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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda  
Wednesday, January 22, 2014 – 6:30 PM  
Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Meeting Minutes – January 8, 2014.....1-3
  - Approval of Public Workshop Minutes – January 8, 2014.....4-5
  - Approval of Special Meeting Minutes, Executive Session, January 10, 2014....6
  - B. Write-off/Collection Register.....7-8
- IV. Public Comments (not related to agenda)
- V. Old Business
  - A. Resolution No. 604-14 – Readopting Commission Meeting Procedures.....9-14
  - B. Stormwater Contract for Landau Associates-*Second Reading*.....15-20
- VI. New Business
  - A. Derelict Vessel Legislation.....21
  - B. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. **Regular Meeting/Public Workshop: Wednesday, February 12, 2014. Meeting at 1:00 PM /  
Public Workshop 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XI. Executive Session (if called):
- XII. Adjournment

**PORT COMMISSION MEETING– January 8, 2014**

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

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor – Khile  
Planning Analyst - Toews  
Attorney - Harris  
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Attorney Harris stated the subject of the Executive Session is litigation, pursuant to RCW 42.30.110 (i), duration of fifteen to twenty minutes, with no action.

Mr. Crockett announced that another litigation subject previously scheduled for the Executive Session is being postponed, needing Attorney Lake's presence, who is absent due to a rescheduled meeting at the Port of Tacoma. He recommends scheduling a Special Meeting – Executive Session only, on Friday, January 10, 2014 at 1:00 PM. The Commission agreed.

Added to the agenda under New Business, Item F, Point Hudson Breakwater Repair-Engineering Services.

**Commissioner Tucker moved to approve the Agenda as amended.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

III. ELECTION OF OFFICERS (2:45):

Commissioner Hanke nominated Commissioner Tucker as President. Commissioner Clinefelter was nominated as Vice President and Commissioner Hanke as secretary.

**Commissioner Hanke moved to approve nominations as proposed.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

IV. CONSENT AGENDA (3:54):

A. Approval of Meeting Minutes – December 23, 2013

B. Operations Reports – December 2013

**Commissioner Hanke moved to approve the Consent Agenda as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

V. PUBLIC COMMENTS (Not related to agenda) (4:12):

Gwendolyn Tracy, Port tenant, questioned charges on her bill pertaining to stormwater fees, CPI increase and an increase to garbage rates.

Tim Hoffman, Port tenant, commented on the utility portion of monthly billings.

Bill Curtsinger, Port tenant, asked how stormwater fees are calculated for lease tenants.

Bertram Levy, moorage tenant, asked how stormwater fees are calculated for moorage tenants. Mr. Crockett replied stormwater fees are not charged to moorage tenants, but an environmental fee is. Mr. Levy requested a discussion to be held at a future meeting on the validity of stormwater and "hazardous waste" fees.

Bill Curtsinger commented on the recent boat fire in the yard and expressed his concerns on safety.

Mr. Hoffman would like to see more regulation enforcement focused on the non-active customer and not to beat up on active customers, such as commercial fishermen.

Ms. Tracy asked if the approved staff position has been created in the environmental department. She added it should lessen the risk of incidents in the yard.

Vigo Anderson pointed out that since his comment in November about fire extinguishers missing in boxes throughout the yard, he has observed some still have not been replaced. He also commented that even inactive boats in the yard are a revenue source for the Port and should be allowed to stay as long as safety rules are followed.

Commissioner Clinefelter agreed on the need for another environmental staff member.

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

The regular meeting recessed into the annual Industrial Development Corporation meeting at 1:30 PM and reconvened into the regular meeting at 1:36 PM.

VII. OLD BUSINESS:

None

VIII. NEW BUSINESS:

A. Resolution No. 604-14 Readopting Meeting Procedures (37:03):

Commissioner Tucker discussed incorporating the “second touch” into Port Commission Meeting Procedures. This would mandate an item read for the first time at one meeting and then be read again for a “second touch” at a following meeting. Commissioner Tucker believes this would allow the public more time to learn of an issue before a Commission vote is made on that item, therefore, he proposed some changes to the agenda format.

