



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, October 23, 2013 – 6:30 PM
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 – October 9, 2013.....1-3
 - Approval of Public Workshop Minutes – October 9, 2013.....4-5
- IV. Public Comments (not related to agenda)
- V. Old Business
 - A. Port Strategic Advisory Committee – Commission Response.....6
 - B. 2014 Budget.....7
- VI. New Business
 - A. Small Ports Conference – Take Aways.....8
 - B. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. Next Meeting/Workshop: **Wednesday, November 13, 2013. Meeting at 1:00 PM / Public Workshop 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XI. Executive Session (if called):
- XII. Adjournment

PORT COMMISSION MEETING-- October 9, 2013

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

Present: Commissioners -- Erickson, Tucker, Thompson
Executive Director -- Crockett
Deputy Director - Pivarnik
Auditor -- Khile
Environmental Compliance Officer - Cairns
Attorney - Lake
Minutes -- Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Mr. Crockett announced that the Port attorney (who had not yet arrived) might add an Executive Session to the agenda.

Commissioner Tucker 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 -- September 25, 2013

B. Operations Reports -- September 2013

Commissioner Thompson 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. Port Strategic Advisory Committee -- Commissioner's Response (1:20):

Mr. Crockett announced that a lengthy discussion on this subject occurred at this morning's public workshop, where Mr. Toews presented a draft of the Commissioner's response to the PSAC report, requesting Commission input. In summary, Commissioner Erickson explained each Commissioner is to turn in their revisions to Mr. Toews; and Mr. Crockett added, by the end of the day Monday, October 14, 2013.

B. 2014 Budget (3:07):

Mr. Crockett presented to the Commission his "White Paper" of recommendations for the 2014 Budget to the Commission. He explained the Commission would need to provide direction within the next few weeks. He added there would be one more Commission meeting discussing the 2014 budget, and then a Public Workshop would be held in November. The Commissioners asked the finance director to offer a few budget examples showing different alternatives, such as with a tax increase, CPI increases, etc.

(Attorney Lake arrived at 1:06 and called for an Executive Session on litigation for fifteen minutes, with no action, pursuant to RCW 42.30.110 (i).)

VI. NEW BUSINESS:

A. Recent Boat Yard Fire (8:04):

Mr. Crockett discussed the fire in the boat yard that occurred two weeks ago. He said since staff is in the process of revising the Rules & Regulations (R&Rs), this provides an opportunity to make changes to that and the yard agreement. He added staff would like to form a small committee, including an insurance rep (Jim Maupin), a marine trade rep (Dave Griswold), and a boat owner who is a frequent haul-out customer of the Port. This committee will provide ideas and suggestions on improving boat yard safety, which in turn protects the tax-payer and the Port customers. He would like to gather this committee soon and present results to the Commission.

Mr. Crockett added that the current yard agreement requires proof of liability insurance however, with current staffing levels it has been difficult to enforce.

Commissioners discussed thoughts on improvements to the R&Rs, including staff's ability to board vessels for safety inspections; liability insurance vs. bonds; safe storage of flammables, etc.

Mr. Crockett informed the Commission that he asked the owner of the boat that caught fire for a formal plan if she wishes to continue to work on her boat. He added staff is awaiting the report from the fire marshal.

Commissioner Tucker expressed his views that the Port cannot allow a boat to be stored in a locked shelter with flammables stored inside.

Mr. Cairns added that many of these rules and regulations are already in place, but it is a matter of enforcement.

Commissioner Thompson added the importance of an open shelter with staff access to the vessel. Commissioner Erickson added the importance of proper storage of hazardous materials.

Attorney Lake stated any changes in the R&Rs must be consistent with the Boat Yard permit.

Commissioner Thompson advised this needs to be aggressively pursued.

B. Approval of Warrants (30:00):

Commissioner Tucker read the warrants, as presented:

Warrant #051810 through #051835 in the amount of \$116,694.84 for Payroll and Benefits

Warrant #051836 through #051902 in the amount of \$119,401.72 for Accounts Payable

Warrant #051903 through #051904 in the amount of \$114,624.30 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 (30:56):

Mr. Pivarnik stated that Washington Public Ports Association asked him to do a presentation at the Small Ports Conference on how a small port deals with the small works roster process. Mr. Crockett announced he was invited to attend a tourism meeting tomorrow at the Port of Seattle.

He also informed that the local AAUW asked him to be a part of a panel, which also includes Peter Quinn and Dave Timmons, among others to discuss the Port's economic report card. This takes place in mid-November and if the Commissioners have any input to let him know.

