



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, January 9, 2013 1:00 PM  
Port Administration Building Conference Room  
375 Hudson Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Election of Officers.....1
- IV. Consent Agenda
  - A. Approval of Meeting Minutes –December 27, 2012.....2-3
  - B. Operations Reports – December 2012.....4
- V. Public Comments (not related to Agenda)
- VI. Recess to a Meeting of the Industrial Development Corporation of the Port of Port Townsend
- VII. Old Business
  - None
- VIII. New Business
  - A. WPPA Trustees.....5
  - B. Approval of Warrants
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Meeting: Wednesday, January 23, 2013 at 6:30 PM, Port Conference Room, 375 Hudson Street, Port Townsend, WA**
- XIII. Executive Session: (pursuant to RCW 42.30.110 (g))
  - A. Executive Director’s Annual Review
- XIV. Adjournment

**INDUSTRIAL DEVELOPMENT CORPORATION OF  
THE PORT OF PORT TOWNSEND**

**MEETING OF:** January 9, 2013

**AGENDA ITEM:** Annual Election of Officers

**BACKGROUND:**

**Current Officers:**

President:	David H. Thompson
Vice-President:	Stephen R. Tucker
Secretary:	Leif W. Erickson

**RECOMMENDATION:**

Elect Officers for the year 2013.

**PORT COMMISSION MEETING– December 27, 2012**

The Port of Port Townsend Commission met in regular session in the Conference Room, Port Administration Building, 375 Hudson Street, Port Townsend, WA

Present: Commissioners – Erickson, Tucker, Thompson  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Minutes – Nelson  
Excused: Auditor - Khile

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

Commissioner Erickson called the meeting to order at 12:59 PM.

**II. APPROVAL OF AGENDA:**

Added to the agenda by Commissioner Tucker, New Business, Item C - Fort Worden Beach and by Commissioner Erickson, New Business, Item D – Matheson Billing Issue. Commissioner Erickson would also like to discuss, under Commissioner Comments, Bike Racks.

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

**III. CONSENT AGENDA (2:11):**

A. Approval of Meeting Minutes – December 12, 2012  
Approval of Public Workshop Minutes – December 12, 2012

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

**IV. PUBLIC COMMENTS:**

None

**V. OLD BUSINESS:**

None

**VI. NEW BUSINESS:**

**A. State Audit (2:42):**

Mr. Crockett explained every two years the Port is audited by the State and once again, the Port received a clean audit. The Port has received clean reports for at least the past twelve audits.

**B. Approval of Warrants (2:42):**

Commissioner Tucker read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$3,809.09 for Washington State

Combined Excise Tax for November 2012

Warrant #050190 through #050216 in the amount of \$38,970.35 for Payroll

Warrant #050217 through #050220 in the amount of \$16,418.73 for Payroll Benefits

Warrant #050221 through #050270 in the amount of \$65,898.88 for Accounts Payable

**Commissioner Tucker moved to approve the warrants as presented.**

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

**C. Fort Worden Beach (6:00):**

Mr. Crockett informed that a week or so ago, Commissioner Tucker inquired about the Port-owned parcel on the Fort Worden Beach. Mr. Crockett informed the Commission of the letter he wrote December 16, 2002 to the WA State Parks Director at the time, Rex Derr, reminding them of the Port-owned beach located between Chetzemoka Park and the Marine Science Center. This was written when the Parks began planning for parking fees at WA State Parks. Commissioner Tucker said this came about at one of the Fort Worden Advisory Committee meetings where the Fort Worden partners are negotiating with the Parks on waiving parking pass requirements for their business customers. He heard that during the Kayak Symposium planning, the Parks told vendors they were not to use the Port-owned beach. This made it sound like it was a Port request. It may have been due to the Park's concerns on liability and insurance. Commissioner Tucker suggested Mr. Crockett compose another letter to the current Parks Director. Mr. Crockett reaffirmed that the letter should point out the Port-owned beach is open to the public, and if it is needed for an event, the Parks need to contact the Port for arrangements. The Commission agreed for the Executive

Director to compose a letter to the State Parks Director and copy forward to the Fort Worden Advisory Committee.

D. Matheson Billing Issue (21:48):

Commissioner Erickson explained a customer, Mr. Matheson, contacted him regarding his past due account and wanted the other Commissioners to be aware he may contact them as well. Commissioner Erickson asked for an explanation on steps taken by the Port prior to submitting an account to a collection agency so that the Commissioners know the process. Mr. Crockett added that Mr. Toews is reviewing the Port's Rules and Regulations, which need modifications based on past changes to the R&Rs. Beginning at the January 2013 workshop, the Rules and Regulations will be reviewed by staff and the Commission for readopt ion.

