



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, January 8, 2014, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

➤ **Review 2014 Projects**

There are a number of projects that need Commission input before staff can start the necessary planning, permitting, seeking grants, etc. The projects are as follows:

1. The Boat Haven boat ramp extension
2. The Point Hudson break-wall repair
3. Purchasing and installing an All Weather Observation System (AWOS) at the airport
4. Moving forward with a comprehensive communications plan
5. Moving forward on maintenance and long range plans for our Quilcene property

Staff will brief the requirements and projected timelines for each project. Some items may need further discussions at future workshops.

➤ **Discussion about how our agendas are formatted and agenda protocols**

The specific issue here is: do we want to move to a "two touch" formula before the Commission makes their decisions? Should it be for agenda items or just those that we want to make sure there was more than one opportunity for discussion and citizen input?

➤ **Committee Assignments**

Further discussion on which committees the Port should be represented, and by whom. Time is not critical and can be addressed later. In the meantime, staff will make sure the Port's interests are taken care of.

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.



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Administration: (360) 385-0656

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**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, January 8, 2014, 1:00 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Election of Officers.....1
- IV. Consent Agenda
 - A. Approval of Meeting Minutes –December 23, 20132-3
 - B. Operations Reports – December 20134-7
- V. Public Comments (not related to Agenda)
- VI. Recess to a Meeting of the Industrial Development Corporation of the Port of Port Townsend.....8
 - A. Approval of IDC Meeting Minutes – January 9, 2013.....9
- VII. Old Business
 - None
- VIII. New Business
 - A. Resolution No. 604-14, Readopting Meeting Procedures.....10-15
 - B. Resolution No. 605-14, Delegating Authority to Port Management.....16-27
 - C. WPPA Trustees.....28
 - D. Stormwater Contract for Landau Associates.....29-34
 - E. Approval of Warrants
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Meeting: Wednesday, January 22, 2014 at 6:30 PM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XIII. Executive Session:
 - A. Litigation, pursuant to RCW 42.30.110 (i)
- XIV. Adjournment

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

MEETING OF: **January 8, 2014**

AGENDA ITEM: **Annual Election of Officers**

BACKGROUND:

Current Officers:

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

RECOMMENDATION:

Elect Officers for the year 2014.

PORT COMMISSION SPECIAL MEETING– December 23, 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 - 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:

Commissioner Erickson moved to approve the Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – December 11, 2013

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

Bertram Levy commented he would like to see more evening meetings. He also stated the Port Strategic Advisory Committee's (PSAC) rebuttal to the Port Commissioner's response will be posted on the moorage tenants' association website and a copy will be delivered to the Port.

V. OLD BUSINESS:

A. Resolution No. 603-13 – 2013 Comprehensive Scheme of Harbor Improvements Update (2:30):

Mr. Crockett explained that changes discussed at the December 11, 2013 Commission meeting have been incorporated into the Comp Scheme. The final copy is available on the Port's website. He added the update was necessary in order to qualify for RCO grant funding. Mr. Crockett recommended the Commission adopt Resolution No. 603-13.

Commissioner Thompson moved to adopt Resolution No. 603-13, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Approval of Warrants (5:17):

Commissioner Tucker read the warrants, as presented:

Warrant #052266 through #052281 in the amount of \$56,572.54 for Payroll and Benefits

Warrant #052282 through #052314 in the amount of \$57,242.89 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 (6:03):

Attorney Lake and Ms. Nelson and Mr. Crockett gave thanks to Commissioners Thompson and Erickson for their service.

VIII. PUBLIC COMMENTS (6:43):

George Yount thanked Commissioners Thompson and Erickson for their service and for their work on a solution to the Kah Tai property, the infrastructure and right of ways incorporated in the deal.

Pete Hanke also thanked the out-going Commissioners, especially for their productive work on trying to establish a passenger ferry out of Port Townsend.

IX. COMMISSIONER COMMENTS (6:24):

Commissioner Tucker expressed his words of appreciation to Commissioners Thompson and Erickson.

Commissioner Thompson gave his thanks to Executive Director Crockett for his work.

Commissioner Erickson stated his term has been educational.

- X. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, January 8, 2014 at 1:00 PM with a Public Workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XI. EXECUTIVE SESSION:
None
- XII. ADJOURNMENT:
The meeting adjourned at 1:10 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

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: DECEMBER

DATE: 1/2/2014

MONTHLY PERMS: 352

MONTHLY GUESTS: 19

| # OF SLIPS BY SIZE | OCCUPIED | empty | % occ. |
|--------------------|------------|-------|----------|
| 25' <u>35</u> | <u>34</u> | 1 | 97% |
| 27' <u>11</u> | <u>10</u> | 1 | 91% |
| 30' <u>105</u> | <u>101</u> | 4 | 96% |
| 35' <u>24</u> | <u>23</u> | 1 | 96% |
| 40' <u>44</u> | <u>43</u> | 1 | 98% |
| 45' <u>41</u> | <u>41</u> | 0 | 100% |
| 50' <u>32</u> | <u>32</u> | 0 | 100% |
| OVER 52' <u>7</u> | <u>7</u> | 0 | 100% |
| TOTAL: <u>299</u> | <u>291</u> | 8 | AVG: 97% |

| LINEAR SPACE/FT | OCCUPIED | % OCCUPIED |
|--------------------------|-------------|--------------|
| COMMERCIAL <u>365</u> | <u>320</u> | 88% |
| RECREATIONAL <u>1986</u> | <u>1886</u> | 95% |
| LIMITED ACC. <u>1455</u> | <u>1382</u> | 95% |
| TOTAL: <u>3806</u> | <u>3660</u> | 146 AVG: 95% |

| | CURR | PREV | YTD |
|-----------------|------|------|------|
| NIGHTLY GUESTS: | 119 | 4287 | 4406 |
| CREDIT SYSTEM: | 19 | 281 | 300 |
| TEMP TIE UP: | 4 | 200 | |
| FREE NIGHTS: | 0 | 7 | 7 |
| PTYC: | 3 | 208 | 211 |
| RAMP/DAILY: | 17 | 1127 | 1144 |
| RAMP/ANNUAL: | 10 | 485 | 495 |

| WAIT LISTS | |
|------------|-----------|
| 25' PLEA: | <u>5</u> |
| 27' PLEA: | <u>0</u> |
| 30' PLEA: | <u>43</u> |
| 35' PLEA: | <u>25</u> |
| 40' PLEA: | <u>38</u> |
| 45' PLEA: | <u>14</u> |
| 50' PLEA: | <u>15</u> |
| OVER 52': | <u>12</u> |
| OVERWID | <u>0</u> |
| 30' COMM. | <u>0</u> |
| 40' COMM. | <u>0</u> |
| 50' COMM: | <u>0</u> |

TOTAL OCCUPANCY %: 97%

| STORAGE OPERATIONS REPORT | | | | | | | | DATE: | 1/2/2014 |
|-------------------------------|-----------|-----------|-----------|-----------|-------------------|--------------------------|-------------------|-------------------|----------|
| | DEC 2010 | DEC 2011 | DEC 2012 | DEC 2013 | 2010 YEAR TO DATE | 2011 YEAR TO DATE | 2012 YEAR TO DATE | 2013 YEAR TO DATE | REMARKS |
| HAUL-OUT | | | | | | | | | |
| BOAT YARD - OUT | 27 | 19 | 24 | 15 | 732 | 714 | 742 | 724 | |
| BOAT YARD - IN | 31 | 18 | 27 | 18 | 746 | 722 | 716 | 693 | |
| 67% RE-BLOCK | 5 | 6 | 6 | 6 | 63 | 82 | 45 | 65 | |
| 40% INSPECTION | 2 | 3 | 3 | 2 | 37 | 46 | 38 | 38 | |
| OTHER | 3 | 0 | 2 | 1 | 31 | 35 | 29 | 23 | |
| SUB TOTAL | 68 | 46 | 62 | 42 | 1609 | 1599 | 1570 | 1543 | |
| SHIP - OUT | 4 | 8 | 7 | 10 | 95 | 116 | 135 | 161 | |
| SHIP - IN | 5 | 11 | 6 | 7 | 93 | 110 | 128 | 137 | |
| SHIP - RE-BLOCK | 0 | 3 | 0 | 0 | 9 | 12 | 12 | 4 | |
| SHIP-INSPECTION | 0 | 0 | 2 | 1 | 8 | 5 | 4 | 7 | |
| SHIP - OTHER | 0 | 1 | 1 | 0 | 0 | 4 | 3 | 5 | |
| SUB TOTAL | 7 | 23 | 16 | 18 | 205 | 247 | 282 | 314 | |
| TOTAL | 75 | 69 | 78 | 60 | 1814 | 1846 | 1852 | 1857 | |
| STORAGE | | | | | | | | | |
| PTBH - START | 92 | 59 | 71 | 72 | | | | | |
| PTBH - END | 84 | 57 | 66 | 69 | | | | | |
| PTBH-O.P.P. | 24 | 22 | 26 | 24 | | | | | |
| SHIP-START | 13 | 19 | 11 | 22 | | | | | |
| SHIP-END | 13 | 14 | 13 | 22 | | | | | |
| SHIP-O.P.P. | 0 | 2 | 2 | 2 | | | | | |
| PERM/FREE | 0 | 0 | 0 | 0 | | | | | PERMS |
| FREE DAYS | 18 | 16 | 20 | 8 | | | | | PAID R/T |
| | | | | | | OFF PORT PROPERTY | | | |
| PTBH lineal feet | 2441 | 2316 | 2845 | 2823 | | GOLD STAR - 8 | | | |
| SHIP lineal feet | 1300 | 994 | 1040 | 1676 | | FREYA - 1 | | | |
| Longterm Storage | 22 | 23 | 25 | 24 | | STEPHENS - 1 | | | |
| LONGTERM linear | 860 | 898 | 950 | 932 | | PT CO-OP - 7 | | | |
| | | | | | | TBM - SHIP - 2 | | | |
| | | | | | | TBM - SMALL- 5 | | | |
| | | | | | | HAVEN - 2 | | | |
| JCIA OPERATIONS REPORT | | | | | | | | | |
| HANGERS | 10 | 11 | 13 | 13 | | | | | |
| TIE DN - PAVED | 3 | 2 | 2 | 2 | | | | | |
| TIE DN - GRASS | 0 | 0 | 0 | 0 | | | | | |
| TIE DN - NIGHTLY | 0 | 3 | 2 | 0 | | | | | |
| W/L - HANGERS | 2 | 0 | 0 | 0 | | | | | |