Lastly, Mr. Crockett updated the Commission on the airport paving project, stating the seal coat would be applied tomorrow and the restriping on Friday, with a re-opening on Friday evening. The last closure will involve about a half day for the reflective bead application, which will take place a minimum of a month from now.

VIII. PUBLIC COMMENTS (37:50):

Viggo Anderson of Marrowstone Island commented on a friend's recent visit to the Boat Haven. The friend is a captain of a 125' schooner and did not find the Port accommodating to the needs of his large vessel and crew.

Pete Hanke of Port Townsend asked if weather delays could keep the airport closed. Mr. Pivarnik answered, yes.

Brad Clinefelter of Marrowstone Island commented on safety issues he observed throughout the yard in a recent walk about.

IX. COMMISSIONER COMMENTS (45:45):

Commissioner Tucker announced he attended a Puget Sound Anglers meeting last night and asked if the group would be interested in providing a fish cleaning station to the Port. He said they agreed to make that donation and in return, a plaque would be installed crediting them for the donation.

He also discussed the early closure of salmon fishing this season and the effects this had on the local economy. He would like the Port to endorse or participate in some kind of study to learn of these effects. Then he would like to present this information to Fish & Wildlife.

Commissioner Thompson stated he continues to work on the formation of a group of representatives from local entities that could sit down and meet with the Department of Ecology director. Once this group is formed, he would like the Executive Director to write a letter inviting her to meet.

Commissioner Erickson stated he believes the Port needs to consider hiring another person to assist in the environmental department. He talked about how fire hazards in the yard have been discussed since April and since then we had two fires in the yard. He believes a new position needs to be created where one individual would have the responsibility of performing a checklist of safety issues in the yard.

Commissioner Erickson moved to authorize the Executive Director to create a position in the environmental department that would include assisting with safety issues and compliance with environmental regulations.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Next Commissioner Erickson added that for thirteen years he has struggled with Port policy of not allowing reservations for vessels in the Boat Haven. He has brought in many vessels over 100' to the Port. He believes reservations should be allowed on the linear dock for large boats.

Commissioner Thompson would like to see the Chamber create packets to be handed out to visitors promoting our local businesses.

X. NEXT MEETING: Next regular meeting will be held Wednesday, October 23, 2013 at 6:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 2:02 PM to discuss litigation duration of fifteen minutes with no action, pursuant to RCW 42.30.110 (i).

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:19 PM there being no further business to come before the Commission.

ATTEST:

David H. Thompson, Secretary

Leif W. Erickson, President

Stephen R. Tucker, Vice President

PORT COMMISSION PUBLIC WORKSHOP – October 9, 2013

The Port of Port Townsend Commission met for the Public Workshop session in the Commission Building, 333 Benedict Street, 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.

III. ADJOURNMENT:

The Workshop adjourned at 10:48 AM.

ATTEST:

Leif W. Erickson, President

David H. Thompson, Secretary

Stephen R. Tucker, Vice President

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

AGENDA

➤ **2014 Budget Discussions**

Continued discussions on the 2014 budget.

➤ **Port Strategic Advisory Committee (PSAC) – Commissioner's Response**

Mr. Toews will present the draft letter from the Commission to the PSAC.

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.

PORT OF PORT TOWNSEND

MEETING OF: October 23, 2013

AGENDA ITEM: V. Old Business
A. Port Strategic Advisory Committee (PSAC) –
Commission Response

BACKGROUND:

Continued review of the Commission response to the PSAC.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: **October 23, 2013**

AGENDA ITEM: **V. Old Business**
 B. 2014 Budget

BACKGROUND:

Continuation of 2014 budget discussion.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: October 23, 2013

AGENDA ITEM: VI. New Business
A. Small Ports Conference – Take Aways

BACKGROUND:

The WPPA Small Ports Conference was once again an excellent forum for knowledge that we can use. The Commissioners and several staff members attended this session. Staff would like to review several items, which they feel our port should be doing to make for a more efficient operation.

The Commissioners may also have some “take aways” they would like to discuss.

Executive Director’s Recommendation:

For discussion.



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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 051905 through No. 051920, are approved for payment in the amount of \$60588.16 on this 23rd day of October, 2013.