VII. STAFF COMMENTS (28:10):

Mr. Pivarnik informed that all certificates for the Customs office remodel have been approved and issued. They have begun paying rent and are moving in soon.

Mr. Pivarnik also received word this morning from WA State University Extension Office. They will be renting the Cupola House.

Lastly, he informed that WA Dept. of Fish & Wildlife would be touring the Port Administration Building again on January 3, 2013 in order to make a decision by January 15, 2013.

Mr. Crockett added that the Port is considering a new Administration building to be built similar to the Skookum Building architecture, with hopes of building completion by the end of summer.

VIII. PUBLIC COMMENTS (33:32):

Gordon Neilson is anxious to hear what plans the Port has to replace the bike racks that were removed from the Boat Haven.

IX. COMMISSIONER COMMENTS (32:45):

Commissioner Erickson asked staff the status of the bike racks. Mr. Pivarnik replied they should be in place within two weeks. Discussion ensued on the subjects of "derelict bikes", and ordering new bike racks that have sufficient capacity for a large number of bikes.

Commissioner Tucker added that he likes the new iPads, making it convenient to look up information during meetings rather than shuffling through paperwork.

X. NEXT MEETING/WORKSHOP: Next regular meeting will be held Wednesday, January 9, 2013 at 1:00 PM, with a public workshop preceding at 9:30 AM, in the Port Administration Building Conference Room, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

None

XII. ADJOURNMENT:

The meeting adjourned at 1:45 PM there being no further business to come before the Commission.

ATTEST:

\_\_\_\_\_  
Leif W. Erickson, President

\_\_\_\_\_  
David H. Thompson, Secretary

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

# Port of Port Townsend

## POINT HUDSON MARINA & RV PARK

### MONTHLY OCCUPANCY REPORT

2012

### & 5 YEAR COMPARISON

#### MARINA NIGHTLY GUEST NIGHTS

	2007		2008		2009		2010		2011		2012		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	CLSD	CLSD	51	51	43	43	63	63	32	32	28	28	JAN
FEB	CLSD	CLSD	126	177	121	164	101	164	77	109	96	124	FEB
MAR	CLSD	CLSD	128	305	60	224	106	270	178	287	73	197	MAR
APRIL	CLSD	CLSD	261	566	241	465	199	469	180	467	240	437	APRIL
MAY	CLSD	CLSD	614	1180	534	999	616	1085	618	1085	541	978	MAY
JUNE	395	395	759	1939	654	1653	601	1686	582	1667	749	1727	JUNE
JULY	1173	1726	1217	3156	1293	2946	1170	2856	1079	2746	1035	2762	JULY
AUG	1331	3057	1289	4445	1285	4231	1255	4111	1131	3877	1178	3940	AUG
SEPT	975	4032	884	5329	920	5151	1008	5119	838	4715	831	4771	SEPT
OCT	260	4292	237	5566	145	5296	130	5249	154	4869	175	4946	OCT
NOV	98	4390	91	5657	73	5369	57	5306	58	4927	86	5032	NOV
DEC	56	4446	30	5687	61	5430	34	5340	54	4981	65	5097	DEC

#### RV NIGHTLY GUEST NIGHTS

	2007		2008		2009		2010		2011		2012		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	109	109	85	85	136	136	175	175	173	173	176	176	JAN
FEB	190	299	195	280	163	299	286	461	214	387	221	397	FEB
MAR	247	546	188	468	186	485	338	799	239	626	229	626	MAR
APRIL	376	922	312	780	412	897	403	1202	341	967	445	1071	APRIL
MAY	508	1430	537	1317	400	1297	628	1830	717	1684	638	1709	MAY
JUNE	582	2012	490	1807	584	1881	654	2484	713	2397	645	2354	JUNE
JULY	1099	3111	1046	2853	1234	3115	1256	3740	1215	3612	1247	3601	JULY
AUG	1147	4258	1004	3857	1236	4351	1228	4968	1257	4869	1300	4901	AUG
SEPT	1001	5259	833	4690	1050	5401	1051	6019	1062	5931	1076	5977	SEPT
OCT	454	5713	459	5149	493	5894	501	6520	501	6432	580	6557	OCT
NOV	221	5934	240	5389	235	6129	241	6761	258	6690	290	6847	NOV
DEC	182	6116	63	5452	195	6324	157	6918	176	6866	246	7093	DEC

