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**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, March 8, 2017, 1:00 p.m.
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 – February 22, 2017.....1-3
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
- VI. First Reading
- VII. Regular Business
 - A. Hoist Options.....4
 - B. Resolution No. 661-17 – Support of the Recreational Fishing Industry.....5-6
 - C. Community Economic Revitalization Board Grant Application.....7
 - D. Rate Sheet Errata.....8-14
- XIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Regular Meeting:
Wednesday, March 22, 2017 at 1:00 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session:
 - A. Potential Litigation, pursuant to RCW 42.30.110 (i)
 - B. Personnel, pursuant to RCW 42.30.110 (g)
- XIII. Adjournment

PORT COMMISSION REGULAR MEETING– February 22, 2017

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

Present: Commissioners – Hanke, Clinefelter and Tucker
Executive Director – Gibboney
Auditor - Berg
Director of Operations & Business Development - Englin
Attorney – Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA:

Commissioner Hanke noted the Executive Session for Potential Litigation and Personnel, thirty minutes, with no action.

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:14):

Commissioner Tucker requested a change to the February 8, 2017 Meeting Minutes, to Section V, Item A, paragraph two (change underlined): "...the presented rate schedule and the schedule presented at the January 25 meeting and the February 1, 2017 workshop."

Ms. Gibboney made a correction to the audio minutes of the February 8, 2017 meeting. She said the \$11K payment to Oceanview Marine Services was not for the demolition of the Eric J, but for their services with the Travelift incident. She added that the demolition of the Eric J ended up costing the Port nothing, as it was sold as scrap.

A. Approval of Public Workshop Minutes – February 8, 2017

Approval of Meeting Minutes – February 8, 2017

B. Approval of Warrants

Warrant #057291 through #057299 in the amount of \$13,672.37 for Payroll & Benefits

Electronic Payment in the amount of \$66,479.70 for Payroll & Benefits

Warrant #057300 through #057343 in the amount of \$173,557.13 for Accounts Payable

Electronic Debit for WA State Dept. of Revenue Combined Excise Tax Return for

January 2017 in the amount of \$3,229.54

Commissioner Tucker moved to approve the Consent Agenda as amended with the change to the February 8, 2017 meeting minutes.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (3:07):

Anne Ricker of Quilcene announced that Mr. & Mrs. Speer found a piece of property to relocate the double wide. She then suggested considering the hire of Jim Speer as a seasonal employee at the Quilcene marina.

Members of Chimacum Girl Scout Troop #41174 presented their request to build a life jacket loaner station to be located at the Herb Beck Marina in Quilcene. They briefed the commission on the program and their plan to keep life jackets available as loaners to swimmers and boaters.

Commissioner Clinefelter moved to allow Girl Scout Troop #41174 to build and install a shack for the life jacket loaner program at the marina in Quilcene as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. State of WA Pollution Liability Insurance Agency (PLIA) Grant Program for Underground Storage Tanks (15:59):

Ms. Gibboney reported the underground fuel storage tank at the airport is aging and needs replacing. She informed about a grant program through the PLIA, where funding is available up to \$150K, through either grants or loan. She stated the estimate for a new tank is \$50-75K and another \$50-75K to remove the existing tank. Discussion ensued on possible locations for a new tank. Ms. Gibboney stated if we do meet criteria, the Capital Budget would need amending to reflect this expense.

The commission asked about other grant opportunities that might exist.

Commissioner Tucker moved to authorize staff to move forward with the PLIA Grant.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Tier II BIG (Boating Infrastructure Grant) Application (24:15):

Ms. Gibboney explained the grant is through the RCO (Recreation and Conservation Organization), and funded with federal dollars. She stated the original grant was awarded to the Port for repair of the north and south jetties at Point Hudson. She informed that she and Ms. Berg recently completed a progress report to RCO that includes a request to use the \$1.1M award towards the south jetty only, and that the RCO seemed amenable to that. If awarded, this second Tier II grant (in the neighborhood of \$600K) would be applied towards the subsequent repair of the north jetty. She added that applying for this grant qualifies the Port to be eligible for State money from the Boating Facilities program. Ms. Gibboney asked permission to proceed forward with the BIG application for the north jetty.

