



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 Public Workshop
Wednesday, April 10, 2013, 9:30 AM
Port Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

- **Update on the Rewrite of the Port's Rules & Regulations**

- **Update on the Rewrite of the Port's Personnel Handbook**

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.



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
1st Monthly Meeting Agenda
Wednesday, April 10, 2013 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 –March 27, 2013.....1-3
 - B. Operations Reports – March 2013.....4-8
- IV. Public Comments (not related to Agenda)
- V. Old Business
 - A. Project Updates.....9
- VI. New Business
 - A. Seattle Boat Show.....10
 - B. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. **Next Meeting: Wednesday, April 24, 2013 at 6:30 PM, Port Commission Building,
333 Benedict Street, Port Townsend, WA**
- XI. Executive Session: pursuant to RCW 42.30.110 (i)
 - A. Tenant Lease
- XII. Adjournment

PORT COMMISSION MEETING– March 27, 2013

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Erickson called the meeting to order at 6:30 PM.

II. APPROVAL OF AGENDA:

**Commissioner Erickson moved to approve the Agenda as presented.
Commissioner Thompson seconded the motion.
Motion carried by unanimous vote.**

III. CONSENT AGENDA:

- A. Approval of Meeting Minutes – March 13, 2013
Approval of Public Workshop Minutes – March 13, 2013
Approval of Special Meeting Minutes – March 15, 2013
- B. Resolution No. 592-13 – Approving Certain Expenditures for Reimbursement from the Proceeds of Debt to be Issued in the Future

**Commissioner Erickson moved to approve the Consent Agenda as presented.
Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Commercial Basin Project:

Mr. Crockett discussed the opening of bids held on Thursday, March 21, 2013. Orion Marine Construction was the lowest bidder, coming in at \$252,093. On Friday, April 5, 2013, Orion staff will come in to discuss details and the contract. The Executive Director recommends the Commission award the contract to Orion Marine Construction and authorize the signing of the contract.

**Commissioner Thompson moved to award the Commercial Basin contract to Orion Marine Construction and authorizing the Executive Director to sign the contract.
Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

B. Administration Building Bid Award Update (3:39):

Mr. Crockett explained the Superior Court hearing on Friday, March 22, 2013 where the Judge ruled in favor of the Port, but giving Primo Construction until noon on Monday, March 25, 2013 to appeal the decision. Primo Construction's attorney notified Attorney Lake that Primo declined to pursue the matter any further. At noon on the 25th, Mark Grant signed the contract and began the demolishing of the Marine Exchange building. A recent issue brought to our attention is that the building location lies within the City's flood zone. This will require raising the site another 11-12" in elevation. Leavitt will use the pit run gravel from the airport for site build-up. Mr. Pivarnik added he expects to see City permits arrive by the end of next week.

C. Team Jefferson/EDC Contract & Scope of Services (7:38):

Mr. Toews explained that the contract between the Port and Team Jefferson (TJ) lapsed on December 31, 2012. The contract in the packets is identical to the 2012 contract. Mr. Toews reminded the Port provided to TJ in 2012, \$25K in direct cash support and another \$12K towards the rental of the Port-owned building. New language has been added to the Scope of Services, adding that TJ develop economic development programs geared towards marine trade businesses, as specified in Task 3. Commissioner Tucker expressed that he would like to see the Scope of Services revised; adding that TJ present their quarterly report directly to the Commissioners at the Public Workshops, allowing the opportunity for face-to-face discussions.

Commissioner Tucker moved to approve the Team Jefferson Contract and the Scope of Services, with the amendment to the Scope of Services requiring TJ to present their quarterly reports at the Commission Public Workshops.
Commissioner Erickson seconded the motion.
Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Approval of Warrants (18:25):

Commissioner Tucker read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$3,887.74 for Washington State
Combined Excise Tax for February 2013

Warrant #050735 through #050761 in the amount of \$40,839.08 for Payroll

Warrant #050762 through #050765 in the amount of \$18,428.27 for Payroll Benefits

Warrant #050766 through #050804 in the amount of \$51,282.65 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS:

Ms. Khile continues to work with financial advisors on funding for the new administration building.

Commissioner Tucker inquired about the status of hiring an IT person for the Port. Mr. Crockett explained that staff met with an IT person from Olympic Education Services District, who will probably be working with us.

Ms. Nelson discussed the City-sponsored annual Contractor's Workshop that was held earlier today. She, Mr. Crockett and Larry Aase attended, with Mr. Crockett making a brief Port presentation.

Mr. Toews discussed the Strategic Planning Open House held on March 21, 2013. He will present a report, based on comments heard, at the May 9, 2013 Strategic Planning Advisory Committee meeting. The committee will make recommendations on the Plan and that will be presented to the Commission in June.

Mr. Crockett informed that he would be attending the Change of Command ceremony at Indian Island tomorrow, followed by a trip to Sequim for the RC&D meeting.

He also explained to the Commission that the comment period for the County's Shoreline Management Plan is about to end. He asked the Commission if they would like to make a comment on aquaculture in the County.

