

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



360-385-0656
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www.portofpt.com

**Commission Meeting
2nd Monthly Meeting Agenda
Wednesday, May 24, 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 May 10, 2023..... 3-8
 - B. Approval & Ratification of Warrants 9-19
 - C. Resolution 791-23 authorizing Filing an Application with the Washington State Department of Transportation, Aviation Division, Seeking Airport Aid Grant Funds to Support Construction of a Second Taxi-Way Connector at the Jefferson County International Airport, and Assuring that Local Matching Funds are Available and Authorized..... 20-23
 - D. Resolution 792-23 Authorizing the Executive Director of the Port of Port Townsend to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support Acquisition of a New Variable Width 300-Ton Mobile Travel-Lift to Sustain Boat Haven Haul Out Operations, Retain Existing Jobs in the Marine Trades Economic Sector, and Create New Job Opportunities, and Expressing its Commitment To Providing Local Grant Matching Funds..... 24-31
- V. First Reading – none
- VI. Second Reading – none
- VII. Regular Business
 - A. Water Walk and Sea Level Rise Project Update 32-34
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop and Regular Business Meeting: Wednesday, June 14, 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 – Pursuant to RCW42.30.110(1)(i) discussion with legal counsel about current or potential litigation.
- XII. Adjournment

Informational Items 35-41

- Commission Meeting Schedule
- Jefferson Transit Advisory Board
- Designating Alternate Director

PORT COMMISSION WORKSHOP MEETING – Wednesday, May 10, 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, Hasse and Petranek
Executive Director Eron Berg
Port Recorder Sanders

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

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

A. Presentation/Update from the Northwest Maritime Center (Rec. 00:02:00)

Chief Executive Officer Jake Beattie gave a presentation focused on the NWMC maritime school educational program. He talked about the desire for a campus expansion as well as opportunities for utilizing the space at The Landfall lot.

There was Commission interest in the make up of the partners for the Maritime High School and a desire for the creation of a website or clearinghouse where connections and links to the marine trades industry can connect students with jobs. Teaching students about local trades and alerting them to internship opportunities in the City might give them a pathway to return to the community. The cantilever esplanade might also be a future topic for joint discussion.

B. Discussion With Economic Development Council (Rec. 01:00:37)

Executive Director Cindy Brooks discussed their goals, programs, and strategic planning efforts. Business Advisor Douglas Hammel described functional issues at the EDC and other businesses for which he has experience and provides support and advice.

Commission discussion included the shortage of commercially-available properties for business retention and expansion.

C. WPPA Governance and Management Guide – Chapter 4 Port Administrative Functions (Rec. 01:37:10)

Commissioner Hasse led a discussion of the chapter. Discussed was the structure of the finance director and auditor position and the process for searching for a new Finance Director.

Commissioner Hanke left at 11:35 p.m.

II. ADJOURNMENT (Rec. 02:16:12): The meeting adjourned at 11:46 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol L. Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 10, 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, Hasse and Petranek
 Executive Director Eron Berg
 Director of Finance and Administration Abigail Berg
 Director of Capital Projects & Port Engineer Klontz
 Harbormaster Kristian Ferrero
 Lease and Contracts Administrator Sue Nelson
 Port Recorder Sanders

Via Zoom: Attorney Seth Woolsen

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. 00:01:05)
The agenda was approved as written by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:10)
 There were none.

IV. SPECIAL PRESENTATION: Recognition of 5 years' employment for Connor Cunningham (Rec. 00:01:52)

Harbormaster Ferrero spoke about Connor's experience and advancement first working in Customer Service, then the Boatyard, and now in the position of Hoist Operator II.

V. CONSENT AGENDA (Rec. 00:05:23)
 A. Approval of Retreat Minutes from April 19/20, 2023
 B. Minutes of April 26, 2023
 C. Approval & Ratification of Warrants
 Warrant #066831 through #066837 in the amount of \$213,464.83
 Warrant #066476 in the amount of \$1,045.08
 Electronic Debit in the amount of \$10,597.30
 Warrant #066838 through 066900 in the amount of \$288,767.79

The Consent Agenda as written approved by unanimous consent.

VI. SECOND READING (Rec. 00:04:40) - None

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (Rec. 00:06:12)

A. 2023 Legislative Update – Insight Strategic Partners (Rec. 00:06:12)

Chelsea Hager gave a wrap up presentation of the legislative session and responded to Commission questions.

B. March 2023 Year-to-Date Financials (Rec. 00:43:30)

Director of Finance and Administration Abigail Berg led a review of the written memorandum and financial reports, including a summary of capital project expenditures, capital purchases, and the line of credit. The intent is to pay off the 2021 line of credit before the south jetty project begins this fall which will come primarily from the Economic Development Administration \$3 million grant reimbursement.

Commission: Staff responded to questions about Point Hudson emergency repairs of \$86,760 for which the Port is seeking FEMA funding as well as completing the final FAA grant closeout carried over from the prior year for the JCIA Runway Rehabilitation in the amount of \$15,166. There was discussion about the expenses in the monthly financial report compared to the capital budget where the funding and grant allocations are estimated. Ms. Berg then briefed the Commission on the summary of fund resources and uses followed by the added table in the financial statement notes that show the actual year-to-date Net Income/Expense variance when removing the Department of Commerce grant reimbursements received in January instead of December.

