



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
2nd Monthly Meeting Agenda
Wednesday, January 23, 2013 – 6:30 PM
Conference Room, Port Administration Building
375 Hudson Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Meeting Minutes – 1/9/2013.....1-2
 - Approval of Public Workshop Minutes – 1/9/2013.....3-4
 - B. Resolution No. 591-13 – Authorizing Sale of Abandoned Vessels.....5
- IV. Public Comments (not related to agenda)
- V. Old Business
 - A. Union Contract.....6
- VI. New Business
 - A. Cell Tower Lease Buy-out.....7-8
 - B. Appointment of New PSAC Members.....9-11
 - C. AWOS Contract.....12
 - D. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. Next Meeting/Workshop: **Wednesday, February 13, 2013. Meeting at 1:00 PM / Public Workshop at 9:30 AM, Conference Room, Port Administration Bldg., 375 Hudson St., Port Townsend, WA.**
- XI. Executive Session: (pursuant to RCW 42.30.110 (g))
 - A. Executive Director’s Annual Review
- XII. Adjournment

PORT COMMISSION MEETING-- January 9, 2013

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
Auditor - Khile
Attorney - Harris
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Erickson called the meeting to order at 1:00 PM.

II. APPROVAL OF AGENDA:

The agenda was amended to reflect the addition to New Business, Item C – WA State Fish & Wildlife; and Item D – 2013 Committee Assignments.

Commissioner Thompson moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. ELECTION OF OFFICERS:

Commissioner Erickson expressed his desire to remain as Commission President for the year 2013. The Commissioners agreed to remain in their appointed positions for 2013 as was in 2012.

Commissioner Thompson moved to nominate Commissioner Erickson as President, Commissioner Tucker as Vice President, and Commissioner Thompson as Secretary.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. CONSENT AGENDA (3:13):

A. Approval of Meeting Minutes – December 27, 2012

B. Operations Reports – December, 2012

Commissioner Erickson moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. PUBLIC COMMENTS (Not related to agenda) (3:46):

None

VI. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND:

The regular meeting recessed into the annual Industrial Development Corporation meeting at 1:04 PM and reconvened into the regular meeting at 1:06 PM.

VII. OLD BUSINESS:

None

VIII. NEW BUSINESS:

A. WPPA Trustees (6:31):

Mr. Crockett informed it is time to appoint the 2013 Trustee and Alternate Trustee for the Washington Public Ports Association. This allows one vote for the Port of Port Townsend at WPPA business meetings. The Trustee for 2012 was Mr. Crockett and Alternate was Commissioner Thompson.

Commissioner Erickson moved to appoint Mr. Crockett as Trustee and Commissioner Thompson as the Alternate for 2013.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

(Commissioner Erickson moved Item B - Warrants to be read at end of Old Business.)

C. WA State Department of Fish & Wildlife (6:31):

Mr. Pivarnik reminded the Commission that staff has been talking with WDFW the past four months regarding leasing the Port Administration Building. They have toured our building three times, and have chosen the Administration Building from a pool of four total sites. WDFW needs to be out of their current offices by September 1, 2013, so this gives Port staff 7 months to build or find a new administration facility.

Mr. Crockett added that relocating the Administration Office back to the Boat Haven would be in conformance with the Strategic Plan.

Staff would like Commission approval to move forward with permitting and design of a new building.

Commissioner Tucker moved to direct staff to move forward with permitting and design of a new Port Administration Building and to proceed in lease negotiations with WA State Department of Fish & Wildlife.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

D. 2013 COMMITTEE ASSIGNMENTS (15:00):

Mr. Crockett asked for formal approval of the 2013 Committee Assignments as discussed at the Public Workshop held earlier today.

Commissioner Erickson moved to approve the 2013 Committee Assignment List.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. Approval of Warrants (16:09):

Commissioner Tucker read the warrants, as presented:

Warrant #050271 through #050300 in the amount of \$43,859.17 for Payroll

Warrant #050301 through #050309 in the amount of \$67,798.51 for Payroll Benefits

Warrant #050310 through #050365 in the amount of \$149,220.59 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

IX. STAFF COMMENTS (17:11):

Mr. Pivarnik met with Tike Hillman who helped to prepare bid documents for the commercial basin project, which will go out to bid next week. The fish window opens on July 15, 2013 and this is when we expect to have the project start.