Ms. Khile requested another change to the Meeting Procedures; that “Warrant Approval” be moved permanently to the Consent Agenda, as bills cannot wait to be paid an additional two weeks on a “second touch”.

Commissioner Hanke proposed changing the start time of the second monthly meeting from 6:30 PM to 5:30 PM.

Commissioner Tucker stated draft Resolution No. 604-13 and the Meeting Procedures would be revised, per changes as discussed, and presented again at the January 22, 2014 meeting for adoption.

B. Delegation of Authority (51:42):

Mr. Crockett explained this Resolution and the attachment need annual adoption.

Commissioner Clinefelter would like to see some changes made, such as the E.D. “shall” may report his authorized expenses to the commission. He would rather see the commissioners appraised regularly rather than from “time to time”.

Commissioner Tucker asked for any changes to be submitted to administration for incorporation into the final resolution and attachment for adoption at the January 22, 2014 meeting.

C. WPPA Trustees:

Mr. Crockett explained duties as a WA Public Ports Association Trustee include attending two business meetings a year - one at the annual winter meeting and one at the spring meeting. The trustee votes on business matters as part of the WPPA.

Mr. Crockett was selected as the Trustee for 2014 and Commissioner Tucker as the Alternate.

D. Stormwater Contract for Landau Associates (1:02:11):

Mr. Crockett explained Landau Associates has been on retainer as the Port’s environmental engineer and it is time for their contract to be renewed. He informed Landau has been heavily involved with the Port’s Level 3 and stormwater fixes. Mr. Crockett recommends renewing the contract. This item is tabled for the January 22, 2014 meeting.

E. Approval of Warrants:

Commissioner Hanke read the warrants, as presented:

Warrant #052315 through #052337 in the amount of \$124,244.10 for Payroll and Benefits

Warrant #052338 through #052378 in the amount of \$280,899.57 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$4,132.42 for Washington State

Combined Excise Tax for December 2013

**Commissioner Hanke moved to vote on warrant approval today, rather than table to the next meeting.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Hanke moved to approve the warrants as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

F. Point Hudson Breakwater Repair – Engineering Services (1:10:23):

Mr. Crockett requests authorization from the Commission to advertise for engineering services for the Point Hudson breakwater repairs.

Commissioner Clinefelter directed staff to get an opinion and estimate using sheet piling verses standard pilings.

**Commissioner Tucker moved to authorize staff to advertise for engineering services for the Point Hudson breakwater repair project.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

IX. STAFF COMMENTS (1:15:07):

Ms. Khile announced the November Financial update was placed in the “Finance” section of Dropbox.

Mr. Crockett informed that he will attend the Team Jefferson/EDC “Can Do Summit” tomorrow from 10:00 AM – 4:00 PM and a commissioner is welcome to attend as well. The County, Port, City, Chamber and Main Street were asked to bring five things to the table that would have a visible impact on economic development in 2014. Mr. Crockett knows of at least three things he will bring: Port support of fire flow for Quilcene, Port support for a community septic system in Quilcene, and seeking different means of funding for the airport industrial park. Commissioner Tucker added he would also attend.

X. PUBLIC COMMENTS (1:18:54):

Gwendolyn Tracy thanked the commission and staff for listening to their comments and welcomed the new commission.

Vigo Anderson stated he believes the boat ramp expansion is “way over the top”. He suggests looking again at collaborating with Fort Worden on their boat ramp.

XI. COMMISSIONER COMMENTS (1:22:20):

Commissioner Hanke would like to see staff purchase and replace missing fire extinguishers. He also likes the idea of submitting Port news on a regular basis in a regular spot in the local paper.

Commissioner Clinefelter stated the importance that temporary repairs should be made to the Point Hudson breakwater. He asked if this would be performed by Port maintenance staff or by an outside contractor.

Commissioner Tucker stated he is excited for the New Year.

