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**Commission Meeting
2nd Monthly Meeting Agenda
Wednesday, March 22, 2023, 5:30 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from March 8, 2023 3-7
 - B. Approval & Ratification of Warrants 8-18
 - C. Interlocal Agreement (ILA) between the Port of Port Townsend & Jefferson County concerning early closure of the Moderate Risk Waste (MRW) Facility..... 19-24
 - D. Resolution 789-23 Designating the Executive Director to Administer the Port's Previously Promulgated Disadvantaged Business Enterprise (DBE) Program..... 25-28
 - E. Authorization for Execution of Grant Agreement for American Rescue Plan Act Funds for the Port's Port Townsend Water Walk 29-44
- V. Second Reading ~ none
- VI. First Reading ~
 - A. Updated Organizational Chart 45-49
- VII. Regular Business - None
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop and Regular Business Meeting: Wednesday, April 12, 2023 at Pavilion Building and via Zoom, with Public Workshop at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.
- XI. Executive Session - Executive Session – Pursuant to RCW 42.30.110(1)(g)) to Review the Performance of a Public Employee
- XII. Adjournment

Informational Items

- Contract Update
- Letters of Support Northwest Maritime Center Blue Schools Initiative 50
- Joint Letter of Support Boat Haven Breakwater Replacement Project 51

- Puget Sound to Pacific Collaborative envisions 200-mile multi-use trail 53
- Commission Meeting Schedule..... 54

PORT COMMISSION WORKSHOP MEETING – Wednesday, March 8, 2023

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

Present: Commissioners Hanke, Petranek, and Hasse
 Executive Director Eron Berg
 Deputy Director Toews
 Operations Manager Sparks
 Harbormaster Ferrero
 Port Recorder Sanders

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

Commissioner Petranek called the meeting to order at 9:33 a.m.

II. Point Hudson Planning (Rec. 00:01:00)

Executive Director Eron Berg reviewed the cover memorandum provided in the agenda packet with a background on the issues, including requested direction by the Commission. He facilitated a discussion of the proposed conceptual layout plan for a scheme of use, including existing leased parking, proposed leased parking, paid public or permitted parking, free parking, and marine trades permit use areas. He noted an update would be needed to Port rules.

Commissioners shared concern about the paid-for parking areas, cost of monitoring/towing service, and the return on investment. Buying annual permits could be a burden for marine trades. A suggestion was to discuss the parking issue with P.T. Marine Trades Association (PTMTA) and Local 2020 T-lab. Another concern was additional lights in the Back Forty and giving preferential treatment to one use over another. There was interest in whether there was room to meet the needs all: 70-spots/day for paid-for parking for Puget Sound Express (PSE), U.S. Customs and Border Patrol (USCBP), Fish and Wildlife (WDFW) with requested electric vehicle charging and expanding Sea Marine's leased space. Equity between various Port locations should also be considered, noting the City's parking plan is in process.

City Councilmember Monica MickHager said the City would be looking at all commercial parking, considering the sea wall/walk, and access to existing park and ride parking. The Northwest Maritime Center activities have parking impacts on the Point Hudson area and should be a partner in the discussion along with the City. Speaking personally, she urged taking a 20-year view of what would provide the most benefit to the community and create a parking plan for all Port facilities.

Eron Berg mentioned the parking plan for WDFW must be in place before expanding the Sea Marine lease. Parking revenues generated at Point Hudson need to be reinvested there to maintain the infrastructure (roofing, utilities, etc.). City code also restricts the Port to provide accessory and subordinate parking for Port use. Leasing land for free is also a Commission decision. Staff announced they would meet with Sea Marine in two weeks. Leasing the ballasted area would be their desire which would then defer to the Port the cost of ballasting

other areas for parking. There was a desire for a vote to provide Staff clear direction for that lease negotiation.

Commissioners had in-depth discussion of the parking plan and expressed interest in charging now for Back Forty parking but also needing more time to provide guidance on the Sea Marine and Fish and Wildlife Back Forty plan. The similarities of parking cars and boats was noted with a large difference however in the charged cost per square foot. There were comparisons of the similar demands for parking at Boat Haven and a desire to table parking in general in lieu of addressing the needs of Sea Marine, WDFW, and PSE. For the leased or permit areas at each end of the armory building, discuss with businesses that if exclusive parking is required, it would be factored into their lease. Ideas were to seek community input on a parking strategy in the form of a charette and have staff attend the PTMTA meeting on parking to gain buy in/input on leasing and permit parking. Additionally, a desire was to create a Plan B with a buffer behind the Duplex (roughly 20 feet) as well as exploring different layout options to Staff's proposed plan.

It was hoped that there could be continued discussion and specific direction at the next meeting to aid discussions with Sea Marine on boundaries. This would allow the Port to finalize a parking plan and balance other lease interests. The Commission's input to date was to balance the interests in favor of boats, business expansion, and employment opportunities over other users. Also noted was a desire to expand the yard for general Port purposes versus a particular business.

- III. WPPA Governance and Management Guide – Chapter 8 Planning. This item was tabled to a future meeting)
- IV. ADJOURNMENT (Rec. 02:35:19): The meeting adjourned at 12:10 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, March 8, 2023

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

Present: Commissioners Hanke and Petranek, and Hasse
 Executive Director Eron Berg
 Deputy Director Toews
 Capital Projects and Port Engineer Matt Klontz
 Attorney Seth Woollen
 Port Recorder Sanders

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

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

II. APPROVAL OF AGENDA (Rec. 00:00:58)

The agenda was approved as amended removing the executive session by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:55)

Scott Walker was present to request sponsorship for the April 14 Transportation Conference by Local2020. He distributed an updated flyer and budget for their event. (Rec. 1 and Rec. 2 00:00:00)

Robert Frank with Admiral Ship Supply commented on the positive change in the shipyard with the discontinuation of the shipyard discount program. He urged a commercial discount program for fisherman and nonprofits (Rec. 2)

IV. CONSENT AGENDA (Rec. 00:03:02)

A. Approval of Business Meeting Minutes from February 22, 2023

B. Approval & Ratification of Warrants

Warrant #066432 in the amount of \$4,242.50

Warrant #066433 in the amount of \$8,502.22

Warrant #066434 in the amount of \$445.47

Warrant #066435 in the amount of \$15,165.70

Warrant #066436 through 066442 in the amount of \$31,534.54 and Electronic Payment in the amount of \$202,403.51 total amount of \$233,938.05

Electronic Payment in the total amount of \$5,065.23 is ratified

Warrant #066097 in the amount of \$87.68 is declared void

Warrant #066443 through 066510 in the amount of \$287,911.40

C. 5-party agreement for funding EDC Team Jefferson

The Consent Agenda as written by unanimous consent.

V. SECOND READING ~ none

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 00:03:43)

A. January 2023 Year-to-Date Financials (Rec. 00:03:43)

Executive Director Eron Berg reported the Port continues to see strong revenue in the yard as indicated by the Financial Report.

Commissioners: There was a request for project updates for Project Expense items (Page 47) for JCIA Connector Taxiways and North Yard Expansion. Capital Projects and Port Engineer Matt Klontz explained the design project is nearly complete and the Port hopes to advertise for construction in April. Staff meets with the pilot community tomorrow to review logistics and runway closures. On the Sims Way North Yard, Staff completed community engagement process and is now negotiating the scope of work and fee proposal with the consultant on costs for a detailed design. The project is likely to be started in 2024 rather than 2023. Staff noted that the fee and scope of work for the consultant is forthcoming to the Port.

There was some Commission interest and staff explanation of the reserve detail (pg. 48).

VIII. STAFF COMMENTS (Rec. 00:13:37)

Executive Director Eron Berg: Announced the submission of congressional funding request to Senator Patty Murray's office for the Boat Haven main breakwater reconstruction at \$7.7 million. The packet includes a Port Commission calendar and tentative schedule of upcoming business items.

Deputy Director Toews: Reported Seth Woollen helped with transaction documents for the Short Farm purchase. Consistent with the last meeting discussion, a small shipyard's grant request was submitted to USDOT for \$1.5 million in funding for a travel lift acquisition. Port staff met with West Boatyard Expansion stakeholder group to review a range of expansion alternatives and the committee were supportive of two of the four options. Their next meeting is March 29.

Capital Projects and Port Engineer Matt Klontz reported that request for qualification (RFQ) responses were received for consultant engineering on the Breakwater Expansion Project. The Port is looking for design and permitting assistance, especially as it relates to requirements by the Army Corps of Engineers. Another RFQ would be for the Water Walk project preliminary planning. Several individuals are needed to evaluate the consultants. Clark Surveying has been surveying stormwater infrastructure that would inform the design of a new facility in the Yard.

Operations Manager Sparks reported that the yard would be 100% full in two weeks. Additional work is being done to the new moorage office prior to moving it to save time while awaiting City permit approval.