C. Emergency Repair Projects Update (Rec. 01:08:30)

Director of Capital Projects & Port Engineer Klontz showed a map of the ten (10) emergency repair sites, two (2) of which are complete (Tailspin Tommy's and the Boat Haven stormwater materials). The remaining eight (8) were discussed for Point Hudson, docks, erosion, Quilcene, Mats Mats, City Dock, and the Boat Haven Marina bulkheading. He spoke about the challenges with shoreline repairs such as City Dock replacing creosote pilings. The project is expected to be 95% funded although the repairs fall outside the Port's capital improvement program and must be repaired to code and standard.

Commission: Some discussion ensued about insuring these facilities through the Port insurance pool. Eron Berg responded to questions about emergency repair funding. He would like to see more capital reserve funds to cover unexpected repairs.

IX. STAFF COMMENTS (Rec. 01:44:38)

Executive Director Eron Berg reported meeting with representatives and requesting a quote from Marine Travelift for a new model of expandable/collapsible lift. He will be out of the office the month of June.

Director of Capital Projects & Port Engineer Klontz announced bids were opened for the second connector taxiway and stormwater system repairs with the low bid coming in at \$721,096.45. Staff will apply for an additional FAA grant for the project however it is uncertain whether the FAA has the full funding. The bid cannot be awarded until grant funding is secured. He also hopes to have an update for the Commission in June

Harbormaster Ferrero announced we have entered the beginning of the big boating season. Yard staff are carefully balancing capacity with the goal not to cancel or reschedule boats for haulout. He, Kelsey Seiler, and Kimberlie Webber will go to the Port of Everett next week to visit that marina and yard operations for ideas.

Lease and Contracts Administrator Nelson: Involved with miscellaneous issues and lease compliance reviews, meetings with tenants, and lease negotiations with Key City Fish. Net

Your Problem is holding a collection event today and Scott Kimmel dropped 700 pounds of nets. The material is recycled into plastic beads for other uses.

X. COMMISSIONER COMMENTS (Rec. 01:56:12)

Commissioner Hasse: In June, the Jefferson County Marine Resources Committee will start holding their meetings in the Pavilion. She asked to be excused for meetings between May 16-28 as she is sailing and may not have internet connectivity. She asked if there are collaborative efforts with Betsy Davis of Northwest School of Wooden Boatbuilding regarding their launch and dingy dock. Executive Director Berg noted that there is a need for a long-term vision at the Hadlock ramp because of the limitations of that facility, including no available parking.

Commissioner Petranek reported that she, Commissioner Hanke, and Eron Berg attended the Port Townsend Marine Trades Association (PTMTA) meeting last night to discuss leases and hope to continue meeting several times a year. The PTMTA would write a letter of support for the Alaska Trolling Fleet after a recent Washington State Judge ruling to close the Chinook fishery in southeast Alaska for southern resident killer whales in Puget Sound. The State of Alaska is appealing the decision and WPPA is reaching out to different ports to see how ports might help in this effort. She attended the National Maritime Heritage Washington event at the Northwest Maritime Center and some data was collected that will later be shared.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:17:22)

Commission regular business meeting Wednesday, May 24, 2023 and May 25, 2023 for the ICG Meeting, both held at the Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION: None

XIII. ADJOURNMENT (Rec. 02:17:53):

The meeting adjourned at 3:20 p.m., there being no further business before the Commission.

Pamela A. Petranek, President

ATTEST:

Peter W. Hanke, Secretary

Carol L. Hasse, Vice President

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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 these claims, in Warrant No **066901** generated on May 5th, 2023 in the amount of **\$39,841.29 is ratified.**

Signed and Authenticated on this **24th** day of **May**, 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: 5/8/2023****Register Number: CD-000999**

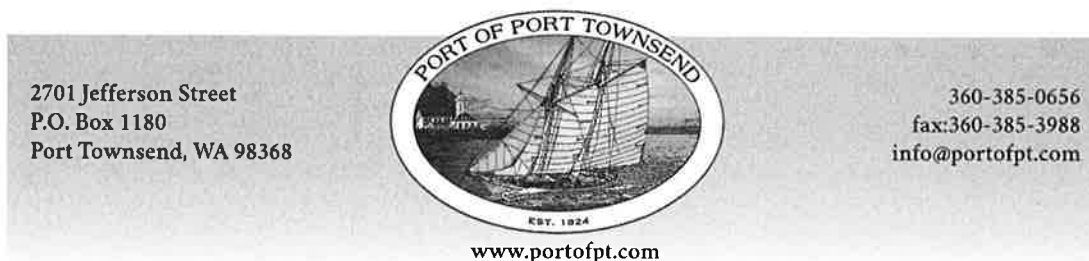
Page 10

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
0000066901	5/8/2023	KEC030	KECO Pump and Equipment				
		48067		3/23/2023	39,841.29	0.00	39,841.29
				Report Total:	39,841.29	0.00	39,841.29

Check Entry Number: 001



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. 066902 through No. 066905 generated on May 16th, 2023 in the amount of \$6,648.02 and Electronic Payment in the amount of \$112,879.95, for a total amount of \$119,527.97 is **ratified.**

Signed and Authenticated on this 24th day of May, 2023.