X. NEXT MEETING(S): **Next Special Meeting – Executive Session only**, subject: Litigation, pursuant to RCW 42.30.110 (i) will be held Friday, January 10, 2014 at 1:00 PM. **Next regular meeting** will be held Wednesday, January 22, 2014 at 6:30 PM. Both meetings will be held in the Port Commission Building, 333 Benedict Street, Port Townsend.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 2:26 PM to discuss pending litigation duration of fifteen to twenty minutes with no action, pursuant to RCW 42.30.110 (i). At 2:42 PM, Ms. Nelson checked and at 2:46 PM, Attorney Harris checked to see if any public was waiting for the reconvening of the regular meeting. Finding no one, the session continued.

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:55 PM there being no further business to come before the Commission.

ATTEST:

\_\_\_\_\_  
Stephen R. Tucker, President

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Peter W. Hanke, Secretary

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

**PORT COMMISSION PUBLIC WORKSHOP – January 8, 2014**

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

Present: Commissioners – Tucker, Clinefelter and Hanke  
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. Added to the agenda was a mention of the Team Jefferson/EDC “Can Do Summit” scheduled for Thursday, January 9, 2014 from 10:00 AM – 4:00 PM.

III. ADJOURNMENT:

The Workshop adjourned at 11:43 AM.

ATTEST:

\_\_\_\_\_  
Stephen R. Tucker, President

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Peter W. Hanke, Secretary

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

**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/two reading" 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.

**PORT COMMISSION SPECIAL MEETING– EXECUTIVE SESSION ONLY – January 10, 2014**

The Port of Port Townsend Commission met in session for a Special Meeting in the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director – Pivarnik  
Auditor/Minutes – Khile  
Environmental Analyst - Cairns  
Attorney - Lake

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the Special Meeting, Executive Session only, to order at 1:00 PM.

II. EXECUTIVE SESSION:

A. Litigation, pursuant to RCW 42.30.110 (i)

Duration of thirty minutes with no action. At 1:32 PM, the Executive Session was extended another twenty minutes.

III. STAFF COMMENTS:

None

IV. COMMISSIONER COMMENTS:

None

V. NEXT MEETING:

Wednesday, January 22, 2014 at 6:30 PM, Commission Building, 333 Benedict Street, Port Townsend, WA.

VI. ADJOURNMENT:

The Executive Session adjourned at 1:55 PM there being no further business to come before the Commission.

ATTEST:

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

**ACCOUNTS RECEIVABLE  
WRITE-OFF/COLLECTION REGISTER**

January 15, 2014

The staff of the Port of Port Townsend recommends that the following accounts be written off and turned in for collection as applicable.