Harbormaster Ferrero: Staff is working to accommodate everything on the schedule. The Port has onboarded two new Customer Service Representatives Michele and Amy. The Point Hudson marina and RV park are beginning to see reservations. The cruise ships will begin to arrive later this month.

Lease and Contracts Administrator Nelson: Recent lease terminations included long-term tenants Ernie Baird and Gathering Place as well as Marine Surveys and Assessments who vacated the Cupola House to move to a Boat Haven location.

IX. COMMISSIONER COMMENTS (Rec. 00:37:00)

Commissioner Hasse: Karen Affeldt of the North Olympic Peninsula Development Council noted the Inflation Reduction Act allows incentives for agencies to buy electric cars or invest in alternative energies. She wrote for the upcoming Port Report about the installation of dolphins to protect Union Wharf from small cruise ships. They would also be able to attach to shore power to reduce fossil fuel emissions. Sea Marine has purchased an ice-pellet blaster as an equivalent tool to sandblasting.

Commissioner Petranek March 21 is the “First Day at Sea” Sea Grant class. She and Chris Bricker of KPTZ did a tour of five tall ships *Pacific Grace*, *Pacific Swift*, *Hawaiian Chieftain*, *Adventuress* and the *Martha* for the upcoming episode of *Our Working Waterfront*.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:41:00)

Next Regular Business Meeting: Wednesday, March 22, 2023 at Pavilion Building and via Zoom.

XI. EXECUTIVE SESSION (Rec. 00:41:00) - none

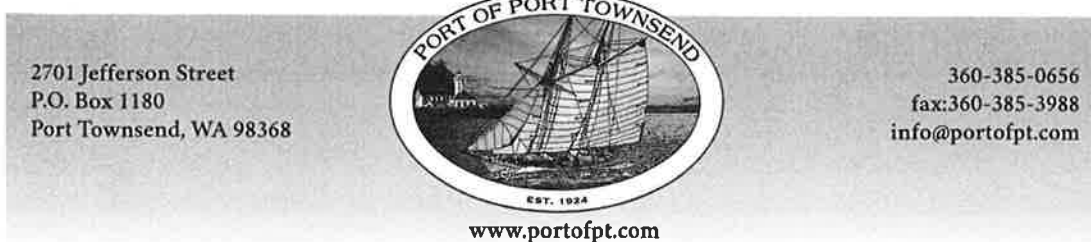
XII. ADJOURNMENT (Rec. 00:41:19): meeting adjourned at 1:45 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the 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 these claims, in Warrant No **066511** generated on March 7th, 2023 in the amount of **\$45,594.35 is ratified.**

Signed and Authenticated on this **22nd** day of **March**, 2023.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, 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
0000066511	3/7/2023	ORI050	Orion Marine Group				
			PH-01-010 NO: 1	3/7/2023	45,594.35	0.00	45,594.35
				Report Total:	45,594.35	0.00	45,594.35
				Check Entry Number: 001			



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 these claims, in Warrant No **066512** generated on March 13th, 2023 in the amount of **\$28,911.50 is ratified.**

Signed and Authenticated on this **22nd** day of **March**, 2023.

For: Accounts Payable

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Port of Port Townsend (PTA)

				Bank Code: W - WARRANTS PAYABLE			
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0000066512	3/13/2023	WAT070	Waterline Boats, LLC				
			2019 ZODIAC PRO	3/13/2023	28,911.50	0.00	28,911.50
				Report Total	<u>28,911.50</u>	<u>0.00</u>	<u>28,911.50</u>
				Check Entry Number: 001			

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For: Accounts Payable

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Port of Port Townsend (PTA)

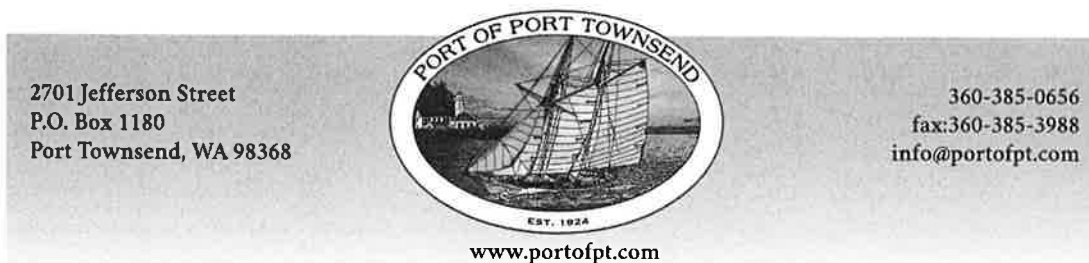
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			104419	3/1/2023	786.00	0.00	786.00
0000066514	3/22/2023	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			2/28/23 STATEMENT	2/28/2023	2,001.65	0.00	2,001.65
0000066515	3/22/2023	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			2/28/23 STATEMENT	2/28/2023	18,950.67	0.00	18,950.67
0000066516	3/22/2023	BAN005	Bank of America				Check Entry Number: 001
			3/5/23 STATEMENT	3/5/2023	4,902.78	0.00	4,902.78
0000066517	3/22/2023	BUC020	Carol Buchan				Check Entry Number: 001
			REFUND 3/4/23	3/4/2023	11.20	0.00	11.20
0000066518	3/22/2023	CED005	CED				Check Entry Number: 001
			5948-1033037	3/2/2023	103.65	0.00	103.65
			5948-1033390	3/8/2023	2,023.62	0.00	2,023.62
			5948-1033405	3/13/2023	1,463.03	0.00	1,463.03
			5948-1033861	3/8/2023	288.02	0.00	288.02
Check 0000066518 Total:					3,878.32	0.00	3,878.32
0000066519	3/22/2023	CEN030	CenturyLink				Check Entry Number: 001
			3/1/23 STATEMENT	3/1/2023	190.00	0.00	190.00
0000066520	3/22/2023	CEN050	Centrum				Check Entry Number: 001
			50TH YEAR PLEDGE	3/15/2023	500.00	0.00	500.00
0000066521	3/22/2023	CHR075	Curtis Chrisopherson				Check Entry Number: 001
			REFUND 3/14/23	3/14/2023	186.65	0.00	186.65
0000066522	3/22/2023	CIN020	Cintas				Check Entry Number: 001
			5148065877	3/3/2023	36.69	0.00	36.69
0000066523	3/22/2023	CLA003	Clark Land Office				Check Entry Number: 001
			15465	1/31/2023	1,430.00	0.00	1,430.00
			15498	2/28/2023	1,600.00	0.00	1,600.00
Check 0000066523 Total:					3,030.00	0.00	3,030.00
0000066524	3/22/2023	COL020	Tom Cole				Check Entry Number: 001
			REFUND 3/6/23	3/6/2023	160.43	0.00	160.43
0000066525	3/22/2023	COU035	Coultas Construction Managment Solutions, LLC				Check Entry Number: 001
			23-02P	3/7/2023	9,414.00	0.00	9,414.00
0000066526	3/22/2023	DCB050	DC Backflow Service				Check Entry Number: 001
			12830	3/1/2023	57.00	0.00	57.00
0000066527	3/22/2023	DIR070	DirecTV				Check Entry Number: 001
			075436554X230228	2/28/2023	436.25	0.00	436.25
0000066528	3/22/2023	ELL035	Karen Elliot				Check Entry Number: 001
			REFUND 03/02/2023	3/2/2023	32.00	0.00	32.00
0000066529	3/22/2023	END040	enduris Washington				Check Entry Number: 001
			R23-318-3	3/7/2023	923.00	0.00	923.00
0000066530	3/22/2023	GRA005	Grainger				Check Entry Number: 001
			9617977419	2/22/2023	244.82	0.00	244.82
0000066531	3/22/2023	GRE015	Greentree Communications Co				Check Entry Number: 001
			10532	3/1/2023	392.76	0.00	392.76
0000066532	3/22/2023	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1342363	3/3/2023	990.91	0.00	990.91
			1342857	3/9/2023	7,468.13	0.00	7,468.13
Check 0000066532 Total:					8,459.04	0.00	8,459.04
0000066533	3/22/2023	HAN010	Pete Hanke				Check Entry Number: 001
			12/2022 EXPENSE	3/1/2023	12.65	0.00	12.65