For: Payroll and Benefits

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No **066906** generated on May 17th, 2023 in the amount of **\$21,561.78 is ratified.**

Signed and Authenticated on this **24th** day of **May**, 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: 5/17/2023****Register Number: CD-001001**

Page 13

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
0000066906	5/17/2023	BAN005	Bank of America				
			5/5/2023 STATEMENT+	5/17/2023	21,561.78	0.00	21,561.78
				Report Total:	21,561.78	0.00	21,561.78

Check Entry Number: 001

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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 066907 through No. 066950, are approved for payment in the amount of \$188,858.46 on this 24th day of May, 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
0000066907	5/24/2023	48N010	48 North				Check Entry Number: 001
			104709	5/24/2023	1,779.00	0.00	1,779.00
0000066908	5/24/2023	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			88687-1	5/5/2023	120.01	0.00	120.01
0000066909	5/24/2023	ARM030	Armstrong Consolidated LLC				Check Entry Number: 001
			5015	5/10/2023	831.22	0.00	831.22
0000066910	5/24/2023	BIL070	Roger Billings				Check Entry Number: 001
			REFUND 5/5/2023	5/5/2023	43.44	0.00	43.44
0000066911	5/24/2023	CED005	CED				Check Entry Number: 001
			5948-1036894	5/10/2023	77.46	0.00	77.46
			5948-1036983	5/4/2023	16.32	0.00	16.32
			5948-1037259	5/10/2023	53.09	0.00	53.09
			5948-1037403	5/11/2023	788.47	0.00	788.47
			5948-1037428	5/15/2023	143.62	0.00	143.62
Check 0000066911 Total:					1,078.96	0.00	1,078.96
0000066912	5/24/2023	CEN030	CenturyLink				Check Entry Number: 001
			5/1/23 STATEMENT	5/1/2023	185.00	0.00	185.00
0000066913	5/24/2023	CEN035	CenturyLink				Check Entry Number: 001
			5/5/2023 STATEMENT	5/5/2023	416.34	0.00	416.34
0000066914	5/24/2023	CHE020	Chemoptix				Check Entry Number: 001
			5/6/23 INV	5/6/2023	600.00	0.00	600.00
0000066915	5/24/2023	CLA003	Clark Land Office				Check Entry Number: 001
			4/30/2023 STATEMENT	4/30/2023	1,170.00	0.00	1,170.00
0000066916	5/24/2023	COO050	Cooper Fuel				Check Entry Number: 001
			5/15/23 STATEMENT	5/15/2023	4,437.40	0.00	4,437.40
0000066917	5/24/2023	COO070	Coon Plumbing				Check Entry Number: 001
			31784A	5/4/2023	4,080.34	0.00	4,080.34
0000066918	5/24/2023	CRA045	Andrew Crawford				Check Entry Number: 001
			REFUND 5/9/23	5/9/2023	78.50	0.00	78.50
0000066919	5/24/2023	DIN010	Peninsula Glass/The Ding Doctor				Check Entry Number: 001
			85241	5/10/2023	563.12	0.00	563.12
0000066920	5/24/2023	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			0000613466-001	5/10/2023	5,677.35	0.00	5,677.35
			0000615180-001	5/9/2023	179.98	0.00	179.98
Check 0000066920 Total:					5,857.33	0.00	5,857.33
0000066921	5/24/2023	FER001	Ferrellgas				Check Entry Number: 001
			5007741722	4/26/2023	407.00	0.00	407.00
0000066922	5/24/2023	GRA005	Grainger				Check Entry Number: 001
			9695196098	5/3/2023	2,008.00	0.00	2,008.00
0000066923	5/24/2023	GRE015	Greentree Communications Co				Check Entry Number: 001
			10558	5/1/2023	392.76	0.00	392.76
0000066924	5/24/2023	GRO001	Groves & Co, Inc				Check Entry Number: 001
			20235547	5/9/2023	245.78	0.00	245.78
0000066925	5/24/2023	HIG020	Highway Specialties LLC				Check Entry Number: 001
			0007271-IN	5/16/2023	92.74	0.00	92.74
0000066926	5/24/2023	HIM030	Doug Himsl				Check Entry Number: 001
			REFUND 5/5/23	5/5/2023	139.99	0.00	139.99
0000066927	5/24/2023	HOG040	John Hogan				Check Entry Number: 001
			FLOATS	5/24/2023	88,857.64	0.00	88,857.64
0000066928	5/24/2023	J&D010	J & D Painting Services, Inc.				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
			132-3581	5/8/2023	2,225.00	0.00	2,225.00
0000066929	5/24/2023	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4791927S185	5/1/2023	15.07	0.00	15.07
0000066930	5/24/2023	LIV020	Brian Livingston				Check Entry Number: 001
			REFUND 5/11/23	5/11/2023	175.28	0.00	175.28
0000066931	5/24/2023	MAR096	Marian Roh				Check Entry Number: 001
			230504	5/24/2023	522.50	0.00	522.50
0000066932	5/24/2023	OES001	OESD 114				Check Entry Number: 001
			2223001433	5/15/2023	4,311.20	0.00	4,311.20
0000066933	5/24/2023	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			739031482	4/5/2023	1,189.63	0.00	1,189.63
			740946355	4/18/2023	384.36	0.00	384.36
			741204689	4/19/2023	225.88	0.00	225.88
			742411408	4/26/2023	206.59	0.00	206.59
			Check 0000066933 Total:		2,006.46	0.00	2,006.46
0000066934	5/24/2023	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			4/30/2023 STATEMENT	4/30/2023	90.06	0.00	90.06
			4/30/23 STATEMENT	4/30/2023	9.76	0.00	9.76
			Check 0000066934 Total:		99.82	0.00	99.82
0000066935	5/24/2023	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			33	5/3/2023	1,968.75	0.00	1,968.75
0000066936	5/24/2023	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			66266	5/10/2023	81.83	0.00	81.83
0000066937	5/24/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			84819	5/14/2023	130.75	0.00	130.75
0000066938	5/24/2023	PIT001	Pitney Bowes Global Fin. Svcs.				Check Entry Number: 001
			0011014146	5/15/2023	289.75	0.00	289.75
0000066939	5/24/2023	PLA040	PLATT				Check Entry Number: 001
			3X94754	5/4/2023	40.90	0.00	40.90
			4A59578	5/15/2023	59.49	0.00	59.49
			4A68425	5/15/2023	132.17	0.00	132.17
			4A73499	5/16/2023	756.59	0.00	756.59
			Check 0000066939 Total:		989.15	0.00	989.15
0000066940	5/24/2023	POR005	Port Townsend Leader				Check Entry Number: 001
			112272	5/1/2023	252.50	0.00	252.50
0000066941	5/24/2023	PRE010	Precision Approach Engineering				Check Entry Number: 001
			5970	3/31/2023	36,175.54	0.00	36,175.54
0000066942	5/24/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			5/11/23 STATEMENT	5/11/2023	45.83	0.00	45.83
			5/11/23 STMNTS	5/11/2023	22,778.93	0.00	22,778.93
			Check 0000066942 Total:		22,824.76	0.00	22,824.76
0000066943	5/24/2023	SEC010	Security Services				Check Entry Number: 001
			128574	5/1/2023	202.30	0.00	202.30
0000066944	5/24/2023	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8100172	4/30/2023	356.00	0.00	356.00
			PDN976796	5/13/2023	147.40	0.00	147.40
			Check 0000066944 Total:		503.40	0.00	503.40
0000066945	5/24/2023	TAC001	Tacoma Screw Products, Inc				Check Entry Number: 001
			140076754-00	5/9/2023	640.78	0.00	640.78