Account Number	Account Name	TYPE	BALANCE
23363	John Ailman	PTBH Moorage	16.00
	Mail being returned as undeliverable. Has not returned phone messages requesting a corrected address. Recommend write off account balance.		
9164	Sam Bain	PTBH Moorage	100.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Phone messages were not returned. Recommend write off account balance.		
31081	Casey Cady	PH Moorage	\$50.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Phone messages were not returned. Recommend write off account balance.		
29043	Matthew Carrig	PH Moorage	42.00
	Mail being returned as undeliverable. No phone number on file. Recommend write off account balance.		
30033	Iain A. Christenson	PTBH Moorage	34.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Recommend write off account balance.		
29723	Mathew Conyers	PH Kayak Rack	30.00
	August & September monthly kayak rack storage. Statements and letters sent with no response. Recommend write off account balance.		
32062	John Grossglass	PTBH Moorage	30.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Phone messages were not returned. Recommend write off account balance.		
29267	Martin W. Koch	SHIP YARD	737.90
	Check payment received when the boat was put back into the water was returned as NSF. He has been sent letters and phone messages were not returned. Recommend write off account balance and send the account to collections.		
984	Steven Moffat	PTBH Moorage	229.46
	His permanent slip was vacated. He was sent statements and letters for the balance due after he vacated. There has been no response. Recommend write off account balance and send the account to collections.		
30082	Kirk Muth	PTBH Moorage	68.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Recommend write off account balance.		
26601	Charles Nash	PTBH Moorage	50.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Recommend write off account balance.		
19240	PT Foundry	PH Property	2,153.96
	Vacated building with a balance due. Port had agreed to accept monthly payments on the balance. PT Foundry has not paid as per the agreement. Recommend write off account balance and send the account to collections.		
14490	Don Purser	PTBH Moorage	365.45
	Guest Monthly and nightly moorage was not paid when slip was vacated. Statements and letters were sent with no response. Phone messages were not returned. Recommend write off account balance and sending the account to collections.		
28415	Soterio Rebman	PTBH Moorage	228.12
	His permanent slip was vacated. He was sent statements and letters for the balance due after he vacated. There has been no response. Recommend write off account balance and send the account to collections.		
31394	John Shiffer	PTBH Moorage	590.50
	Guest monthly slip was vacated. He was contacted by phone on several occasions. He made a promise to pay however payment was never received. He has been sent statements and letters but with no response. Recommend write off the account balance and send the account to collections.		
30861	Rodney & Debra Sirman	PH Moorage	56.25
	Moorage nightly guest left without paying. They have been sent statements and letters with no response. Recommend write off account balance.		
6906	David A. Smith	PTBH Moorage	19.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Recommend write off account balance.		
31106	Dan Webb	PH Moorage	150.00
	Moorage nightly guest left without paying. He has been sent statements and letters with no response. Recommend write off account balance.		



**ACCOUNTS RECEIVABLE  
WRITE-OFF/COLLECTION REGISTER**

January 15, 2014

The staff of the Port of Port Townsend recommends that the following accounts be written off and turned in for collection as applicable.

Account Number	Account Name	TYPE	BALANCE
24213	Scott Wille	PTBH Moorage	150.00
Moorage nightly guest left without paying. He has been sent statements and letters with no response. Recommend write off account balance.			
9809	John Zetty	PTBH Moorage	993.80
The Moorage Office had posted requests on his boat for payment however he left without paying. I have had a few conversations with Mr. Zetty by phone. With each conversation he has stated that he would send a payment. Payment has not been received as promised. He has been sent statements and letters with no response. Recommend write off account balance and send the account to collections.			

\_\_\_\_\_  
Amy Khile  
Director of Finance & Admin.

\_\_\_\_\_  
Carolyn A. Lake, Goodstein Law Group  
Port Attorney

\_\_\_\_\_  
Larry Crockett  
Executive Director

\_\_\_\_\_  
Stephen R. Tucker  
President

\_\_\_\_\_  
Peter W. Hanke  
Secretary

\_\_\_\_\_  
Brad A. Clinefelter  
Vice President

DATE: \_\_\_\_\_

**PORT OF PORT TOWNSEND**

**MEETING OF:** January 22, 2014

**AGENDA ITEM:** V. Old Business  
A. Resolution No. 604-14, Readopting Commission Meeting Procedures

**BACKGROUND:**

This matter came before the Commission for discussion and deliberation at its January 8, 2014 meeting. At that time, the Commission directed that staff undertake the following revisions to the Appendix attached to the Resolution:

1. That the evening meeting held by the Commission on the fourth Wednesday of each month be conducted at 5:30 p.m., rather than 6:30 p.m.;
2. That the order of business of future agendas be modified to change item V, "Old Business" to "Second Reading (Action Items)";
3. That the order of business of future agendas also be modified to change item VI, "New Business" to "First Reading (Discussion Only)"; and
4. That voucher approval (i.e., approval of claims and warrants) be incorporated under item III, "Consent Agenda," rather than item VI, "New Business."

As discussed during the Commission's January 8 meeting, the changes are intended to increase the public's ability to attend and participate in Commission meetings, and to ensure that proposals relating to policy matters that impact the public are acted upon only after "two touches" by the Commission in open public session.