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
0000066534	3/22/2023	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			2/2023 STATEMENT	2/28/2023	689.20	0.00	689.20
0000066535	3/22/2023	KEN020	Kennedy Jenks				Check Entry Number: 001
			161888	3/10/2023	4,893.75	0.00	4,893.75
0000066536	3/22/2023	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4783932S185	3/1/2023	15.07	0.00	15.07
0000066537	3/22/2023	LOC070	Local 2020				Check Entry Number: 001
			TRANSPORTATION LAB	3/4/2023	1,000.00	0.00	1,000.00
0000066538	3/22/2023	MAN050	Peter Mann				Check Entry Number: 001
			REFUND 3/8/23	3/8/2023	2,364.36	0.00	2,364.36
0000066539	3/22/2023	MAR096	Marian Roh				Check Entry Number: 001
			230228	2/28/2023	1,045.00	0.00	1,045.00
0000066540	3/22/2023	OES001	OESD 114				Check Entry Number: 001
			2223001083	3/15/2023	4,311.20	0.00	4,311.20
0000066541	3/22/2023	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			324048	2/17/2023	53.27	0.00	53.27
0000066542	3/22/2023	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			02/28/2023	2/28/2023	19.53	0.00	19.53
			2/28/23 STATEMENT	2/28/2023	70.53	0.00	70.53
Check 0000066542 Total:					90.06	0.00	90.06
0000066543	3/22/2023	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			31	3/6/2023	1,706.25	0.00	1,706.25
0000066544	3/22/2023	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			3/1/23 STATEMENT	3/1/2023	541.14	0.00	541.14
0000066545	3/22/2023	PAP020	Pape Machinery				Check Entry Number: 001
			14245713	3/1/2023	41.20	0.00	41.20
			14245726	3/3/2023	461.03	0.00	461.03
Check 0000066545 Total:					502.23	0.00	502.23
0000066546	3/22/2023	PAR085	Paramount Supply Company				Check Entry Number: 001
			663528	3/3/2023	250.11	0.00	250.11
			668768	3/10/2023	507.02	0.00	507.02
Check 0000066546 Total:					757.13	0.00	757.13
0000066547	3/22/2023	PET025	Petrick Lock & Safe				Check Entry Number: 001
			21287	3/3/2023	87.28	0.00	87.28
			21300	3/11/2023	157.19	0.00	157.19
Check 0000066547 Total:					244.47	0.00	244.47
0000066548	3/22/2023	PIT001	Pitney Bowes Global Fin. Svcs.				Check Entry Number: 001
			3317077849	2/24/2023	537.17	0.00	537.17
0000066549	3/22/2023	POR005	Port Townsend Leader				Check Entry Number: 001
			111864	3/1/2023	1,374.50	0.00	1,374.50
0000066550	3/22/2023	PRE010	Precision Approach Engineering				Check Entry Number: 001
			5918	1/31/2023	36,152.35	0.00	36,152.35
0000066551	3/22/2023	PRI001	The Printery				Check Entry Number: 001
			3/8/23 STATEMENT	3/8/2023	534.04	0.00	534.04
0000066552	3/22/2023	PRO050	The Production Alliance				Check Entry Number: 001
			1116	3/14/2023	5,000.00	0.00	5,000.00
0000066553	3/22/2023	PUD001	Pud District #1				Check Entry Number: 001
			2/24/1/23 STATEMENTS	2/24/2023	349.30	0.00	349.30
			20/24/23 STMT	2/24/2202	550.00	0.00	550.00

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
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			2303063	3/13/2023	5,479.50	0.00 5,479.50
0000066555	3/22/2023	SEC010	Security Services			Check Entry Number: 001
			127445	3/1/2023	202.30	0.00 202.30
0000066556	3/22/2023	SHO010	Shold Excavating Inc			Check Entry Number: 001
			72792	2/8/2023	312.48	0.00 312.48
			73226	3/2/2023	3,043.89	0.00 3,043.89
Check 0000066556 Total:					3,356.37	0.00 3,356.37
0000066557	3/22/2023	SOU045	Sound Maintenance, Inc			Check Entry Number: 001
			1604	3/13/2023	3,273.00	0.00 3,273.00
0000066558	3/22/2023	SOU055	Sound Publishing, Inc			Check Entry Number: 001
			8094101	2/28/2023	70.60	0.00 70.60
0000066559	3/22/2023	SPA070	Chris Sparks			Check Entry Number: 001
			3/7/2023	3/7/2023	59.87	0.00 59.87
0000066560	3/22/2023	SUN010	Sunrise Heating Inc.			Check Entry Number: 001
			20230273	3/7/2023	49.25	0.00 49.25
0000066561	3/22/2023	SWI050	Swift Plumbing and Heating			Check Entry Number: 001
			53075	2/28/2023	1,195.88	0.00 1,195.88
0000066562	3/22/2023	TAC001	Tacoma Screw Products, Inc			Check Entry Number: 001
			140070326-00	3/2/2023	1,012.95	0.00 1,012.95
0000066563	3/22/2023	TER030	Terrapin Architecture PC			Check Entry Number: 001
			23-049	2/21/2023	183.00	0.00 183.00
0000066564	3/22/2023	VAN080	Douglas Van Leuven			Check Entry Number: 001
			REFUND 3/10/23	3/10/2023	1,007.83	0.00 1,007.83
0000066565	3/22/2023	VEN070	VenTek International			Check Entry Number: 001
			136803	3/1/2023	103.65	0.00 103.65
0000066566	3/22/2023	WAS017	Marc Horton - Washington Project Consultants			Check Entry Number: 001
			022823-8	3/1/2023	570.00	0.00 570.00
0000066567	3/22/2023	WES020	Westside Marine			Check Entry Number: 001
			22684	3/9/2023	163.66	0.00 163.66
0000066568	3/22/2023	WES060	West Marine Pro			Check Entry Number: 001
			003303	3/6/2023	232.73	0.00 232.73
			003377	3/8/2023	71.56	0.00 71.56
Check 0000066568 Total:					304.29	0.00 304.29
0000066569	3/22/2023	WSD010	WSDOT/WST2 Center			Check Entry Number: 001
			63214132	2/28/2023	6.50	0.00 6.50
Report Total:					134,355.05	0.00 134,355.05



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. 066570 through No. 066573 generated on March 1st, 2023 in the amount of \$6,680.28 and Electronic Payment in the amount of \$106,738.79, for a total amount of \$113,419.07 is ratified.

Signed and Authenticated on this 22nd day of March, 2023.

For: Payroll and Benefits

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

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



www.portofpt.com

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

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 066574 is approved for payment in the amount of \$2,267.00 on this 22nd day of March, 2023.

For: Accounts Payable

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Check Register
Journal Posting Date: 3/15/2023
Register Number: CD-000988

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000066574	3/22/2023	PRO010	ProPet Distributors				
			141323				
				1/24/2023	2,267.00	0.00	2,267.00
				Report Total:	2,267.00	0.00	2,267.00

Check Entry Number: 001

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 22, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. C. Interlocal Agreement (ILA) between the Port of Port Townsend & Jefferson County concerning early closure of the Moderate Risk Waste (MRW) Facility
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Informational Memo 2. Interlocal Agreement

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 3/15/2023

TO: Port Commission

FROM: Eric Toews, Deputy Director

SUBJECT: Interlocal Agreement (ILA) between the Port of Port Townsend & Jefferson County concerning early closure of the Moderate Risk Waste (MRW) Facility

ISSUE: Should the Commission approve an amendment to the interlocal agreement (ILA) with Jefferson County that would move the termination dates forward for both the 1997 ILA and Lease Agreement governing operation of the Moderate Risk Waste (MRW) Collection Facility?

BACKGROUND & DISCUSSION: The MRW Collection Facility at Boat Haven was constructed in the mid-1990s at the Port's request with facility grant funding provided by the Washington State Department of Ecology (ECY). In December of 1997, an ILA and corollary 50-year Lease Agreement were executed by the parties governing operation and use of the facility.

In March of 2022, and in recognition of substantially changed circumstances affecting both the Port and County relative to the MRW Collection Facility, the parties agreed to early terminate both the ILA and Lease Agreement. This understanding was implemented through the adoption of a new ILA that provided for continued MRW facility operation through December 31, 2024, with the lease being early terminated and the premises and improvements returned to the Port on January 1, 2025. The 2022 ILA provided a 33-month period for the Jefferson County Public Works Department to plan, inform the public, and implement revisions to its moderate risk waste collection program.

However, the parties have concluded that the 33-months envisioned by the 2022 ILA are not necessary to decommission the MRW Collection Facility and implement a new service delivery model. Over the past year, the County has transported all waste from the facility, received permitting agency approval to close the MRW, and has coordinated the removal of all supplies and equipment from the facility. The County has also implemented its moderate risk waste collection program.

Accordingly, the staffs for both the Port and County have determined that the both the ILA and Lease Agreement for the MRW Collection Facility can be terminated nearly two years ahead of schedule. The attached ILA proposes to terminate the current ILA and lease at midnight on March 31, 2023, with the premises and facility improvements reverting to Port control on April 1st. It is anticipated that this ILA will be reviewed and approved by the Jefferson County Board of Commissioners at their regular meeting scheduled for Monday, March 27, 2023.

FISCAL IMPACT: The Port will be obligated to pay the sum of \$49,107.00 to the County on or before March 31, 2023. Following removal of the MRW, the newly available Work Yard space is anticipated to provide additional revenue-generating space for vessel refit projects.