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			140077889-00	5/15/2023	1,122.68	0.00
						1,122.68
			Check 0000066945 Total:		1,763.46	0.00
						1,763.46
0000066946	5/24/2023	WAS017	Marc Horton - Washington Project Consultants			Check Entry Number: 001
			043023-8	5/1/2023	570.00	570.00
0000066947	5/24/2023	WEB030	Kimberlie Webber			Check Entry Number: 001
			5/2023 EXPENSE	5/16/2023	24.51	24.51
0000066948	5/24/2023	WES060	West Marine Pro			Check Entry Number: 001
			6153	5/16/2023	41.68	41.68
0000066949	5/24/2023	WIN003	Windridge Solutions			Check Entry Number: 001
			575	5/9/2023	100.00	100.00
0000066950	5/24/2023	WIN010	Alex Winch			Check Entry Number: 001
			UNIFORM EXP	5/10/2023	200.18	200.18
			Report Total:		188,858.46	0.00
						188,858.46

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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 **\$553.13 is ratified.**

Signed and Authenticated on this 24th day of May, 2023.

For: Washington State, Department of Revenue
Business License Renewal in the amount of **\$553.13**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, 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
W000000804 CKW00000080401	5/17/2023	WA1804 State of WA-Business Lic. Svc.			241.13
	5/17/2023	241.13	0.00		
G/L Account: 711-4400-22		PERMITS & LICENSING - JCIA		241.13	
W000000805 CKW00000080501	5/17/2023	WA1804 State of WA-Business Lic. Svc.			37.00
	5/17/2023	37.00	0.00		
G/L Account: 721-4400-02		MOORAGE - PERMITS & LICENSING		37.00	
W000000806 CKW00000080601	5/17/2023	WA1804 State of WA-Business Lic. Svc.			80.00
	5/17/2023	80.00	0.00		
G/L Account: 761-4400-19		PH MARINA/RV - PERMITS & LICENSES		80.00	
W000000807 CKW00000080701	5/17/2023	WA1804 State of WA-Business Lic. Svc.			80.00
	5/17/2023	80.00	0.00		
G/L Account: 721-4400-02		MOORAGE - PERMITS & LICENSING		40.00	
G/L Account: 721-4400-05		WORK YARD - INSPECTIONS/PERMITS		40.00	
Check W000000807 Total:		80.00	0.00	80.00	80.00
W000000808 CKW00000080801	5/17/2023	WA1804 State of WA-Business Lic. Svc.			80.00
	5/17/2023	80.00	0.00		
G/L Account: 781-4400-28		EXECUTIVE - PERMITS & LICENSES		80.00	
W000000809 CKW00000080901	5/17/2023	WA1804 State of WA-Business Lic. Svc.			35.00
	5/17/2023	35.00	0.00		
G/L Account: 783-4400-25		LICENCES & PERMITS: MAINT		35.00	
Bank K Total:		553.13	0.00	553.13	553.13
Report Total:		553.13	0.00	553.13	553.13

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	May 24, 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. Resolution 791-23 Authorizing Filing an Application with the Washington State Department of Transportation, Aviation Division, Seeking Airport Aid Grant Funds to Support Construction of a Second Taxi-Way Connector at the Jefferson County International Airport, and Assuring that Local Matching Funds are Available and Authorized		
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	Staff Report Resolution 791-23		

If approved as part of the Consent Agenda, no further action is needed.