**Executive Director's Recommendation:** Having incorporated the Commission's desired revisions within the Appendix attached to the resolution, the Executive Director recommends approval the attached Resolution No. 604-14 and 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, with minor amendments concerning meeting times, order of business, and voucher approval.

**ADOPTED** this 22<sup>nd</sup> 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, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

\_\_\_\_\_  
Peter W. Hanke, Secretary

**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 5:30 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 Second Reading (Action Items)
- VI First Reading (Discussion Only)
- 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 "Consent Agenda".

## **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 22, 2014

**AGENDA ITEM:** V. New Business  
B. Stormwater Contract for Landau Associates –  
Second Reading

### **BACKGROUND:**

Second Reading -

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

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130 2nd Avenue South • Edmonds, WA 98020 • (425) 778-0907 • fax (425) 778-6409 • www.landauinc.com  
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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

## PORT OF PORT TOWNSEND

**MEETING OF:** January 22, 2014

**AGENDA ITEM:** VI. New Business  
B. Derelict Vessel Legislation

### **BACKGROUND:**

There has been significant activity over the last couple weeks on drafting new derelict vessel legislation. Port staff has provided comments and participated in one teleconference so far. This is a fast moving bill and will be acted on in the current session.

Staff will brief the Commission on the latest version and some of the issues that could impact future marina and boatyard operations as well as boaters in general.

Commissioner will be provided, electronically, with the latest draft bill prior to the meeting.

### **Executive Director's Recommendation:**

For information only.



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 052379 through No. 052394 , are approved for payment in the amount of \$61,266.85 on this 22nd day of January , 2014.

For: **Payroll and Benefits**

\_\_\_\_\_  
Commissioner Stephen R. Tucker

\_\_\_\_\_  
Commissioner Brad A. Clinefelter

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
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
052390	1/15/2014	BAN001	Bank Of America 01/15/2014	1/15/2014	16,376.06	0.00	16,376.06
							Check Entry Number: 001
052391	1/15/2014	PEJ001	Peninsula Credit Union 01/15/2014	1/15/2014	800.00	0.00	800.00
							Check Entry Number: 001
052392	1/15/2014	POR001	Auditor's Revolving Fund 01/15/2014	1/15/2014	28,429.62	0.00	28,429.62
							Check Entry Number: 001
052393	1/15/2014	SPE010	James Speer 01/15/2014	1/15/2014	250.00	0.00	250.00
							Check Entry Number: 001
052394	1/15/2014	WA0302	State of Washington 01/15/2014	1/15/2014	1,200.00	0.00	1,200.00
							Check Entry Number: 001
				Report Total:	47,055.68	0.00	47,055.68





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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 052395 through No. 052439, are approved for payment in the amount of \$64553.45 on this 22nd day of January, 2014.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Stephen R. Tucker