Next, he reminded the Commission that he would be making his annual presentation to the Jefferson County Pilots Association on Saturday, April 6, 2013 at 10:00 AM in Tailspin Tommy's hangar. Among issues to be discussed will be the PAPIs located at the end of both runways and the three tall trees that are obstructing the lights.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (32:01):

Commissioner Tucker discussed his thoughts on the Strategic Planning Open House that he also attended. He would like the Commission to rethink the Port's participation at the 2014 Seattle Boat Show, based on comments heard at the open house. These comments included the importance to the local marine trades who participate in the show, to have the Port's presence there as well.

Commissioner Erickson agreed that the Port's presence at the Boat Show should be rethought.

Commissioner Thompson said he has been hearing compliments on the Port attorney's successful presentation in Superior Court on the Administration Building contractor hearing.

Attorney Lake apologized for her late arrival (Hood Canal Bridge opening). She then brought attention to a suit filed with the US Courts by a Spokane airport who is losing their airport tower due to recent FAA budget cuts.

X. NEXT MEETING/PUBLIC WORKSHOP:

Next regular meeting will be held Wednesday, April 10, 2013 at 1:00 PM, with a Public Workshop preceding at 9:30 AM in the new Port Commission building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 7:14 PM, pursuant to RCW 42.30.110(g) to discuss the Executive Director's Annual Review. Duration of thirty minutes with no action to be taken.

XII. RECONVENING & ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 7:44 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

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: MAR 2013

DATE: 4/5/2013

MONTHLY PERMS: 356

MONTHLY GUESTS: 20

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' 35	34	1	97%
27' 11	10	1	91%
30' 105	103	2	98%
35' 24	24	0	100%
40' 44	42	2	95%
45' 41	40	1	98%
50' 32	30	2	94%
OVER 52' 7	7	0	100%
TOTAL: 299	289	10	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
COMMERCIAL 365	325	89%
RECREATIONAL 1986	1986	100%
LIMITED ACC. 1455	1424	98%
TOTAL: 3806	3660	146 AVG: 97%

	CURR	PREV	YTD
NIGHTLY GUESTS:	210	272	482
CREDIT SYSTEM:	27	43	70
TEMP TIE UP:	6	4	10
FREE NIGHTS:	2	0	5
PTYC:	2	3	5
RAMP/DAILY:	29	51	80
RAMP/ANNUAL:	32	92	124

WAIT LISTS	
25' PLEA:	3
27' PLEA:	2
30' PLEA:	34
35' PLEA:	25
40' PLEA:	35
45' PLEA:	13
50' PLEA:	13
OVER 52':	10
OVERWID	0
30'COMM.	0
40'COMM.	0
50'COMM:	0

TOTAL OCCUPANCY %: 96%

STORAGE OPERATIONS REPORT									DATE:	4/3/2013
March-13										
	MAR 2010	MAR 2011	MAR 2012	MAR 2013	2010 YEAR TO DATE	2011 YEAR TO DATE	2012 YEAR TO DATE	2013 YEAR TO DATE	REMARKS	
HAUL-OUT										
BOAT YARD - OUT	50	49	41	58	110	97	94	111		
BOAT YARD - IN	55	62	44	49	114	97	78	88		
67% RE-BLOCK	12	10	5	9	18	23	12	23		
40% INSPECTION	4	1	0	5	9	9	5	6		
OTHER	1	3	2	4	4	16	4	7		
SUB TOTAL	122	125	92	123	225	242	193	235		
SHIP - OUT	10	9	12	16	20	23	29	35		
SHIP - IN	11	14	10	18	24	23	22	22		
SHIP - RE-BLOCK	2	3	1	0	2	7	6	0		
SHIP-INSPECTION	0	0	0	0	0	0	0	3		
SHIP - OTHER	0	0	0	3	0	0	2	3		
SUB TOTAL	23	26	23	37	46	46	59	63		
TOTAL	145	151	115	160	301	288	252	298		
STORAGE										
PTBH - START	81	97	66	74						
PTBH - END	79	79	65	80						
PTBH-O.P.P.	26	24	28	31						
SHIP-START	9	16	20	21						
SHIP-END	8	10	22	19						
SHIP-O.P.P.	1	3	2	2						
PERM/FREE	0	0	0	0					PERMS	
FREE DAYS	39	41	33	67					PAID R/T	
PTBH lineal feet	3366	3119	2763	3285						
SHIP lineal feet	585	718	1576	1309						
Longterm Storage	28	20	22	19					BOATS	
LONGTERM linear	1010	771	877	747						
JCIA OPERATIONS REPORT										
HANGERS	12	12	12	13						
TIE DN - PAVED	3	3	1	1						
TIE DN - GRASS	0	0	0	0						
TIE DN - NIGHTLY	2	3	0	3						
W/L - HANGERS	2	2	0	0						