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2013

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS

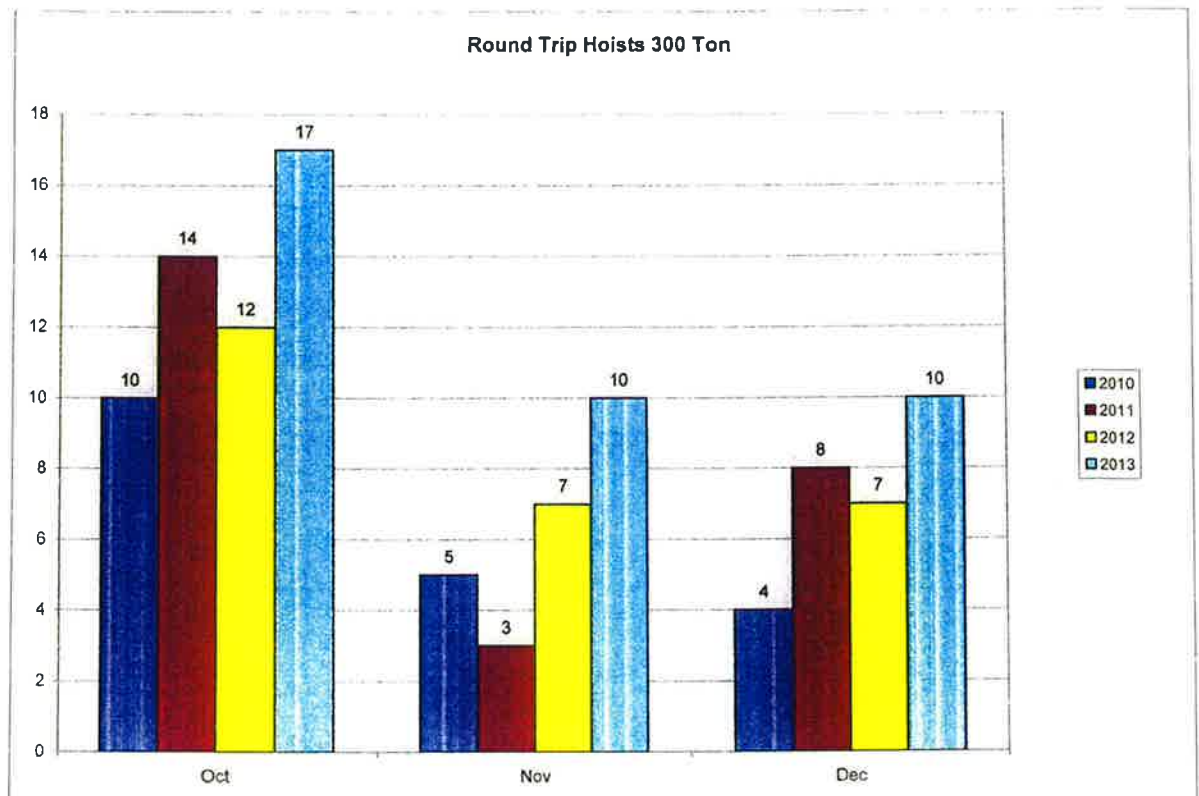
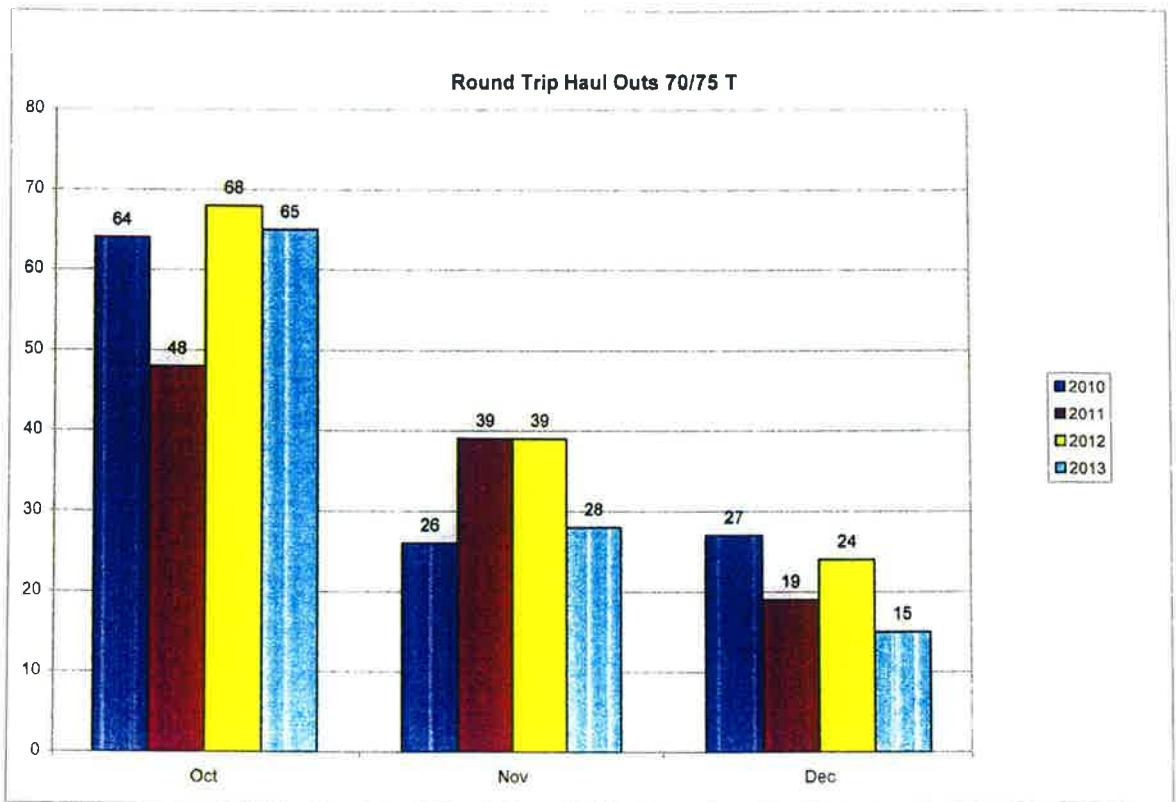
| 2008 | | 2009 | | 2010 | | 2011 | | 2012 | | 2013 | | | |
|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|------|-------|
| MNTH. | CUM. | MNTH. | CUM. | MNTH. | CUM. | MNTH. | CUM. | MNTH. | CUM. | MNTH. | CUM. | | |
| JAN | 51 | 51 | 43 | 43 | 63 | 63 | 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 | 159 | 392 | APRIL |
| MAY | 614 | 1180 | 534 | 999 | 616 | 1085 | 618 | 1085 | 541 | 978 | 605 | 997 | MAY |
| JUNE | 759 | 1939 | 654 | 1653 | 601 | 1686 | 582 | 1667 | 749 | 1727 | 606 | 1603 | JUNE |
| JULY | 1217 | 3156 | 1293 | 2946 | 1170 | 2856 | 1079 | 2746 | 1035 | 2762 | 1089 | 2692 | JULY |
| AUG | 1289 | 4445 | 1285 | 4231 | 1255 | 4111 | 1131 | 3877 | 1178 | 3940 | 1188 | 3880 | AUG |
| SEPT | 884 | 5329 | 920 | 5151 | 1008 | 5119 | 838 | 4715 | 831 | 4771 | 899 | 4779 | SEPT |
| OCT | 237 | 5566 | 145 | 5296 | 130 | 5249 | 154 | 4869 | 175 | 4946 | 214 | 4993 | OCT |
| NOV | 91 | 5657 | 73 | 5369 | 57 | 5306 | 58 | 4927 | 86 | 5032 | 138 | 5131 | NOV |
| DEC | 30 | 5687 | 61 | 5430 | 34 | 5340 | 54 | 4981 | 65 | 5097 | 64 | 5195 | 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 | 209 | 1009 | APRIL |
| MAY | 537 | 1317 | 400 | 1297 | 628 | 1830 | 717 | 1684 | 638 | 1709 | 637 | 1646 | MAY |
| JUNE | 490 | 1807 | 584 | 1881 | 654 | 2484 | 713 | 2397 | 645 | 2354 | 910 | 2556 | JUNE |
| JULY | 1046 | 2853 | 1234 | 3115 | 1256 | 3740 | 1215 | 3612 | 1247 | 3601 | 1275 | 3831 | JULY |
| AUG | 1004 | 3857 | 1236 | 4351 | 1228 | 4968 | 1257 | 4869 | 1300 | 4901 | 1293 | 5124 | AUG |
| SEPT | 833 | 4690 | 1050 | 5401 | 1051 | 6019 | 1062 | 5931 | 1076 | 5977 | 1079 | 6203 | SEPT |
| OCT | 459 | 5149 | 493 | 5894 | 501 | 6520 | 501 | 6432 | 580 | 6557 | 694 | 6897 | OCT |
| NOV | 240 | 5389 | 235 | 6129 | 241 | 6761 | 258 | 6690 | 290 | 6847 | 352 | 7249 | NOV |
| DEC | 63 | 5452 | 195 | 6324 | 157 | 6918 | 176 | 6866 | 246 | 7093 | 165 | 7414 | DEC |