Mr. Crockett spoke of last week's sinking of a vessel in the Commercial Basin, the second in a matter of a month. He complimented Port staff on their work they performed throughout the night in the boat recovery and cleanup efforts.

Mr. Crockett added that the new Commission meeting building is close to completion. Mr. Pivarnik said he expects that the second Commission meeting in February will take place there.

X. PUBLIC COMMENTS (21:57):

None

XI. COMMISSIONER COMMENTS (22:00):

Commissioner Erickson expressed his thanks to the other Commissioners for reelecting him as Commission President for 2013.

XII. NEXT MEETING: Next regular meeting will be held Wednesday, January 23, 2013 at 6:30 PM in the Port Administration Building Conference Room, 375 Hudson St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 1:23 PM, Commissioners and Attorney only, for the Annual Review of the Executive Director, pursuant to RCW 42.30.110(g), duration of 30 minutes with no action.

XII. RECONVENING AND ADJOURNMENT:

The regular meeting reconvened and adjourned at 1:53 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 COMMISSION PUBLIC WORKSHOP – January 9, 2013

The Port of Port Townsend Commission met for the Public Workshop session in the Conference Room, Port Administration Building, 375 Hudson St., Port Townsend, WA

Present: Commissioners –Erickson, Tucker and Thompson
Executive Director – Crockett
Deputy Director – Pivarnik
Auditor – Khile
Planning Analyst - Toews
Minutes – Nelson

I. CALL TO ORDER:

The Workshop was called to order at 9:30 AM.

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

Added to the Workshop agenda:

- Port Strategic Advisory Committee Update
- Fort Worden

III. ADJOURNMENT:

The Workshop adjourned at 10:57 AM.

ATTEST:

Leif W. Erickson, President

David H. Thompson, Secretary

Stephen R. Tucker, Vice President

**Port of Port Townsend Public Workshop
Wednesday, January 9, 2013, 9:30 AM
Port Administration Building Conference Room
375 Hudson Street
Port Townsend, WA**

AGENDA

- **Port Strategic Advisory Committee Update**
- **Fort Worden**
- **Review of Rules and Regulations**
- **2013 Committee Assignments**
- **Discussion on New Moorage Agreement**

Note: This is a Public Commission Workshop. The public is invited to attend but no formal comment period is scheduled. The workshop will be followed by the regular Port Commission meeting, which will have a formal public comment period where any topic may be addressed.

RESOLUTION NO. 591-13

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE SALE OF ABANDONED VESSELS

WHEREAS: The Port of Port Townsend has in its possession Vessel(s) described as follows:

<u>VESSEL</u>	<u>OWNER</u>	<u>ACCOUNT #</u>
43ft Sail Vessel THYTON	Carl Sawyer	19185
50ft Fishing Vessel ERIC J	Jon Greenway	59064
27ft Sail Vessel WN 6744 RG	Douglas Ellis	60743

WHEREAS: efforts have been made to locate the true owner of the said vessel, and proper notices have been sent to the person believed to be the true owner, or to anyone who might claim an ownership interest in the boat and no person or persons or entity has responded claiming ownership and willingness to pay the charges owing for storage, and ninety (90) days have elapsed since the sending of such notices,

NOW, THEREFORE BE IT RESOLVED:

1. That the above designated vessel is declared to be abandoned; and
2. The Port Director is directed to sell the said boats at public sale to the highest and best bidder for cash pursuant to the procedures set forth in RCW 53.08.320 (5); and
3. That the date of public auction to be set and proper notifications made.
4. Auction to be held at the Port of Port Townsend Ship Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 23rd day of January 2013 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, Vice President

Leif W. Erickson, President

David H. Thompson, Secretary

APPROVED AS TO FORM:

Carolyn A. Lake, Goodstein Law Group, Port Attorney

PORT OF PORT TOWNSEND

MEETING OF: **January 23, 2013**

AGENDA ITEM: **V. Old Business**
 A. Union Contract

BACKGROUND:

Staff has negotiated a new contract with Teamsters Local 589. Port staff has voted to accept the new contract but it is still subject to Commission approval. The new contract is essentially unchanged except for a reduction in cost of living wage increase and an adjustment in the amount of medical covered by the Port.