OFF PORT PROPERTY GOLD STAR - 13 HAVEN - 2 TBM - SMALL - 4 TBM - SHIP - 2 FREYA - 1 STEPHENS - 1 STEELHEAD - 1

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2013

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS

	2008		2009		2010		2011		2012		2013		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	51	51	43	43	63	63	32	32	28	28	58	58	JAN
FEB	126	177	121	164	101	164	77	109	96	124	80	138	FEB
MAR	128	305	60	224	106	270	178	287	73	197	95	233	MAR
APRIL	261	566	241	465	199	469	180	467	240	437			APRIL
MAY	614	1180	534	999	616	1085	618	1085	541	978			MAY
JUNE	759	1939	654	1653	601	1686	582	1667	749	1727			JUNE
JULY	1217	3156	1293	2946	1170	2856	1079	2746	1035	2762			JULY
AUG	1289	4445	1285	4231	1255	4111	1131	3877	1178	3940			AUG
SEPT	884	5329	920	5151	1008	5119	838	4715	831	4771			SEPT
OCT	237	5566	145	5296	130	5249	154	4869	175	4946			OCT
NOV	91	5657	73	5369	57	5306	58	4927	86	5032			NOV
DEC	30	5687	61	5430	34	5340	54	4981	65	5097			DEC

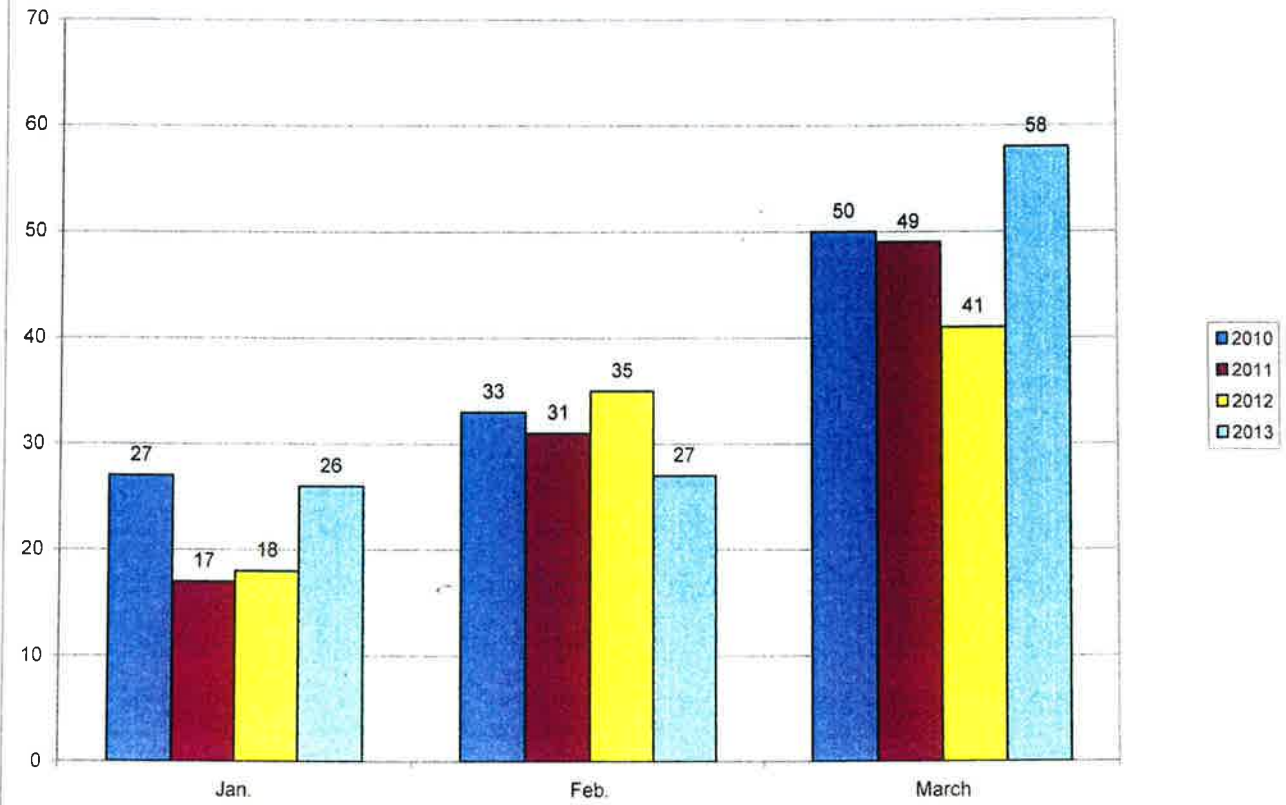
RV NIGHTLY GUEST NIGHTS

	2008		2009		2010		2011		2012		2013		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	85	85	136	136	175	175	173	173	176	176	180	180	JAN
FEB	195	280	163	299	286	461	214	387	221	397	261	441	FEB
MAR	188	468	186	485	338	799	239	626	229	626	359	800	MAR
APRIL	312	780	412	897	403	1202	341	967	445	1071			APRIL
MAY	537	1317	400	1297	628	1830	717	1684	638	1709			MAY
JUNE	490	1807	584	1881	654	2484	713	2397	645	2354			JUNE
JULY	1046	2853	1234	3115	1256	3740	1215	3612	1247	3601			JULY
AUG	1004	3857	1236	4351	1228	4968	1257	4869	1300	4901			AUG
SEPT	833	4690	1050	5401	1051	6019	1062	5931	1076	5977			SEPT
OCT	459	5149	493	5894	501	6520	501	6432	580	6557			OCT
NOV	240	5389	235	6129	241	6761	258	6690	290	6847			NOV
DEC	63	5452	195	6324	157	6918	176	6866	246	7093			DEC