For: **Payroll and 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	
051916	10/15/2013	BAN001	Bank Of America 10/15/2013	10/15/2013	16,159.85	0.00	16,159.85	Check Entry Number: 001
051917	10/15/2013	PEJ001	Peninsula Credit Union 10152013	10/15/2013	950.00	0.00	950.00	Check Entry Number: 001
051918	10/15/2013	POR001	Auditor's Revolving Fund 10/15/2013	10/15/2013	27,767.10	0.00	27,767.10	Check Entry Number: 001
051919	10/15/2013	SPE010	James Speer 10152013	10/15/2013	250.00	0.00	250.00	Check Entry Number: 001
051920	10/15/2013	WA0302	State of Washington 10152013	10/15/2013	1,200.00	0.00	1,200.00	Check Entry Number: 001
Report Total:					46,326.95	0.00	46,326.95	



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WARRANT APPROVAL

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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
051921	10/23/2013	A&A010	A&A Appliance Service Inc 116084	10/10/2013	835.63	0.00	835.63
							Check Entry Number: 001
051922	10/23/2013	A1S020	A-1 Services, Inc 1310102	10/12/2013	1,814.85	0.00	1,814.85
							Check Entry Number: 001
051923	10/23/2013	BAN005	Bank of America 10052013	10/5/2013	5,480.11	0.00	5,480.11
							Check Entry Number: 001
051924	10/23/2013	CAI040	AI Cairns 09302013	9/30/2013	169.01	0.00	169.01
							Check Entry Number: 001
051925	10/23/2013	CAR010	Micheal Carlson 10102013	10/10/2013	160.20	0.00	160.20
							Check Entry Number: 001
051926	10/23/2013	CED005	CED 5948614522	9/12/2013	199.99	0.00	199.99
							Check Entry Number: 001
051927	10/23/2013	CEN030	CenturyLink 10012013	10/1/2013	207.53	0.00	207.53
							Check Entry Number: 001
051928	10/23/2013	CEN035	CenturyLink 10052013	10/5/2013	784.51	0.00	784.51
							Check Entry Number: 001
051929	10/23/2013	DEL001	Delta Pollution Control, Inc 15708 15747	5/24/2013 10/8/2013	1,171.75 1,171.75	0.00 0.00	1,171.75 1,171.75
							Check Entry Number: 001
				Check 051929 Total:	2,343.50	0.00	2,343.50
051930	10/23/2013	DMD005	DM Disposal Co., Inc. 3363487 3363488 3363491	10/1/2013 10/1/2013 10/1/2013	87.36 651.52 38.50	0.00 0.00 0.00	87.36 651.52 38.50
							Check Entry Number: 001
				Check 051930 Total:	777.38	0.00	777.38
051931	10/23/2013	DRA050	The Drawing Board 13099	10/7/2013	272.50	0.00	272.50
							Check Entry Number: 001
051932	10/23/2013	ECO002	EDC Team Jefferson 0045	10/1/2013	12,500.00	0.00	12,500.00
							Check Entry Number: 001
051933	10/23/2013	FER001	Ferrellgas 1077943435 7077968665	9/6/2013 9/9/2013	192.78 461.66	0.00 0.00	192.78 461.66
							Check Entry Number: 001
				Check 051933 Total:	654.44	0.00	654.44
051934	10/23/2013	FSH010	FSH Communications, LLC 642125	10/1/2013	59.95	0.00	59.95
							Check Entry Number: 001
051935	10/23/2013	FUC010	Alfred Fuchs 09132013	9/13/2013	29.20	0.00	29.20
							Check Entry Number: 001
051936	10/23/2013	GLO030	Global Equipment Company 105857122	7/10/2013	689.41	0.00	689.41
							Check Entry Number: 001
051937	10/23/2013	GRA015	Grant Steel Buildings and 10102013	10/10/2013	103,225.15	0.00	103,225.15
							Check Entry Number: 001
051938	10/23/2013	GRE030	John Green 09272013	9/27/2013	89.54	0.00	89.54
							Check Entry Number: 001
051939	10/23/2013	HAN001	Hanson Electric 113139	10/17/2013	5,259.25	0.00	5,259.25
							Check Entry Number: 001
051940	10/23/2013	HER030	Charles Hermann 10032013	10/3/2013	19.00	0.00	19.00
							Check Entry Number: 001
051941	10/23/2013	HIE010	John Hieber 10062013	10/6/2013	359.75	0.00	359.75
							Check Entry Number: 001
051942	10/23/2013	KEN010	Kendrick Equipment LTD U2250	9/25/2013	438.85	0.00	438.85
							Check Entry Number: 001
051943	10/23/2013	LAN001	Landau Associates 32093	10/17/2013	9,151.84	0.00	9,151.84
							Check Entry Number: 001
051944	10/23/2013	LEM040	Lemay Mobile Shredding 4358911	10/1/2013	64.00	0.00	64.00
							Check Entry Number: 001
051945	10/23/2013	MAH030	Ron Mahugh 10152013	10/15/2013	50.00	0.00	50.00