MOTION: None required. Port Commission adoption of the Consent Agenda operates to approve the attached ILA substantially in the form presented.

[Please note: At the time of this writing, the County's Chief Civil Deputy, Philip Hunsucker, has not yet approved the attached ILA as to form. In consequence, it is possible that some minor, non-substantive, changes may be requested prior to execution by the Port Commission and Board of County Commissioners.]

ATTACHMENT: Interlocal Agreement Between Jefferson County and the Port of Port Townsend Concerning Closure of the Moderate Risk Waste Collection Facility at Boat Haven, Port Townsend, Washington, consisting of three (3) pages.

**INTERLOCAL AGREEMENT
BETWEEN JEFFERSON COUNTY AND
THE PORT OF PORT TOWNSEND**

**CONCERNING CLOSURE OF THE MODERATE RISK WASTE
COLLECTION FACILITY AT BOAT HAVEN,
PORT TOWNSEND, WASHINGTON**

This Interlocal Agreement (“Agreement” or “ILA”) is made and entered into this _____ day of March 2023 pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act (the “Act”), between Jefferson County (the “County”), and the Port of Port Townsend, (the “Port”), both municipal corporations of the State of Washington, hereinafter referred to collectively as “the parties”. This Agreement further amends the Interlocal Agreement of December 22, 1997 (the “Original Interlocal Agreement” or “Original ILA”) that was first amended on March 9, 2022 (“ILA Amendment #1”) concerning the Moderate Risk Waste Collection Facility located at the Port’s Boat Haven property in Port Townsend.

I. RECITALS

WHEREAS, the Port has requested that the County vacate leased premises at Boat Haven presently occupied by the Moderate Risk Waste (MRW) Collection Facility so that it can undertake improvements to its property consistent with its mission; and

WHEREAS, the County has determined that it can vacate the leased premises and continue to deliver moderate risk waste collection services to the public by revising its service delivery model; and

WHEREAS, the County has concluded that the period of time necessary to plan, provide public notice, and implement revisions to its moderate risk waste collection program is substantially shorter than anticipated in ILA Amendment #1 (March 9, 2023); and

WHEREAS, the County has transported all moderate risk waste to a proper handling facility and all statutory requirements for MRW Collection Facility closure have been met and a closure report has been approved by the permitting agency; and

WHEREAS, County and Port staff have coordinated the removal of MRW Collection Facility supplies and equipment; and

WHEREAS, the County previously reviewed the means by which it would continue to collect moderate risk waste with the Solid Waste Advisory Board (SWAC) at public meetings in late 2021 and early 2022 and the efficacy of such means in sustaining service delivery has been reported to SWAC and the Board of County Commissioners at public meetings in 2022 and 2023; and

WHEREAS, the County has provided technical assistance to the Port to establish a collection program for moderate risk waste commonly generated by Port tenants and customers at Boat Haven, with such program to be administered at the discretion of the Port; and

WHEREAS, The Port has and will continue to work with the County to establish dates and locations for collection events for Port tenants considered Small Quantity Generators;

NOW, THEREFORE, Jefferson County and the Port of Port Townsend, by and through their respective legislative bodies do hereby agree as follows:

1. PURPOSE: This Agreement sets forth the understanding and voluntary agreement of the parties concerning the early closure of the MRW Collection Facility, early termination of the lease pertaining to the MRW Collection Facility, and conveyance of all leasehold improvements to the Port on March 31, 2023.

2. ADMINISTRATION OF AGREEMENT: The parties will jointly administer this agreement. No joint property will be acquired through this Agreement. Pursuant to RCW 39.34.040, this Agreement will be posted on the websites of both parties and/or filed with the Jefferson County Auditor.

3. DURATION OF AGREEMENT: This Agreement takes effect immediately upon its execution by both parties and remains in effect until 11:59 p.m. (Pacific Time) on March 31, 2023.

4. AGREEMENT:

4.1 Effective as of 11:59 p.m. (Pacific Time) on March 31, 2023, the prior agreements between the parties relative to the MRW Collection Facility shall be terminated and of no further force or effect, and the parties' respective rights and obligations concerning the MRW Collection Facility shall be as set forth herein.

4.2 Effective as of 11:59 p.m. (Pacific Time) on March 31, 2023, the Land Lease Agreement for the MRW Collection Facility dated December 22, 1997, shall be terminated and of no further force or effect, and the parties' respective rights and obligations regarding the leased premises arising or accruing thereafter shall be as set forth herein.

4.3 In consideration of the depreciated value of recent capital improvements made to the MRW Collection Facility by the County, the Port agrees to pay the sum of \$49,107.00 to the County by no later than 11:59 p.m. (Pacific Time) on March 31, 2023.

4.4 At 12:00 a.m. (Pacific Time) on April 1, 2023, the County shall return the premises described in the Lease to the Port, together with all alterations and improvements thereto and all fixtures installed thereon, with no further financial obligation to the County; PROVIDED, HOWEVER, that the County shall remain liable with respect to the following:

4.4.1 Any obligations which specifically survive the term of the Lease; and

4.4.2 All obligations under the Lease accruing prior to the amended Lease Termination Date, including liability arising from hazardous materials brought onto or about the premises or permitted or suffered to be brought about the premises by the County or anyone for whom the County may be liable.

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement on or about the ____ day of March 2023.

**COMMISSION OF THE PORT
OF PORT TOWNSEND**

**BOARD OF COMMISSIONERS
JEFFERSON COUNTY, WASHINGTON**

Pamela A. Petranek, President

Kate Dean, District 1

Carol L. Hasse, Vice President

Heidi Eisenhour, District 2

Peter W. Hanke, Secretary

Greg Brotherton, District 3

Approved as to form:

Approved as to form:

Port Attorney

Philip C. Hunsucker
Chief Civil Deputy Prosecutor

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 22, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. D. Resolution 789-23 Designating the Executive Director to Administer the Port's Previously Promulgated Disadvantaged Business Enterprise (DBE) Program
STAFF LEAD	Matt Klontz, Director of Capital Projects and Port Engineer
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Informational Memo 2. Resolution 789-23

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 3/23/2023
TO: Commissioners
FROM: Matt Klontz
CC: Eron Berg, Eric Toews
SUBJECT: Resolution Designating the Executive Director as the Port's Disadvantage Business Enterprise Program Administrator for Federal Aviation Administration Projects at JCIA

ISSUE

Should the Port Commission authorize Resolution No. 789-23 designating the Executive Director or their designee as the Port's Disadvantage Business Enterprise (DBE) Program Administer for Federal Aviation Administration projects at Jefferson County International Airport (JCIA)?

BACKGROUND

The United States Department of Transportation's (DOT) Federal Aviation Administration (FAA) provides grants to public agencies for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). Grant monies are awarded and administered by the FAA through the Airport Improvement Program (AIP) grant program. The AIP supports ninety percent (90%) of the cost of "eligible" planning, design, and capital improvements (i.e., those that enhance airport safety, capacity, security, and environmental concerns within public use areas). This program provides vital financial assistance in the preservation of the nation's airports, including the JCIA.

DISCUSSION

A DBE program for the Port of Port Townsend, an FAA requirement for AIP supported projects exceeding \$250,000, ensures that small businesses owned and controlled by socially and economically disadvantaged individuals are provided a fair opportunity to compete for federally funded contracts involving the JCIA. FAA requires the administrator of the DBE program to have the authority to do so administer the program directly or the ability to designate an administrator. Resolution No. 789-23 establishes the Executive Director as the DBE administrator. It also grants the Executive Director the authority to designate another Port employee as the administrator.

FISCAL IMPACT

None

ATTACHMENTS

1. Resolution No. 789-23

RECOMMENDATION

Motion to authorize the adoption of Resolution No. 789-23, designating the Executive Director or their designee as the DBE program administer.

RESOLUTION NO. 789-23

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND TO ADMINISTER THE PORT'S PREVIOUSLY PROMULGATED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM.

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

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

WHEREAS, from time to time the Port of Port Townsend receives more than \$250,000 in annual capital project financial assistance from the Federal Aviation Administration (FAA) of the United States Department of Transportation (DOT) and, accordingly, has established a Disadvantaged Business Enterprise (DBE) Program in accordance with 49 CFR Part 26; and

WHEREAS, the Port Commission wishes to clearly identify the Port's Executive Director or his/her designee as the DBE Program Administrator;

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

The Port's Executive Director or his/her designee, is authorized to administer the Port's previously promulgated Disadvantaged Business Enterprise (DBE) program for the Port of Port Townsend, a DOT requirement for all federally supported transportation projects exceeding \$250,000, which will ensure that small businesses owned and controlled by socially and economically disadvantaged individuals are provided a fair opportunity to compete for federally funded contracts involving the Port of Port Townsend.