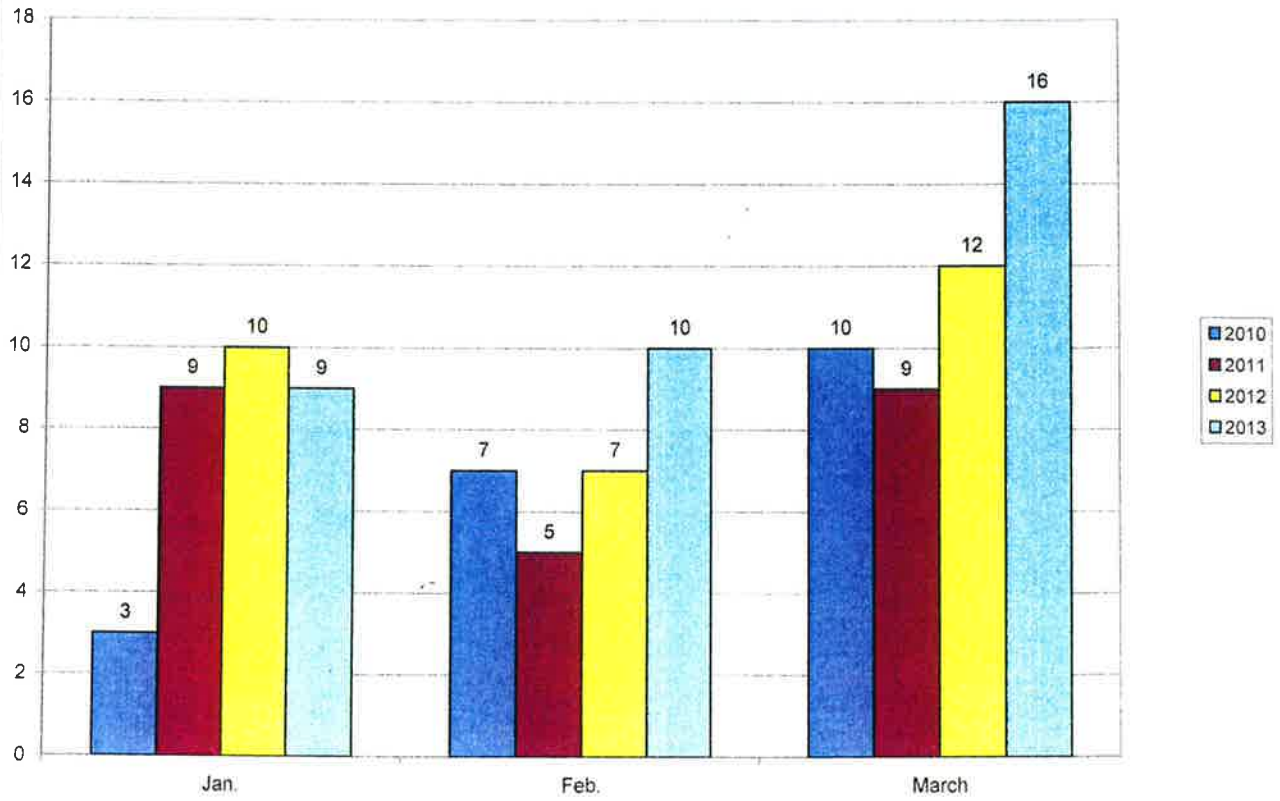
PERMANENT & SEASONAL TENANT SUMMARY

	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	28	70%
COMMERCIAL MOORAGE	850 FEET	846	100%
SEASONAL MOORAGE	32 SLIPS	23	72%
SEASONAL RV'S	10 SITES	8	80%

Round Trip Haul Outs 70/75 T



Round Trip Hoists 300 Ton



PORT OF PORT TOWNSEND

MEETING OF: April 10, 2013

AGENDA ITEM: V. Old Business
A. Project Updates

BACKGROUND:

Staff will provide updates on both the construction of the new Administration Building and the Commercial Basin project.

Executive Director's Recommendation:

For discussion.

PORT OF PORT TOWNSEND

MEETING OF: April 10, 2013

AGENDA ITEM: VI. New Business
A. Seattle Boat Show

BACKGROUND:

Recently the topic of the Port's attendance at the annual Seattle Boat Show has come up. The Commission asked staff to come back with the cost of attending the show. These costs will be presented at the meeting.