Alternative Action: Move to approve Resolution 791-23 Authorizing Filing an Application with the Washington State Department of Transportation, Aviation Division, Seeking Airport Aid Grant Funds to Support Construction of a Second Taxi-Way Connector at the Jefferson County International Airport, and Assuring that Local Matching Funds are Available and Authorized

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 5/24/2023
TO: Port Commission
FROM: Matt Klontz, Director of Capital Projects & Port Engineer
SUBJECT: JCIA Second Taxiway Connector Construction Project - WSDOT Airport Aid Grant Authorizing Resolution No. 791-23

BACKGROUND & DISCUSSION: The Washington State Department of Transportation (WSDOT), Aviation Division, administers the State's Airport Aid Grant Program pursuant to RCW 47.68. The program provides important financial assistance to public-use airports in the preservation of Washington's system of airports. Under RCW 47.68.090, port districts that own and operate public-use airports that are included in the Washington Aviation System Plan (WASP) are "eligible airport sponsors" and may apply for WSDOT Airport Aid funds.

As indicated in the Port's approved capital budget, the Port is moving ahead with the Second Taxiway Connector Construction Project at the Jefferson County International Airport (JCIA). The project is intended to improve safe and efficient use of the recently reconstructed Runway 9/27. Project design and engineering has already been completed. This project involves construction together with construction administration and management.

The cost of the Second Taxiway Connector Construction Project is anticipated to be \$870,999.16.¹ Of this total, the FAA will fund 90%, or \$783,899.00. The remaining 10%, or \$87,100.16, is to be provided through a combination of Port matching funds and WSDOT Airport Aid grant monies.

Staff has prepared a draft of Port Commission Resolution No. 791-23, authorizing application to WSDOT's Aviation Division for Airport Aid Grant funding for the Second Taxiway Connector Construction Project. Staff anticipates applying for at least \$43,550.00, or 5% of the estimated total project costs. The Port's source of matching funds is the Port of Port Townsend's Net Operating Income in the amount of \$43,550.16. Application materials are due in May. Grant awards are announced by July 15.

RECOMMENDATION/MOTION: Motion to approve Resolution 791-23 authorizing the Executive Director to submit a grant application to WSDOT Aviation for Airport Aid Grant funding support for the Second Taxiway Connector Construction Project.

ATTACHMENT: Resolution No. 791-23, consisting of two (2) pages.

¹ The Port and Precision Approach Engineering, Inc. (the Port's On-Call Airport Engineer) are presently involved in negotiations regarding the level of effort required for construction administration and management. These negotiations could result in a modest increase in anticipated project costs.

RESOLUTION NO. 791-23

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AVIATION DIVISION, SEEKING AIRPORT AID GRANT FUNDS TO SUPPORT CONSTRUCTION OF A SECOND TAXI-WAY CONNECTOR AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, AND ASSURING THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.

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

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

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

WHEREAS, the Port of Port Townsend is applying for financial assistance through the 2023 Washington State Department of Transportation (WSDOT) Airport Aid Grant Program to partially fund construction of a second taxiway connector (construction, and construction management and administration) to improve safe and efficient ingress to and egress from Runway 9/27;

WHEREAS, the grant agreement for WSDOT financial assistance imposes certain obligations upon the applicant Port, and requires the Port to provide a local share of the project cost; and

WHEREAS, the Port anticipates that the total construction cost for the Second Taxiway Connector Project will not exceed \$870,999.16, of which amount \$783,899.00 is anticipated from the Federal Aviation Administration (FAA), with the remaining 10%, or \$87,100.16, is to be provided through a combination of WSDOT financial assistance and Port of Port Townsend matching funds; and

WHEREAS, the Port Net Operating Income is sufficient for 2023, and therefore has the matching funds available to cover its share of project costs.

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

1. Port Executive Director, Eron Berg, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Aid grant assistance on behalf of the Port of Port Townsend with the WSDOT Aviation Division.
2. Upon consultation with the Port's Director of Finance and Administration, S. Abigail Berg, the Commission of the Port of Port Townsend has concluded, and hereby assures WSDOT Aviation Division, that local matching funds are available and have been authorized for the Second Taxiway Connector Construction project.

ADOPTED this 24th day of May 2024, 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	May 24, 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 792-23 Authorizing Application for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support Acquisition of a New Variable Width 300-Ton Mobile Travel-Lift to Sustain Boat Haven Haul Out Operations, Retain Existing Jobs in the Marine Trades Economic Sector, and Create New Job Opportunities, and Expressing Its Commitment to Providing Local Grant Matching Funds		
STAFF LEAD	Eric Toews, Deputy Director		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	Staff Report Resolution 792-23		

If approved as part of the Consent Agenda, no further action is needed.

Alternative Action: Move to approve Resolution 792-23 Authorizing Application for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support Acquisition of a New Variable Width 300-Ton Mobile Travel-Lift to Sustain Boat Haven Haul Out Operations, Retain Existing Jobs in the Marine Trades Economic Sector, and Create New Job Opportunities, and Expressing Its Commitment to Providing Local Grant Matching Funds

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 5/24/2023
TO: Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: EDA Disaster Recovery Program Grant Authorizing Resolution No. 792-23 – 300-Ton Lift Acquisition

ISSUE: Should the Executive Director be authorized to apply for, and if awarded, to execute such documents as may be necessary with the federal Economic Development Administration to secure up to \$2,345,833 in Disaster Recovery Program monies to partially fund the acquisition of a new 300CII, variable width, Marine Travelift boat hoist to support operations at Boat Haven?