ADOPTED this 22nd day of March 2023, 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

Carol L. Hasse, Vice President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 22, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. E. Authorization for Execution of Grant Application for American Rescue Plan Act Funds for the Port Townsend Water Walk
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informational Memo 2. ARPA Grant Agreement 3. Jefferson County Funding Request

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 3/23/2023
TO: Commissioners
FROM: Eron Berg
SUBJECT: Authorize Execution of Grant Agreement for American Rescue Plan Act (ARPA) Funds for the Port Townsend Water Walk

ISSUE

Should the Port Commission authorize the Executive Director to enter into agreement.

BACKGROUND

Emergency Declarations were issued in December 27, 2022 following king tide events that impacted Boat Haven and Point Hudson properties. Subsequently, in February 2023, the Commission received in its information materials the Port's request to the Jefferson County Commissioners for ARPA Funding for Climate Change Resilience, Flood Protection and Waterwalk Project.

The City of Port Townsend is also seeking funding from the State to perform additional study of rising sea mitigation for critical infrastructure and provided a letter of support for the Port's request.

DISCUSSION

The Port requested \$100,000 in funding with a match of \$100,000 from Port funds. The grant agreement would award the Port \$50,000 and require \$50,000 in Port funds. Project costs will exceed \$150,000 and therefore will require more Port funds.

FISCAL IMPACT

\$50,000

ATTACHMENTS

1. Letter/application to Commissioners January 30, 2023
2. Grant Agreement
3. Jefferson County Request

RECOMMENDATION

Motion to Authorize Execution of Grant Agreement for American Rescue Plan Act (ARPA) Funds for the Port Townsend Water Walk

GRANTEE AGREEMENT WITH THE PORT OF PORT TOWNSEND

This Grantee Agreement (“Agreement”) is by and between Jefferson County, a Washington political subdivision (“County”) and the Port of Port Townsend, (“Grantee”).

WHEREAS, on March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law; and

WHEREAS, the ARPA has allocated funds to revenue sharing counties, of which Jefferson County is one; and

WHEREAS, revenue sharing ARPA funds may be used for any governmental purpose; and

WHEREAS, Grantee wishes perform a feasibility/preliminary design study for a project that would protect Port Townsend’s Flats District from rising seas; and,

WHEREAS, recent king tides have flooded some of this area and caused some storm damage: and

WHEREAS, Jefferson County agrees that protecting Port Townsend’s Flats District is a high priority for this community: and

WHEREAS, the Jefferson County Board of Commissioners committed to provide \$50,000 in ARPA funds to this project and directed the County Administrator to bring forth a grant agreement to make said funds available to the Grantee:

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the terms and conditions set forth below, the parties agree as follows:

Grant Amount and Grantee’s Use of Grant Funds. The Grant amount is \$50,000. The Grant is to be used for the purposes outlined in Exhibit A. These grants funds may be made available contingent upon receipt of the second tranche of ARPA revenue sharing funds.

Reporting Requirements. Grantee will submit a report to the County following the completion of the project. The report will include information regarding the usage of the \$50,000 grant amount and the completed project.

Effective Date and Term. This Agreement shall commence on the date when last executed by the parties and remain in effect until the Grant is exhausted.

Termination. The County may terminate this Agreement, for convenience or otherwise and for no consideration or damages, upon prior notice to the Grantee.

Independent Grantee. Each party under this Agreement shall be for all purposes an independent Grantee. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties.

The Grantee shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the County for any purpose.

Indemnification. The Grantee shall defend, indemnify and hold the County, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the acts, errors or omissions of the Grantee in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine this Agreement is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Grantee and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the Grantee's liability, including the duty and cost to defend, shall be only for the Grantee's negligence. It is further specifically understood that the indemnification provided constitutes the Grantee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. This section shall survive the expiration or termination of this Agreement.

Required Liability Coverages. Prior to commencing work, the Grantee shall obtain at its own cost and expense the following coverage specified below either by a policy of insurance or by an agreement with a "Risk Pool" created pursuant to Ch. 48.62 RCW such as the Washington Cities Insurance Authority and shall keep such coverage in force during the terms of the Agreement.

Commercial Automobile Liability coverage providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence in connection with the Consultant's performance of his Agreement. This coverage shall indicate on the certificate the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.

Commercial General Liability. Coverage in an amount not less than a single limit of \$1,000,000 per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications.

The commercial general liability coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:

- a. Broad Form Property Damage, with no employee exclusion;
- b. Personal Injury Liability, including extended bodily injury;
- c. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
- d. Premises – Operations Liability (M&C);
- e. Blanket Contractual Liability.

Such coverage shall be evidenced by one of the following methods: (a) Certificate of Coverage; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

The Grantee shall furnish the County with properly executed certificates of coverage that, at a minimum, shall include: (a) The limits of overage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368, and, (d) A statement that the coverage shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.

Failure of the Grantee to take out or maintain any required coverage shall not relieve the Grantee from any liability under this Agreement, nor shall the coverage requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.

The Grantee's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the coverage, with the exception of Professional Liability coverage, so affected shall protect all the parties and shall be primary coverage for all losses covered by the above described insurance.

Insurance companies or risk pools issuing the Grantee's coverages shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of agreement providing coverage.

All deductibles in the Grantee's coverages shall be assumed by and be at the sole risk of the Grantee.

Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer or risk pool shall reduce or eliminate deductibles or self-insured retention, or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Grantee until the Grantee shall furnish additional security covering such judgment as may be determined by the County.

Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any coverage the Grantee shall provide to comply with this Agreement.

The County may, upon the Grantee's failure to comply with all provisions of this Agreement relating to coverage, withhold payment or compensation that would otherwise be due to the Grantee.

The Grantee shall provide a copy of all agreements providing any coverage specified in this Agreement.

Written notice of cancellation or change in the Grantee's coverage required by this Agreement shall reference the project name and agreement number and shall be mailed to the County at the following address: Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368.

The Grantee's liability coverage shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.

Any failure to comply with reporting provisions of any agreement providing coverage shall not affect coverage provided to the County, its officers, officials, employees, or agents.

The Grantee's coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of liability.

The Grantee shall include all Sub-Grantees as persons covered under its coverages or shall furnish separate certificates and endorsements for each Sub-Grantee. All coverage for Sub-Grantees shall be subject to all the requirements stated in this Agreement.

The coverage limits mandated for any coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.

The Grantee shall maintain all required coverages in force from the time services commence until services are completed. Certificates, coverages, and endorsements expiring before completion of services shall be promptly replaced. All the coverages required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the County Risk Manager by registered mail, return receipt requested.

The Grantee shall place coverages with a "Risk Pool" created pursuant to Ch. 48.62 RCW or with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

The County reserves the right to request additional coverage on an individual basis for extra hazardous contracts and specific service agreements.

Worker's Compensation (Industrial Insurance).

If and only if the Consultant employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Consultant, the Grantee shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request.

Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.

This coverage shall extend to any Sub-Grantee that does not have their own worker's compensation and employer's liability coverage.

The Grantee expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Grantee.

Compliance with Laws. Guidelines. The Grantee shall comply with all federal, state, and local laws and all requirements (including certifications and audits), to the extent applicable, when seeking Reimbursement.

Maintenance and Audit of Records. The Grantee shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by the County or its designee, the Washington State Auditor's Office. If it is determined during the course of the audit that the Grantee was reimbursed for unallowable costs under this Agreement or any, the Grantee agrees to promptly reimburse the County for such payments upon request.

Notices. Any notice desired or required to be given hereunder shall be in writing, and shall be deemed received five (5) days after deposit with the U.S. Postal Service, postage fully prepaid, certified mail, return receipt requested, and addressed to the party to which it is intended at its last known address, or to such other person or address as either party shall designate to the other from time to time in writing forwarded in like manner:

Grantee

Eron Berg
Director
Port of Port Townsend
2701 Jefferson Street
Port Townsend, WA 98368

Jefferson County

Mark McCauley
County Administrator
Jefferson County Courthouse
1820 Jefferson Street
Port Townsend, WA 98368

Improper Influence. Each party warrants that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

Conflict of Interest. The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

Time. Time is of the essence in this Agreement.

Survival. The provisions of this Agreement that by their sense and purpose should survive expiration or termination of this Agreement shall so survive. Those provisions include without limitation Indemnification and Maintenance and Audit of Records.

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

Governing Law; Venue. This Agreement will be governed in all respects by the laws of Washington state, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with this Agreement may be instituted and maintained only in a court of competent jurisdiction in Jefferson County, Washington or as provided by RCW 36.01.050.

Non-Waiver. No failure on the part of the County to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by the County of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the County at law or in equity.

Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors.

Assignment. Neither party shall assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the other party.

Entire Agreement. This Agreement constitutes the entire agreement between the County and the Grantee for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the parties with respect to this Agreement.