Executive Director's Recommendation:

Management recommends approval of the new contract as presented.

PORT OF PORT TOWNSEND

MEETING OF: January 23, 2013

AGENDA ITEM: VI. New Business
A. Cell Tower Lease Buy-out

BACKGROUND:

Staff has been contacted by a representative from T-Mobile with regards to buying out their lease on the cell phone tower at the Boat Haven. T-Mobile owns the tower but leases the property from us. All this would mean is that they would pay us a lump sum and not pay rent for the next 18 years. All other terms and conditions of the lease would be in force.

I have attached a spread sheet showing how long the lease is and projected a 4% increase per year, and generated what we would get over time vs. what a proposed lump sum payment would be.

Their estimate for a buy-out pending their appraisal would be in the area of \$225,000. As you can see from the spreadsheet, if we continue with the lease it would generate about \$410,500 over the next 18 years.

Executive Director's Recommendation:

For discussion and direction.

Voicestream Lease & Sub-lease

Lease commencement date was 6/26/2000 for a 30 year term.
As of 7/01/2012 there is 18 years remaining on the lease.

VOICESTREAM LEASE

SUB - LEASE

VOICESTREAM LEASE			SUB - LEASE			
Annual payment:	CPI 4%	New Rate	Monthly payment:	CPI 4%	New Rate	Annual Payment
2013	9,241.16	369.65	2013	533.16	21.33	6,653.84
2014	9,610.81	384.43	2014	554.49	22.18	6,919.99
2015	9,995.24	399.81	2015	576.67	23.07	7,196.79
2016	10,395.05	415.80	2016	599.73	23.99	7,484.66
2017	10,810.85	432.43	2017	623.72	24.95	7,784.05
2018	11,243.29	449.73	2018	648.67	25.95	8,095.41
2019	11,693.02	467.72	2019	674.62	26.98	8,419.23
2020	12,160.74	486.43	2020	701.60	28.06	8,756.00
2021	12,647.17	505.89	2021	729.67	29.19	9,106.24
2022	13,153.06	526.12	2022	758.85	30.35	9,470.48
2023	13,679.18	547.17	2023	789.21	31.57	9,849.30
2024	14,226.35	569.05	2024	820.78	32.83	10,243.28
2025	14,795.40	591.82	2025	853.61	34.14	10,653.01
2026	15,387.22	615.49	2026	887.75	35.51	11,079.13
2027	16,002.71	640.11	2027	923.26	36.93	11,522.29
2028	16,642.81	665.71	2028	960.19	38.41	11,983.18
2029	17,308.53	692.34	2029	998.60	39.94	12,462.51
2030	18,000.87	720.03	2030	1,038.54	41.54	12,961.01
		246,473.19				163,986.56

RECAP:

Annual lease for remaining 18 years -	246,473.19
Monthly Lease for remaining 18 years -	163,986.56
TOTAL:	410,459.75
Offer to buy out:	225,000.00
Loss of :	(185,459.75)

PORT OF PORT TOWNSEND

MEETING OF: January 23, 2013

AGENDA ITEM: V. Old Business
B. Appointment of New PSAC Members

Background:

During the Workshop of January 9th, the Commission was apprised that several members of the Port Strategic Advisory Committee (PSAC) had been unable to attend either of the committee meetings conducted during the fall of 2012. Those members, and their respective terms of appointment, are as follows:

- Joe Baisch – District 3, March 2012 to March 2015 (3 years);
- Dave Carruthers – Port Retail Tenant, March 2012 to March 2013 (1 year); and
- Keith Marzan – Boat Ramp Users, March 2012 to March 2016 (4 years).

