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**Port of Port Townsend  
1<sup>st</sup> Monthly Regular Meeting Agenda  
Wednesday, August 12, 2015, 1:00 PM  
Port Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Meeting Minutes – July 22, 2015.....1-3
  - Approval of Special Meeting Minutes – August 6, 2015.....4
  - B. Resolution No. 629-15 – Warrant Cancellation.....5
  - C. Write-off Register.....6
  - D. Operations Reports – July 2015.....7-9
  - E. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. Boat Ramp Update.....10
- VI. First Reading (discussion only)
  - A. Larry Scott Trail.....11
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** Wednesday, August 26, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XII. Executive Session (if called)
- XIII. Adjournment

**PORT COMMISSION MEETING– July 22, 2015**

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor – Berg  
Attorney – O'Malley  
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA:

Proposed additions to the agenda include Section VII – Potential Immediate Action, A – **Stormwater Cleaning Contract** and Section XII – Executive Session, A – **Personnel** (Commissioner Clinefelter requested legal counsel and commissioners only), fifteen minute duration with no action.

**Commissioner Tucker moved to approve the Agenda as amended.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – July 8, 2015  
Approval of Workshop Minutes – July 8, 2015

B. Approval of Warrants

Warrant #054825 through #054838 in the amount of \$54,919.37 for Payroll & Benefits  
Electronic Debit in the amount of \$20,479.20 for Payroll & Benefits

Warrant #054839 through #054893 in the amount of \$162,161.86 for Accounts Payable  
Electronic Debit in the amount of \$15,145.34 to WA State Department of Labor &  
Industries for 2<sup>nd</sup> Quarter Tax Return for April – June 2015

Electronic Debit in the amount of \$10,813.82 to WA State Department of Revenue for  
Combined Excise Tax Return for June 2015

**Commissioner Hanke moved to approve the Consent Agenda as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda) (1:48):

Rick Jahnke announced he and his wife are working with a group to create a dog park for our area. He said this addition would be a benefit to local tourism. He explained that Whidbey Island, for instance, has dog parks with land donated by local entities and the parks maintained by volunteers. He added that this group is working on establishing a non-profit status and so far have collected about 250 signatures on petitions. He asks the commission to consider any possibilities for a dog park.

Mr. Pivarnik suggested land at the airport (the former Wills House site, approximately 12 acres) might work.

Commissioner Tucker reported he spoke with County Commissioner Kler about a possible Port/County agreement that would provide space.

Jim Todd said he thinks the airport would be an ideal spot for a dog park and thinks it's a good idea to involve other government participation.

V. SECOND READING (Action Items):

A. 2016 Seattle Boat Show (9:40):

Mr. Crockett reminded discussion took place on the Boat Show at the previous meeting. He reminded the deposit is due in August.

**Commissioner Hanke moved to authorize staff to reserve booth space and send the deposit for the 2016 Seattle Boat Show.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

Commissioner Tucker added that staff and the commission might try to come up with more cost savings. (One staffer in the booth per shift; possibly eliminate the haul out give-away, etc.)

B. Best Management Practices (BMPs) (14:18):

Mr. Crockett discussed how previously, staff and the commission discussed fees and various scenarios on when to start applying those fees. He explained that staff is still “tweaking” the BMP Enforcement Policy. He recommended the commission formally approve the fee structure discussed at the last meeting: \$100 / \$500 / \$1000. Commissioner Clinefelter reported that the marine trades have shown their support for this fee structure.

**Commissioner Tucker moved to approve the BMP fee structure as discussed.**  
**Commissioner Clinefelter seconded the motion.**  
**Motion carried by unanimous vote.**

C. Revised 2016 Budget Schedule (16:19):

Ms. Berg informed the attached schedule included some minor changes, including corrections to some of the meeting times and a confirmation that the County Assessor is on the schedule for the September 9, 2015 workshop. Questions and clarifications followed on what the commission might expect on the August 12 budget workshop agenda, and when to expect a draft of the capital facilities plan.