The time line for next year's show is fast approaching and we expect the first notice to come out in June asking for reservations for the January 2014 show.

The Commission decided two years ago to cease the Port's attendance due to cost and lack of proof that it contributed to new revenue.

Executive Director's Recommendation:

For discussion and a possible decision.



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 material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 050765 in the amount of \$1,175.00, is declared void on this on this 10th day of April, 2013.

For: **Accounts Payable**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile
Director of Finance & Administration

Manual Check and Payment Register
 Journal Posting Date: 3/15/2013
 Register Number: MC-000048

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
050765	REV 3/18/2013	WA0302 State of Washington			1,175.00-
CK05076501	3/18/2013	1,175.00- EE DEFERRED COMP PAYABLE Comment: Lost Warrant	0.00	1,175.00-	
	G/L Account: 213-5500-00				
Bank W Total:		<u>1,175.00-</u>	<u>0.00</u>	<u>1,175.00-</u>	<u>1,175.00-</u>
Report Total:		<u>1,175.00-</u>	<u>0.00</u>	<u>1,175.00-</u>	<u>1,175.00-</u>



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. 050805 through No. 050834 are approved for payment in the amount of \$40,549.39 on this 10th day of April, 2013.

For: **March 16-31, 2013 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
050805	03/31/13	00-AAS001	1 Aase, Larry M	2,094.67	2,791.20	111.31	166.02	38.83	.00	.00	380.37
050806	03/31/13	00-BEY001	1 Beytebiere, Rhonda K	1,168.13	1,761.48	198.26	100.38	23.48	.00	.00	271.23
050807	03/31/13	00-COU001	1 Counsellor, Shannon K.	1,088.70	1,650.40	182.41	93.51	21.87	.00	.00	263.91
050808	03/31/13	00-CRO001	1 Crockett, Lawrence C	3,030.27	4,691.45	1,042.71	290.87	68.03	.00	.00	259.57
050809	03/31/13	00-DEE001	1 Deen,II, James	692.52	1,656.00	183.77	95.64	22.37	.00	.00	661.70
050810	03/31/13	00-ERI001	1 Erickson, Leif W.	669.70	824.00	91.26	51.09	11.95	.00	.00	.00
050811	03/31/13	00-FAU001	1 Fauls, Charles	1,236.34	1,740.80	142.93	100.90	23.60	.00	.00	237.03
050812	03/31/13	00-FRE001	1 French, Jean	1,332.73	1,933.36	243.36	119.87	28.03	.00	.00	209.37
050813	03/31/13	00-GAY001	1 Gay, James M.	1,015.67	1,324.00	.00	75.06	17.55	.00	.00	215.72
050814	03/31/13	00-GRE001	1 Green, John R.	1,189.86	1,772.80	173.99	102.88	24.06	.00	.00	282.01
050815	03/31/13	00-HAW001	1 Hawley, Kathleen J.	1,388.86	2,282.41	242.09	139.16	32.54	.00	.00	479.76
050816	03/31/13	00-HAY001	1 Hayes, Julie	826.79	1,184.81	67.06	66.43	15.54	.00	.00	208.99
050817	03/31/13	00-JOH003	1 Johnson, David K.	1,496.57	2,341.61	198.87	138.15	32.31	.00	.00	475.71
050818	03/31/13	00-KEE001	1 Keena, Travis	1,230.05	1,866.43	247.38	108.69	25.42	.00	.00	254.89
050819	03/31/13	00-KHI002	1 Khile, Amy J.	2,549.65	3,612.50	397.67	223.98	52.38	.00	.00	388.82
050820	03/31/13	00-KHI003	1 Khile, Terry L	1,597.81	2,514.20	246.06	148.85	34.81	.00	.00	486.67
050821	03/31/13	00-LOC001	1 Lockhart, Douglas D	1,156.40	2,552.80	242.19	149.43	34.95	.00	.00	969.83
050822	03/31/13	00-NEL001	1 Nelson, Susan M	1,466.30	2,023.78	193.39	125.47	29.34	.00	.00	209.28
050823	03/31/13	00-NEL002	1 Nelson, Timothy A.	1,003.91	1,524.00	124.08	82.15	19.21	.00	.00	294.65
050824	03/31/13	00-PAR001	1 Parrish, Harlan	1,385.04	1,864.32	168.45	111.80	26.15	.00	.00	172.88
050825	03/31/13	00-PIV001	1 Pivarnik, James M	2,614.67	3,879.19	724.20	238.51	55.78	.00	.00	246.03
050826	03/31/13	00-QUA001	1 Quandt, Timothy	1,122.59	1,485.61	30.74	85.08	19.90	.00	.00	227.30
050827	03/31/13	00-RUB001	1 Ruby, Tami G	1,635.72	2,462.40	225.54	143.82	33.64	.00	.00	423.68
050828	03/31/13	00-SMI002	1 Smith, Sean C.	1,283.69	1,938.40	233.66	111.28	26.02	.00	.00	283.75
050829	03/31/13	00-SNO001	1 Snodgrass, Laura L.	979.21	1,402.40	102.50	79.92	18.69	.00	.00	222.08
050830	03/31/13	00-STA001	1 Stark, Craig	1,266.74	1,920.00	233.85	111.27	26.02	.00	.00	282.12
050831	03/31/13	00-THO002	1 Thompson, David H.	472.47	512.00	.37	31.74	7.42	.00	.00	.00
050832	03/31/13	00-TOE001	1 Toews, Eric R.	984.87	1,160.25	84.98	71.94	16.82	.00	.00	1.64
050833	03/31/13	00-TUC001	1 Tucker, Stephen R.	953.06	1,032.00	.00	63.98	14.96	.00	.00	.00
050834	03/31/13	00-WIL001	1 Wiles, Shawn E	1,616.40	2,405.62	273.03	142.12	33.24	.00	.00	340.83
BANK CODE W TOTAL - MANUAL:				0	.00	.00	.00	.00	.00	.00	.00
PRINTED:				30	40,549.39	60,110.22	6,406.11	3,569.99	834.91	.00	8,749.82
DIRECT DEPOSIT:				0	.00						
TOTAL:				30	40,549.39	60,110.22	6,406.11	3,569.99	834.91	.00	8,749.82
REPORT TOTAL - MANUAL:				0	.00	.00	.00	.00	.00	.00	.00
PRINTED:				30	40,549.39	60,110.22	6,406.11	3,569.99	834.91	.00	8,749.82
DIRECT DEPOSIT:				0	.00						
TOTAL:				30	40,549.39	60,110.22	6,406.11	3,569.99	834.91	.00	8,749.82



