



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
Tuesday, November 26, 2013 – 1:00 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 – November 13, 2013.....1-2
 - Approval of Public Workshop Minutes – November 13, 2013.....3-4
- IV. Public Comments (not related to agenda)
- V. Old Business
 - A. Department of Ecology Meeting Group Formation.....5
- VI. New Business
 - A. WA Public Ports Association Annual Meeting Update.....6
 - B. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. **2013 Comp Scheme Update Public Hearing and Regular Meeting/Public Workshop: Wednesday, December 11, 2013. Meeting and Public Hearing at 1:00 PM / Public Workshop 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XI. Executive Session:
 - A. Litigation
- XII. Adjournment

PORT COMMISSION MEETING & PUBLIC HEARING ON 2014 OPERATING/CAPITAL BUDGET– November 13, 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
Attorney - Harris
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

III. APPROVAL OF AGENDA:

Commissioner Erickson switched the order of Item II and Item III.

Added to the Executive Session: a Legal Update, and under Old Business, possible adoption of Resolution No. 602-13 - Year 2014 Operating/Capital Budget.

Commissioner Erickson moved to approve the Agenda as amended.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

II. PUBLIC HEARING ON 2014 OPERATING/CAPITAL BUDGET, 2014 MOORAGE RATES AND 2014 PROPERTY TAX LEVY:

Commissioner Erickson introduced Auditor Khile, for her budget presentation.

Ms. Khile discussed the Draft 2014 Budget, explaining that it reflects the property tax increase and changes to the rates and fees, along with a new staff position, previously approved by the Commission.

Speakers from the Public (info taken from sign-up sheet):

Bertram Levy, subject: Moorage

Vigo Anderson of Nordland, subject: Budget Items

With no further comments from the public, Commissioner Erickson closed the Public Hearing at 1:18 PM.

Commissioner Tucker addressed concerns heard at hearing on Boat ramp parking concerns and environmental fees.

Mr. Crockett explained how the environmental fees collected would go towards any environmental incident. Discussion ensued on environmental fees collected.

VI. OLD BUSINESS (read out of order):

A. Resolution No. 602-13 – 2014 Operating/Capital Budget; Resolution No. 600-13 – Year 2014 – Operating Rates & Fees; Resolution No. 601-13 – Year 2014 Property Tax Amount:

Commissioner Thompson moved to adopt Resolution No. 602-13 - 2014 Operating/Capital Budget.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Commissioner Thompson moved to adopt Resolution No. 600-13 – Year 2014 Operating Rates & Fees.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Commissioner Thompson moved to adopt Resolution No. 601-13 – Year 2014 Property Tax Amount.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. CONSENT AGENDA:

A. Approval of Meeting Minutes – October 23, 2013

B. Operations Reports – October 2013

Commissioner Tucker amended the minutes on page 2, Item B – 2014 Budget, under Commissioner Tucker’s comments on Moorage Rate Increase: “Commissioner Tucker would like to bring rates to a desired range and institute an annual CPI increase, as done with Port leases.”

Mr. Crockett added that a discussion on a rate schedule could be a topic at a future Public Workshop.

Commissioner Thompson moved to approve the Consent Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. PUBLIC COMMENTS (Not related to agenda):

None

VII. NEW BUSINESS (read out of order):

A. December Commission Meeting Schedule (30:55):

Mr. Crockett pointed out that the second meeting in December falls on Christmas. He recommends moving that meeting to MONDAY, DECEMBER 23, 2013 with a 1:00 PM start time. He then reminded that in January, the new commission would need to readopt a meeting schedule. (Commissioner agreed to recommendation.)

B. Approval of Warrants (34:08):

Commissioner Tucker read the warrants, as presented:

Warrant #051975 through #051997 in the amount of \$124,818.54 for Payroll and Benefits

Warrant #051998 through #052074 in the amount of \$114,287.84 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (35:08):

Mr. Pivarnik was pleased to report the airport resurfacing and striping project is complete and has been signed off by the FAA. This project fell under budget.