							Check Entry Number: 001
051946	10/23/2013	MCM010	Tim McMahan 09122013	9/12/2013	25.31	0.00	25.31
							Check Entry Number: 001
051947	10/23/2013	MUR002	Murrey's Disposal Co., Inc. 3383999 3384165	10/1/2013 10/1/2013	31.26 178.45	0.00 0.00	31.26 178.45
							Check Entry Number: 001
				Check 051947 Total:	209.71	0.00	209.71
051948	10/23/2013	NOR014	North Hood Canal Chamber 176	10/2/2013	50.00	0.00	50.00
							Check Entry Number: 001
051949	10/23/2013	OKO010	Piotr Okonski 10092013	10/9/2013	41.00	0.00	41.00
							Check Entry Number: 001
051950	10/23/2013	OLY030	OlympusNet 16103	10/15/2013	252.00	0.00	252.00
							Check Entry Number: 001
051951	10/23/2013	PAR003	Harlan Parrish 09292013	9/29/2013	10.00	0.00	10.00
							Check Entry Number: 001
051952	10/23/2013	PET003	Pettit Oil Co. 0451012-IN	10/14/2013	2,111.66	0.00	2,111.66
							Check Entry Number: 001
051953	10/23/2013	PET005	Pettit Oil Company 09272013	9/27/2013	960.03	0.00	960.03
							Check Entry Number: 001
051954	10/23/2013	PIT010	Catherine Pitts 10152013	10/15/2013	34.00	0.00	34.00
							Check Entry Number: 001
051955	10/23/2013	PIV001	James M Pivarnik 08302013 09302013	8/30/2013 9/30/2013	390.62 678.81	0.00 0.00	390.62 678.81
							Check Entry Number: 001
				Check 051955 Total:	1,069.43	0.00	1,069.43
051956	10/23/2013	PLU010	Richard Plumb 09262013	9/26/2013	60.50	0.00	60.50
							Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
051957	10/23/2013	PRI070	Tom Price					Check Entry Number: 001
			10052013	10/5/2013	10.00	0.00	10.00	
051958	10/23/2013	PUD001	Pud District #1					Check Entry Number: 001
			10022013	10/2/2013	14.18	0.00	14.18	
051959	10/23/2013	RED005	Reddaway					Check Entry Number: 001
			0744396	10/11/2013	92.00	0.00	92.00	
051960	10/23/2013	REI002	Reid Middleton Co					Check Entry Number: 001
			1310039	10/8/2013	1,959.20	0.00	1,959.20	
051961	10/23/2013	RUS010	Alexander Russel					Check Entry Number: 001
			10122013	10/12/2013	50.00	0.00	50.00	
051962	10/23/2013	SAF001	Safeway, Inc.					Check Entry Number: 001
			09282013	9/28/2013	1,452.56	0.00	1,452.56	
051963	10/23/2013	SHO010	Shold Excavating Inc					Check Entry Number: 001
			27069	10/15/2013	305.20	0.00	305.20	
051964	10/23/2013	SIE050	Dave Siemesen					Check Entry Number: 001
			10082013	10/8/2013	40.62	0.00	40.62	
051965	10/23/2013	SPE001	SOS Printing					Check Entry Number: 001
			47731	10/9/2013	197.19	0.00	197.19	
			47752	10/15/2013	197.29	0.00	197.29	
			Check 051965 Total:		394.48	0.00	394.48	
051966	10/23/2013	STE030	Alan Step					Check Entry Number: 001
			10012013	10/1/2013	10.00	0.00	10.00	
051967	10/23/2013	TAC001	Tacoma Screw Products, Inc					Check Entry Number: 001
			413005	9/30/2013	61.59	0.00	61.59	
051968	10/23/2013	TER005	Terry's Lock & Safe					Check Entry Number: 001
			101413232	10/14/2013	898.43	0.00	898.43	
051969	10/23/2013	TWI001	Twiss Analytical Labs					Check Entry Number: 001
			1363018	10/10/2013	138.00	0.00	138.00	
051970	10/23/2013	WA0300	Dept. of Labor & Industries					Check Entry Number: 001
			237905	10/1/2013	286.00	0.00	286.00	
			238224	10/9/2013	71.50	0.00	71.50	
			Check 051970 Total:		357.50	0.00	357.50	
051971	10/23/2013	WA0501	Employment Security Department					Check Entry Number: 001
			10122013	10/12/2013	514.00	0.00	514.00	
051972	10/23/2013	WA1803	State of Washington					Check Entry Number: 001
			Q3LH	10/1/2013	85,355.67	0.00	85,355.67	
051973	10/23/2013	WRI010	Rick Wright					Check Entry Number: 001
			10082013	10/8/2013	10.00	0.00	10.00	
051974	10/23/2013	ZEE001	Zee Medical Service Co					Check Entry Number: 001
			68245487	10/16/2013	122.22	0.00	122.22	
			Report Total:		242,244.88	0.00	242,244.88	



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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 \$18,941.80 on this 23rd day of October, 2013.