**Commissioner Tucker moved to adopt the 2016 Operating Budget Development Schedule.**  
**Commissioner Hanke seconded the motion.**  
**Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

A. Travel Reimbursement Resolution (20:39):

Mr. Crockett informed that the Port does not currently have a Travel Reimbursement Resolution. He explained the Senate just passed a bill to allow Ports to use the State’s per diem schedule. Mr. Crockett said that the Delegation of Authority provides him the authority to initiate use of this schedule. He added Ports are to use the State schedule, effective July 24, 2015.

VII. POTENTIAL IMMEDIATE ACTION ITEMS (22:40):

Mr. Pivarnik is asking for immediate action, adding this job needs to happen in the dry season. He informed the Port is going with the lowest bidder for this maintenance contract – Phoenix Environmental of Tacoma. Mr. Pivarnik received excellent references on this company. He added this is a one-year contract with a one-year option. The contract includes cleaning the 80 catch basins and 3 major vaults. They bid \$28,000 + tax, with the next lowest bid at \$57K. Mr. Pivarnik explained Phoenix Environmental processes their own waste, which allows them to charge less. He discussed the reason this project came about is that many of the Port’s water samples are contaminated by the wastewater sitting in the bottom of the tanks.

Commissioner Clinefelter reconfirmed that the RFP went out in early June and the selection criteria listed seven or so items, cost only being a part of that.

**Commissioner Tucker moved to approve placing the Stormwater Cleaning Contract under Immediate Action.**  
**Commissioner Hanke seconded the motion.**  
**Motion carried by unanimous vote.**

A. Stormwater Cleaning Contract:

Commissioner Clinefelter asked for more discussion on this. He stated he has strong concerns on how the Port’s Stormwater Permit hinges on the outcome of this job. He said he also has concerns with the scoring matrix, and with the huge difference between the lowest bid and the other three. He expressed the urgency of beginning this work while the weather is dry. He said if the project gets delayed and runs into the rainy season, the cost could increase tremendously.

Commissioner Hanke believes that receiving good references on them from the City of Tacoma and Pierce County Transit is good enough right there.

**Commissioner Tucker moved to approve the contract with Phoenix Environmental as presented.**  
**Commissioner Hanke seconded the motion.**  
**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (31:06):

Attorney O’Malley briefed the commission on the status of the Townsend Bay/Shipwrights Co-op transfer papers. He explained how very complex it is and discussed the progress in further details.

Mr. Pivarnik informed that Port staff has talked with the City about the drought situation. He said signs have been posted around the Port asking people to limit their water usage, and maintenance has cut back on using the Port's water truck that is used to keep the dust down.

Mr. Crockett discussed a conversation he had with Cynthia Weed on the IDD levy capacity at the WPPA Port Director's conference.

IX. PUBLIC COMMENTS:

None.

X. COMMISSIONER COMMENTS (45:27):

Commissioner Clinefelter asked about the staff changes within moorage and the yard. Mr. Crockett explained that TJ Quandt was hired for the Assistant Harbormaster position, based out of Point Hudson. He will phase in within the next thirty days so that he can still help in the yard until they find a replacement. Commissioner Clinefelter pointed out the commission approved an extra yard position based on the fact that one staffer was out on medical and it was not known if he would return. He asked since that staffer did return to work, is another hire necessary? Mr. Crockett answered this could be considered, and maybe the Org Chart should be reapproved annually.

Commissioner Tucker discussed the recent Energy Lunch meeting and how a representative from the Department of Commerce discussed clean energy and a local company discussed their boat battery business.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting on Wednesday, August 12, 2015 at 1:00 PM. Public Workshop, including Budget discussion, at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 6:20 PM to discuss a personnel matter, pursuant to RCW 42.30.110, duration of fifteen minutes with no action.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 6:40 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

**PORT COMMISSION SPECIAL MEETING– August 6, 2015**

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Attorney – O’Malley  
Minutes – Nelson

Excused: Finance Director – Berg

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Commissioner Tucker called the special meeting to order at 3:00 PM.

**II. TOWNSEND BAY/SHIPWRIGHTS CO-OP AGREEMENT:**

Mr. Crockett opened with a quick briefing on the long process and cooperation involved in finalizing the Agreement.

Mr. Pivarnik discussed the three sets of documents presented for commission approval:

1. Consent of Landlord; 2. Landlord Agreement; 3. Shipwrights Co-op Lease.

Discussion ensued on the complicated process and the hard work and collaboration of all parties.