Commission Resolution #538-10, which established the PSAC, provides that a PSAC member may be removed by the President of the Commission with the approval of a majority vote of the Commission at a regularly scheduled meeting if unable to attend scheduled committee meetings. (Resolution #538-10, Section 7).

Filling the District 3 vacancy created by the removal of Joe Baisch requires only that Commissioner Erickson name a replacement, and does not require approval by a majority vote of the Commission. (Resolution #538-10, Section 4). During the January 9th Workshop, Commissioner Erickson named Joann Bussa of Brinnon to fulfill the balance of Mr. Baisch's term, which would expire in March of 2015. Ms. Bussa has been contacted and looks forward to the opportunity to serve the Port and community.

However, filling the vacancies created by the removal of Mr. Carruthers and Mr. Marzan, who represent specific stakeholder groups, requires a majority vote of the Commission. (See Resolution #538-10, Section 4). Mr. Bill Kurtzinger, co-owner of Sunrise Coffee, has been approached by staff and is willing to represent Port Retail Tenants, replacing Dave Carruthers, whose term expires in March of this year. If approved by the Commission, his term would be four years in duration, running from March 2013 to March 2017.

Similarly, Mr. Ron Hayes has been approached by Commissioner Tucker to represent Boat Ramp Users, replacing Mr. Marzan. Mr. Hayes is willing and excited to have the opportunity to serve. Mr. Hayes would complete the unfinished 4-year term of Mr. Marzan, serving through March 2016.

Executive Director's Recommendation:

The Director recommends that Mr. Baisch, Mr. Carruthers and Mr. Marzan be formally removed from the PSAC by a majority vote of the Commission. The Executive Director recommends further that Mr. Bill Kurtzinger be confirmed as the new representative for Port Retail Tenants, with a term running from March 2013 to March 2017, and that Mr. Ron Hayes be confirmed as the new representative for Boat Ramp Users, completing the current term which ends in March 2016. A copy of Resolution #538-10 has been attached for your information.

RESOLUTION NO. 538-10

A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND ESTABLISHING A "PORT STRATEGIC ADVISORY COMMITTEE" (PSAC) TO PROVIDE INPUT AND ASSISTANCE TO MANAGEMENT STAFF AND THE COMMISSION, CONSISTENT WITH THE PORT STRATEGIC PLAN

WHEREAS, the Port of Port Townsend Strategic Plan was adopted by the Commission on March 24, 2010 to provide a clear vision and objectives to guide Port activities in a manner responsive to community needs (see Port Resolution No. 535-10); and

WHEREAS, the strategic planning process helped to facilitate community discussions about the Port's mission and vision, and the adopted Plan provides a blueprint for the Port to address important policy issues and capital improvements needed to implement the community's vision for its future; and

WHEREAS, Strategic Direction #4 of the Plan affirms the Port's commitment to sustaining a high level of community involvement that informs Port decision-making and builds public support; and

WHEREAS, the Strategic Plan directs that an advisory committee be appointed by the Commission to assess the current environment, address new opportunities and challenges on the horizon, and to influence the annual budget process; and

WHEREAS, Objective 4.1 specifically requires the Commission adopt a resolution establishing an advisory committee, defining membership composition and terms, and duties and responsibilities, which should include the following:

- a. Annually reviewing the progress made in implementing this Strategic Plan and making recommendations concerning potential Plan amendments; and
- b. Serving as a sounding board on an ad hoc basis to review and provide input concerning potential new Port initiatives and business ventures not anticipated in this Plan.

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

- 1. Port Strategic Advisory Committee Established (PSAC):** By way of this resolution, the Port Commission hereby establishes a Port Strategic Advisory Committee, hereinafter referred to as the "PSAC," or "the committee."
- 2. Role and Responsibility:** Consistent with the Port of Port Townsend Strategic Plan, the role of the PSAC shall be to provide input and assistance to Port management staff and the Port Commission in implementing, and if necessary revising, the Strategic Plan. The responsibilities of the PSAC shall specifically include the following:
 - a. Annually reviewing the progress made in implementing the Strategic Plan and making recommendations concerning potential Plan amendments; and
 - b. Serving as a sounding board on an ad hoc basis to review and provide input concerning potential new Port initiatives and business ventures not anticipated in the Strategic Plan.