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. 050835 through No. 050843 are approved for payment in the amount of \$67,947.98 on this 10th day of April, 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
050835	4/2/2013	AFL010	AFLAC 022010	3/31/2013	755.24	0.00	755.24
							Check Entry Number: 001
050836	4/2/2013	BAN001	Bank Of America 3/31/13PTX	3/31/2013	15,215.91	0.00	15,215.91
							Check Entry Number: 001
050837	4/2/2013	NOR020	Northwest Administrators, Inc. 4/13THTC	4/1/2013	22,211.95	0.00	22,211.95
							Check Entry Number: 001
050838	4/2/2013	PEJ001	Peninsula Credit Union 3/31/13CU	3/31/2013	1,180.00	0.00	1,180.00
							Check Entry Number: 001
050839	4/2/2013	SPE010	James Speer 3/31/13	3/31/2013	250.00	0.00	250.00
							Check Entry Number: 001
050840	4/2/2013	TEA001	Teamsters Local 589 3/13DUES	3/31/2013	1,016.00	0.00	1,016.00
							Check Entry Number: 001
050841	4/2/2013	WA0302	State of Washington DC3/15/13	3/15/2013	1,175.00	0.00	1,175.00
							Check Entry Number: 001
050842	4/2/2013	WA0801	State of Washington 4/13HTC	4/1/2013	12,160.28	0.00	12,160.28
							Check Entry Number: 001
050843	4/2/2013	WA1801	State of Washington 3/13RETIRE	3/31/2013	13,983.60	0.00	13,983.60
							Check Entry Number: 001
				Report Total:	67,947.98	0.00	67,947.98



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 050844 through No. 050903 are approved for payment in the amount of \$112,672.28 on this 10th day of April, 2013.