David King, Townsend Bay Marine thanked everyone for their dedication in accomplishing this work.

Chris Brignoli, Shipwrights Co-op, thanked everyone on behalf of the Co-op members. He said they recognize the support they have received from the commission and staff, the community and the attorneys.

**Commissioner Tucker moved to approve the “Agreement”, consisting of the three documents presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

Attorney O’Malley spoke of the hard work and dedication from Port staff.

**III. NEXT MEETING/PUBLIC WORKSHOP:** Wednesday, August 12, 2015 - Meeting at 1:00 PM, Public Workshop at 9:30 AM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

**IV. ADJOURNMENT:**

The Special Meeting adjourned at 3:17 PM with no further business to come before the commission.

ATTEST:

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

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

RESOLUTION NO. 629-15

**A Resolution of the Commission of the Port of Port Townsend  
Authorizing Warrant Cancellation**

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

Warrant #	Dated	Amount	Issued To:
052817	04/23/2014	\$50.00	Tahoma Sams

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

**WHEREAS:** RCW 36.22.100 requires that any warrant not presented within one year of issue be canceled by the passage of a resolution of the governing body;

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

**ADOPTED** this 12th day of August 2015 by the Commission of the **Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

\_\_\_\_\_  
Port Attorney, Goodstein Law Group

**ACCOUNTS RECEIVABLE  
WRITE-OFF/COLLECTION REGISTER**

**August 12, 2015**

The staff of the Port of Port Townsend recommends that the following accounts be written off and turned in for collection as applicable.

<b>Account Number</b>	<b>Account Name</b>	<b>TYPE</b>	<b>BALANCE</b>
14935	Cole, Randell	PTBH Moorage	Permanent moorage tenant who left with out notice in November 2014. He was billed for two weeks moorage plus electric used. He has been sent statements, past due letters and phone messages have been left. There has been no response. Recommend doing a write off of the account balance and sending to collections. <b>\$454.50</b>
7015	Elstad, Rod	Work Yard	The boat, Sunset, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account balance and sending to collections. <b>\$2,620.25</b>
26116	Ewald, Steve	Work Yard	The boat, Kindred Spirit, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account balance and sending to collections. <b>\$9,035.19</b>
1500	Hurst, Robert	Work Yard	The boat, Viviance, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account balance and sending to collections. <b>\$5,290.10</b>
5179	Loeks, David	Work Yard	The boat, Orion, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account. The owner of the boat is in Canada so the account will not go through collections. <b>\$2,908.29</b>
30512	Oswalt, Ryan	Work Yard	The boat Aries did not sell at auction on 12/5/2014 but did sell to the highest bidder by closed bid on 1/27/2015. However the winning bid did not cover the balance on the account. Recommend doing a write off of the account balance and sending to collections. <b>\$1,566.74</b>
14810	Stallman, Ryan	PTBH Moorage	Permanent moorage tenant who left mid-month June 2014. He had a balance on the account and promised to make payments when he was originally contacted. He has defaulted on the promise. He has been sent statements, past due letters and phone message have been left. There has been no response. Recommend doing a write off of the account balance. <b>\$109.45</b>

\_\_\_\_\_  
S. Abigail Berg  
Director of Finance & Admin.

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

\_\_\_\_\_  
Larry Crockett  
Executive Director

\_\_\_\_\_  
Stephen R. Tucker  
President

\_\_\_\_\_  
Brad A Clinefelter  
Vice - President

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

DATE: \_\_\_\_\_

# BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: JULY 2015

DATE: 8/6/2015

MONTHLY PERMS: 376

MONTHLY GUESTS: 24

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' _____ 35	_____ 35	0	100%
27' _____ 11	_____ 10	1	91%
30' _____ 105	_____ 103	2	98%
35' _____ 24	_____ 23	1	96%
40' _____ 44	_____ 42	2	95%
45' _____ 41	_____ 40	1	98%
50' _____ 32	_____ 31	1	97%
OVER 52' _____ 7	_____ 7	0	100%
TOTAL: _____ 299	_____ 291	8	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. _____ 1455	_____ 1440	99%
TOTAL: _____ 3806	_____ 3656	AVG: 99%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	799	497	2741
CREDIT SYSTEM:	39	36	215
TEMP TIE UP:	42	35	92
FREE NIGHTS:	4	3	10
PTYC:	45	20	95
RAMP/DAILY:	420	115	821
RAMP/ANNUAL:	59	52	374
RAMP NOT PAID:	9	10	31