PERMANENT & SEASONAL TENANT SUMMARY

| | AVAIL/GOAL | OCCUPIED | % |
|--------------------|------------|----------|------|
| LTD ACCESS MOORAGE | 40 SLIPS | 27 | 68% |
| COMMERCIAL MOORAGE | 850 FEET | 846 | 100% |
| SEASONAL MOORAGE | 32 SLIPS | 24 | 75% |
| SEASONAL RV'S | 10 SITES | 7 | 70% |
| UNDESIRABLE | 5 SLIPS | 0 | 0% |



INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND

Port Commission Building
333 Benedict Street, Port Townsend

January 8, 2014
1:00 PM

- I. Call to Order
- II. Election of Officers
- III. Approval of Minutes – January 9, 2013
- IV. New Business – None
- V. Next Meeting – Called as needed
- VI. Adjournment

**INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND
Wednesday – January 9, 2013**

The meeting of the Industrial Development Corporation of the Port of Port Townsend was held in the Conference Room at the Port Administration Building, 375 Hudson Street, Port Townsend, WA

Present: 2012 Directors: David H. Thompson, President
 Stephen R. Tucker, Vice President
 Leif W. Erickson, Secretary

Port of Port Townsend Staff:

Executive Director - Crockett
Deputy Director – Pivarnik
Auditor – Khile
Attorney - Harris
Recorder – Nelson

I. CALL TO ORDER

Commissioner Thompson called the meeting to order at 1:04 PM.

II. ELECTION OF OFFICERS:

Mr. Crockett described the purpose of the IDC for the benefit of those present and advised that the finance option was made available as a means of promoting economic development opportunities to our community. He explained that state law requires the IDC to meet once a year to keep it legal and viable. He informed that the last time the IDC had been used was for a Port Townsend Paper Mill project years ago.

Commissioner Thompson moved to approve the following slate of officers for 2013 (the same positions as held in 2012): Commissioner Thompson – President, Commissioner Tucker – Vice President and Commissioner Erickson – Secretary.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. APPROVAL OF MINUTES – January 11, 2012:

Commissioner Thompson moved for approval of the Minutes of the January 11, 2012 meeting of the IDC as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. NEXT MEETING:

The next meeting of the IDC will be called as needed.

V. ADJOURNMENT:

There being no further business to come before the Directors, the meeting was adjourned at 1:06 PM.

David H. Thompson, President DATE

Leif W. Erickson, Secretary DATE

Stephen R. Tucker, Vice President DATE

PORT OF PORT TOWNSEND

MEETING OF: January 8, 2014

AGENDA ITEM: VIII. New Business
A. Resolution No. 604-14, Readopting Meeting Procedures

BACKGROUND:

Each year, the Commission reviews and if deemed necessary, revises its meeting procedures. The Commission's procedures address the time, day and location of meetings, rules for the transaction of business, minutes, approval of vouchers, and compensation for commissioners.

The Port Commission most recently amended and updated its Meeting Procedures via Resolution No. 594-13, on May 8, 2013. The Port's attorney has advised that annual review, revision (if needed) and re-adoption of the Commission's Meeting Procedures is advisable and necessary.

Accordingly, it is recommended that the Commission Meeting Procedures established last year via Resolution No. 594-13 be affirmed and readopted via the attached Resolution No. 604-14. No substantive changes are proposed to the procedures adopted last May.

Executive Director's Recommendation:

Approve the attached Resolution No. 604-14 with corresponding Appendix.

RESOLUTION NO. 604-14
A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AFFIRMING RESOLUTION No. 594-13,
READOPTING COMMISSION MEETING PROCEDURES

WHEREAS, The Port of Port Townsend did establish and approve, in public session, "Commission Meeting Procedures" by Resolution No.42-87 dated November 18, 1987, and;

WHEREAS, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, by Resolution No. 487-07 on April 25, 2007, by Resolution No. 532-10 on January 27, 2010, by Resolution No. 553-11 on January 12, 2011, by Resolution No. 558-11 on March 23, 2011, and by Resolution No. 561-11 on June 8, 2011; and by Resolution No. 594-13 on May 8, 2013; and

WHEREAS, the Port Commission wishes to affirm the meeting procedures established on May 8, 2013 via Resolution No. 594-13.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that Resolution No. 594-13 adopted on May 8, 2013 shall be affirmed and the Commission Meeting Procedures, as shown in the attached "Appendix A" shall be readopted.

ADOPTED this 8th day of January 2014, 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

Peter W. Hanke

Brad A. Clinefelter

APPROVED AS TO FORM:

Carolyn A. Lake, Goodstein Law Group, PLLC
Port Attorney

APPENDIX A

The Policy and Procedures on pages 1-4 have been adopted by Resolution 604-14, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11 and 594-13. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

The regular meetings of the Port of Port Townsend will be held on the second Wednesday of each month at 1:00 p.m. and the fourth Wednesday of each month at 6:30 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, Washington. The workshop will precede the regular meeting on the second Wednesday of each month at 9:30 a.m. on an "as needed basis".

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I Call to Order
 - II Approval of Agenda
 - III Consent Agenda
 - IV Public Comments (Not related to Agenda items and or Guest Presentations.
If applicable)
 - V Old Business
 - VI New Business
 - VII Staff Comments
 - VIII Public Comments
 - IX Commissioner Comments
 - X Next Meeting
 - XI Executive Session, (If called)
 - XII Adjournment
2. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the Secretary in open session. Resolutions shall be filed by the Secretary and shall be recorded in a book or books kept for such purpose, which shall be public records.
3. Organization of Workshops:
 - a. Shall have an agenda approved at the beginning of the workshop.
 - b. Will have minutes recording topics discussed and actions taken either in written and/or audio format.

- c. Will be used for discussion only, with no binding decisions made by the Commissioners.
 - d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops.
4. Organization of Regular Business Meetings:
- a. Shall have an agenda approved at the beginning of the meeting.
 - b. Will be started with the Pledge of Allegiance.
 - c. Will have minutes recording topics discussed and actions taken either in written and/or audio format.
 - d. Will allow presentations by each member of the public indicating a desire to address the Commission, of no more than 3 minutes, on any topic not related to the agenda.
 - e. Will allow presentations by each member of the public indicating a desire to address the Commission on any agenda item. Such presentations shall be heard during discussion of the subject agenda item, at a point in the discussion determined by the presiding officer, for a uniform maximum length of time announced by the presiding officer, at his or her discretion, to make additional presentations once all who want to be heard have made their presentation.
 - f. Public presentations shall adhere to common norms of civility and may be cut off by the presiding officer if in his or her judgment these norms are violated.
5. Conduct of Regular Business Meetings:
- a. The Port Commission, as a governing body, is charged with making decisions that advances the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
 - b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.
 - c. Some fundamental principles for conducting Commission meetings include: (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis.)
 - i. All Commissioners have equal rights, privileges, and obligations.
 - ii. The majority vote decides.

- iii. The rights of the minority must be protected.
 - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
 - v. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vi. All meetings must be characterized by fairness and by good faith.
- d. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies which impact members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal in the form of a motion moved by a Commissioner. The introduction of a proposal is the “first reading” and the vote is the “second reading”. This requirement may be waived by a unanimous vote of the Commission.
- i. A policy proposal, once moved as a motion, may be discussed at subsequent Commission meetings without a vote required and may be amended at subsequent meetings.
 - ii. At any subsequent Commission meeting, and Commissioner may move “To vote immediately” on the policy proposal. This motion is not debatable and requires a two-thirds affirmative vote.
 - iii. The chair may call for a vote on the policy proposal at any subsequent Commission meeting and may proceed with a vote in the absence of any objections by other Commissioners.
- e. All motions require a second. In the absence of a second, the motion is declared dead.
- f. Minor amendments to a motion may be accepted as a “friendly amendment” by the maker of the original motion without a vote on the amendment.
- g. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
- h. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
6. The draft agenda may be available by Friday of the week previous.
7. The Executive Director or his designee would be responsible for keeping track of each issue.
8. All public comments and questions should be directed to the Commissioners. If the Commissioners desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

SMOKING

Smoking is prohibited during the Commission meetings.

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to **RCW 42.32.030**

VOUCHER APPROVAL

It shall be the policy of the Port of Port Townsend Commissioners to approve vouchers for payment and authorize the issuance of warrants by signing a list which will indicate the voucher number, to whom paid, amount and purpose of the payment. Voucher approval is incorporated under "New Business".