For: **Accounts Payable**

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	
050844	4/10/2013	ADM002	Admiral Ship Supply Inc. 438535	3/22/2013	54.37	0.00	54.37	Check Entry Number: 001
050845	4/10/2013	ARR010	Arrow Lumber Port Townsend 75395	3/25/2013	19.60	0.00	19.60	Check Entry Number: 001
050846	4/10/2013	BRO040	Brother's Plumbing, Inc 43286	3/21/2013	260.84	0.00	260.84	Check Entry Number: 001
050847	4/10/2013	CAN001	Canon Financial Services Inc. 12631589	3/22/2013	222.63	0.00	222.63	Check Entry Number: 001
050848	4/10/2013	CEN040	CENTURYLINK 1253450938	3/19/2013	1,811.44	0.00	1,811.44	Check Entry Number: 001
050849	4/10/2013	CIT001	City Of Port Townsend 3/13UTILIT	3/8/2013	6,835.84	0.00	6,835.84	Check Entry Number: 001
050850	4/10/2013	CIT010	City of Port Townsend 2326	3/21/2013	962.50	0.00	962.50	Check Entry Number: 001
050851	4/10/2013	CLA003	Clark Land Office 11328	3/31/2013	387.00	0.00	387.00	Check Entry Number: 001
050852	4/10/2013	CRO001	Lawrence C Crockett MAR13/EXP	3/31/2013	434.75	0.00	434.75	Check Entry Number: 001
050853	4/10/2013	DEL001	Delta Pollution Control, Inc 15684	3/8/2013	1,171.75	0.00	1,171.75	Check Entry Number: 001
050854	4/10/2013	DMD005	DM Disposal Co. Inc. 3172984	3/31/2013	49.14	0.00	49.14	Check Entry Number: 001
050855	4/10/2013	EDE005	Edensaw Woods, LTD 223238001	3/25/2013	41.40	0.00	41.40	Check Entry Number: 001
050856	4/10/2013	ERI030	Leif W. Erickson MAR13/EXP	3/31/2013	138.99	0.00	138.99	Check Entry Number: 001
050857	4/10/2013	FER001	Ferrellgas 1075588324	3/18/2013	349.66	0.00	349.66	Check Entry Number: 001
050858	4/10/2013	FRE010	Jean French 1STQTR13	3/31/2013	48.03	0.00	48.03	Check Entry Number: 001
050859	4/10/2013	FUR050	Karen Furth REF9629	3/31/2013	43.00	0.00	43.00	Check Entry Number: 001
050860	4/10/2013	GOO002	Good Man Inc. 73955	3/31/2013	547.96	0.00	547.96	Check Entry Number: 001
050861	4/10/2013	GOO020	Goodstein Law Group 1020134 1120131 120134	3/31/2013 3/31/2013 3/31/2013	4,934.10 12,434.35 2,400.00	0.00 0.00 0.00	4,934.10 12,434.35 2,400.00	Check Entry Number: 001
			Check 050861 Total:		19,768.45	0.00	19,768.45	
050862	4/10/2013	HAD001	Hadlock Building Supply 01012547 01012866 01012919 01013228 01013677 1013419	3/18/2013 3/21/2013 3/22/2013 3/25/2013 3/29/2013 3/27/2013	28.09 70.83 16.22 28.32 11.96 101.76	0.00 0.00 0.00 0.00 0.00 0.00	28.09 70.83 16.22 28.32 11.96 101.76	Check Entry Number: 001
			Check 050862 Total:		257.18	0.00	257.18	
050863	4/10/2013	HAW001	Kathleen Hawley MAR13/EXP	3/31/2013	53.68	0.00	53.68	Check Entry Number: 001
050864	4/10/2013	HEN002	Henery Hardware 473856 473924 474209 474244 474273 474424	3/21/2013 3/21/2013 3/26/2013 3/26/2013 3/26/2013 3/28/2013	24.18 274.40 27.44 11.98 14.16 3.82	0.00 0.00 0.00 0.00 0.00 0.00	24.18 274.40 27.44 11.98 14.16 3.82	Check Entry Number: 001
			Check 050864 Total:		355.98	0.00	355.98	
050865	4/10/2013	HEN006	Quilcene Henery's Hardware 356701 357353	3/17/2013 3/26/2013	8.26 5.08	0.00 0.00	8.26 5.08	Check Entry Number: 001
			Check 050865 Total:		13.34	0.00	13.34	
050866	4/10/2013	HIL010	M. W. Hillman Consulting 3/13PROJ	3/31/2013	425.00	0.00	425.00	Check Entry Number: 001
050867	4/10/2013	HOC010	Hoch Construction, Inc. USCUSTOMS	3/31/2013	8,340.30	0.00	8,340.30	Check Entry Number: 001
050868	4/10/2013	HOF050	Mark D. Hofmann REF1101	3/31/2013	137.95	0.00	137.95	Check Entry Number: 001
050869	4/10/2013	KDS010	KD&S Environmental, Inc 12-3629	3/25/2013	9,307.52	0.00	9,307.52	Check Entry Number: 001
050870	4/10/2013	KOR050	Kord Information Systems 93	4/3/2013	10,927.50	0.00	10,927.50	Check Entry Number: 001
050871	4/10/2013	LEM040	Lemay Mobile Shredding 3745108	3/31/2013	32.00	0.00	32.00	Check Entry Number: 001
050872	4/10/2013	MUF010	Muffler & Fabrication 6222	3/25/2013	19.52	0.00	19.52	Check Entry Number: 001
050873	4/10/2013	MUR002	Murrey's Disposal Co. Inc. 3195242 3195320 3195408	3/31/2013 3/31/2013 3/31/2013	31.31 87.07 205.03	0.00 0.00 0.00	31.31 87.07 205.03	Check Entry Number: 001
			Check 050873 Total:		323.41	0.00	323.41	
050874	4/10/2013	NEL001	Sue Nelson MAR13/EXP	3/31/2013	34.47	0.00	34.47	Check Entry Number: 001
050875	4/10/2013	NOR001	North Coast Electric Co					Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