WAIT LISTS	
25' PLEA:	<u>14</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>51</u>
35' PLEA:	<u>33</u>
40' PLEA:	<u>46</u>
45' PLEA:	<u>21</u>
50' PLEA:	<u>18</u>
OVER 52':	<u>9</u>
OVERWID	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM:	<u>1</u>

TOTAL OCCUPANCY %: 97%



# Port of Port Townsend

## POINT HUDSON MARINA & RV PARK

### MONTHLY OCCUPANCY REPORT

2015

### & 5 YEAR COMPARISON

<b>MARINA NIGHTLY GUEST NIGHTS</b>											
	2011		2012		2013		2014		2015		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	32	32	28	28	58	58	53	53	83	83	JAN
FEB	77	109	96	124	80	138	57	110	104	187	FEB
MAR	178	287	73	197	95	233	77	187	101	288	MAR
APRIL	180	467	240	437	159	392	209	396	163	451	APRIL
MAY	618	1085	541	978	605	997	585	981	619	1070	MAY
JUNE	582	1667	749	1727	606	1603	520	1501	537	1607	JUNE
JULY	1079	2746	1035	2762	1089	2692	993	2494	1018	2625	JULY
AUG	1131	3877	1178	3940	1188	3880	996	3490			AUG
SEPT	838	4715	831	4771	899	4779	778	4268			SEPT
OCT	154	4869	175	4946	214	4993	120	4388			OCT
NOV	58	4927	86	5032	138	5131	114	4502			NOV
DEC	54	4981	65	5097	64	5195	52	4554			DEC

<b>RV NIGHTLY GUEST NIGHTS</b>											
	2011		2012		2013		2014		2015		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	173	173	176	176	180	180	285	285	304	304	JAN
FEB	214	387	221	397	261	441	150	435	291	595	FEB
MAR	239	626	229	626	359	800	249	684	244	839	MAR
APRIL	341	967	445	1071	209	1009	546	1230	652	1491	APRIL
MAY	717	1684	638	1709	637	1646	706	1936	955	2446	MAY
JUNE	713	2397	645	2354	910	2556	1015	2951	1036	3482	JUNE
JULY	1215	3612	1247	3601	1275	3831	1169	4120	1202	4684	JULY
AUG	1257	4869	1300	4901	1293	5124	1228	5348			AUG
SEPT	1062	5931	1076	5977	1079	6203	1120	6468			SEPT
OCT	501	6432	580	6557	694	6897	796	7264			OCT
NOV	258	6690	290	6847	352	7249	432	7696			NOV
DEC	176	6866	246	7093	165	7414	269	7965			DEC

<b>PERMANENT &amp; SEASONAL TENANT SUMMARY</b>				
	AVAIL/GOAL	OCCUPIED	%	
LTD ACCESS MOORAGE	40 SLIPS	37	93%	
COMMERCIAL MOORAGE	850 FEET	745	88%	
SEASONAL MOORAGE	32 SLIPS	0	0%	
SEASONAL RV'S	10 SITES	8 3	80%	
UNDESIRABLE	1 SLIPS	0 3	0%	

**STORAGE OPERATIONS REPORT**

**DATE:** 8/7/2015

July-15

	JUL 2012	JUL 2013	JUL 2014	JUL 2015	2012 YEAR TO DATE	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	REMARKS
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**HAUL-OUT**