Commissioner Hanke moved to authorize the Executive Director to move forward with the Tier II BIG application for Point Hudson north jetty repairs.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (26:29):

Ms. Gibboney reported she submitted a letter to Department of Ecology (DOE) in regards to the stormwater system. She has asked for suspension on the review of the previously submitted engineering report and for collaboration on an upgrade of our existing system, and an amendment to the Administrative Order. The next step is to meet with the DOE. Ms. Gibboney reported she thanked staff at the recent all-staff meeting for their professionalism throughout the Travelift accident.

She reported she is proceeding with the Integrated Planning Grant Proviso, and stated she asked Commissioner Tucker to assist with phone calls to Representative Chapman.

Ms. Gibboney reported staff is proceeding with the installation of separate water meters at the head of each dock, the administration building and the washdown pad. She will provide a schedule soon and will request bid packets from outside contractors.

Ms. Gibboney met with Keven Elliff on developing a schedule for a marketing plan for the marinas, RVs and for some yard activities. She briefed on his scope of work.

She reported interviews have been set with five applicants for the Communications and Marketing Coordinator position.

Ms. Gibboney spoke of her recent interview with Phil Andrus at KPTZ radio.

Last, Ms. Gibboney reported staff met with Coast Seafoods last week and would soon present ideas to the commission for consideration, along with a request for approval of a CERB grant application submittal for Quilcene development.

Mr. Englin reported he is finishing up with the Travelift claim and is comparing prices on new and used Travelifts.

He reported he continues to work on finding a buyer for the Cobb.

Mr. Englin is working with a title company on a hangar purchase/sale agreement.

He informed he received an inquiry for yard storage for half a year for a 120' vessel, which he is researching.

Mr. Englin continues working on the Independent Fee Estimate for paving at the airport. He stated two estimates are required for submittal to the FAA. Commissioner Hanke asked if pilots would be allowed to land on the taxiways during the paving process (to be determined).

Mr. Englin reported he continues working with Mr. Speers in their transition.

He talked about two Canadian 'SALTS' vessels (100'+ each) that hauled out for a short time, but are expected to come back for more work.

He continues working on recovery of utility fees, including garbage, sewer, water and power, and the rate analysis of the boat yard.

- Last, Mr. Englin reported on the WA Sea Grant program and monies available for operating expenses of pump out stations. He is working on a layout plan with the State RCO.

IX. PUBLIC COMMENTS (42:46):

Bob Frank expressed his appreciation for the public workshop held on February 1, and Ms. Gibboney's "great" presentation (on stormwater).

X. COMMISSIONER COMMENTS (44:40):

Commissioner Hanke reported he was recently a customer in the yard and was pleased with the service he received. He did raise concerns about billing for electricity in the instance where more than one customer shares one meter. Ms. Berg reminded that staff is working on changes to this method.

Commissioner Clinefelter asked to be excused from the next meeting, as he will be out of town. He added there might be an opportunity for him to call in, but will not know until that day.

Commissioner Tucker talked about meeting with the State legislators and informed he met with the County and PUD and would continue meetings with them. He also talked about the recent Energy Lunch he attended where EVs (electric vehicles) were discussed. He said there might even be a possibility of renting EVs to the Port.

Commissioner Hanke reminded that if the commission needs to take a vote on the Travelift, he would like that to happen right away. Ms. Gibboney replied that this would occur at a regular or special meeting depending on timing, and at that meeting, the capital budget would need amending as well as approval of the expenditure.

