thurs., Dec. 17 5pm	Spec. Meeting	Intergovernmental Collaborative Group	Pav	
Fri., Dec. 18 12 pm	Spec. Meeting	Tentative - All Port Offices Close at 11:30 a.m. and Staff Employee Recognition/Holiday Gathering (Commission quorum)	Pav	
Wed/Thurs Dec. 24-25		<i>Holiday- Port Offices Closed</i>		
Fri., Jan. 1		<i>New Year's Day - Holiday-Port Offices Closed</i>		
Wed., Jan. 13 9:30 am	Workshop		Pav	
Wed., Jan. 13 1pm	Meeting	2027 Organizational Topics (Election of Commission Officers, Committee Assignments, Review Commission Meeting Procedures, Delegation of Management Authority, Commission Annual Meeting of Industrial Development Corporation of the Port of Port Townsend (Elect Officers, Minutes, Review Financial Statement 2026)		
Mon., Jan. 18		<i>Martin Luther King Jr. Holiday-Port Offices Closed</i>		

Not Yet Scheduled Topics:

Economic Development Strategy
Energy Resilience
Manufacturing hub
Future industrial land opportunities
Skills & trade training

Ongoing/TBD
TBD
TBD
TBD
TBD