\_\_\_\_\_  
Commissioner Brad A. Clinefelter

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
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
052395	1/22/2014	AME004	American Meter & Appliance 292399	1/14/2014	171.94	0.00	171.94
							Check Entry Number: 001
052396	1/22/2014	BAN005	Bank of America 01/05/2014	1/5/2014	3,025.39	0.00	3,025.39
							Check Entry Number: 001
052397	1/22/2014	CEN030	CenturyLink 01012014	1/1/2014	208.11	0.00	208.11
							Check Entry Number: 001
052398	1/22/2014	CEN035	CenturyLink 01052014	1/5/2014	525.49	0.00	525.49
							Check Entry Number: 001
052399	1/22/2014	CHI050	Wayne Chisholm 12312013	12/31/2013	81.75	0.00	81.75
							Check Entry Number: 001
052400	1/22/2014	CLA003	Clark Land Office 11487 11534	10/31/2013 12/31/2013	456.00 172.00	0.00 0.00	456.00 172.00
							Check Entry Number: 001
			Check 052400 Total:		628.00	0.00	628.00
052401	1/22/2014	COO070	Coon Plumbing 0306	1/4/2014	171.68	0.00	171.68
							Check Entry Number: 001
052402	1/22/2014	DLL010	D L Logos 409	1/10/2014	21.26	0.00	21.26
							Check Entry Number: 001
052403	1/22/2014	DMD005	DM Disposal Co. Inc; 3462911 3469906 3469912 3469913 3469916 3469920 3469965	1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014 1/1/2014	49.14 1,692.43 75.97 617.92 38.27 2,973.77 220.73	0.00 0.00 0.00 0.00 0.00 0.00 0.00	49.14 1,692.43 75.97 617.92 38.27 2,973.77 220.73
			Check 052403 Total:		5,668.23	0.00	5,668.23
052404	1/22/2014	DOU010	Double D Electric 01132014	1/13/2014	18.48	0.00	18.48
							Check Entry Number: 001
052405	1/22/2014	EDE005	Edensaw Woods, LTD 00247747-0	1/7/2014	18.57	0.00	18.57
							Check Entry Number: 001
052406	1/22/2014	FER001	Ferrellgas 1079588958 1079588959	12/9/2013 12/9/2013	224.91 445.26	0.00 0.00	224.91 445.26
			Check 052406 Total:		670.17	0.00	670.17
052407	1/22/2014	GOO020	Goodstein Law Group 10201313 1201313 1220131	1/3/2014 1/3/2014 1/3/2014	9,411.44 4,459.80 3,689.34	0.00 0.00 0.00	9,411.44 4,459.80 3,689.34
			Check 052407 Total:		17,560.58	0.00	17,560.58
052408	1/22/2014	HAN001	Hanson Electric 114153	1/7/2014	136.25	0.00	136.25
							Check Entry Number: 001
052409	1/22/2014	ICS001	ICS Support, Inc. 0049938-IN	1/14/2014	317.64	0.00	317.64
							Check Entry Number: 001
052410	1/22/2014	JC0003	Jefferson County - Public Work 1334073 1334342 1335235 1335493 1335647 1336301 1336396 1336688 1338144	12/3/2013 12/5/2013 12/10/2013 12/11/2013 12/12/2013 12/16/2013 12/16/2013 12/17/2013 12/27/2013	60.40 63.82 66.10 17.09 59.26 140.17 13.68 59.26 47.86	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	60.40 63.82 66.10 17.09 59.26 140.17 13.68 59.26 47.86
			Check 052410 Total:		527.64	0.00	527.64
052411	1/22/2014	KEN010	Kendrick Equipment LTD 42772	12/20/2013	1,222.88	0.00	1,222.88
							Check Entry Number: 001
052412	1/22/2014	LEM040	Lemay Mobile Shredding 4370280	1/1/2014	32.00	0.00	32.00
							Check Entry Number: 001
052413	1/22/2014	LES050	Les Schwab 3790066159	1/3/2014	501.13	0.00	501.13