XI. NEXT PUBLIC WORKSHOP AND REGULAR MEETING:

Wednesday, March 8, 2017 in the Port Commission Building, 333 Benedict St, Port Townsend. Workshop at 9:30 a.m., meeting at 1:00 p.m.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:23 p.m. to discuss potential litigation and a personnel matter, pursuant to RCW 42.30.110 (i), (g), duration of ten minutes with no action. At 7:13 p.m. the session was extended fifteen minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 7:33 p.m. there being no further business to come before the Commission.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President

PORT OF PORT TOWNSEND

MEETING OF: **March 8, 2017**

AGENDA ITEM: **VII. Regular Business**
 A. Hoist Options

BACKGROUND:

Options for replacing the 75-ton will be presented

Executive Director's Recommendation:

For discussion and decision.

PORT OF PORT TOWNSEND

MEETING OF: March 8, 2017

AGENDA ITEM: VII. Regular Business
B. Resolution No. 661-17 – Support of the
Recreational Fishing Industry

BACKGROUND:

Commissioner Tucker will brief the Commission on the attached resolution.

Executive Director's Recommendation:

No opinion.

RESOLUTION NO. 651-17

A RESOLUTION OF THE PORT OF PORT TOWNSEND IN SUPPORT OF THE RECREATIONAL FISHING INDUSTRY AS VITALLY IMPORTANT TO THE ECONOMIC HEALTH AND WELL-BEING OF THE PORT OF PORT TOWNSEND, THE CITY OF PORT TOWNSEND, AND JEFFERSON AND CLALLAM COUNTIES.

WHEREAS, the Port of Port Townsend acknowledges that the Washington Department of Fish and Wildlife currently sets halibut seasons using poundage quotas set by the International Pacific Halibut Commission and approved by the Pacific Fishery Management Council, and;

WHEREAS, the halibut fishing season has dwindled from a seventy day season in 2006, to twelve days in 2014, eleven days in 2015, eight days in 2016 and now only three non-consecutive days in 2017; and

WHEREAS, we have substantiated dramatic economic losses to local businesses in the motel, food, fuel, tackle and other businesses as well as the impact of the cancelation of the annual halibut derby, which was a significant tourist draw; and

WHEREAS, a three day season is unsafe as lives and property have been, and may be lost when someone makes a wrong decision to go out in bad weather because that is the only time they can legally fish during the year.

NOW, THEREFORE BE IT HEREBY RESOLVED that the Port Commission of the Port of Port Townsend intends to seek restoration of business activity as well as increased safety for the recreational fishing community by requesting the following regulations starting with the 2018 recreational halibut fishing season:

- 1) Fixed annual bag/possession limit of six (6) fish per person, per year
- 2) No poundage limit on an individual fish
- 3) Limit of one (1) fish per day and two (2) in possession
- 4) Season – second Saturday in March through the third Saturday in October (to track the Pacific Fishery Management Council’s (PPFMS) ocean bottom fish fishery dates)

ADOPTED this 8th day of March 2017, 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:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

Port Attorney, Goodstein Law Group

PORT OF PORT TOWNSEND

MEETING OF: March 8, 2017

AGENDA ITEM: VII. Regular Business
C. Community Economic Revitalization Board Grant Application

BACKGROUND:

CERB is a state board focused on economic development through job creation in partnership with local governments. The Board has the authority to finance public infrastructure improvements that encourage new private business development and expansion. In addition to funding construction projects, CERB provides limited funding for studies that evaluate high-priority economic development projects.

Projects should target job growth and long-term economic prosperity and can include: site-specific plans, studies and analyses that address environmental impacts, capital facilities, land use, permitting, feasibility, marketing, project engineering, design, site planning and project debt and revenue impacts. When considering planning grants, the board gives priority to projects that could result in a type of project eligible for CERB construction funds.

Funding from a CERB planning grant could aid the Port in developing a long term strategy and business plan for the PORT property in Quilcene. The planning grant maximum amount is \$50,000 with a required 25% match.