Mr. Crockett announced he would be in Tumwater tomorrow to attend a WA Boating Alliance meeting on legislative issues. On Friday, he and Commissioner Tucker will be attending a WSU sponsored, "Rural Pathways to Prosperity" conference in Blyn and on Saturday, he will be speaking at an AAUW sponsored summit on the Economic Health of Jefferson County, taking place at the Unitarian Church at 10:00 AM.

X. COMMISSIONER COMMENTS (read out of order) (36:59):

Commissioner Tucker discussed the "excellent" Northwest Marine Trades Association Marina & Boatyard conference, bringing him to think more about stormwater solutions. He also talked about the Marine Resources Committee (MRC) and their willingness to help the Port with mediation on the "Balch property" and grant opportunities.

Commissioner Thompson stated that he has heard "grumblings" about the Port closing the boatyard at 5:00. He added the Port is taxpayer subsidized and in his opinion, it should remain open to the public at all hours. (Mr. Crockett said this has never been discussed and is rumor only.)

IX. PUBLIC COMMENTS (read out of order) (39:40):

Bertram Levy expressed his thoughts about environmental fees.

XI. NEXT MEETING: Next regular meeting will be held **Tuesday, November 26 at 1:00 PM** in the Port Commission Building, 333 Benedict Street, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 1:41 PM to discuss real estate and a legal update duration of thirty minutes with no action, pursuant to RCW 42.30.110 (b) and (i).

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:12 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 – November 13, 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
Planning Analyst - Toews
Minutes – Nelson

Excused: Auditor – Khile

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 10:09 AM.

ATTEST:

Leif W. Erickson, President

David H. Thompson, Secretary

Stephen R. Tucker, Vice President

**Port of Port Townsend Public Workshop
Wednesday, November 13, 2013, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

➤ **WA State Department of Fish & Wildlife (DFWL)**

Puget Sound Shellfish Manager Rich Childers will brief the Commissioners on DFWL's activities.

➤ **Comprehensive Scheme of Harbor Improvements**

Staff will present an update on the revised Comprehensive Scheme of Harbor Improvements.

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: November 26, 2013

AGENDA ITEM: V. Old Business
A. Department of Ecology Meeting Group Formation

BACKGROUND:

Commissioner Thompson will provide an update.

Executive Director's Recommendation:

For discussion.

PORT OF PORT TOWNSEND

MEETING OF: November 26, 2013

AGENDA ITEM: VI. New Business
A. WPPA Annual Meeting Update

BACKGROUND:

An update will be provided on the WPPA Annual Meeting, which took place in Tacoma last week, attended by staff and Commissioner Tucker.

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 052075 through No. 052090, are approved for payment in the amount of \$61310.10 on this 26th day of November, 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	
052086	11/15/2013	BAN001	Bank Of America 11/15/13	11/15/2013	16,338.31	0.00	16,338.31	Check Entry Number: 001
052087	11/15/2013	PEJ001	Peninsula Credit Union 11/15/2013	11/15/2013	800.00	0.00	800.00	Check Entry Number: 001
052088	11/15/2013	POR001	Auditor's Revolving Fund 11/15/13	11/15/2013	28,304.36	0.00	28,304.36	Check Entry Number: 001
052089	11/15/2013	SPE010	James Speer 11/15/2013	11/15/2013	250.00	0.00	250.00	Check Entry Number: 001
052090	11/15/2013	WA0302	State of Washington DC11/15/13	11/15/2013	1,200.00	0.00	1,200.00	Check Entry Number: 001
Report Total:					46,892.67	0.00	46,892.67	