BACKGROUND & DISCUSSION: The Economic Development Administration of the U.S. Department of Commerce, administers the Economic Adjustment Assistance (EAA) Disaster Recovery Program pursuant to the Stafford Act (42 U.S.C. §5121 *et seq.*). The program helps communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges in areas where a Presidential declaration of a major disaster was issued under the Stafford Act. Recently, the availability of FY 2023 EDA Disaster Supplemental Funding has announced. This specific funding opportunity is intended to address economic challenges in areas subject to declarations of natural disasters made in 2021 and 2022. Jefferson County was affected by two (2) such Presidential declarations during the relevant period (DR-4635-WA and DR-4650-WA), and is therefore, eligible to apply.

As the Commission knows, the Port provides and maintains the required infrastructure and equipment necessary for the boatyard's tenants and independent contractors that work in the yard to thrive. An essential component of this infrastructure is the Port's 300-ton Marine Travel lift. Maintaining the Port's 300-ton haul-out capacity at Boat Haven is indispensable to the marine trades, their customers, and the Port's revenues.

We presently own and operate a 27-year-old 300-ton travel-lift. Although well-maintained, it is nearing the end of its anticipated useful life as our principal heavy travel-lift. Due to its age and constant heavy use, it is requiring more frequent periods of downtime for repair and maintenance. Periods when the lift is out of service substantially disrupt our operations and adversely affect the many marine trades businesses that rely on the lift services provided by the Port. Moreover, a mechanical failure could bring an immediate halt to a substantial portion of our haul-out operations. Such a disruption would cause serious financial damage to myriad

marine trades businesses based at Boat Haven, substantially weakening our community's economy.¹

Accordingly, staff recommends that EDA Disaster Supplemental grant monies be sought to help fund the acquisition of a new 300-Ton, Variable-Width, Travel-Lift. The new lift would be added to the Port's existing inventory of travel lifts (i.e., one 70-ton lift, two 75-ton lifts, and our existing 300-ton lift) to address a point of vulnerability in the Boat Haven Boatyard operations. Importantly, the new lift offers nine (9) feet of width variability, together with all-wheel electronic steering, providing the opportunity to block vessels more closely together to maximize efficient use of space in the yard.

The Commission's adopted Capital Improvement Program anticipates the acquisition of the new 300-ton lift, and its acquisition would also be consistent with, and help to implement, the North Olympic Development Council's 2021-2025 Comprehensive Economic Development Strategy (CEDs). This project involves only capital equipment acquisition. If successful in securing funding, Kendrick Equipment would assemble the new lift on-site and provide training in both operation and maintenance to Port Yard and Maintenance staff. This is included in the overall cost cited below, as is 9.1% local sales tax.

FISCAL IMPACT: The cost of the 300CII Marine Travelift with the variable width option is \$2,687,710 (i.e., \$2,158,730 base price + \$528,980 for the variable width option) (please see quote from Kendrick Equipment, attached). Sales tax of 9.1%, or \$244,582, would also be added to bring the total cost, assembled in the Boat Haven yard, to **\$2,932,292**. Of this total, we would be requesting EDA funding of 80%, or **\$2,345,833**. The remaining 20%, or \$586,458, would be provided as Port match.

Staff has prepared a draft of Port Commission Resolution No. 792-23, authorizing application to EDA for EDA-2023-DISASTER SUPPLEMENTAL funding for this capital acquisition project. The source of matching funds is anticipated to be the Port-Wide Capital Reserves Fund. There is no submission deadline for the application. EDA will be accepting applications on an ongoing basis until all available funds have been awarded, or a new Disaster Supplemental Notice of Funding Opportunity has been published, whichever comes first. Because less than \$40 million has been allocated to our region under this program, we are highly motivated to prepare and submit this grant application as soon as possible.

MOTION: None required. Port Commission adoption of the Consent Agenda operates to approve the attached Resolution 792-23 authorizing the Executive Director to submit a grant application to the EDA's Economic Adjustment Assistance (EAA) Disaster Recovery Program seeking funding support for travel-lift acquisition.

¹ The current lift's fragility is underscored by recent Port Commission ratifications of emergency declarations to allow for rapid procurement of parts needed for unexpected repairs. In the last two years, one such declaration was needed for replacement of tires, another for parts to repair the lift's aging hydraulic system. The costs to make these repairs were \$100,000 and \$67,000, respectively.

ATTACHMENTS:

1. Resolution No. 792-23, consisting of three (3) pages; and
2. Price Quotation from Kendrick Equipment for a new 300CII Marine Travelift boat hoist, dated May 16, consisting of eighteen (18) pages.

RESOLUTION NO. 792-23

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND TO APPLY FOR FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION DISASTER SUPPLEMENTAL GRANT FUNDING TO SUPPORT ACQUISITION OF A NEW VARIABLE WIDTH 300-TON MOBILE TRAVEL-LIFT TO SUSTAIN BOAT HAVEN HAUL OUT OPERATIONS, RETAIN EXISTING JOBS IN THE MARINE TRADES ECONOMIC SECTOR, AND CREATE NEW JOB OPPORTUNITIES, AND EXPRESSING ITS COMMITMENT TO PROVIDING LOCAL GRANT MATCHING FUNDS.