COMMISSIONER'S COMPENSATION

Each Commissioner shall be reimbursed or compensated for actual attendance at general meetings and for performance of other services in behalf of the Commission up to the maximum rate allowed in accordance with **RCW 53.12.260**.

PORT OF PORT TOWNSEND

MEETING OF: January 8, 2014

AGENDA ITEM: VIII. New Business
B. Resolution No. 605-14, Delegating Authority to
Port Management

BACKGROUND:

Section 53.12.270 RCW permits the commissions to delegate the managing official of a port district as deemed necessary and appropriate for the efficient management of port operations. Any such delegation of authority must be authorized by a resolution of the commission, including guidelines and procedures for the managing official to follow.

The Port of Port Townsend has previously developed and adopted a delegation of authority policy which requires annual review and adoption by the commission.

Executive Director's Recommendation:

Approve the attached Delegation of Authority Resolution No. 605-14, along with the attachment referenced in the resolution which delineates the specific policy directives of administrative authority of the Executive Director of the Port of Port Townsend.

RESOLUTION NO. 605-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION DELEGATING AUTHORITY TO PORT MANAGEMENT

WHEREAS: section 53.12.270 of the Revised Code of Washington provides authority to the Port Commission for delegation of powers to Port Management, and;

WHEREAS: the Port Commission has developed a delegation of authority policy requiring annual re-adoption, and;

WHEREAS: the Port Commission has reviewed and discussed the policy in prior public session;

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

Approves the master policy directive of the Port Commission of the Port of Port Townsend dated January 8, 2014 incorporated herein by such reference and attached as Exhibit "A", for the purpose of establishing administrative authority for the Port District Executive Director.

ADOPTED this 8th day of January 2014, 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

Peter W. Hanke

APPROVED AS TO FORM:

Brad A. Clinefelter

Carolyn Lake, Port Attorney

PORT OF PORT TOWNSEND
SPECIFIC POLICY DIRECTIVES OF
ADMINISTRATIVE AUTHORITY OF THE
PORT DISTRICT EXECUTIVE DIRECTOR

January 8, 2014

The Commission of the Port of Port Townsend adopts the following policy for the purpose of establishing the Administrative Authority of the Executive Director (ED) who is responsible for normal Port operations. The phrase “normal Port operations” as used herein, means regular day-to-day business transactions involving personnel, materials and funds. The Commission shall retain an ED to implement the objectives of the Port, which shall be established by the Commission. The ED derives authority from the Commission acting as the governing body. The ED shall regularly inform and consult with the Commission regarding significant information and business transactions by a method mutually agreeable to the Commission and the ED. Commission directives or initiatives shall be made through the ED and shall be made only by the Commission acting as a body. The ED shall serve as the primary spokesperson for management.

Certain elements of this policy require annual approval per RCW. Therefore, this Administrative Authority Policy shall be reviewed and readopted annually.

I. UTILIZATION OF PORT CREWS

The Port District ED shall retain professional staff, which shall operate and manage according to directives from the ED. The ED is authorized to administer day-to-day operations which include personnel administration (task & project assignments, hiring, firing, setting salary & benefits, training, grievance procedures, employee enrichment & improvement, Union negotiations, etc.) within positions created and approved by the Commission.

A. Performance of Work by Port Crews

Prior Commission approval shall not be required where individual capital or maintenance projects are to be carried out by Port crews or day labor (when deemed appropriate) and do not exceed Fifteen Thousand Dollars (\$15,000.00), exclusive of applicable taxes. The ED may inform the Commission at the next scheduled meeting of all actions under this section.

II. RULES AND / OR PROCEDURES

The ED is authorized to adopt administrative rules and regulations necessary for the efficient operation of the Port so long as such rules and regulations are reported to the Commission and are consistent with Commission policy. All amendments to the rules and regulations established therein may hereafter be made by the ED, so long as such amendments do not exceed the authority of the ED, as granted elsewhere herein, and are reported to the Commission in a timely manner.

The ED may delegate to appropriate Port staff such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the ED's authority. To implement delegations or authority to Port staff, the ED shall promulgate policy and procedure manuals, monetary delegations authority and employee position descriptions, affirmative action plans and office manuals which shall include such delegations as appropriate. The responsibility for all administration and day-to-day operations of the Port rests with the ED.

III. SALE OF PERSONAL PROPERTY

The Port District ED, with prior Commission approval, is authorized pursuant to RCW 53.08.090 to sell and convey surplus personal property of the Port pursuant to the requirements of RCW 53.08.090.-092 (as amended or succeeded). The ED is authorized to sell and convey surplus personal property of the Port of Port Townsend subject to the following conditions:

- A. That the value of such personal property does not exceed the dollar limits authorized under RCW 53.08.090-092 (as amended or succeeded).

- B. Prior to any such sale or conveyance, the ED shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for district purposes.
- C. Any large block of such property having a value in excess of the limits authorized under RCW 53.08.090 (as amended or succeeded) shall not be broken down into components of a lesser value and sold unless done so by public competitive bid.
- D. That offers for purchase are solicited from at least three (3) parties when no bids are received from the public competitive bidding process; unless waived by the Commission on a case-by-case basis.
- E. No real property or facility which is part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified pursuant to RCW 53.20.010 and such real property or facility is found to be surplus to Port needs.

IV. CONTRACTS FOR PERFORMANCE OF WORK

- A. Contract Awards for Construction and Maintenance
 - 1. The Port District ED may, without prior Commission approval, execute on its behalf Small Works Roster contracts where the total estimated contract price does not exceed Fifteen Thousand Dollars (\$15,000.00) exclusive of applicable taxes, and so long as all statutory procedures are followed, including bid and performance surety requirements. All contracts awarded under this section will be reported to the Commission at the next scheduled meeting. Public discussions with the Commission regarding all projects should precede any contract unless an emergency exists.
 - 2. The Port District ED may, execute on behalf of the Port contracts for large projects that have been properly approved including costs at a public Port meeting, and all statutory procedures must be followed. Upon proper approval from the Commission, the Port District ED may publish a notice calling for bids, award of contract or rejections of all bids will be done by vote of the Commission at a public meeting.
 - 3. When any emergency shall require the immediate execution of a contract for work the Port

District ED, pursuant to the procedures of RCW 39.04.020 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Port District ED shall, at the first opportunity contact a Commissioner, and at the first Port Commission meeting following the finding of the existence of an emergency, request the Port Commission ratification of the finding of emergency and any contracts awarded and or executed pursuant to that finding.

B. Change Orders

Where a contract for the performance of work has been awarded and under which the work is in progress, and individual changes in plans or specifications are necessitated in order to properly accomplish the work, the ED is authorized, without prior Commission approval, to execute on its behalf individual change orders to the contract if all of the following conditions are met:

1. The estimated cost of the aggregate changes in plans or specifications, exclusive of applicable taxes, will not exceed Fifteen Thousand Dollars (\$15,000.00).
2. For contracts of \$1 million dollars or more, the change order shall not exceed Fifty Thousand Dollars (\$50,000.00).
3. The contract provides for the issuance of changes orders.
4. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
5. The ED shall inform the Commission at the next scheduled meeting of all actions undertaken under this section.

C. Professional Services / Consulting Services:

The ED shall be responsible for the initiation of appropriate procedures to obtain professional or consultant services where deemed necessary in carrying out normal Port operations. When necessary, Port Legal Counsel shall be consulted with respect to statutory procedures in connection with these services. The ED may arrange for these services, without prior Commission approval,

when the cost of the proposed service for any single project will not exceed Ten Thousand Dollars (\$10,000.00). If the fee for such services is estimated to exceed Ten Thousand Dollars (\$10,000.00), prior Commission approval shall be required. The ED shall inform the Commission at the next scheduled meeting of all actions undertaken under this section.

D. Architectural, Engineering & Technical Services:

The ED is authorized to contract with qualified architectural, engineering and technical testing & inspection firms licensed in the State of Washington to provide such services as required for maintenance, preliminary engineering work or small projects of the Port. Arrangements for obtaining such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or closely related work is estimated to exceed Fifteen Thousand Dollars (\$15,000.00) Commission approval shall be required. The ED shall inform the Commission at the next scheduled meeting of actions undertaken under this section.

E. Reports:

Notwithstanding the authorities granted in the preceding sections A - D, the ED shall keep the Commission advised of all contracts, reports and activities.

V. ACQUISITION OF UTILITIES, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES.

The ED shall have the responsibility for following all statutory requirements and procedures in connection with all acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services may be acquired on the open market, or by competitive bidding when necessary for the normal maintenance and operations of the Port, and no prior Port Commission approval shall be required but shall, where appropriate, be approved as part of normal monthly expenses and shall be within authorized budgets. The Port District ED may acquire utilities, materials, equipment, supplies and services subject to the following conditions:

- A. The purchase price does not exceed \$15,000.00 or has been pre-approved by Commission, or if specifically identified while developing the annual budget and does not exceed the budgeted

amount.

- B. In the event of competitive bidding all statutory regulations must be followed.
- C. The Ed is authorized to establish a system to control purchase of materials, supplies and services. Such system should take into consideration the nature of the purchases, and that the invoices have been properly processed and approved in accordance with Port Policies and Procedures.