							Check Entry Number: 001
052414	1/22/2014	MUR002	Murrey's Disposal Co. Inc. 3478003 3478081 3478169	1/1/2014 1/1/2014 1/1/2014	32.25 89.93 211.71	0.00 0.00 0.00	32.25 89.93 211.71
			Check 052414 Total:		333.89	0.00	333.89
052415	1/22/2014	NOR001	North Coast Electric Co 5565805.00	1/3/2014	251.44	0.00	251.44
							Check Entry Number: 001
052416	1/22/2014	OLY003	Olympic Springs, Inc. 256380	12/31/2013	10.85	0.00	10.85
							Check Entry Number: 001
052417	1/22/2014	PAC050	Pacific Mobile Structures, Inc 0104143575	1/4/2014	231.63	0.00	231.63
							Check Entry Number: 001
052418	1/22/2014	PEN003	Peninsula Daily News LG535983	1/8/2014	117.55	0.00	117.55
							Check Entry Number: 001
052419	1/22/2014	PEN020	Peninsula Development District 51	1/10/2014	400.00	0.00	400.00
							Check Entry Number: 001
052420	1/22/2014	PET005	Pettit Oil Company 232688 232755 232756	12/6/2013 12/13/2013 12/13/2013	866.65 1,367.29 1,084.09	0.00 0.00 0.00	866.65 1,367.29 1,084.09
			Check 052420 Total:		3,318.03	0.00	3,318.03
052421	1/22/2014	PET020	Peters Marine Services				Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
052422	1/22/2014	PIN010	721823 Pinnacle Investigations Corp 39999	1/7/2014 1/16/2014	649.64 88.00	0.00 0.00	649.64 88.00
052423	1/22/2014	POR007	Port Townsend Honda 016075	12/20/2013	214.71	0.00	214.71
052424	1/22/2014	POR020	Port Townsend Leader 124522	1/8/2014	60.00	0.00	60.00
052425	1/22/2014	POR025	Port Townsend Muffler & Fab. 7377	1/7/2014	31.27	0.00	31.27
052426	1/22/2014	PRI001	The Printery 131518 1854	12/27/2013 1/7/2014	599.64 599.64	0.00 0.00	599.64 599.64
			Check 052426 Total:		1,199.28	0.00	1,199.28
052427	1/22/2014	PUD001	Pud District #1 01082014	1/8/2014	14.18	0.00	14.18
052428	1/22/2014	QUI010	Quimper Mercantile 48468	12/31/2013	173.48	0.00	173.48
052429	1/22/2014	REI002	Reid Middleton Co 1312115	1/2/2014	2,648.28	0.00	2,648.28
052430	1/22/2014	SAE050	Pam Saenz 01072014	1/7/2014	35.00	0.00	35.00
052431	1/22/2014	SEA010	Sea-Run Consulting 12-03 13-10 13-11	12/11/2012 12/31/2013 12/31/2013	4,760.00 12,885.80 3,640.00	0.00 0.00 0.00	4,760.00 12,885.80 3,640.00
			Check 052431 Total:		21,285.80	0.00	21,285.80
052432	1/22/2014	SEC010	Security Services 84366	1/1/2014	164.00	0.00	164.00
052433	1/22/2014	SMI090	Smith Cove Ventures 01172014	1/17/2014	27.50	0.00	27.50
052434	1/22/2014	SPE001	SOS Printing 48317 48329	1/8/2014 1/10/2014	135.16 37.34	0.00 0.00	135.16 37.34
			Check 052434 Total:		172.50	0.00	172.50
052435	1/22/2014	TER005	Terry's Lock & Safe 010814153 010914457	1/9/2014 1/14/2014	109.00 98.10	0.00 0.00	109.00 98.10
			Check 052435 Total:		207.10	0.00	207.10
052436	1/22/2014	TWI001	Twiss Analytical Labs 13-64834	12/31/2013	114.00	0.00	114.00
052437	1/22/2014	WA0123	State of Washington 12312013	12/31/2013	5.08	0.00	5.08
052438	1/22/2014	WA0503	State of Washington-Dept.of 2014WAR725	1/9/2014	687.00	0.00	687.00
052439	1/22/2014	WAV040	Wave Broadband 12282013	12/28/2013	606.05	0.00	606.05
			Report Total:		64,553.45	0.00	64,553.45