#### PERMANENT & SEASONAL TENANT SUMMARY

	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	23	58%
COMMERCIAL MOORAGE	850 FEET	846	100%
SEASONAL MOORAGE	32 SLIPS	23	72%
SEASONAL RV'S	10 SITES	11	110%

**PORT OF PORT TOWNSEND**

**MEETING OF:** January 9, 2013

**AGENDA ITEM:** VI. New Business  
A. WPPA Trustees

**BACKGROUND:**

It is time to appoint a 2013 Trustee and Alternate Trustee for the Washington Public Ports Association. Mr. Crockett was the 2012 Trustee and Commissioner Thompson was the 2012 Alternate.

**Executive Director's Recommendation:**

Appoint 2013 Trustee and Alternate Trustee.



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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 labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No. 050271 through No. 050300 are approved for payment in the amount of \$43,859.17 on this 9th day of January, 2013.

**For: December 16-31, 2012 Payroll**

\_\_\_\_\_  
Commissioner Leif W. Erickson

\_\_\_\_\_  
Commissioner Stephen R. Tucker

\_\_\_\_\_  
Commissioner David H. Thompson

\_\_\_\_\_  
Amy Khile, Director of Finance  
and Administration

CHECK REGISTER

BANK CODE: W- WARRANTS PAYABLE

CHECK NUMBER	CHECK DATE	EMPLOYEE NUMBER	#	NAME	CHECK AMOUNT	GROSS EARNINGS	FED W/H	FICA W/H	MEDICARE W/H	STATE W/H	OTHER TAX	OTHER DED
050271	12/31/12	00-AAS001	1	Aase, Larry M								
					2,356.20	3,070.32	157.04	123.98	42.80	.00	.00	390.30
050272	12/31/12	00-BEY001	1	Beytebiere, Rhonda K								
					1,296.94	1,901.69	228.69	73.68	25.44	.00	.00	276.94
050273	12/31/12	00-COU001	1	Counsellor, Shannon K.								
					1,234.01	1,815.44	208.19	70.07	24.19	.00	.00	278.98
050274	12/31/12	00-CRO001	1	Crockett, Lawrence C								
					3,066.77	4,599.46	1,031.30	181.06	66.69	.00	.00	253.64
050275	12/31/12	00-DEE001	1	Deen,II, James								
					1,240.99	1,821.60	210.60	71.53	24.70	.00	.00	273.78
050276	12/31/12	00-ERI001	1	Erickson, Leif W.								
					177.66	200.00	11.04	8.40	2.90	.00	.00	.00
050277	12/31/12	00-FAU001	1	Fauls, Charles								
					1,275.21	1,752.80	146.08	68.64	23.70	.00	.00	239.17
050278	12/31/12	00-FRE001	1	French, Jean								
					1,395.38	2,015.90	264.27	84.08	29.03	.00	.00	243.14
050279	12/31/12	00-GAY001	1	Gay, James M.								
					1,143.27	1,456.41	14.12	56.20	19.40	.00	.00	223.42
050280	12/31/12	00-GRE001	1	Green, John R.								
					1,197.80	1,772.80	198.39	69.48	23.99	.00	.00	283.14
050281	12/31/12	00-HAW001	1	Hawley, Kathleen J.								
					1,562.14	2,461.36	297.82	101.78	35.14	.00	.00	464.48
050282	12/31/12	00-HAY001	1	Hayes, Julie								
					849.88	1,190.35	67.92	45.02	15.54	.00	.00	211.99
050283	12/31/12	00-JOH003	1	Johnson, David K.								
					1,708.12	2,575.76	233.80	103.21	35.63	.00	.00	495.00
050284	12/31/12	00-KEE001	1	Keena, Travis								
					1,382.94	2,053.05	295.18	81.25	28.05	.00	.00	265.63
050285	12/31/12	00-KHI002	1	Khile, Amy J.								
					2,568.55	3,541.67	389.73	148.75	51.35	.00	.00	383.29
050286	12/31/12	00-KHI003	1	Khile, Terry L								
					2,557.55	3,674.56	432.16	149.36	51.56	.00	.00	483.93
050287	12/31/12	00-LOC001	1	Lockhart, Douglas D								
					1,394.13	2,808.09	280.13	111.74	38.58	.00	.00	983.51
050288	12/31/12	00-NEL001	1	Nelson, Susan M								
					1,538.25	2,066.24	201.49	86.78	29.96	.00	.00	209.76
050289	12/31/12	00-NEL002	1	Nelson, Timothy A.								
					1,129.93	1,676.40	147.31	61.84	21.35	.00	.00	315.97
050290	12/31/12	00-PAR001	1	Parrish, Harlan								
					1,735.18	2,284.80	231.03	93.47	32.27	.00	.00	192.85
050291	12/31/12	00-PIV001	1	Pivarnik, James M								
					2,636.82	3,803.13	710.80	158.38	54.68	.00	.00	242.45
050292	12/31/12	00-QUA001	1	Quandt, Timothy								
					1,067.99	1,551.45	172.59	60.19	20.78	.00	.00	229.90
050293	12/31/12	00-RUB001	1	Ruby, Tami G								
					1,857.75	2,708.64	261.32	107.56	37.13	.00	.00	444.88
050294	12/31/12	00-SMI002	1	Smith, Sean C.								
					1,407.28	2,074.16	269.50	80.87	27.92	.00	.00	288.59
050295	12/31/12	00-SNO001	1	Snodgrass, Laura L.								
					1,081.03	1,542.64	147.58	59.82	20.65	.00	.00	233.56
050296	12/31/12	00-STA001	1	Stark, Craig								
					1,420.92	2,112.00	283.11	83.23	28.73	.00	.00	296.01
050297	12/31/12	00-THO002	1	Thompson, David H.								
					384.94	408.00	.00	17.14	5.92	.00	.00	.00
050298	12/31/12	00-TOE001	1	Toews, Eric R.								
					958.11	1,100.00	78.13	46.20	15.95	.00	.00	1.61
050299	12/31/12	00-TUC001	1	Tucker, Stephen R.								
					188.70	200.00	.00	8.40	2.90	.00	.00	.00
050300	12/31/12	00-WIL001	1	Wiles, Shawn E								
					2,044.73	2,889.90	319.73	116.40	40.19	.00	.00	368.85
BANK CODE W TOTAL - MANUAL:					0	.00	.00	.00	.00	.00	.00	.00
PRINTED:					30	43,859.17	63,128.62	7,289.05	2,528.51	877.12	.00	8,574.77
TOTAL:					30	43,859.17	63,128.62	7,289.05	2,528.51	877.12	.00	8,574.77
REPORT TOTAL - MANUAL:					0	.00	.00	.00	.00	.00	.00	.00
PRINTED:					30	43,859.17	63,128.62	7,289.05	2,528.51	877.12	.00	8,574.77
TOTAL:					30	43,859.17	63,128.62	7,289.05	2,528.51	877.12	.00	8,574.77