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

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

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

WHEREAS, from November 13 to 15, 2021, portions of Western Washington experienced heavy rains, flooding and mudslides which resulted in a Presidential Disaster Declaration for six counties, including Jefferson County (DR-4635-WA); and

WHEREAS, from December 26, 2021, through January 15, 2022, the Puget Sound region of Western Washington experienced a series of severe winter storms with heavy snow, high straight-line winds and waves, and flooding which resulted in a Presidential Disaster Declaration for fifteen counties, including Jefferson County (DR-4650-WA); and

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

WHEREAS, the winter storms cited above also revealed the vulnerability of Port equipment and operations at the Port's Boat Haven facility, underscoring the need to acquire new and resilient equipment to safeguard the Port's 300-ton mobile travel-lift

operations, the hundreds of marine trades jobs dependent upon it, and to sustain and improve the economic life of the community by supporting growth in marine trade employment opportunities; and

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

WHEREAS, the Port of Port Townsend qualifies to apply for EAA Disaster Recovery Program grant assistance (funding opportunity number EDA-DISASTER-2023) in that:

- Jefferson County, Washington was included in major disaster Presidential declarations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act as a result of storms in calendar years 2021 and 2022 (DR-4635-WA and DR-4650-WA, respectively); and
- Acquisition of new capital equipment in the form of a variable width 300-ton mobile travel-lift aligns with Investment Priorities identified by the EDA in that:
 - It facilitates economic recovery and resilience and strengthens the ability of the community to withstand future natural disasters and economic shocks; and
 - It encourages and supports job creation, business expansion, facilitates other technology and capital upgrades, and productivity growth in manufacturing at Boat Haven; and
 - Will help to attract private investment and retain and grow jobs within a designated Opportunity Zone; and
- The proposed acquisition of a variable width 300-ton mobile travel-lift is consistent with, and helps to implement the North Olympic Development Council's 2021-2025 Comprehensive Economic Development Strategy (CEDS) in that it will sustain and expand the strength of the marine trades economic sector, leading to a more diverse and resilient economy; and
- The acquisition of this capital equipment is also reflected in the Port of Port Townsend's 2023-2027 Capital Improvement Program (CIP) as equipment necessary to support the health and resilience of the Port's Boat Haven operations and Jefferson County's marine trades economic sector; and

WHEREAS, the total cost for acquisition, delivery and on-site set up of a new variable width 300-ton mobile travel lift is estimated to be \$2,932,292; and

WHEREAS, the acquisition of this equipment is eligible for EDA funding support as described hereinabove, with EDA responsible for an eighty percent (80%) share

(\$2,345,833), and the Port responsible for a twenty percent (20%) share (\$586,458), respectively; and

WHEREAS, as of April 30, 2023, the Port had reserved and unreserved cash balances in excess of the amounts necessary to meet its grant match share, and therefore, has the funds available to proceed with this capital acquisition if successful in obtaining EDA funding support;

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

1. **Application for Disaster Recovery Program Grant Assistance Confirmed:** The Commission for the Port of Port Townsend, Jefferson County, Washington, supports preparation and submission of an EDA EAA Disaster Recovery Program grant application for \$2,345,833 to assist in funding the acquisition of a variable width 300-ton mobile travel-lift to support the Port's Boat Haven haul out operations.
2. **Executive Director Authorized to Execute All Necessary Documents & Agreements:** The Port Commission authorizes its Executive Director, Eron Berg, or his designee, to sign and submit all necessary documents to both apply for, and enter into, a project agreement with the EDA, if the requested funding is awarded.
3. **Port of Port Townsend Match Commitment:** Upon consultation with the Port's Director of Finance and Administration, the Commission of the Port of Port Townsend has concluded, and hereby assures EDA, that local matching funds of up to \$586,458 are available and have been authorized for the above-referenced capital equipment acquisition.
4. **Adequacy of Process Confirmed:** The Port of Port Townsend certifies that appropriate public notice and opportunity for comment on this application has been provided, and further, that this application authorization was properly and lawfully adopted following the requirements of the Port of Port Townsend and all applicable laws.

ADOPTED this 24th day of May 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	May 18, 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	VII. A. Water Walk and Sea Level Rise Project Update
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. Information Memo

Motion to approve IDD Reserve funds of up to \$250,000 to support the Water Walk and Sea Level Rise project.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 5/24/2023
TO: Commissioners
FROM: Matt Klontz, Director of Capital Projects & Port Engineer
CC: Eron Berg, Eric Toews, Abigail Berg
SUBJECT: Update for the Waterwalk & Sea level Rise Project

ISSUE

Should the Commission authorize the use of Industrial Development District (IDD) levy funds toward completing a feasibility study for the Waterwalk & Sea Level Rise project?

BACKGROUND

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 had 12" of water in it. Roadways, storm drains, and other infrastructure were underwater during this event; ramps to the marina's docks reversed direction and required an uphill walk to go down the docks. This event exacerbated prior damage along the Boat Haven Marina's bulkhead; the Port has been working with FEMA to address the damage.

The Port continues with a laser focus on repairing, maintaining, and improving the Port Townsend Boatyard for future generations to use, enjoy and prosper. However, the threat of recurring flooding is an existential threat. With rising sea levels, climate modeling indicates we must prepare for more king tide events. Based on this modeling, the recently constructed north breakwater at Point Hudson is built to an elevation of 16 feet, replacing a structure built at 13 feet. Phase 1 of this project will consider alternatives, determine feasibility, preliminary alignment, design elevation, cost estimates, right-of-way constraints, and probable permitting pathways.

DISCUSSION

As discussed at numerous Commission meetings, staff plans to begin this project by advertising for consultant services to support the feasibility study preparation. The Port intends to interview qualified consultants using a stakeholder team that will likely include the Port, the City of Port Townsend, the Jefferson County Marine Resource Committee, and the Climate Action Committee. The hired consultant's goal will be to prepare a feasibility study to set the stage for applying for a BRIC (Building Resilient Infrastructure & Communities) grant. This means completing the feasibility study by the end of 2023, which will be a challenge given other large capital projects, such as the new aquatic center and the future use of the golf course where community conversation is underway.