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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 \$2,868.99 on this 22nd day of January, 2014.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for **December, 2013** in the amount of  
**\$2,868.99**

\_\_\_\_\_  
Commissioner Stephen R. Tucker

\_\_\_\_\_  
Commissioner Brad A. Clinefelter

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Amy Khile, Director of Finance and  
Administration



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

## December 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)	51,535.38	0.00	51,535.38	0.0150	773.03
0002	Retailing	20,202.66	52.05	20,150.61	0.00471	94.91
		<b>71,738.04</b>	<b>52.05</b>	<b>71,685.99</b>		<b>867.94</b>

**Deductions**

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	52.05
			<b>52.05</b>

### State Sales and Use Section

**Taxes**

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	20,202.66	476.82	19,725.84	0.0650	1,282.18
0005	Use Tax	276.00	0.00	276.00	0.0650	17.94
		<b>20,478.66</b>	<b>476.82</b>	<b>20,001.84</b>		<b>1,300.12</b>

**Deductions**

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	476.82
			<b>476.82</b>

### Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1601	PORT TOWNSEND	19,725.84	0.0250	493.15
			<b>19,725.84</b>		<b>493.15</b>

**Local Use Section**

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	276.00	0.0250	6.90
			<b>276.00</b>		<b>6.90</b>

**Lodging Section**

**Transient Rental Income Information**

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	5,664.22
			<b>5,664.22</b>

**Special Hotel/Motel Tax**

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	5,664.22	0.0200	113.28
			<b>5,664.22</b>		<b>113.28</b>

**Public Utilities Section**

**Taxes**

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	510.08	0.00	510.08	0.05029	25.65
0013	Other Public Service Business	3,216.29	0.00	3,216.29	0.01926	61.95
		<b>3,726.37</b>	<b>0.00</b>	<b>3,726.37</b>		<b>87.60</b>

**Summary Section**

	Amount
State Business and Occupation Tax Total	867.94
State Sales and Use Tax Total	1,300.12
Local and Regional Tax Total	500.05
Lodging Tax Total	113.28
Public Utilities Tax Total	87.60
E911 Tax Total	0.00
Other Tax Total	0.00
<b>SubTotal</b>	<b>2,868.99</b>
Less Total Credits	0.00
<b>Total</b>	<b>2,868.99</b>
<b>Amount Paid</b>	<b>2,868.99</b>
<b>Balance</b>	<b>0.00</b>

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**Additional Information**

Confirmation Number	12596110	Date Printed	01/17/2014
Date and Time Submitted	01/17/2014 10:01:47	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	2,868.99	Phone Number	(360)379-5217
Date To Transfer Payment	01/28/2014	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.**

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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 \$15,287.70 on this 22nd day of January, 2014.

For: Washington State Department of Labor & Industries  
4th Quarter Tax Return for **October - December, 2013** in the amount of  
**\$15,287.70**

\_\_\_\_\_  
Commissioner Brad A. Clinefelter

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Commissioner Stephen R. Tucker

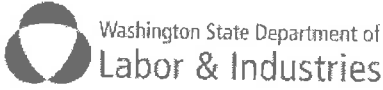
\_\_\_\_\_  
Amy Khile, Director of Finance and  
Administration



**PORT OF PORT TOWNSEND - Q4/2013 Quarterly Report Confirmation Page**

Confirmation #: 2694748  
 Received on: 1/6/2014 4:05:42 PM  
 Submitted by: Donna Frary  
 Account ID: 061,069-00  
 Account Manager: KENT ANDERSON 360-902-6963

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



Submit Date: 1/6/2014  
 Confirmation Number: 2694748

**Quarterly Report**

4th Quarter: October 1, 2013 - December 31, 2013

Due Date: 1/31/2014

<b>PORT OF PORT TOWNSEND</b> PO BOX 1180 PORT TOWNSEND, WA 98368  Account Manager: KENT ANDERSON 360-902-6963	WA UBI: 161 000 044 L&I Account ID: 061,069-00 Phone Number: 360-385-2355 Ext. 0
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Class	Nature of Work	Payroll	Hours	Rate	Amount
4201-02	Port Districts Incl Salesmen	\$247,121.00	7,976	1.8278	\$14,578.53
5306-07	Counties/Tax Dist Adm/Cl Offc	\$130,463.00	3,317	0.2138	\$709.17
6901-00	Volunteers-Excl Law Enf Offc	\$0.00	0	0.0736	\$0.00
<b>Total of Premiums</b>					<b>\$15,287.70</b>
<b>Previous Balance</b>					<b>\$0.00</b>
<b>Grand Total</b>					<b>\$15,287.70</b>

**Preparer's Information**

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

**Payment Information**

Method of Payment:	EFT
Bank routing information:	122000496
Bank account information:	XXXXXXXXXXXX9173
Bank account Type:	BusinessChecking
Payment Amount:	\$15287.70
Scheduled Payment Date:	1/30/2014