The Board meets every two months to consider projects and make funding decisions. The application due date for the May CERB meeting is March 27, 2017. If successful, the grant contract would likely be signed in the fourth quarter of 2017. We would then have this project on our workplan for 2018 and add to the 2018 budget.

Executive Director's Recommendation:

I recommend that the Commission grant approval for staff to apply for a CERB planning grant for the Quilcene properties for an amount up to \$50,000.

PORT OF PORT TOWNSEND

MEETING OF: March 8, 2017

AGENDA ITEM: VII. Regular Business
D. Rate Sheet Errata

BACKGROUND:

Please see attached memo. The Executive Director will lead the discussion.

Executive Director's Recommendation:

Presented for the Commission for your information and clarification.



P.O. Box 1180, Port Townsend, WA 98368

Administration: (360) 385-0656

Moorage: (360) 385-2355

Yard: (360) 385-6211

MEMO

Date: March 8, 2017
To: Commission
From: Sam Gibboney, Executive Director
RE: Errata & Ministerial Corrections to Moorage, RV & Ramp Rate Sheets

1. Please find attached the errata and ministerial correction sheets for the recently adopted moorage, RV and ramp fees.
2. The Commission adopted the schedule of rates presented on February 8, 2017 with changes as verbally directed. Specifically, the Commission directed staff to make the liveaboard fee of \$80 per month the same at all three marinas (Point Hudson, Boat Haven & Quilcene). Additionally, the Commission directed staff to reduce the permanent moorage rate for *Under 25'* from \$8.18 to \$7.25 including leasehold tax. These changes are reflected in the attached schedule of rates. They **are not** marked as either strikethrough or color text.
3. Errata and ministerial corrections **are** depicted as strikethrough and color text.
4. The errata listed relate primarily to the application or inclusion of the leasehold tax in the published rate. The rate sheets prior to 2017 were inconsistent as to inclusion of leasehold tax. The industry standard is to include leasehold tax in the published rates. For example, the Quilcene Marina permanent moorage rates now include leasehold tax.
5. Ministerial changes were made to select permanent moorage rates to avoid rounding errors in the calculation of tenant charges. This allows staff to configure our marina management and accounting software so that it aligns with our published rates. For example, the permanent moorage rate at the Boat Haven for a 30' slip changed from \$289 per month to \$288 per month. Staff can then enter a base rate, allow the software to calculate the charge and the total is an evenly rounded dollar amount. In all cases, the published rate was reduced (typically by one dollar) in order to accommodate this change. This small change allows staff to more efficiently administer invoicing and processing of payments. This is a prototypical ministerial change that allows an administration to make small changes to governance decisions without changing the legislative intent.

Errata & Ministerial Corrections
3/1/17



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BOAT HAVEN

Service Rates, **Effective April 1, 2017** (page 1 of 3)

MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.

NIGHTLY MOORAGE

	\$ 1.25 ft/night
Over Wide Vessels (Over 18' Wide)	\$ 1.75 ft/night
Yacht Club Reciprocal	\$ 0.75 ft/night

1st boat daily to register at PTBH Moorage Office 9/1 – 6/1 (one night limit)

1st 2 boats daily to register at PTBH Moorage Office 6/1 – 9/1 (one night limit)

RESERVATION FEE

\$ 10.00 per reservation**

TEMPORARY TIE UP (up to 4 hours)

\$ 10.00/20.00 Over 35'

NIGHTLY ELECTRIC

\$ 5.00/10.00 Over 55'

PERMANENT MOORAGE

25' -	\$ 230.00 231.00 / month*
27' -	\$ 255.00 / month*
30' -	\$ 288.00 289.00 / month*
35' -	\$ 352.00 / month*
40' -	\$ 403.00 / month*
45' -	\$ 480.00 / month*
50' -	\$ 534.00 / month*
Linear Rate 51' +	\$ 11.50 ft/month*
Under 25' -	\$ 7.25 ft/month*