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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
052091	11/26/2013	AQU020	AquaTest, Inc 36572	11/20/2013	163.50	0.00	163.50
052092	11/26/2013	BAN005	Bank of America 11/05/2013	11/05/2013	903.27	0.00	903.27
052093	11/26/2013	BRO070	Sallie Brown 11/15/2013	11/15/2013	50.00	0.00	50.00
052094	11/26/2013	CEN001	CHS, INC 11132013	11/13/2013	108.55	0.00	108.55
052095	11/26/2013	CEN030	CenturyLink 11/01/2013	11/01/2013	208.88	0.00	208.88
052096	11/26/2013	CEN035	CenturyLink 11/05/2013	11/05/2013	834.00	0.00	834.00
052097	11/26/2013	CLI070	Brad Clinefelter 11/21/2013	11/21/2013	327.35	0.00	327.35
052098	11/26/2013	DEC070	Don Decock 11/15/2013	11/15/2013	50.00	0.00	50.00
052099	11/26/2013	DEL001	Delta Pollution Control, Inc 15754	11/05/2013	1,179.27	0.00	1,179.27
052100	11/26/2013	EDE005	Edsaw Woods, LTD 00243031 00243370 00243607-0	11/07/2013 11/12/2013 11/14/2013	381.94 83.01 48.81	0.00 0.00 0.00	381.94 83.01 48.81
			Check 052100 Total:		513.76	0.00	513.76
052101	11/26/2013	EDS030	Edson International 6582075	7/11/2013	452.00	0.00	452.00
052102	11/26/2013	FAM001	Ferguson Enterprises #3007 2768362	11/13/2013	60.75	0.00	60.75
052103	11/26/2013	FSH010	FSH Communications, LLC 000648989	11/1/2013	59.95	0.00	59.95
052104	11/26/2013	GOO002	Good Man Inc. 76472	11/19/2013	1,451.88	0.00	1,451.88
052105	11/26/2013	GOZ010	Joe Gozza 11152013	11/15/2013	32.00	0.00	32.00
052106	11/26/2013	GUI050	Joe Guizzetti 11152013	11/15/2013	50.00	0.00	50.00
052107	11/26/2013	HAR050	Lori & Paul Harris 11152013	11/15/2013	50.00	0.00	50.00
052108	11/26/2013	HIG020	Highway Specialties LLC 19690	10/30/2013	604.41	0.00	604.41
052109	11/26/2013	JC1006	Jefferson County Fire 2013-06	11/1/2013	1,000.00	0.00	1,000.00
052110	11/26/2013	KIR010	Alan Kirtley 11142013	11/14/2013	10.00	0.00	10.00
052111	11/26/2013	LAN001	Landau Associates 32257	11/21/2013	1,567.75	0.00	1,567.75
052112	11/26/2013	NEL050	Josh Nelson 11152013	11/15/2013	50.00	0.00	50.00
052113	11/26/2013	NOR002	Northwest Marine Trade Assn 85773	11/10/2013	487.50	0.00	487.50
052114	11/26/2013	OLY005	Olympic Synthetic Products 166472	11/12/2013	475.16	0.00	475.16
052115	11/26/2013	PAC007	Pacific Marine Expo 11122013	11/12/2013	1,150.00	0.00	1,150.00
052116	11/26/2013	PAP020	Pape Material Handling Exchang 7131971 7132166 7133192	11/6/2013 11/6/2013 11/7/2013	21.64 74.36 35.55	0.00 0.00 0.00	21.64 74.36 35.55
			Check 052116 Total:		131.55	0.00	131.55
052117	11/26/2013	PET003	Pettit Oil Co. 10232013 M104719-IN	10/23/2013 11/1/2013	1,160.26 3,967.48	0.00 0.00	1,160.26 3,967.48
			Check 052117 Total:		5,127.74	0.00	5,127.74
052118	11/26/2013	PUD005	PUD #1 of Jefferson County 10232013 11012013 11062013 1122013 1132013	10/23/2013 11/6/2013 11/6/2013 11/6/2013 11/6/2013	450.00 42.50 14,949.43 14.29 91.50	0.00 0.00 0.00 0.00 0.00	450.00 42.50 14,949.43 14.29 91.50
			Check 052118 Total:		15,547.72	0.00	15,547.72
052119	11/26/2013	QUI001	Quill Corporation 6919163 6919258 7249972 7280403	11/1/2013 11/1/2013 11/14/2013 11/15/2013	189.67 59.43 247.16 39.23	0.00 0.00 0.00 0.00	189.67 59.43 247.16 39.23
			Check 052119 Total:		535.49	0.00	535.49
052120	11/26/2013	SAN003	Sanderson 1014410-01 1014410-02	11/7/2013 11/7/2013	63.93 95.96	0.00 0.00	63.93 95.96
			Check 052120 Total:		159.89	0.00	159.89
052121	11/26/2013	SKO000	Skookum Contract Services 9012001	11/18/2013	6,606.08	0.00	6,606.08
052122	11/26/2013	SPE001	SOS Printing				