VI. REAL & PERSONAL PROPERTY RENTALS OR LEASES

All real & personal property belonging to the Port, when available for rent or lease, shall, except as otherwise provided herein, be leased only under an appropriate written lease instrument approved by the Commission in accordance with RCW 53.08.085. The term lease as used herein may refer to rental agreements, operating agreements or use agreements. Provided, however, in the case of a month-to-month lease subject to all the following conditions, the ED may execute the lease:

VII. LITIGATION

The ED, in coordination with Port Counsel (appointed by the Commission), shall be responsible for the procedures necessary for management and supervision of litigation in which the Port has an interest, directly or indirectly. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the Port which has been filed in any court of general jurisdiction, be it State or Federal, or any quasi-judicial or administrative forum. The ED shall inform the Commission at the next regular meeting of all actions undertaken under this section.

VIII. ADJUSTMENT TO ACCOUNTS RECEIVABLE OR UNCOLLECTIBLE ACCOUNTS

The Port District ED is authorized to establish procedures to:

- 1) Make adjustments to accounts receivable for valid business reasons which do not constitute a gift of public funds, or

- 2) Remove from the general ledger uncollectible accounts with prior approval from the Commission.

Prior to classifying any account receivable as a "doubtful account", the ED shall be satisfied that every reasonable effort has been made by the staff to resolve or accomplish the collection of the account. For those accounts that fail to make payment, the ED shall authorize Port Legal Counsel to bring action in courts of law, or appropriate steps for possible collection. The Ports accounting records shall reflect that any account more than one hundred twenty (120) days past due is a "doubtful account". The ED shall review the doubtful accounts periodically (at least annually); recommend to the Commission which accounts should be deemed as "uncollectible" and removed from the Port's General Ledger. The Port may take collection action more quickly than set forth in the doubtful accounts collection procedure, or may exercise other remedies if available. The classification of an account as "doubtful" or "uncollectible" shall not waive any rights or release any claim against the Account Debtor. The ED shall inform the Commission at the next regular meeting of all actions undertaken under this section.

IX. PROPERTY ACQUISITION AND SALE OF REAL PROPERTY

When the Commission authorizes the acquisition of real property by purchase or condemnation, the ED shall take all necessary steps including, but not limited to obtaining appraisals / market analyses, to secure title of such property for the Port. The acquisition price shall be established based on appraisals, market analyses and negotiations and shall be approved by the Commission prior to any finalization of the purchase, ED shall sign all necessary documents.

When the Commission authorizes the sale of real property, the ED shall take all necessary steps to complete the transaction including, but not limited to obtaining appraisals, accepting deposits and opening escrow accounts for the Port. The sale price shall be established based upon factors including, without limitation, negotiations, appraisals/market analyses, special benefits to the Port and community, employment generated by the project, and shall be approved by the Commission prior to any finalization of the sale, ED shall sign all necessary documents.

X. INSURANCE PROGRAMS

The ED shall be authorized to work with an insurance broker, pre-approved by the Commission, to negotiate and obtain appropriate policies of insurance to cover Port property, liability, Commissioner and employee coverage, vehicle and other areas appropriately included within a comprehensive insurance program. The ED is authorized to approve from time to time changes or modifications within the insurance policies, these changes shall be promptly reported to the Commission at the next scheduled meeting so as to keep Commission informed of basic changes in the overall insurance program of the Port.

XI. EMPLOYEE TRAVEL, EDUCATION & CONFERENCE ATTENDANCE

The ED is authorized to approve travel and attendance of conferences or education opportunities by employees, without prior Commission approval. The limits of such authorization shall be for travel within the continental United States and the total costs shall not exceed \$1,000.00. Estimated costs in excess of \$1,000.00 shall require Commission approval prior to travel. Travel costs must be within the current budget. The ED will review all requests for travel to conferences or education to assure that it is applicable to the Port or Port operations.

XII. BANKING SERVICES AND INVESTMENT OF TEMPORARILY IDLE PORT FUNDS

The ED is authorized to negotiate for banking services and enter into agreements for such services; provided, however, unless approved in advance by the Commission, such agreements shall be terminable by the Port, without penalty. Procedures shall be established for the deposit / disbursement of Port funds recognizing the requirements sited in RCW 53.36.010 and that such procedures shall provide for an adequate system of internal control. Such banking service agreements shall be reported to the Commission at the next regular meeting.

For purposes of this section, "Temporarily Idle Funds" shall mean those funds which are not required for immediate expenditure. The Port District ED is authorized to develop procedures to direct the Port Treasurer, in accordance with applicable law relating to the investment of public funds, in the investments of

temporarily idle Port funds. These directives include, but shall not be limited to, investments in public fund approved vehicles of investment, sale of such investments, and necessary inter-fund transfers. A summary of all financial activities shall be provided at Port Commission meetings.

XIII. TRADE DEVELOPMENT PROGRAMS

The ED is authorized, consistent with budget and statutory limitations, to develop and carry out programs of trade development (which may include tourism and tourism promotion), advertising, and promotion of the Port, including its properties, facilities and services. Such programs shall be reviewed by the Commission from time to time.

XIV. GRANTS AND APPROPRIATIONS

All grant and appropriation requests (regardless of value) will come before the Commission for approval prior to submission.

XV. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT

It is the basic policy of the Port to provide equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on the grounds of race, creed, color, national origin, sex, sexual orientation, marital status, age or the presence of any sensory, mental or physical handicap. This policy is to be implemented by the Executive Director.

XVI. ADMINISTERIAL CHECKS AND WARRANTS

The Executive Director is authorized to approve checks and warrants issued in the nature of administerial expenses for the efficient and proper management of port district operations as delegated in this resolution or reasonably implied from the same. The Executive Director is not authorized to approve checks and warrants in the nature of claims or non-administerial obligations. The Executive Director shall cause the checks and warrants issued under this section to come before the commission for review and approval as to the nature

and amount of administrative checks and warrants issued at the next regular meeting following issuance. The Port shall provide for bonding required for faithful discharge of the Executive Director's duties.

PORT OF PORT TOWNSEND

MEETING OF: January 8, 2014

AGENDA ITEM: VIII. New Business
C. WPPA Trustees

BACKGROUND:

It is time to appoint a 2014 Trustee and Alternate Trustee for the Washington Public Ports Association. Mr. Crockett was the 2014 Trustee and Commissioner Thompson was the 2013 Alternate.

Executive Director's Recommendation:

Appoint 2014 Trustee and Alternate Trustee.

PORT OF PORT TOWNSEND

MEETING OF: January 8, 2014

AGENDA ITEM: VIII. New Business
D. Stormwater Contract for Landau Associates

BACKGROUND:

Landau Associates have been working with the Port of Port Townsend for several years on all of our stormwater compliance issues. They are one of the premier companies in the country, dealing with this ever changing environmental component of our business.

We have found over the last five years that the best way to be prepared for the unexpected is to have an engineering firm on contract and on call to deal with these complex compliance issues.

Because of the need for the recent level three response documents and the ongoing updates that we will need to provide the Department of Ecology, Landau's projected budget for 2014 would be a fee not to exceed \$23,000.

I have attached a copy of the proposed contract for you review.

Executive Director's Recommendation:

Authorize the Executive Director in sign the proposed contract with Landau Associates in an amount not to exceed \$23,000.

December 13, 2013

Port of Port Townsend
P.O. Box 1180
Port Townsend, Washington 98368

Attn: Mr. Jim Pivarnik, Deputy Director

**RE: PROPOSAL FOR ON-CALL STORMWATER PERMIT COMPLIANCE SERVICES
BOATYARD AND JEFFERSON COUNTY INTERNATIONAL AIRPORT
PORT TOWNSEND, WASHINGTON**

Dear Mr. Pivarnik:

This letter presents our proposal to provide continued on-call stormwater permit compliance services to the Port of Port Townsend (Port). This proposal is being presented to replace the current on-call contract budget. Services under this new proposed scope will continue to involve stormwater compliance evaluation, assistance with response actions, reporting, and monitoring related to the Port's boatyard facility (Boatyard), which is covered under the Boatyard General Permit (Boatyard Permit; Permit #WAG031006). The proposed scope also includes permit compliance services for the Port's Jefferson County International Airport (Airport), which is covered under the Industrial Stormwater General Permit (Industrial Permit; (Permit #WAR000725).

PROPOSED SCOPE OF SERVICES

The services for the Port related to boatyard and industrial stormwater permit compliance are proposed to continue to be on an on-call basis, which can begin immediately upon authorization of this proposal. Landau Associates proposes to assist the Port by managing the following stormwater compliance tasks:

Boatyard Permit Routine Compliance Actions

- **Database Maintenance** – Landau Associates will maintain laboratory stormwater sampling results in a database for easy tracking and comparison to Boatyard Permit benchmark values. If requested, we can continue to maintain a database of StormwaterRx AQUIP lab results and flow totalizer data. We will also track pressure-wash sampling results in a database for comparison to Boatyard Permit discharge limits. We will provide you with electronic copies of updated databases after each sampling event following our receipt and incorporation of the laboratory analytical and field measurement results.
- **Data Evaluation** – We will evaluate laboratory sampling data to track current operational, structural, and treatment BMP effectiveness, whether benchmark or discharge limits are

exceeded, and whether “response actions” in the permit are triggered. This task may also include an evaluation of potential facility stormwater improvements needed in order to attain the maximum daily and seasonal average benchmark values of the Boatyard Permit.