050876	4/10/2013	NOR002	490546001 Northwest Marine Trade Assn	3/22/2013	731.86	0.00	731.86
							Check Entry Number: 001
050877	4/10/2013	OLY001	2013MBRSH Olympic Equipment Rentals Inc	3/31/2013	460.00	0.00	460.00
							Check Entry Number: 001
050878	4/10/2013	OLY002	9104 AmSan	3/27/2013	132.75	0.00	132.75
							Check Entry Number: 001
			284664562 284664570	3/20/2013 3/20/2013	349.29 176.91	0.00 0.00	349.29 176.91
			Check 050878 Total:		526.20	0.00	526.20
050879	4/10/2013	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			245209	3/31/2013	10.85	0.00	10.85
050880	4/10/2013	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			899654 899655 899656 899657 899658	3/31/2013 3/31/2013 3/31/2013 3/31/2013 3/31/2013	54.50 32.70 0.58 13.16 151.85	0.00 0.00 0.00 0.00 0.00	54.50 32.70 0.58 13.16 151.85
			Check 050880 Total:		252.79	0.00	252.79
050881	4/10/2013	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0090914	3/22/2013	52.20	0.00	52.20
050882	4/10/2013	PET003	Pettit Oil Co.				Check Entry Number: 001
			0416636 413089R DM	3/29/2013 3/7/2013	359.61 1,830.27	0.00 0.00	359.61 1,830.27
			Check 050882 Total:		2,189.88	0.00	2,189.88
050883	4/10/2013	POR005	Port Townsend Leader				Check Entry Number: 001
			65936	3/30/2013	1,354.20	0.00	1,354.20
050884	4/10/2013	POR007	Port Townsend Honda				Check Entry Number: 001
			481 541	3/21/2013 3/27/2013	46.95 21.04	0.00 0.00	46.95 21.04
			Check 050884 Total:		67.99	0.00	67.99
050885	4/10/2013	PRI001	The Printery				Check Entry Number: 001
			130272	4/5/2013	254.30	0.00	254.30
050886	4/10/2013	PUD001	Pud District #1				Check Entry Number: 001
			3/13IRRIG 3/13QUIL	3/25/2013 3/31/2013	21.25 450.00	0.00 0.00	21.25 450.00
			Check 050886 Total:		471.25	0.00	471.25
050887	4/10/2013	QUI001	Quill Corporation				Check Entry Number: 001
			1252569 1255185 1255218 1398849 1410155	3/18/2013 3/19/2013 3/18/2013 3/20/2013 3/20/2013	4.62 185.69 30.67 67.41 284.63	0.00 0.00 0.00 0.00 0.00	4.62 185.69 30.67 67.41 284.63
			Check 050887 Total:		573.02	0.00	573.02
050888	4/10/2013	SAF001	Safeway, Inc.				Check Entry Number: 001
			3/13COMM 3/13MAINT 3/13SEC 3/13SHIP 3/13YARD	3/13/2013 3/13/2013 3/13/2013 3/13/2013 3/13/2013	14.65 1,076.30 314.83 56.86 128.54	0.00 0.00 0.00 0.00 0.00	14.65 1,076.30 314.83 56.86 128.54
			Check 050888 Total:		1,591.18	0.00	1,591.18
050889	4/10/2013	SAN003	Sanderson				Check Entry Number: 001
			6123488001	3/27/2013	157.89	0.00	157.89
050890	4/10/2013	SCF020	S C Fuels				Check Entry Number: 001
			1366	3/19/2013	877.17	0.00	877.17
050891	4/10/2013	SCH001	Les Schwab Tires				Check Entry Number: 001
			32985	3/21/2013	12.01	0.00	12.01
050892	4/10/2013	SEC010	Security Services				Check Entry Number: 001
			81564	4/1/2013	164.00	0.00	164.00
050893	4/10/2013	SHO010	Shold Excavating Inc				Check Entry Number: 001
			25606	3/26/2013	71.66	0.00	71.66
050894	4/10/2013	SIG020	Sign Station				Check Entry Number: 001
			319	3/19/2013	1,242.60	0.00	1,242.60
050895	4/10/2013	SKO000	Skookum Contract Services				Check Entry Number: 001
			9010133	2/28/2013	5,347.06	0.00	5,347.06
050896	4/10/2013	STA005	Staples Credit Plan				Check Entry Number: 001
			3738687001	2/25/2013	40.60	0.00	40.60
050897	4/10/2013	TER030	Terrapin Architecture PC				Check Entry Number: 001
			13-303	3/20/2013	11,531.56	0.00	11,531.56
050898	4/10/2013	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9701581494	3/15/2013	207.55	0.00	207.55
050899	4/10/2013	WA0302	State of Washington				Check Entry Number: 001
			3/31/13DC	3/31/2013	1,200.00	0.00	1,200.00
050900	4/10/2013	WA1201	State of Washington				Check Entry Number: 001
			1STQTR13	3/31/2013	15,866.54	0.00	15,866.54
050901	4/10/2013	WAV040	Wave Broadband				Check Entry Number: 001
			4/13CABLE	4/1/2013	568.29	0.00	568.29
050902	4/10/2013	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			086087	3/28/2013	41.68	0.00	41.68
050903	4/10/2013	WES015	Western Workboats LLC				Check Entry Number: 001
			104	3/25/2013	3,300.00	0.00	3,300.00
			Report Total:		112,672.28	0.00	112,672.28

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
--------------	------------	--------	----------------	--------------	----------------	------------------	----------------