To these ends, the PSAC shall conduct such meetings as Port management staff and/or the Port Commission concludes are necessary, and shall coordinate with Port management staff to prepare findings and recommendations to be transmitted to the Port Commission.

- 3. Composition:** The PSAC shall consist of nine (9) members formally appointed by the Port Commission as set forth in section 4, below. "Alternate" members shall not be denominated by formally appointed members of the committee, and no more than one (1) employee of the Port of Port Townsend may serve as a member of the committee. To the extent feasible and practicable, the PSAC shall include representation from the following stakeholder groups, as well as one (1) "at large" representative from each Commissioner District:

- a. The Port Townsend Marine Trades Association;
- b. The Port Townsend Moorage Tenants Union;
- c. Jefferson County Pilots' Association;

- d. Community Environmental Groups;
- e. Port Retail Businesses; and
- f. Boat Ramp Users.

4. Method of Appointment: The six (6) PSAC members representing specific stakeholder groups shall be approved by a majority vote of the Commission, PROVIDED, that each member of the Commission may appoint, without the majority approval of the Commission, one (1) "at large" member from his or her Commissioner District.

5. Membership Terms: The first terms of the members of the PSAC shall be as follows: two (2), shall be appointed for one (1) year; two (2), for two (2) years; two (2), for three (3) years; and three (3), for four years. Thereafter, the successors to the first members shall be appointed for four (4) year terms.

6. Vacancies: Vacancies occurring for any reason other than the expiration of the term shall be filled by appointment for the unexpired portion of the term. Vacancies shall be filled from the same stakeholder group or Commissioner district, as applicable, as that of the vacating member.

7. Removal of Members: Any member of the PSAC may be removed by the President of the Port Commission, with the approval of a majority vote of the Commission at a regularly scheduled meeting, for inefficiency, neglect of duty, or malfeasance in office.

8. Officers: The PSAC shall elect its chair, vice chair and secretary from among the appointed members.

9. Meetings: The PSAC shall hold not less than one (1) regular meeting each year, at the beginning of the Port's budget process for the ensuing year, to review the progress made in implementing the Strategic Plan and to make recommendations concerning potential Plan amendments, if necessary. Additional meetings may be called by Port management staff to obtain the assistance of the PSAC in reviewing and providing input concerning potential new Port initiatives and business ventures not anticipated in the Strategic Plan. Upon prior approval by Port management staff, the Chair of the PSAC may also call meetings.

10. Rules and Records: The PSAC shall adopt rules for the transaction of its business and shall keep a public record of its deliberations, findings, and recommendations consistent with the Washington Open Meetings act.

ADOPTED this 28th day of April 2010 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:



Leif W. Erickson, Secretary



John N. Collins, President



David H. Thompson, Vice President

APPROVED AS TO FORM:



Carolyn Lake, Port Attorney



PORT OF PORT TOWNSEND

MEETING OF: January 23, 2013

AGENDA ITEM: VI. New Business
C. AWOS Contract

BACKGROUND:

We are at a critical point at the airport with regards to our AWOS (All Weather Observation System) installation. At the first viewing of our plans the FAA is questioning spending \$225,000 for this system at our small airport.

As a next step they want us to do a feasibility study on the installation. Reid Middleton, our engineer, is estimating that the study would cost in the area of \$8000. The catch is if the FAA determines that the AWOS system is not needed at our airport they will not pay for the study. This leaves us in a position of completing the study knowing that if it's not to the FAA liking we will be stuck paying the \$8000.

Staff is finding that with the federal budget tightening every capital project at our airport will be questioned. As you will recall, our local pilots were the ones who suggested that we needed an AWOS system for better weather reporting and planning.

Executive Director's Recommendation:

For discussion and direction.