- **Discharge Monitoring Report (DMR) Preparation** – Landau Associates can provide assistance in preparation of DMRs prior to the submittal deadline to the Washington State Department of Ecology, if requested. This task could be conducted more efficiently and consistently by using the WebDMR program, which would require minor effort for initial setup. The final DMR must be signed by an appropriate Port representative.
- **Application for Permit Coverage Renewal** – Landau Associates can provide any assistance necessary when the application for renewal of Permit coverage is due in July 2015.

Boatyard Permit Stormwater Compliance Response Actions

- **Actions Related to August 2013 Engineering Report** – Known tasks related to the Level three Engineering Report include participation in an Ecology site visit in November 2013, and revision of the Engineering Report at Ecology’s request to include information on source control BMPs. Landau Associates understands that additional services related to response actions as described in the Level Three Engineering Report may be requested. These services may include:
 - Responding to Department of Ecology comments and requests
 - Evaluation of additional monitoring data collected by the Port
 - Consultation on source control actions, improvements to existing BMPs, and selection of additional BMPs
 - Any additional assistance implementing BMPs and source control actions the Port may request, including site visits related to BMP selection, installation, or maintenance
 - Assistance with the modification of Permit coverage request required as part of the Level Three Response, including preparation of the revised Permit application, assistance with any corresponding SWPPP updates, and assistance with public notice requirements.
- **Permit Response Actions** – We will provide assistance for additional Level One, Level Two, and Level Three Responses, as may be necessary. This work may include preparation of Level One Response summaries, preparation of Level Two Response source control reports, and preparation of Level Three engineering reports when requested to do so. Because the Port has already triggered advanced response actions in this Permit cycle it is assumed that until the Permit is reissued in 2016, no additional Level One, Two, or Three Responses will be required for zinc, and no additional Level One Responses will be required for copper. Estimated costs for this task are limited to minimal efforts related to Level Two and Level Three Responses for copper, as the corresponding Source Control and Engineering Reports for zinc should be applicable for copper Responses.

Smith & Lowney Notice and Port Response

- **Outstanding Items Related to Notice of Intent to Sue** – Landau Associates understands there are still some outstanding tasks related to the Notice of Intent to Sue received from Smith & Lowney. At the Port’s request, Landau Associates participated in a meeting with Smith & Lowney and the Port in late November 2013. At the Port’s request, Landau Associates can assist with any further SWPPP edits or other tasks that may arise.

Additional Services

Landau Associates can provide assistance with any additional services the Port requests. These services may include:

- **Boatyard Site Visits** – At the Port’s request, Landau Associates staff are available for site visits. Site visits may include (but not limited to) participation in Ecology inspections or BMP installation, assessment, or maintenance.
- **Boatyard SWPPP Updates** – At the Port’s request, Landau Associates can assist with any updates to the facility SWPPP. The Boatyard Permit requires the SWPPP to include BMPs necessary to meet Permit benchmarks. Therefore, BMPs that are added or modified, including those related to the actions related to the recent Level Three Response triggered for zinc, should be reflected in the SWPPP.
- **Boatyard Permit Stormwater Sampling Assistance** – Landau Associates staff will be available to perform the required stormwater and/or pressure-wash sampling and visual site monitoring per the Port’s Boatyard stormwater pollution prevention plan (SWPPP) for instances when the Port is unavailable to do so. Landau Associates can monitor Port Townsend weather conditions and forecasts via the Internet to be ready if called upon by the Port to perform sampling. In the event that Landau Associates conducts stormwater sampling, we assume that the Port will continue to directly contract with the laboratory (Twiss Analytical). This proposal does not include a budget for laboratory testing.
- **Industrial Permit Airport Stormwater Consulting Services** – Landau Associates will be available to provide either general advice or more involved stormwater compliance consulting services for the Airport depending on the Port’s needs. More involved stormwater compliance services could involve any of the above listed tasks that also apply to the Industrial Permit such as: sampling, maintaining a stormwater sample data table and comparing results to benchmark values, assisting with corrective actions and/or DMRs, updating SWPPPs, and other reporting or review activities.

PROJECT TEAM

Joe Kalmar, P.E., Principal, will continue to be the senior reviewer for this project and will be available to the Port for this project as needed. Joe has assisted many industrial and port clients with stormwater National Pollutant Discharge Elimination System (NPDES) permit compliance during his more than 20 years of environmental consulting. Martin Valeri, Project Engineer, will continue to be the project manager for this project. Martin is an environmental engineer with significant experience assisting clients with NPDES permit compliance, evaluation of stormwater BMPs, SWPPP preparation, laboratory data management, and stormwater sampling. Rosemary Trimmer, Staff Scientist, has provided stormwater sampling and compliance support to many clients, and may support Martin on this project by maintaining the Port’s database of stormwater sampling results, evaluating data against benchmarks and limits, and preparing DMRs or conducting stormwater sampling if the Port requests. Full résumés and qualifications of project personnel are available upon request.

ESTIMATED BUDGET AND AUTHORIZATION

Because there are some uncertainties associated with the proposed services, Landau Associates proposes a not-to-exceed budget for the tasks listed above of \$23,000, with no specific end date. This not-to-exceed amount was determined by estimating budget amounts for routine Boatyard compliance tasks through the end of 2015 (\$6,000), assistance with Permit Response Actions including continued assistance with the Level Three Response for zinc (\$8,500), and continued assistance with the Smith & Lowney notice of intent (\$4,000). Because services are proposed to be provided on an on-call basis, we have included an additional \$4,500 in the not-to-exceed budget so that we may respond to unanticipated requests in a timely manner. The estimated budget amounts above include the recent site visits by Joe Kalmar for the Ecology inspection related to the Level Three Response and for the Smith & Lowney meeting. The proposed budget can be applied to whichever Boatyard or Airport stormwater compliance tasks the Port requests, and Landau Associates will not exceed this proposed budgeted amount without the consent of the Port. Our 2013 rates have increased slightly from the 2011 rates which applied to our previous on-call contract. To provide good value to the Port, we offer that our 2013 rates will apply through 2015.

You may authorize our services using the form below or by your preferred method. We are prepared to commence work upon your authorization. Thank you very much for the opportunity to provide these services to the Port. Please feel free to contact us if you have questions.

LANDAU ASSOCIATES, INC.



Martin Valeri
Project Manager



Joseph A. Kalmar, P.E.
Principal

MCV/JAK/ccy

Attachments: General Conditions
Compensation Schedule – 2013

* * * * *

AUTHORIZATION

The scope of services and contractual conditions as described in this proposal and its attachments are accepted and Landau Associates, Inc. is authorized to proceed.

By

signature*

printed

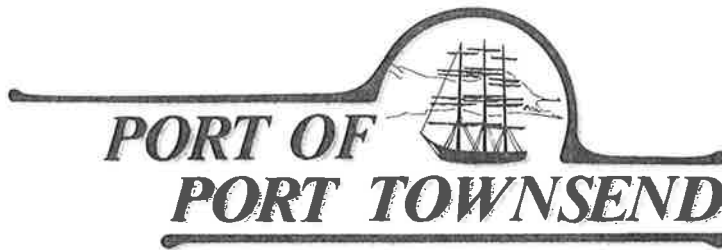
For

firm*

date

*Name of person with contractual authority and firm responsible for payment of Landau Associates, Inc. billing.

On-Call Stormwater Permit Compliance Services
Budget Status and Budget Modification Request
Boatyard and Jefferson County International Airport
Port of Port Townsend
Port Townsend, Washington



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. 052315 through No. 052337, are approved for payment in the amount of \$124,244.10 on this 8th day of January, 2014.

For: **Payroll and Benefits**

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Commissioner Stephen R. Tucker

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 | |
| 052328 | 12/31/2013 | AFL010 | AFLAC | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 761.89 | 0.00 | 761.89 | |
| 052329 | 12/31/2013 | BAN001 | Bank Of America | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 17,680.27 | 0.00 | 17,680.27 | |
| 052330 | 12/31/2013 | NOR020 | Northwest Administrators, Inc. | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 22,606.58 | 0.00 | 22,606.58 | |
| 052331 | 12/31/2013 | PEJ001 | Peninsula Credit Union | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 800.00 | 0.00 | 800.00 | |
| 052332 | 12/31/2013 | POR001 | Auditor's Revolving Fund | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 30,641.10 | 0.00 | 30,641.10 | |
| 052333 | 12/31/2013 | SPE010 | James Speer | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 250.00 | 0.00 | 250.00 | |
| 052334 | 12/31/2013 | TEA001 | Teamsters Local 589 | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 1,059.00 | 0.00 | 1,059.00 | |
| 052335 | 12/31/2013 | WA0302 | State of Washington | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 1,200.00 | 0.00 | 1,200.00 | |
| 052336 | 12/31/2013 | WA0801 | State of Washington | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 14,719.20 | 0.00 | 14,719.20 | |
| 052337 | 12/31/2013 | WA1801 | State of Washington | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 17,585.46 | 0.00 | 17,585.46 | |
| | | | Report Total: | | 107,303.50 | 0.00 | 107,303.50 | |



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 052338 through No. 052378, are approved for payment in the amount of \$280,899.57 on this 8th day of January, 2014.