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			47937	11/8/2013	222.17	0.00	222.17
			47990	11/20/2013	83.93	0.00	83.93
			Check 052122 Total:		306.10	0.00	306.10
052123	11/26/2013	STO010	Story Services 219	11/18/2013	2,100.00	0.00	2,100.00
							Check Entry Number: 001
052124	11/26/2013	STR015	Strait Floors Inc 014385	10/22/2013	1,609.15	0.00	1,609.15
			014518	11/7/2013	606.91	0.00	606.91
			Check 052124 Total:		2,216.06	0.00	2,216.06
052125	11/26/2013	TER005	Terry's Lock & Safe 111313-350	11/13/2013	105.73	0.00	105.73
							Check Entry Number: 001
052126	11/26/2013	TWI001	Twiss Analytical Labs 13-63682	11/8/2013	144.00	0.00	144.00
			13-63939	11/19/2013	75.00	0.00	75.00
			Check 052126 Total:		219.00	0.00	219.00
052127	11/26/2013	UNI001	United Rentals Northwest, Inc. 115441014	11/7/2013	1,026.96	0.00	1,026.96
							Check Entry Number: 001
052128	11/26/2013	WEL050	Howard Wells 11152013	11/15/2013	50.00	0.00	50.00
							Check Entry Number: 001
052129	11/26/2013	WIL002	Shawn E Wiles 11122013	11/12/2013	342.90	0.00	342.90
							Check Entry Number: 001
			Report Total:		46,315.20	0.00	46,315.20



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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 \$7460.61 on this 26th day of November, 2013.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for **October, 2013** in the amount of **\$7460.61**

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

October 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)	83,259.15	0.00	83,259.15	0.0150	1,248.89
0002	Retailing	60,736.81	66.45	60,670.36	0.00471	285.76
		143,995.96	66.45	143,929.51		1,534.65

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	66.45
			66.45

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	60,736.81	652.00	60,084.81	0.0650	3,905.51
		60,736.81	652.00	60,084.81		3,905.51

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	652.00
			652.00

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	2,724.74	0.0250	68.12
0045	1601	PORT TOWNSEND	57,360.07	0.0250	1,434.00
			60,084.81		1,502.12

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	20,686.09
			20,686.09

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	20,686.09	0.0200	413.72
			20,686.09		413.72

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	576.54	0.00	576.54	0.05029	28.99
0013	Other Public Service Business	3,926.44	0.00	3,926.44	0.01926	75.62
		4,502.98	0.00	4,502.98		104.61

Summary Section

	Amount
State Business and Occupation Tax Total	1,534.65
State Sales and Use Tax Total	3,905.51
Local and Regional Tax Total	1,502.12
Lodging Tax Total	413.72
Public Utilities Tax Total	104.61
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	7,460.61
Less Total Credits	0.00
Total	7,460.61
Amount Paid	7,460.61
Balance	0.00

Additional Information

Confirmation Number	12280898	Date Printed	11/19/2013
Date and Time Submitted	11/19/2013 10:55:00 AM	Tax Registration Number	161-000-044

Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	7,460.61	Phone Number	(360)379-5217
Date To Transfer Payment	11/26/2013	E-Mail Address	donna@portofpt.com
Person Authorizing Payment	Donna Frary		

**This is a copy for your records.
Please DO NOT MAIL a copy to the Department of Revenue.**