No Third Party Beneficiaries. Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement. This provision shall not limit any obligation which either party has to the Washington State Department of Commerce of these grant funds, including the obligation to provide access to records and cooperate with audits as provided in this Agreement.

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

Counterparts. This Agreement may be executed in counterparts, any of which shall be deemed an original but all of which together shall constitute one and the same instrument.

Authorization. Each party warrants to the other party, that the person executing this Agreement on its behalf has the full power and authority to do so.

Public Records Act. Notwithstanding any provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW (as may be amended), the Grantee agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Grantee also agrees that upon receipt of any written public record request, Grantee shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement.

(SIGNATURES APPEAR ON THE NEXT PAGE)

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below.

**JEFFERSON COUNTY BOARD OF
COMMISSIONERS**

PORT OF PORT TOWNSEND

By: _____
Greg Brotherton, Chair DATE

By: _____
Eron Berg, Director DATE

SEAL:

ATTEST:

Carolyn Gallaway DATE
Clerk of the Board

Approved as to form only:

Philip C. Hunsucker DATE
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A – SEE THE NEXT PAGE

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



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

www.portofpt.com

January 30, 2023

Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

RE: ARPA/Climate Change Resilience, Flood Protection & Waterwalk Project

Dear Commissioners:

Thank you for the opportunity to request funding for the feasibility/preliminary design phase work on the Port Townsend Climate Change Resilience, Flood Protection & Waterwalk Project, Phase I. This project would protect Port Townsend's Flats District, including the Port Townsend Boatyard, SR 20/Sims Way, the Haines Place Park & Ride and many businesses from rising seas by constructing approximately 4,500 feet of flood protection from approximately the Leafwing Sculpture on the Larry Scott Trail to high ground in proximity to the Tides Inn. If feasible, future phases would seek to protect downtown Port Townsend, including Point Hudson.



Exhibit showing approximate project limits

Two of the highest tides recorded occurred in 2022 with the December 27, 2022 King Tide event breaking the records. A portion of the Skookum Building (home of Goldstar Marine/ACI) had 12" of water in it. Roadways, storm drains and other infrastructure was under water during this event; ramps to the marina's docks reversed direction and required an uphill walk to go down to the docks. This event exacerbated prior damage along the Boat Haven Marina's bulkhead; the Port has been working with FEMA to address damage from that event.



Photos of the December 27, 2022 King Tide at Boat Haven

As the Port continues with laser focus to repair, maintain and improve the Port Townsend Boatyard for future generations to use, enjoy and prosper, the threat of recurring flooding is an existential threat. With rising sea levels, climate modeling indicates that we all need to be prepared for more King Tide events. Based on this modeling, the recently constructed north breakwater at Point Hudson is built to elevation 16, replacing a structure that was built at elevation 13. Phase I of this project is intended to consider alternatives, determine feasibility, preliminary alignment, design elevation, preliminary cost estimates right-of-way constraints and probable permitting pathways.

The marine trades are a vital part of Jefferson County's economy and that activity, along with the working waterfront culture, is centered in the Port Townsend Boatyard. Below is a summary of the economic impact of the marine trades sector from the 2018 PTMTA study performed by Dr. Martin & Associates (currently being updated with 2022 data).

2017 Economic Impacts of the Maritime Trades - Summary of Results

2,243 jobs are supported by Marine Trades activity	<ul style="list-style-type: none"> •1,154 direct jobs •676 induced jobs •413 indirect jobs
\$336.7 million of total economic value supported in the region	<ul style="list-style-type: none"> •\$275.7 million of direct business revenue •\$61.0 million of re-spending of direct income and local consumption
\$135.4 million total personal income/local consumption	<ul style="list-style-type: none"> •\$54.9 million: direct personal income, average salary = \$47,583 for these employees •\$61.0 million: re-spending/local consumption •\$19.5 million: indirect income
\$12.6 million state and local taxes	<ul style="list-style-type: none"> •\$6.8 million: state level •\$5.8 million: local and county level

*Totals may not add up exactly due to rounding

While not the primary objective of this project, completion of a significant portion of the City's planned Waterwalk is a huge benefit to the community. Completion of the Waterwalk is consistent with the City's Urban Waterfront Plan, Comprehensive Plan and Shoreline Management Plan. A similar project, combining flood protection and a pedestrian walkway, was completed by the City of Mount Vernon and won the APWA project of the year award in 2020.



Photos of Mount Vernon's flood protection structure/walkway along the Skagit River.



City of Port Townsend's Urban Waterfront Plan, Page 87, visualization of Boat Haven's new Waterwalk (1990)

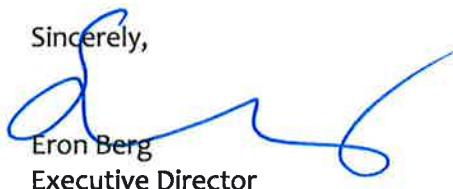
We hope to substantially complete the feasibility stage for \$200,000. The Port is asking for \$100,000 in ARPA funding from the County and will commit the other \$100,000 from Port funds. As we look to an uncertain future, it is difficult to imagine a more critical project than one that will protect the working waterfront.

The City of Port Townsend is a partner in this project and recently completed the Sea Level Rise and Coastal Flooding Risk Assessment (October 2022). Separately, the city is pursuing funding to perform additional study of rising sea

mitigation for critical infrastructure which will also inform this work. Attached is a letter from Acting City Manager Steve King supporting this request.

If you have any questions or would like any additional information about this request, please ask!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eron Berg', with a stylized flourish extending to the right.

Eron Berg
Executive Director

cc: Mark McCauley, County Administrator

January 30, 2023

Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

RE: Letter of Support for the Port of Port Townsend's ARPA/Climate Change Resilience, Flood Protection & Waterwalk Project

Dear Commissioners,

Thank you for the opportunity to submit a letter of support for the subject project. The City appreciates the Port of Port Townsend advancing the topic of sea level rise protection in the Boat Haven area. As illustrated in the Port's proposal, addressing sea level rise in this area requires a comprehensive approach which results in the added benefit of sea level rise solutions providing protection to the east of the Port as well as properties surrounding Kah Tail Lagoon.

City plans have long envisioned the Waterwalk connection between the Larry Scott Trail and east through Downtown. Merging sea level rise protection with the Waterwalk vision, provides the first real opportunity to pursue funding for this scale of project. The development of feasibility plan is the first step to leveraging State and Federal funding sources for this project. The City currently is requesting \$250,000 in funding from the State to initiate a similar feasibility study for Downtown. This PIF request builds upon the recent Sea Level Rise and Coastal Flooding Risk Assessment completed in 2022. The risk assessment served as a vulnerability assessment for existing infrastructure and illustrated that the assets along the southeasterly shoreline of Port Townsend is currently at risk of inundation due to the combined effects of King Tide events, storm surge, and wave runup. The study was validated with the recent King Tide events. Should the City receive this State funding, the Port's PIF proposal will provide additional leverage benefiting the City and Port. Furthermore, the Port's PIF proposal provides the opportunity to study feasibility in the level of detail needed to protect and ultimately enhance the economic value of the boatyard.

In summary, the City is requesting consideration of the Port's proposal for funding to move the ball forward in protecting the economic value of the boatyard and surrounding properties as well as further the plan of connecting the Larry Scott Trail to Downtown with the long envisioned Waterwalk. Please do not hesitate to contact me with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve King".

Steve King
Acting City Manager

cc: Mark McCauley, County Administrator



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 17, 2023
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VI. A. Updated Organizational Chart
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none">1. Information Memo2. Organizational Chart

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 3/22/2023
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Updated Organizational Chart

ISSUES

1. Should the Commission approve the requested updated organizational chart?

BACKGROUND

Under Resolution 786-23 and port practices, the Commission approves the organizational chart and the executive director administers day-to-day operations including personnel.

DISCUSSION

As discussed at various meetings and in the 2023 budget process, staff are requesting an update to the organizational chart that adds one additional FTE, a capital projects engineer position. This position would be a professional engineer, licensed in the State of Washington, who would work under Matt's leadership to manage a number of the Port's capital projects.

In order to rebuild Port infrastructure and effect the community's goals for the IDD levy, we need more hands on deck. The Port's adopted 5 year CIP is a \$47,621,000 program and that does not include all of the projects we are working on such as the Boat Haven Main Breakwater Replacement (\$7.7M) and the Climate Change Resilience, Flood Protection & Waterwalk Project (\$30M). Both are about to begin design phase work and have possible pathways to construction phase funding.