For: **Accounts Payable**

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Commissioner Stephen R. Tucker

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 | |
|--------------|------------|--------|-------------------------------|--------------|----------------|------------------|----------------|-------------------------|
| 052338 | 12/31/2013 | ADM002 | Admiral Ship Supply Inc. | | | | | Check Entry Number: 001 |
| | | | 455864 | 11/26/2013 | 37.25 | 0.00 | 37.25 | |
| | | | 456000 | 12/2/2013 | 378.20 | 0.00 | 378.20 | |
| | | | 456046 | 12/2/2013 | 21.55 | 0.00 | 21.55 | |
| | | | 456355 | 12/6/2013 | 2,882.29 | 0.00 | 2,882.29 | |
| | | | 456469 | 12/10/2013 | 582.71 | 0.00 | 582.71 | |
| | | | 456551 | 12/11/2013 | 12.42 | 0.00 | 12.42 | |
| | | | 456838 | 12/17/2013 | 18.53 | 0.00 | 18.53 | |
| | | | Check 052338 Total: | | 3,932.95 | 0.00 | 3,932.95 | |
| 052339 | 12/31/2013 | ARR010 | Arrow Lumber Port Townsend | | | | | Check Entry Number: 001 |
| | | | 77392 | 12/4/2013 | 47.47 | 0.00 | 47.47 | |
| | | | 77469 | 12/13/2013 | 80.75 | 0.00 | 80.75 | |
| | | | 77524 | 12/23/2013 | 222.29 | 0.00 | 222.29 | |
| | | | Check 052339 Total: | | 350.51 | 0.00 | 350.51 | |
| 052340 | 12/31/2013 | BEY001 | Rhonda Beytebiere | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 83.07 | 0.00 | 83.07 | |
| 052341 | 12/31/2013 | CAN001 | Canon Financial Services Inc. | | | | | Check Entry Number: 001 |
| | | | 13375794 | 12/22/2013 | 222.63 | 0.00 | 222.63 | |
| 052342 | 12/31/2013 | CAR001 | Carl's Building Supply | | | | | Check Entry Number: 001 |
| | | | 131266559 | 12/16/2013 | 103.35 | 0.00 | 103.35 | |
| | | | 1312665764 | 12/17/2013 | 74.49 | 0.00 | 74.49 | |
| | | | Check 052342 Total: | | 177.84 | 0.00 | 177.84 | |
| 052343 | 12/31/2013 | CED005 | CED | | | | | Check Entry Number: 001 |
| | | | 5948618108 | 12/12/2013 | 67.06 | 0.00 | 67.06 | |
| 052344 | 12/31/2013 | CEN035 | CenturyLink | | | | | Check Entry Number: 001 |
| | | | 12082013 | 12/8/2013 | 218.55 | 0.00 | 218.55 | |
| 052345 | 12/31/2013 | CEN040 | CENTURYLINK | | | | | Check Entry Number: 001 |
| | | | 12192013 | 12/19/2013 | 2,762.39 | 0.00 | 2,762.39 | |
| 052346 | 12/31/2013 | CIT001 | City Of Port Townsend | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 7,554.24 | 0.00 | 7,554.24 | |
| 052347 | 12/31/2013 | CRO001 | Lawrence C Crockett | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 52.55 | 0.00 | 52.55 | |
| 052348 | 12/31/2013 | DOU010 | Double D Electric | | | | | Check Entry Number: 001 |
| | | | 10458 | 12/30/2013 | 4.36 | 0.00 | 4.36 | |
| 052349 | 12/31/2013 | END040 | enduris Washington | | | | | Check Entry Number: 001 |
| | | | 14114 | 12/23/2013 | 27.00 | 0.00 | 27.00 | |
| 052350 | 12/31/2013 | ERI030 | Leif W. Erickson | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 74.58 | 0.00 | 74.58 | |
| 052351 | 12/31/2013 | GOO002 | Good Man Inc. | | | | | Check Entry Number: 001 |
| | | | 76834 | 12/31/2013 | 547.96 | 0.00 | 547.96 | |
| 052352 | 12/31/2013 | GSM050 | GS Media & Events | | | | | Check Entry Number: 001 |
| | | | CD343515 | 12/31/2013 | 9,185.00 | 0.00 | 9,185.00 | |
| 052353 | 12/31/2013 | HAD001 | Hadlock Building Supply | | | | | Check Entry Number: 001 |
| | | | 01035930 | 12/2/2013 | 18.51 | 0.00 | 18.51 | |
| | | | 01036175 | 12/4/2013 | 50.13 | 0.00 | 50.13 | |
| | | | 01036852 | 12/13/2013 | 100.61 | 0.00 | 100.61 | |
| | | | 01037577 | 12/24/2013 | 119.27 | 0.00 | 119.27 | |
| | | | Check 052353 Total: | | 288.52 | 0.00 | 288.52 | |
| 052354 | 12/31/2013 | HEN002 | Henery Hardware | | | | | Check Entry Number: 001 |
| | | | 495225 | 11/26/2013 | 32.20 | 0.00 | 32.20 | |
| | | | 495724 | 12/3/2013 | 25.66 | 0.00 | 25.66 | |
| | | | 495795 | 12/3/2013 | 19.61 | 0.00 | 19.61 | |
| | | | 495972 | 12/5/2013 | 5.19 | 0.00 | 5.19 | |
| | | | 496038 | 12/5/2013 | 27.22 | 0.00 | 27.22 | |
| | | | 496088 | 12/6/2013 | 14.16 | 0.00 | 14.16 | |
| | | | 496395 | 12/10/2013 | 41.09 | 0.00 | 41.09 | |
| | | | 496438 | 12/10/2013 | 12.50 | 0.00 | 12.50 | |
| | | | 496465 | 12/10/2013 | 33.31 | 0.00 | 33.31 | |
| | | | 496548 | 12/11/2013 | 3.68 | 0.00 | 3.68 | |
| | | | 496774 | 12/13/2013 | 14.54 | 0.00 | 14.54 | |
| | | | 49680 | 12/13/2013 | 150.40 | 0.00 | 150.40 | |
| | | | 496816 | 12/13/2013 | 21.78 | 0.00 | 21.78 | |
| | | | 497125 | 12/18/2013 | 39.22 | 0.00 | 39.22 | |
| | | | 497127 | 12/18/2013 | 26.51 | 0.00 | 26.51 | |
| | | | 497129 | 12/18/2013 | 61.02 | 0.00 | 61.02 | |
| | | | 497268 | 12/19/2013 | 131.50 | 0.00 | 131.50 | |
| | | | 497328 | 12/20/2013 | 45.75 | 0.00 | 45.75 | |
| | | | 497510 | 12/23/2013 | 32.24 | 0.00 | 32.24 | |
| | | | 497567 | 12/24/2013 | 23.97 | 0.00 | 23.97 | |
| | | | Check 052354 Total: | | 761.55 | 0.00 | 761.55 | |
| 052355 | 12/31/2013 | HIG020 | Highway Specialties LLC | | | | | Check Entry Number: 001 |
| | | | 1312287 | 12/20/2013 | 65.40 | 0.00 | 65.40 | |
| 052356 | 12/31/2013 | ICS001 | ICS Support, Inc. | | | | | Check Entry Number: 001 |
| | | | 0049777-IN | 12/26/2013 | 262.14 | 0.00 | 262.14 | |
| 052357 | 12/31/2013 | KHI001 | Terry Khile | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 96.76 | 0.00 | 96.76 | |
| 052358 | 12/31/2013 | MAC040 | Norman MacLeod | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 1,375.00 | 0.00 | 1,375.00 | |
| 052359 | 12/31/2013 | MET050 | Metro NW | | | | | Check Entry Number: 001 |
| | | | 11042013 | 11/4/2013 | 214,611.16 | 0.00 | 214,611.16 | |
| 052360 | 12/31/2013 | MOU010 | Mountain Propane | | | | | Check Entry Number: 001 |
| | | | 123259 | 12/13/2013 | 54.77 | 0.00 | 54.77 | |