BOAT YARD - OUT	79	83	90	78	461	460	419	494	
BOAT YARD - IN	42	78	97	80	470	440	493	487	
67% RE-BLOCK	4	2	2	5	22	37	45	32	
40% INSPECTION	2	5	11	3	14	20	23	15	
OTHER	1	2	1	4	16	17	29	29	
<b>SUB TOTAL</b>	<b>178</b>	<b>170</b>	<b>201</b>	<b>170</b>	<b>953</b>	<b>974</b>	<b>1059</b>	<b>1057</b>	
SHIP - OUT	10	9	11	5	88	102	82	78	
SHIP - IN	7	13	14	9	87	93	86	77	
SHIP - RE-BLOCK	0	0	1	1	8	1	7	6	
SHIP-INSPECTION	0	0	0	1	0	3	4	2	
SHIP - OTHER	0	0	0	1	2	5	0	2	
<b>SUB TOTAL</b>	<b>17</b>	<b>24</b>	<b>25</b>	<b>17</b>	<b>185</b>	<b>207</b>	<b>174</b>	<b>165</b>	
<b>TOTAL</b>	<b>195</b>	<b>194</b>	<b>227</b>	<b>187</b>	<b>1168</b>	<b>1177</b>	<b>1263</b>	<b>1222</b>	

**STORAGE**

PTBH - START	81	72	70	87					
PTBH - END	70	74	68	68					
PTBH-O.P.P.	19	2	25	19					
SHIP-START	9	15	16	19					
SHIP-END	8	11	14	11					
SHIP-O.P.P.	2	1	1	1					
PERMS/FREE	0	0	0	0					PERMS
FREE DAYS									PAID R/T
PTBH lineal feet									
SHIP lineal feet									
Longterm Storage									BOATS
LONGTERM linear									

**OFF PORT PROPERTY**

STEPHENS - 0  
 GOLD STAR - 4  
 HAVEN - 2  
 PT CO-OP - 6  
 FLY - 1  
 TBM - SHIP 1SM 4  
 STEPHENS - 0  
 CUNNINGHAM - 1  
 STEELHEAD - 1

**JCIA OPERATIONS REPORT**

HANGERS	13	13	12	12					
TIE DN - PAVED	2	2	2	2					
TIE DN - GRASS	2	0	0	0					
TIE DN - NIGHTLY	25	13	6	28					
W/L - HANGERS	2	0	0	0					

## PORT OF PORT TOWNSEND

**MEETING OF:** August 12, 2015

**AGENDA ITEM:** V. Second Reading  
A. Boat Ramp Update

### **BACKGROUND:**

Staff has completed all of the design work needed on the ramp in order to scale down the project to fit into our budget. The biggest change to the design is the fact that the existing ramp will remain as it is, at an elevation of -4 and the new portion will also be at a -4. In addition, in order to alleviate the need to bring in a barge to drive piles, the handling float will be located on the southern side of the ramp allowing all work to be completed from the parking area. This also has a positive effect on over wide, relatively light boats (catamarans and trimarans) that could be launched at the ramp location.

We went out to bid on Friday, August 7, 2015 with bids due on August 26. We anticipate work to be completed by Feb 15, 2016.

We have obtained all federal and state permits and should have the substantial development permit in place by the time of this meeting. The next step is a building permit that will be applied for as soon as the substantial development permit is in place.

### **Executive Director's Recommendation:**

For information and discussion.

## PORT OF PORT TOWNSEND

**MEETING OF:** August 12, 2015

**AGENDA ITEM:** VI. First Reading  
A. Larry Scott Trail

### **BACKGROUND:**

The Port and City of Port Townsend executed the Kah Tai Agreement two years ago. In addition to the swap of properties, there were a number of other elements. One element was to reroute the Larry Scott Trail to the original designated path along Sims Way outside the Port's perimeter fence, continuing on around the wetland west of the shipyard, and then connecting up with the existing Larry Scott Trail.

The idea is to direct some or hopefully most of the Larry Scott Trail traffic around the shipyard/industrial area, thereby making for a safer environment.

Recently Port staff, Commissioner Tucker, the City Mayor and representatives of the Trails Coalition met to discuss the potential project. Before moving forward – staff would like to make sure this is a Commission priority, as significant staff time will be required to explore/plan the project.

If the project gets to the funding stage, there are grants available from the State but requiring, for the most part, a 50% match. However, staff is not comfortable with promising Port funding until our 2016 budget is complete and our Capital Facilities Plan is completed.

### **Executive Director's Recommendation:**

For discussion and direction as appropriate.