For comparison here are the last five years' capital budgets along with the port's professional engineering staffing:

	<u>5 YEAR TOTAL</u>	<u>ENGINEERS ON STAFF</u>
2019-2023	\$12,496,364	0
2020-2024	\$13,006,000	.6 (starting 11/2020))
2021-2025	\$23,590,361	1.0 (starting 11/2021)
2022-2026	\$40,730,114	1.0
2023-2027	\$47,621,000	1.0 (proposed to increase to 2.0)

The number of projects that Matt is managing directly today is more than one person can effectively oversee. While the Port hires and will continue to hire outside consultant assistance, someone must oversee the consultants and keep the projects moving forward, as well as influence the project from the owner's perspective. Consultants alone will not produce optimal projects for the Port -- the owner must be involved.

The projects that Matt is currently actively managing include (2023 phase noted):

JCIA

- (1) Airport terminal (design, permit and construction phase)
- (2) Fuel system design (JCIA) (design phase)
- (3) Taxiway A3 construction (permitting and bidding phase)

BOAT HAVEN

- (4) Boat Haven Main Breakwater Replacement (design phase)
- (5) Moorage/yard office (permitting and construction phase)
- (6) Boat yard stormwater (design phase)
- (7) Boat yard expansion (north) (design and permitting phase)
- (8) Boat yard expansion (west) (pre-design and feasibility)
- (9) Boat Haven linear dock (need to start design)

POINT HUDSON

- (10) South breakwater (construction)
- (11) Buildings (design, permitting and construction)

HERB BECK

- (12) Ramp, bathroom, parking & ADA (design this fall)

GARDINER

- (13) New ramp (permitting and construction)

This is not an exhaustive list, but a list of the more significant and key projects with 2023 phases.

Value for this addition will come in three key areas: (1) Allow the Port to accept opportunities where timing and readiness are critical (i.e., grant dollars); (2) Keeping funded projects efficiently on track; and (3) Directly performing work that would otherwise be billed much more expensively through consultant agreements (e.g., about 50% of the cost per hour).

The goal of this addition to increase capacity to manage capital projects, particularly those funded with the IDD Levy. Staff's proposal in adding this new position is to fund it primarily through the IDD Levy (note: time will be tracked so non-IDD eligible projects would be funded differently). Some of this person's time would be reimbursable from grants as well. Our 5 year CIP, current list of funded projects and workload demonstrate a need for this position at least through 2027-2028 and investing in professional capacity to rebuild the Port is a good and efficient use of IDD levy dollars and other Port resources.

Staff would like to have someone hired in May.

FISCAL IMPACT

2023: \$122,000

2024: \$182,000

ATTACHMENTS

1. Revised organizational chart

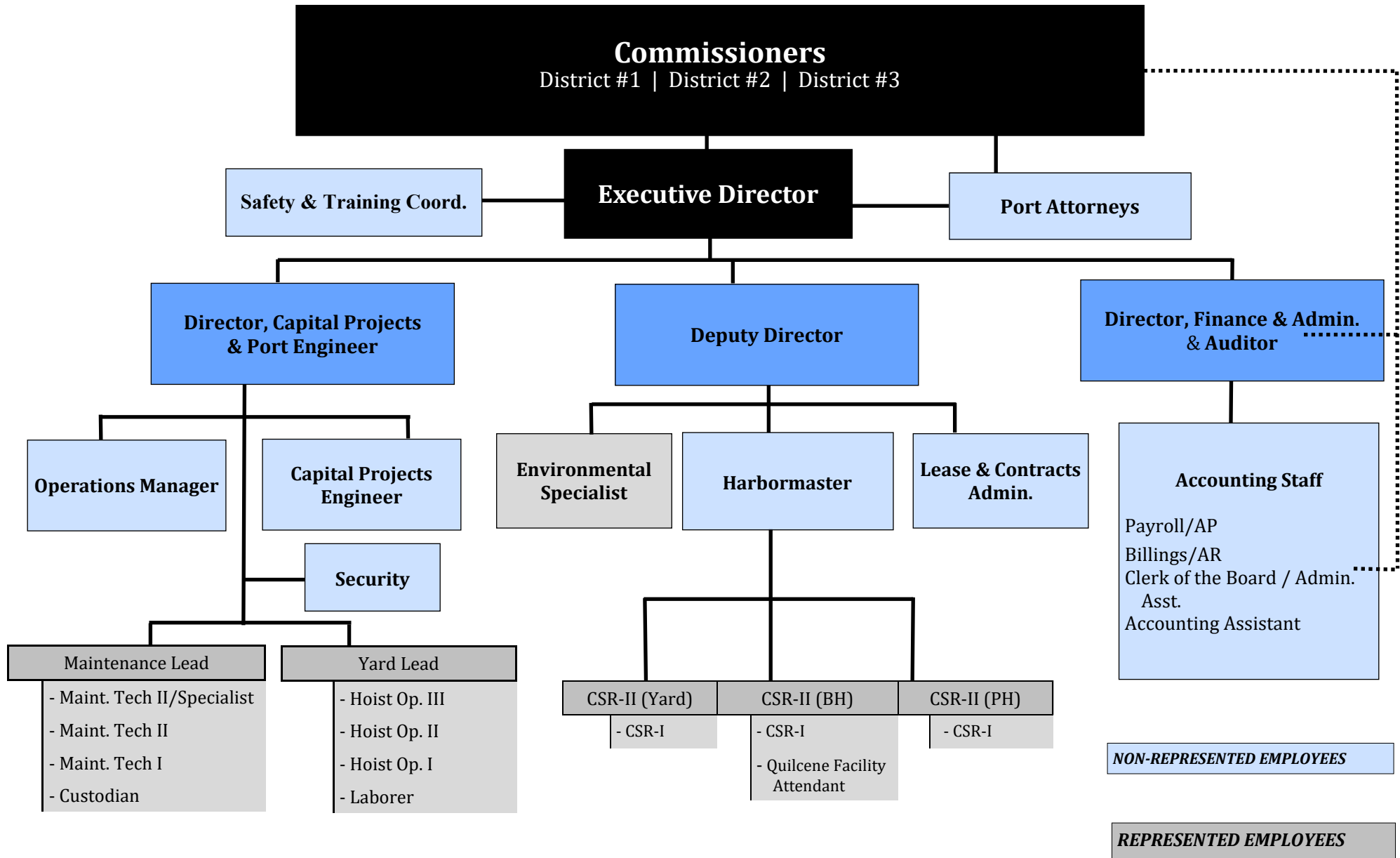
RECOMMENDATIONS

1st reading today, please provide feedback in advance of the April 12, 2023 meeting.

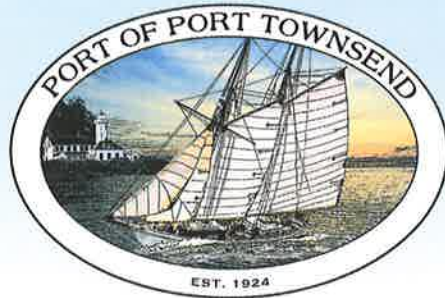
PORT OF PORT TOWNSEND

Organizational Chart

Page 49



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



Page 50

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

March 6, 2023

www.portofpt.com

To the Honorable Sen Patty Murray:

I am writing this letter in support of the Northwest Maritime Center's appropriations request to rapidly increase the scale and efficacy of the maritime workforce pipeline through their Blue Schools Initiative.

The staffing issue in the maritime industry is at a breaking point. Ships can't get crews, shipyards are short workers, and ferries are canceled repeatedly due to lack of crew (most recently here in PT, just yesterday with the last sailing of the day at 3:30 from PT!). We are not only short on the workers we need now, but we are desperately behind in recruiting and training the workforce we will need for the future.

Maritime is a \$17B industry in Washington, and to make sure it and all the industries that depend on it are strong we need to improve how we are cultivating our workforce. We need new and better ways to recruit into the industry, including better knowledge of how to recruit and retain underserved urban communities and the rural poor. These are good jobs that can create generational wealth; these jobs solve problems.

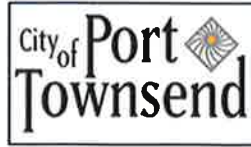
The Northwest Maritime Center has a long history of working innovatively with students, school systems, and communities throughout the region. They have a uniquely broad experience serving students in middle and high schools, urban and rural environments, and deep connections and partnerships with industry, government, and school systems in multiple communities. This broad perspective, student focused approach, and track record of success, makes them well suited to undertake such important work on behalf of the maritime sector.

This program will undoubtedly benefit our community and the State of Washington. Further, the study is intentionally designed so that results can be brought to scale, benefiting the maritime industry across our country. This single investment in the maritime workforce will reap benefits for years to come. I strongly urge your support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eron Berg", is written over a horizontal line.

Eron Berg
Executive Director



February 24, 2023

The Honorable Patty Murray
154 Russell Senate Office Building
Washington, D.C. 20510

RE: Boat Haven Main Breakwater Replacement Project
Design & Permitting: FY2024
Construction: FY2025

Dear Senator Murray,

I am writing in support of funding for the Boat Haven Main Breakwater Replacement Project. Boat Haven is a critical facility in Jefferson County that serves as the heart of our working waterfront with hundreds of commercial and recreational vessels, East Jefferson Fire & Rescue's fire boat, a marine fueling facility, the Port Townsend Boat Yard with dozens of businesses and more than 450 employees and is home to the U.S. Coast Guard's Cutter Osprey.