For: Washington State Department of Labor & Industries
3rd Quarter Tax Return for July - September, 2013 in the amount of
\$18,941.80

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance and
Administration

PORT OF PORT TOWNSEND - Q3/2013 Quarterly Report Confirmation Page
 Confirmation #: 2583790
 Received on: 10/17/2013 12:24:39 PM
 Submitted by: Donna Frary
 Account ID: 061,069-00
 Account Manager: KENT ANDERSON 360-902-6963

- [Printer Friendly Report](#)
- [Adobe® PDF Format](#)



Submit Date: 10/17/2013
 Confirmation Number: 2583790

Quarterly Report

3rd Quarter: July 1, 2013 - September 30, 2013

Due Date: 10/31/2013

PORT OF PORT TOWNSEND
 PO BOX 1180
 PORT TOWNSEND, WA 98368

WA UBI: 161 000 044
 L&I Account ID: 061,069-00
 Phone Number: 360-385-2355 Ext. 0

Account Manager: KENT ANDERSON 360-902-6963

Class	Nature of Work	Payroll	Hours	Rate	Amount
4201-02	Port Districts Incl Salesmen	\$262,731.00	9,930	1.8278	\$18,150.05
5306-07	Counties/Tax Dist Adm/Cl Offc	\$129,996.00	3,601	0.2138	\$769.89
6901-00	Volunteers-Excl Law Enf Offc	\$0.00	297	0.0736	\$21.86
Total of Premiums					\$18,941.80
Previous Balance					\$0.00
Grand Total					\$18,941.80

Preparer's Information

Preparer: Donna Frary
 DayTime Phone: 360-379-5217
 Email: donna@portofpt.com

Payment Information

Method of Payment: EFT
 Bank routing information: 122000496
 Bank account information: XXXXXXXXXXXX9173
 Bank account Type: BusinessChecking
 Payment Amount: \$18941.80
 Scheduled Payment Date: 10/30/2013

[Visit access.wa.gov](http://www.access.wa.gov)



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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 \$9738.32 on this 23rd day of October, 2013.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for September, 2013 in the amount of
\$9738.32

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance and
Administration



September 2013 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)	157,429.84	0.00	157,429.84	0.0150	2,361.45
0002	Retailing	70,771.85	165.50	70,606.35	0.00471	332.56
		228,201.69	165.50	228,036.19		2,694.01

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	165.50
			165.50

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	70,771.85	1,624.24	69,147.61	0.0650	4,494.59
		70,771.85	1,624.24	69,147.61		4,494.59

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	1,624.24
			1,624.24

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	1,444.61	0.0250	36.12
0045	1601	PORT TOWNSEND	67,703.00	0.0250	1,692.58
			69,147.61		1,728.70

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1600	JEFFERSON COUNTY	80.92
0047	1601	PORT TOWNSEND	31,993.85
			32,074.77

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1600	JEFFERSON COUNTY	80.92	0.0200	1.62
0070	1601	PORT TOWNSEND	31,993.85	0.0200	639.88
			32,074.77		641.50

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	1,094.99	0.00	1,094.99	0.05029	55.07
0013	Other Public Service Business	6,461.75	0.00	6,461.75	0.01926	124.45
		7,556.74	0.00	7,556.74		179.52

Summary Section

	Amount
State Business and Occupation Tax Total	2,694.01
State Sales and Use Tax Total	4,494.59
Local and Regional Tax Total	1,728.70
Lodging Tax Total	641.50
Public Utilities Tax Total	179.52
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	9,738.32
Less Total Credits	0.00
Total	9,738.32
Amount Paid	9,738.32
Balance	0.00

Additional Information

Confirmation Number 12072642

Date Printed

10/15/2013

Date and Time Submitted 10/15/2013 10:55:52 AM
Payment Type EFT Debit
Total Amount Paid 9,738.32
Date To Transfer Payment 10/28/2013
Person Authorizing Payment Donna Frary

Tax Registration Number 161-000-044
Person Completing Return Donna Frary
Phone Number (360)379-5217
E-Mail Address donna@portofpt.com

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