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ELECTRONIC DEBIT – Union 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 obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Union Bank is approved for payment in the amount of \$3,579.02 on this 23rd day of January, 2012.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for December, 2012 in the amount of
\$3,759.02

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance and
Administration



State of Washington
 Department of Revenue
 PO Box 47464
 Olympia, WA 98504-7464

December 2012 Combined Excise Tax Return

**161-000-044
 BOAT HAVEN FUEL DOCK
 PORT OF PORT TOWNSEND**

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	41,619.73	0.00	41,619.73	0.0180	749.16
0002	Retailing	27,582.28	61.22	27,521.06	0.00471	129.62
		69,202.01	61.22	69,140.79		878.78

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	61.22
			61.22

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	27,582.28	673.80	26,908.48	0.0650	1,749.05
0005	Use Tax	447.98	0.00	447.98	0.0650	29.12
		28,030.26	673.80	27,356.46		1,778.17

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	673.80
			673.80

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	2,079.67	0.0250	51.99
0045	1601	PORT TOWNSEND	24,828.81	0.0250	620.72
			26,908.48		672.71

Local Use Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	447.98	0.0250	11.20
			<u>447.98</u>		<u>11.20</u>

**Lodging Section
Transient Rental Income Information**

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	7,394.58
			<u>7,394.58</u>

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	7,394.58	0.0200	147.89
			<u>7,394.58</u>		<u>147.89</u>

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	532.46	0.00	532.46	0.05029	26.78
0013	Other Public Service Business	3,296.45	0.00	3,296.45	0.01926	63.49
		<u>3,828.91</u>	<u>0.00</u>	<u>3,828.91</u>		<u>90.27</u>

Summary Section

State Business and Occupation Tax Total	878.78
State Sales and Use Tax Total	1,778.17
Local and Regional Tax Total	683.91
Lodging Tax Total	147.89
Public Utilities Tax Total	90.27
Total Amount Owed	<u><u>3,579.02</u></u>
Amount Paid	<u>3,579.02</u>

Additional Information

Confirmation Number	10548201	Person Completing Return	Kathleen J. Hawley
Date and Time Submitted	01/10/2013 1:30:30 PM	Phone Number	(360) 385-0656
Payment Type	EFT Debit	Total Amount Paid	3,579.02



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

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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. 050366 through No. 050392 are approved for payment in the amount of \$41,773.34 on this 23rd day of January, 2013.

For: **January 1 – 15, 2013 Payroll**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance
and Administration