MOORAGE GUEST MONTHLY

SUMMER RATES (May-Oct)*

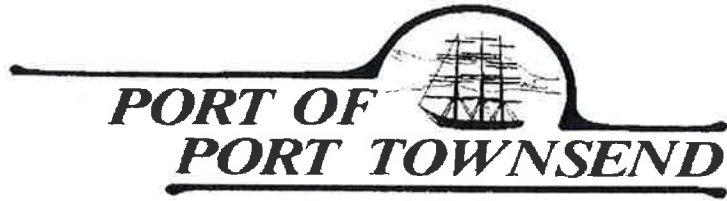
Under 25' -	\$ 10.64 12.96 ft/month*
25' -	\$ 324.00 / month*
27' -	\$ 357.00 / month*
30' -	\$ 404 405.00 / month*
35' -	\$ 493.00 / month*
40' -	\$ 564.00 / month*
45' -	\$ 672.00 / month*
50' -	\$ 747 748.00 / month*
Linear Rate 51' +	\$ 16.68 13.80 ft/month*

*12.84% WA State Leasehold Excise Tax included in rates marked with asterik.

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Errata & Ministerial Corrections

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BOAT HAVEN

Service Rates, **Effective April 1, 2017** (page 2 of 3)

MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.

<u>MOORAGE GUEST MONTHLY</u>	<u>WINTER RATES (Nov-Apr)*</u>
Under 25' -	\$ 10.646.68 ft/month*
25' -	\$ 266.00 / month*
27' -	\$ 294.00 / month*
30' -	\$ 332.00 / month*
35' -	\$ 4045.00 / month*
40' -	\$ 465.00 / month*
45' -	\$ 552.00 / month*
50' -	\$ 63940.00 / month*
Linear Rate 51' +	\$ 12.9613.80 ft/month*
Active Commercial Fishing	\$ 7.586.72 ft/month*
Limited Access	\$ 7.50 ft/month*
Constrained Access	\$ 6.50 ft/month*
Business/Limited Access	Same as Permanent Rate per ft/month*
Over-wide Vessels (Over 18' Wide)	Vessel length + 50% of beam x Established Rate*
Liveaboard Fee	\$ 80.00 / month*
Electric Connect Fee	\$ 30.00
Metered Electric/base Fee	\$ 10.00 / month + KWH's used
Electric Charges @ Schedule)	\$.095 per KWH (per Jefferson PUD Rate
Non-Metered Electrical	\$ 1.50 ft/month

*12.84% WA State Leasehold Excise Tax included in rates marked with an asterisk.



PORT OF PORT TOWNSEND

P.O. Box 1180, Port Townsend, WA 98368
 Administration: (360)385-0656 Moorage: (360)385-2355 Yard: (360)385-6211

MISCELLANEOUS RATES

Service Rates, Effective April 1, 2017 (page 3 of 3)

MISCELLANEOUS

Mini-Storage Units	\$ 1.00 sq ft/month
Port Labor Rate	\$ 60.00 hr/per person
Overtime Labor Rate	\$ 85.00 hr/per person
Docking Fee	\$ 1.75 ft/day
Charter Vessel Passenger Fee	\$ 0.60 / person
Relocate Vessel by Hand	\$ 75.00
Relocate Vessel with Port Skiff	\$ 150.00
Emergency Pumps	\$ 125.00
Bail Skiff Fee	\$ 50.00
Bilge Water	\$ 0.75 / gallon
Impound Fee - 1 st Offense	\$ 200.00
2 nd Offense	\$ 300.00
3 rd Offense	\$ 500.00
Pet Clean-up Fee	\$ 50.00
Late Charge	\$ 10.00 minimum or 1.5%
Waiting List Fee	\$ 100.00
Waiting List Renewal Fee or Pass Fee	\$ 50.00 /year or per pass
Illegal Garbage Dump Fee	\$ 320.00
Scanning Documents	\$.10 / page
Paper Copies	\$.15 / page
CD/DVD	\$ 1.00 plus scanning charges
Fax - First Page / Ea. Additional Page	\$ 2.50 / 1.25
Notary Service	\$ 10.00
NSF Check Charge	\$ 50.00 per occurrence
Launch Ramp Parking Fee	\$ 10.00 / day
Annual Ramp Parking Fee**	\$ 100.00 / year