FISCAL IMPACT

Early this year, the Port secured \$50,000 in APRA (American Rescue Plan Act) grant funding through Jefferson County. The Port has programmed \$100,000 from the IDD Reserves as funding for

\$150,000 total. However, based on the level of public engagement that is likely necessary, the Port is estimating the project to cost between \$300,000 to \$450,000. The Port has asked the City to cost share this initial phase by providing \$100,000 toward funding and has asked the County for an additional \$50,000. The Port is waiting for an answer but anticipates needing to contribute additional Port funds for up to \$250,000 in total.

ATTACHMENTS

None

RECOMMENDATION

Motion to approve IDD Reserve funds of up to \$250,000 to support the Waterwalk and Sea Level Rise project.

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

Date/Time		Item/Topic	Location	Absent
Wed-Fri., June 7-9	Meeting	WPPA Finance Seminar (A quorum of the Commission may attend – only CH currently)	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	Key City Fish, new 10 th Street Lease YTD Financial Report Surplus List Approval Resolution Awarding Bid for Constructing JCIA New Taxiway and Install Signs Contract Update/Lease Brief	Pav.	
Mon., June 19		Holiday – Port Offices Closed		
Wed., June 28 5:30 pm	Meeting	Capital Plan for 2024 with new & changed projects Award of Construction Contract for Taxiway A3 Review/approval of draft 2024 Budget Schedule Contract Update	Pav	
Tues., July 4		Holiday – Port Offices Closed		
Wed., July 12 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 5 Port Operations	Pav.	
Wed., July 12 1 pm	Meeting	YTD Financial Report Budget Schedule and Process Contract Update/Lease Brief	Pav.	
July 24-26		WPPA Commissioners' Seminar	Alderbrook	
Wed., July 26	Meeting	CANCELLED		
Wed., Aug. 9 9:30 am	Workshop	2024 Budget – discuss potential and known issues, goals & assumptions WPPA, Governance and Management Guide – Chapter 5 Port Operations (continued)	Pav	
Wed., Aug. 9 1 pm	Meeting	YTD Financial 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 Budget - County Assessor presents recommendations for regular property tax levy and IDD tax levy	Pav	

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

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 2024 Budget with CIP and Proposed Rates Contract Update	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 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 Contract Update/Lease Brief	Pav	
Wed., Nov. 16 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 21 1 pm	Meeting	YTD Financial Report Qtr. 3 IDD Levy report Contract Update	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	



Jefferson Transit Authority Board (JTAB)

Application/Statement of Interest

Name: _____ Date: _____

Mailing Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Work Phone: _____

Email: _____ Cell Phone: _____

Employer: _____ Occupation: _____

School Board,
PUD, Port or
Hospital seat held:

Board or District

I reside in Commissioner
District Number:

#1 ☐

#2 ☐

#3 ☐

check one

Provide brief background info including education, job experience, skills, hobbies and special areas of interest:

Organizations/Affiliations:

What community activities have you participated in the past and for what duration?

Which boards, commissions, committees or task forces have you participated on? Include dates served:

Why are you applying for this appointment?

What issues do you see with Jefferson Transit, and how would you propose they be addressed?

What special skills, knowledge, or experience do you have to contribute to the JTA Board?

It is desirable for JTA Board members to have a diverse collective knowledge and commitment to all ethnic, religious, cultural, educational and community views. Describe your strengths in this area:

What limitations, if any, are there on the time you would be available for meetings and other activities? How much time are you able to devote to the JTA Board?

Additional information you would like to provide about yourself:

I understand that this appointment will entail my attendance at meetings and participation in activities of this Task Force. All of the information on this application is true to the best of my knowledge.

Date

Signature of Applicant

Please return to:

Jefferson Transit
ATTN: JTA Board Application
63 Four Corners Road
Port Townsend, WA 98368

or via email to:

kgraves@jeffersontransit.com



Jefferson Transit Authority Board Meeting Schedule 2023

The **Jefferson Transit Authority Board** (JTA) meets regularly at 1:30 pm on the 3rd Tuesday of every other month, unless otherwise posted.

2023 Authority Board Meeting Schedule

February 21

April 18

June 20

July 18 – Public Hearing

August 8

October 17

November 7 – Budget Workshop

November 28 – Public Hearing

December 19

The meetings are open to the public in accordance with the Open Public Meetings Act, [RCW 42.30](#).

Attend in-person: JTA Boardroom, 63 4 Corners Road, Port Townsend, WA 98368.

The virtual meeting link and agenda will be posted links will be posted prior to all meetings.

For meeting information go to jeffersontransit.com, click the [Public Meeting Information](#) button on the homepage, then click the [Authority Board](#) button.

JTA will advertise any changes to this schedule or location in the Legal Notices section of the Port Townsend Leader, and post changes on our website at www.jeffersontransit.com.

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



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

www.portofpt.com

May 17, 2023

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

RE: Designation of alternate under Resolution 786-23

Dear Commissioners:

In preparation for my upcoming medical leave, consistent with the Delegation of Authority Resolution, section I. B., Eric Toews is designated to act in my place as executive director during my absence. My medical leave is expected to last 4-6 weeks, beginning June 1st.

Thank you for your support, understanding and encouragement. I'm looking forward to getting back to work as soon as I'm able!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eron Berg', with a stylized, flowing script.

Eron Berg
Executive Director

cc: Eric Toews, Deputy Director