CHECK REGISTER

REGISTER NO: PR-0198

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
050366	01/15/13	00-AAS001	1	Aase, Larry M								
					2,296.04	3,070.32	151.11	183.28	42.86	.00	.00	397.03
050367	01/15/13	00-BEY001	1	Beytebiere, Rhonda K								
					1,264.38	1,901.68	225.00	109.02	25.50	.00	.00	277.78
050368	01/15/13	00-COU001	1	Counsellor, Shannon K.								
					1,205.83	1,815.45	205.89	103.69	24.25	.00	.00	275.79
050369	01/15/13	00-CRO001	1	Crockett, Lawrence C								
					3,030.21	4,691.39	1,042.70	290.87	68.03	.00	.00	259.58
050370	01/15/13	00-DEE001	1	Deen,II, James								
					818.60	1,821.60	207.34	105.86	24.76	.00	.00	665.04
050371	01/15/13	00-FAU001	1	Fauls, Charles								
					1,541.73	2,171.81	204.46	127.57	29.84	.00	.00	268.21
050372	01/15/13	00-FRE001	1	French, Jean								
					1,364.18	2,027.46	262.28	124.83	29.19	.00	.00	246.98
050373	01/15/13	00-GAY001	1	Gay, James M.								
					1,119.68	1,456.40	11.63	83.22	19.46	.00	.00	222.41
050374	01/15/13	00-GRE001	1	Green, John R.								
					1,280.89	1,950.08	233.41	113.82	26.62	.00	.00	295.34
050375	01/15/13	00-HAW001	1	Hawley, Kathleen J.								
					1,550.74	2,510.64	302.75	153.31	35.85	.00	.00	467.99
050376	01/15/13	00-HAY001	1	Hayes, Julie								
					844.87	1,208.80	69.27	67.86	15.87	.00	.00	210.93
050377	01/15/13	00-JOH003	1	Johnson, David K.								
					1,663.20	2,575.76	232.24	152.62	35.69	.00	.00	492.01
050378	01/15/13	00-KEE001	1	Keena, Travis								
					1,345.75	2,053.06	291.50	120.21	28.11	.00	.00	267.49
050379	01/15/13	00-KHI002	1	Khile, Amy J.								
					2,551.95	3,612.50	397.67	223.98	52.38	.00	.00	386.52
050380	01/15/13	00-KHI003	1	Khile, Terry L								
					1,604.05	2,514.20	245.94	148.80	34.80	.00	.00	480.61
050381	01/15/13	00-LOC001	1	Lockhart, Douglas D								
					1,748.64	3,366.53	358.46	199.83	46.73	.00	.00	1,012.87
050382	01/15/13	00-NEL001	1	Nelson, Susan M								
					1,529.74	2,107.61	205.38	130.67	30.56	.00	.00	211.26
050383	01/15/13	00-NEL002	1	Nelson, Timothy A.								
					1,199.04	1,819.28	166.19	100.41	23.48	.00	.00	330.16
050384	01/15/13	00-PAR001	1	Parrish, Harlan								
					1,442.07	1,942.01	179.56	116.62	27.27	.00	.00	176.49
050385	01/15/13	00-PIV001	1	Pivarnik, James M								
					2,615.06	3,879.13	724.18	238.51	55.78	.00	.00	245.60
050386	01/15/13	00-QUA001	1	Quandt, Timothy								
					1,036.99	1,551.44	172.44	89.11	20.84	.00	.00	232.06
050387	01/15/13	00-RUB001	1	Ruby, Tami G								
					1,812.48	2,708.64	259.77	159.04	37.19	.00	.00	440.16
050388	01/15/13	00-SMI002	1	Smith, Sean C.								
					1,628.84	2,486.65	364.15	145.22	33.96	.00	.00	314.48
050389	01/15/13	00-SNO001	1	Snodgrass, Laura L.								
					958.79	1,402.40	126.75	79.87	18.68	.00	.00	218.31
050390	01/15/13	00-STA001	1	Stark, Craig								
					1,394.98	2,112.00	279.42	123.12	28.80	.00	.00	285.68
050391	01/15/13	00-TOE001	1	Toews, Eric R.								
					1,112.85	1,326.00	109.84	82.21	19.23	.00	.00	1.87
050392	01/15/13	00-WIL001	1	Wiles, Shawn E								
					1,811.76	2,646.19	283.32	156.98	36.71	.00	.00	357.42
BANK CODE W TOTAL -		MANUAL:	0		.00	.00	.00	.00	.00	.00	.00	.00
		PRINTED:	27		41,773.34	62,729.03	7,312.65	3,730.53	872.44	.00	.00	9,040.07
		TOTAL:	27		41,773.34	62,729.03	7,312.65	3,730.53	872.44	.00	.00	9,040.07
REPORT TOTAL -		MANUAL:	0		.00	.00	.00	.00	.00	.00	.00	.00
		PRINTED:	27		41,773.34	62,729.03	7,312.65	3,730.53	872.44	.00	.00	9,040.07
		TOTAL:	27		41,773.34	62,729.03	7,312.65	3,730.53	872.44	.00	.00	9,040.07



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

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. 050393 through No. 050396 are approved for payment in the amount of \$19,123.59 on this 23rd day of January, 2013.

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
050393	1/17/2013	BAN001	Bank Of America 1/15/13PTX	1/15/2013	16,518.59	0.00	16,518.59
050394	1/17/2013	PEJ001	Peninsula Credit Union 1/15/13CU	1/15/2013	1,180.00	0.00	1,180.00
050395	1/17/2013	SPE010	James Speer 1/15/13	1/15/2013	250.00	0.00	250.00
050396	1/17/2013	WA0302	State of Washington 1/15/13DC	1/15/2013	1,175.00	0.00	1,175.00
				Report Total:	<u>19,123.59</u>	<u>0.00</u>	<u>19,123.59</u>

Check Entry Number: 001
 Check Entry Number: 001
 Check Entry Number: 001
 Check Entry Number: 001