****Free with Verified DAV Determination**

PORT HADLOCK DOCK - DINGHY/SKIFF TIE-UP

Dock	\$ 137.50 Annual / \$15.00 Monthly
Beach	\$ 82.50 Annual / \$12.00 Monthly

WORK FLOAT MOORAGE / LIFT PIER ACCESS (Reserve with Yard Office)

Daily Rate (Includes Top Side Access)	\$ 2.00/Ft per day/50.00 Minimum
Lift Pier Access / Top Side Usage	\$ 25.00 One Hour/50.00 ea additional hour



**PORT OF
PORT TOWNSEND**

P.O. Box 1180, Port Townsend, WA 98368

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Moorage: (360) 385-2828

Yard: (360) 385-6211

POINT HUDSON

Service Rates, Effective April 1, 2017

MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.

<u>NIGHTLY MOORAGE</u>	\$ 1.25 ft /night
Over Wide Vessels (Over 18' Wide)	\$ 1.75 ft/night
<u>RESERVATION FEE</u>	\$ 10.00 per reservation**
<u>TEMPORARY TIE-UP</u> (up to 4 hours)	\$ 5.00 10.00 / 10.00 20.00 over 35'
<u>NIGHTLY ELECTRIC</u>	\$ 5.00 / 10.00 over 55'
<u>SUMMER MONTHLY MOORAGE</u> (May-Sep)	see Boat Haven Guest Monthly Summer Rates
<u>WINTER MONTHLY MOORAGE</u> (Oct-Apr)	see Boat Haven Guest Monthly Winter Rates
<u>KAYAK OR ROWING SHELL STORAGE</u>	\$ 25.00 / month (May – Oct)*
<u>KAYAK OR ROWING SHELL STORAGE</u>	\$ 20.00 / month (Nov – Apr)*
<u>DORY ON DOCK</u>	\$ 5057.00 / month*
Limited Access Moorage	\$ 8.00 ft/month*
Business Moorage	Same as PTBH Permanent Rate per ft/month*
Liveaboard Fee	\$ 80.00 per month*
Electric Connect Fee	\$ 30.00
Electric – Base fee	\$ 10.00 / month + KWH's used
Electric Charges @	\$.095 / KWH
Non-Metered Electrical	\$ 1.50 per ft/month
<u>RV PARK - SUMMER</u> (May - Sept)	
Nightly - Premium Waterfront	\$ 56.00 / night
Nightly - Hookup	\$ 46.00 / night
<u>RV PARK - WINTER</u> (Oct - April)	
Nightly - Premium Waterfront	\$ 45.00 / night
Nightly - Hookup	\$ 40.00 / night
<u>RV PARK - BACK ROW</u> (Year Round)	\$ 40.00 / night
<u>RV PARK - DRY CAMP</u> (Year Round)	\$ 30.00 / night
<u>RV PARK - WINTER GUEST MONTHLY</u>	\$ 550.00 / month (Oct - June/back row only)*
<u>RV PARK - WINTER GUEST MONTHLY</u>	\$ 650.00 / month (Nov-Apr/front row only)*
RV Space – Extra Vehicle	\$ 5.00 per vehicle / per night
RV Holding Tank – Dump Fee	\$ 7.00
Event Parking - Short Term	\$ 5.00 / day, 25.00 per week (plus sales tax)
Event Parking - Monthly	\$ 50.00 / month*

*12.84% WA State Leasehold Excise Tax included in rates marked with an asterisk.

**Not applied to stay