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For: **Payroll Benefits**

\_\_\_\_\_  
Commissioner Leif W. Erickson

\_\_\_\_\_  
Commissioner Stephen R. Tucker

\_\_\_\_\_  
Commissioner David H. Thompson

\_\_\_\_\_  
Amy Khile, Director of Finance  
and Administration

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
050301	12/31/2012	AFL010	AFLAC				
			720660	12/31/2012	823.38	0.00	823.38
							Check Entry Number: 001
050302	12/31/2012	BAN001	Bank Of America				
			12/31/12TX	12/31/2012	15,304.42	0.00	15,304.42
							Check Entry Number: 001
050303	12/31/2012	NOR020	Northwest Administrators, Inc.				
			1/13THTC	1/1/2013	22,330.70	0.00	22,330.70
							Check Entry Number: 001
050304	12/31/2012	PEJ001	Peninsula Credit Union				
			12/31/12CU	12/31/2012	780.00	0.00	780.00
							Check Entry Number: 001
050305	12/31/2012	SPE010	James Speer				
			12/31/12	12/31/2012	250.00	0.00	250.00
							Check Entry Number: 001
050306	12/31/2012	TEA001	Teamsters Local 589				
			12/12DUES	12/31/2012	1,010.00	0.00	1,010.00
							Check Entry Number: 001
050307	12/31/2012	WA0302	State of Washington				
			12/31/12DC	12/31/2012	1,175.00	0.00	1,175.00
							Check Entry Number: 001
050308	12/31/2012	WA0801	State of Washington				
			1/13HTCARE	1/1/2013	12,160.28	0.00	12,160.28
							Check Entry Number: 001
050309	12/31/2012	WA1801	State of Washington				
			12/12RETIR	12/31/2012	13,964.73	0.00	13,964.73
							Check Entry Number: 001
			Report Total:		67,798.51	0.00	67,798.51