Boat Haven was originally constructed by the Olympic Pile Driving Company in 1931. The original L-shaped breakwater that served to protect a small marina for fishing vessels was expanded as authorized by congress in 1958. That expansion breeched the original breakwater and added nearly 2,000 feet of additional federally authorized structure. The remaining portion of the original breakwater is a sand filled coffer dam with armor rock that is failing and is unfortunately, located at the entrance to the Boat Haven Marina. This nearly 600' structure will cost \$7.7M to replace with a structure of like kind to the federally authorized structure.

The working Boat Yard supports and employs the marine trades industry, a commercial fishery, pleasure boat users, and tourism. Jefferson County, Washington is an economically distressed county reliant on the marine trades industry for economic viability. According to the 2018 study conducted by Martin & Associates, the economic impact of the marine trades cluster in Jefferson County includes 1,154 direct jobs, 676 indirect jobs, 413 induced jobs with total personal income (including direct, indirect and re-spending/local consumption) of nearly \$135M, business revenue of \$275M, local purchases totaling over \$39M, and \$12M in state and local taxes paid annually.

Jefferson County, the City of Port Townsend, Jefferson PUD and the Port of Port Townsend are several years into a new, collaborative and coordinated relationship. All of our elected officials meet quarterly, or more often, to discuss issues of mutual importance. This major infrastructure project is one of those critical issues that binds us together in support.

With so much protected by this section of the breakwater, it is essential that it be rebuilt so future generations of people can enjoy and thrive with the maritime culture of this special place, just like their parents and grandparents.

I appreciate your effort to advance this project and encourage the funding to make it possible.

Sincerely,

City of Port Townsend

A blue ink signature of Steve King, consisting of stylized initials and a surname, written over a horizontal line.

Steve King
Acting City Manager

Jefferson County

A blue ink signature of Mark McCauley, written in a cursive style over a horizontal line.

Mark McCauley
County Administrator

Jefferson County PUD

A blue ink signature of Kevin Streett, written in a cursive style over a horizontal line.

Kevin Streett
Manager



3.7.2023

FOR IMMEDIATE RELEASE

Puget Sound to Pacific Collaborative envisions 200-mile multi-use trail

BAINBRIDGE ISLAND – The new Puget Sound to Pacific Collaborative is bringing communities together to plan and build a 200-mile multi-use trail from the ferry docks on Bainbridge Island, Kingston and Port Townsend to the Pacific Coast at La Push.

The PS2P Collaborative includes and is funded by the Bainbridge Island Parks & Trails Foundation, the North Kitsap Trails Association, and the Peninsula Trails Coalition.

The Puget Sound to Pacific (PS2P) trail network would be bookended by the Olympic Discovery Trail and the planned Sound to Olympics Trail, linking communities and local connecting trails along the route.

Far more than a recreational trail, PS2P would be the spine of an “active transportation” corridor and greenway that shifts short commutes away from automobiles to human-scaled and people-powered travel modes like walking and bicycling. It aligns with transportation and climate goals and policies at every level of state and local government.

“One hundred miles are already complete, after 35 years of hard work by advocates and local agencies that know the value of giving people a place to get outside,” said Steve Durrant, PS2P project director. “That leaves only 100 miles to build to fill the gaps, make the connections and improve safety to make PS2P all it can be for our communities.”

Once completed, the PS2P would be the western end of the 3,400-mile Great American Rail-Trail. When combined with the Washington State Parks Palouse to Cascade trail from North Bend to the Idaho border, and a planned route from downtown Seattle to North Bend, it will provide a unified transportation alternative trail across the state.

With Port Angeles as lead applicant, the PS2P Collaborative is seeking \$16.13 million in funding through the federal Rebuilding America’s Infrastructure with Sustainability and Equity (RAISE) program, administered by the U.S. Dept. of Transportation.

Co-applicant agencies include Kitsap, Jefferson and Clallam counties; the cities of Bainbridge Island, Port Angeles, Poulsbo, Port Townsend, Sequim and Forks; the Quileute and Suquamish Tribes; the Port of Port Townsend; and the Washington State Department of Transportation.

The RAISE grant would fund planning and design of 34 multi-use trail segments across the Olympic and Kitsap peninsulas and Bainbridge Island. Together, the trails would fill in approximately 100 miles of gaps between existing trails.

Construction funding would be sought in future years as planning of individual trail projects is completed.

“Trails are touchpoints to so many of our values and goals – sustainability and connectivity, recreation and community health, climate resilience, preservation of our natural lands,” said Mary Meier, Bainbridge Island Parks & Trails Foundation executive director. “Even as we plan the STO across Bainbridge Island, it feels monumental to be part of this much larger, regional trail planning effort, alongside so many other communities.”

For information about the Puget Sound to Pacific Coalition, email info@ps2p.org. See more at www.ps2p.org.

Contact: Steve Durrant, FASLA | e:info@ps2p.org



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

Date/Time		Item/Topic	Location	Absent
Wed., Apr. 12 9:30 am	Workshop	WPPA, Governance and Management Guide –Chapter 2 Origin & Authority of Wash. Ports and Chapter 8 Planning,	Pav	
Wed., Apr. 12 1 pm	Meeting	YTD Financial Report Surplus List Approval Contract Update/Lease Brief Authorize Contract with SCJ Alliance for Boatyard Expansion Org chart update – capital projects manager (2 nd reading)	Pav	
Fri., April 14	Meeting	L2020 T-Lab One Day Transportation Conference	Legion	PH
Wed./Th Apr. 19/20.	Retreat		TBD	
Wed., Apr. 26 5:30 pm	Meeting	Contract Update	Pav	
Wed., May 10 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 3 Port Administrative Functions	Pav	
Wed., May 10 1 pm	Meeting	Port of Port Townsend 2022 Annual Report Contract Update/Lease Brief	Pav	
May 17-19		WPPA Spring Meeting	Davenport	CH
Thurs., May 25 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	CH
Wed., May 24 5:30 pm	Meeting	IDD Quarter 1 Report Capital Projects Quarterly Update	Pav	CH
June 7-9	Meeting	WPPA Finance Seminar	Alderbrook	
Wed., June 14 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 4 Budgeting, Finance & Compliance	Pav.	
Wed., June 14 1 pm	Meeting	YTD Financial Report Contract Update/Lease Brief	Pav.	
Wed., June 28 5:30 pm	Meeting	Capital Plan for 2024 with new & changed projects	Pav	
Wed., July 12 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 5 Port Operations	Pav.	
Wed., July 12	Meeting	YTD Financial Report	Pav.	

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

1 pm		Budget Schedule and Process Contract Update/Lease Brief		
July 24-26		WPPA Commissioners' Seminar	Alderbrook	
Wed., July 26	Meeting	CANCELLED		
Wed., Aug. 9 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 5 Port Operations (continued)	Pav	
Wed., Aug. 9 1 pm	Meeting	YTD Financial 2 Report IDD Quarter 2 Report Capital Projects Quarter 2 Update	Pav	
Wed., Aug 23	Meeting	CANCELLED		
Wed., Sept. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 6 Economic Development 2024 preliminary recommendations for regular property tax levy and IDD tax levy with Jefferson County	Pav	
Wed., Sept. 13 1 pm	Meeting	YTD Financial Report Contract Update/Lease Brief	Pav	
Thur., Sept. 21 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Sept. 27 5:30 pm	Meeting	1 st Draft 2023 Budget with CIP and Proposed Rates	Pav	
Wed., Oct. 11 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 7 Property Restoration and Reuse	Pav	
Wed., Oct. 11 1 pm	Meeting	2 nd Draft of 2024 Budget with CIP and Proposed Rates YTD Financial Report Contract Update/Lease Brief	Pav	
Wed., Oct. 25 5:30 pm	Meeting	Public Hearing Draft 2024 Operating & Capital Budget, Property Tax Levy and IDD tax levy Draft 2024 Rates	Pav	
Oct. 26-27		WPPA Commissioners' Seminar	Campbell's	
Wed., Nov. 8 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 9 Port Purchasing and Contracting	Pav	
Wed., Nov. 8 1 pm	Meeting	2 nd Reading/Public Hearing Draft 2024 Operating and Capital Budget, rates, property tax levy and IDD tax levy (and associated resolutions) YTD Financial Report	Pav	

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

		Contract Update/Lease Brief		
Wed., Nov. 16 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 21 1 pm	Meeting		Pav	
Dec. 6-8		WPPA Annual Meeting	Pav	
Dec. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics	Pav	
Dec. 13 1 pm	Meeting	Contract Update/Lease Brief	Pav	