Bank Code: W - WARRANTS PAYABLE

| Check Number | Check Date | Vendor | Invoice Number | Invoice Date | Invoice Amount | Discount Applied | Payment Amount | |
|--------------|------------|--------|--------------------------------|--------------|----------------|------------------|----------------|-------------------------|
| 052361 | 12/31/2013 | NEL001 | Sue Nelson | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 44.63 | 0.00 | 44.63 | |
| 052362 | 12/31/2013 | OLY002 | AmSan | | | | | Check Entry Number: 001 |
| | | | 300710415 | 11/25/2013 | 336.05 | 0.00 | 336.05 | |
| | | | 300797271 | 11/26/2013 | 427.69 | 0.00 | 427.69 | |
| | | | 301150256 | 12/4/2013 | 306.66 | 0.00 | 306.66 | |
| | | | 301150264 | 12/4/2013 | 181.87 | 0.00 | 181.87 | |
| | | | 301601530 | 12/11/2013 | 458.99 | 0.00 | 458.99 | |
| | | | 301601548 | 12/11/2013 | 315.24 | 0.00 | 315.24 | |
| | | | 302032016 | 12/18/2013 | 290.76 | 0.00 | 290.76 | |
| | | | 302122973 | 12/19/2013 | 111.69 | 0.00 | 111.69 | |
| | | | 302282595 | 12/23/2013 | 346.17 | 0.00 | 346.17 | |
| | | | Check 052362 Total: | | 2,551.74 | 0.00 | 2,551.74 | |
| 052363 | 12/31/2013 | OLY004 | Olympic Art and Office | | | | | Check Entry Number: 001 |
| | | | 5476 | 12/3/2013 | 28.22 | 0.00 | 28.22 | |
| 052364 | 12/31/2013 | PAC004 | Pacific Office Equipment Co | | | | | Check Entry Number: 001 |
| | | | 616080 | 12/31/2013 | 32.70 | 0.00 | 32.70 | |
| | | | 916078 | 12/31/2013 | 54.50 | 0.00 | 54.50 | |
| | | | 916079 | 12/31/2013 | 0.39 | 0.00 | 0.39 | |
| | | | 916081 | 12/31/2013 | 7.23 | 0.00 | 7.23 | |
| | | | 916082 | 12/31/2013 | 209.86 | 0.00 | 209.86 | |
| | | | Check 052364 Total: | | 304.68 | 0.00 | 304.68 | |
| 052365 | 12/31/2013 | PAP020 | Pape Material Handling Exchang | | | | | Check Entry Number: 001 |
| | | | 7146699 | 12/17/2013 | 55.05 | 0.00 | 55.05 | |
| 052366 | 12/31/2013 | POR005 | Port Townsend Leader | | | | | Check Entry Number: 001 |
| | | | 71140 | 12/31/2013 | 340.00 | 0.00 | 340.00 | |
| 052367 | 12/31/2013 | PRI005 | Kees Prins | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 63.39 | 0.00 | 63.39 | |
| 052368 | 12/31/2013 | PUD001 | Pud District #1 | | | | | Check Entry Number: 001 |
| | | | 12252013 | 12/25/2013 | 471.25 | 0.00 | 471.25 | |
| 052369 | 12/31/2013 | PUD005 | PUD #1 of Jefferson County | | | | | Check Entry Number: 001 |
| | | | 12062013 | 12/6/2013 | 25,436.60 | 0.00 | 25,436.60 | |
| 052370 | 12/31/2013 | SAF001 | Safeway, Inc. | | | | | Check Entry Number: 001 |
| | | | 12212013 | 12/21/2013 | 1,471.72 | 0.00 | 1,471.72 | |
| 052371 | 12/31/2013 | SKO000 | Skookum Contract Services | | | | | Check Entry Number: 001 |
| | | | 9012247 | 12/13/2013 | 6,606.08 | 0.00 | 6,606.08 | |
| 052372 | 12/31/2013 | SOE001 | Soehl Electronics | | | | | Check Entry Number: 001 |
| | | | 10210502 | 12/10/2013 | 46.86 | 0.00 | 46.86 | |
| 052373 | 12/31/2013 | SPE001 | SOS Printing | | | | | Check Entry Number: 001 |
| | | | 48192 | 12/20/2013 | 21.80 | 0.00 | 21.80 | |
| | | | 48280 | 12/30/2013 | 105.93 | 0.00 | 105.93 | |
| | | | Check 052373 Total: | | 127.73 | 0.00 | 127.73 | |
| 052374 | 12/31/2013 | TUC050 | Stephen Tucker | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 175.57 | 0.00 | 175.57 | |
| 052375 | 12/31/2013 | UPS020 | The UPS Store | | | | | Check Entry Number: 001 |
| | | | 12614 | 12/18/2013 | 17.26 | 0.00 | 17.26 | |
| 052376 | 12/31/2013 | VER001 | Verizon Wireless, Bellevue | | | | | Check Entry Number: 001 |
| | | | 3716710528 | 12/15/2013 | 227.68 | 0.00 | 227.68 | |
| 052377 | 12/31/2013 | WES006 | Westbay Auto Parts, Inc. | | | | | Check Entry Number: 001 |
| | | | 136866 | 11/26/2013 | 14.15 | 0.00 | 14.15 | |
| | | | 139062 | 12/9/2013 | 31.45 | 0.00 | 31.45 | |
| | | | 139961 | 12/13/2013 | 17.42 | 0.00 | 17.42 | |
| | | | Check 052377 Total: | | 63.02 | 0.00 | 63.02 | |
| 052378 | 12/31/2013 | WIL002 | Shawn E Wiles | | | | | Check Entry Number: 001 |
| | | | 12312013 | 12/31/2013 | 92.10 | 0.00 | 92.10 | |
| | | | Report Total: | | 280,899.57 | 0.00 | 280,899.57 | |



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

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 \$4,132.42 on this 8th day of January, 2014.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for December, 2013 in the amount of
\$4,132.42

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Commissioner Stephen R. Tucker

Amy Khile, Director of Finance and
Administration



Electronic Filing – Washington State

E-file Time: 8:47 AM



[My Account Home](#) [Account Activity](#) [List Server](#) [Suggestions](#) [Logout](#)

BOAT HAVEN FUEL DOCK 161-000-044

Confirmation

| | |
|----------------------------|-----------------------|
| Confirmation Number | 12417154 |
| Tax Registration Number | 161000044 |
| Reporting Period | 11/2013 |
| Payment Type | EFT Debit |
| Date and Time Submitted | 12/18/2013 8:47:21 AM |
| Date of Transfer | 12/27/2013 |
| Payment Amount | 4,132.42 |
| Person Completing Return | Donna Frary |
| Person Authorizing Payment | Donna Frary |

Your return and payment have been submitted. For easy reference, print this page and retain it with your tax records.

| | |
|--|------------------------------------|
| Return to Account List | Print Confirmation |
| View Printable Return | |

Confirmation

**For Assistance Call:
1-877-345-3353**



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

November 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) | 86,735.62 | 0.00 | 86,735.62 | 0.0150 | 1,301.03 |
| 0002 | Retailing | 27,810.81 | 73.63 | 27,737.18 | 0.00471 | 130.64 |
| | | 114,546.43 | 73.63 | 114,472.80 | | 1,431.67 |

Deductions

| Deduction Code | Tax Classification | Deduction Name | Amount |
|----------------|--------------------|------------------------|--------------|
| 000205 | Retailing | Motor Vehicle Fuel Tax | 73.63 |
| | | | 73.63 |

State Sales and Use Section

Taxes

| Line Code | Tax Classification | Gross Amount | Total Deductions | Taxable Amount | Rate | Tax Due |
|-----------|--------------------|------------------|------------------|------------------|--------|-----------------|
| 0001 | Retail Sales | 27,810.81 | 741.11 | 27,069.70 | 0.0650 | 1,759.53 |
| | | 27,810.81 | 741.11 | 27,069.70 | | 1,759.53 |

Deductions

| Deduction Code | Tax Classification | Deduction Name | Amount |
|----------------|--------------------|--------------------------|---------------|
| 000119 | Retail Sales | Motor Vehicle Fuel Sales | 741.11 |
| | | | 741.11 |

Local Sales Section

| Line Code | Location Code | Location Name | Taxable Amount | Rate | Tax Due |
|-----------|---------------|---------------|------------------|--------|---------------|
| 0045 | 1601 | PORT TOWNSEND | 27,069.70 | 0.0250 | 676.74 |
| | | | 27,069.70 | | 676.74 |

Lodging Section

Transient Rental Income Information

| Line Code | Location Code | Location Name | Income |
|-----------|---------------|---------------|----------|
| 0047 | 1601 | PORT TOWNSEND | 8,957.56 |
| | | | 8,957.56 |

Special Hotel/Motel Tax

| Line Code | Location Code | Location Name | Taxable Amount | Rate | Tax Due |
|-----------|---------------|---------------|----------------|--------|---------|
| 0070 | 1601 | PORT TOWNSEND | 8,957.56 | 0.0200 | 179.15 |
| | | | 8,957.56 | | 179.15 |

Public Utilities Section

Taxes

| Line Code | Tax Classification | Gross Amount | Total Deductions | Taxable Amount | Rate | Tax Due |
|-----------|-------------------------------|--------------|------------------|----------------|---------|---------|
| 0060 | Water Distribution | 450.96 | 0.00 | 450.96 | 0.05029 | 22.68 |
| 0013 | Other Public Service Business | 3,253.05 | 0.00 | 3,253.05 | 0.01926 | 62.65 |
| | | 3,704.01 | 0.00 | 3,704.01 | | 85.33 |

Summary Section

| | Amount |
|---|-----------------|
| State Business and Occupation Tax Total | 1,431.67 |
| State Sales and Use Tax Total | 1,759.53 |
| Local and Regional Tax Total | 676.74 |
| Lodging Tax Total | 179.15 |
| Public Utilities Tax Total | 85.33 |
| E911 Tax Total | 0.00 |
| Other Tax Total | 0.00 |
| SubTotal | 4,132.42 |
| Less Total Credits | 0.00 |
| Total | 4,132.42 |
| Amount Paid | 4,132.42 |
| Balance | 0.00 |

Additional Information

| | | | |
|-------------------------|-----------------------|-------------------------|-------------|
| Confirmation Number | 12417154 | Date Printed | 12/18/2013 |
| Date and Time Submitted | 12/18/2013 8:47:21 AM | Tax Registration Number | 161-000-044 |
| Payment Type | EFT Debit | Person Completing | Donna Frary |

Total Amount Paid 4,132.42
Date To Transfer Payment 12/27/2013
Person Authorizing Payment Donna Frary

Return Phone Number (360)379-5217
E-Mail Address donna@portofpt.com

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