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**Port of Port Townsend
2nd Monthly Meeting Agenda
Wednesday, February 26, 2014, 5:30 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Special Public Workshop Minutes – February 10, 2014..... 1-2
 - Approval of Public Workshop Minutes – February 12, 2014.....3-4
 - Approval of Meeting Minutes – February 12, 2014.....5-6
 - B. Resolution No. 605-14 – Delegation of Authority.....7-17
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. Communication Consultant Selection.....18
 - B. Engineering Consultant Selection.....19
- VI. First Reading (Discussion Only)
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: Wednesday, March 12, 2014. Meeting at 1:00 PM, Public Workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XII. Executive Session (if called):
- XIII. Adjournment

PORT COMMISSION SPECIAL PUBLIC WORKSHOP – February 10, 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
Auditor - Khile
Attorney - Lake
Minutes – Nelson

I. CALL TO ORDER:

The Workshop was called to order at 11:30 AM.

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

III. ADJOURNMENT:

The Workshop adjourned at 2:40 PM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

Port of Port Townsend Special Public Workshop
“Port Commissioner Training”
Wednesday, February 10, 2014, 11:30 AM – 2:30 PM
Commission Building
333 Benedict Street
Port Townsend, WA

AGENDA

- Effective Commission Interaction & Meeting Protocols- From State, Local & Just Plain Practical Perspectives
- Overview of Port Governance Structure
- Open Public Meeting Act - & Impact on Commission communications
- Conflict of Interest Awareness
- Public Record Act
- Questions from the Commissioners

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 PUBLIC WORKSHOP – February 12, 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
Auditor – Khile
Planning Analyst – Toews
Minutes – Nelson

I. CALL TO ORDER:

The Workshop was called to order at 9:30 AM.

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

III. ADJOURNMENT:

The Workshop adjourned at 11:27 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend Public Workshop
Wednesday, February 12, 2014, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

➤ **Environmental Fees**

Staff will have data on who is paying such fees, how much it cost and what impacts would be if such fees are reduced or rescinded. The topic is on the regular agenda as well, should the commission want to move forward with the first reading.

➤ **Executive Director's Delegation of Authority**

Review the Delegation of Authority. A question was raised about the use of the word, "may" versus "shall. The Port Attorney has been asked to comment as well.

➤ **Committee Assignments**

Further discussion on which committees the Port should be represented, and by whom.

➤ **2015 Budget**

Discuss the process and possible changes to the format. Also discuss the development of a matrix to be used for helping with large ticket projects division.

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 MEETING– February 12, 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
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:

Added to V) **Second Reading, Item A: Resolution No. 605-14 – Delegation of Authority**; and, to **Executive Session: a Real Estate matter**, pursuant to RCW 42.30.110(c) and a **Personnel issue**, pursuant to RCW 42.30.110(f), duration of thirty minutes with no action.

Commissioner Clinefelter opposed placement on the agenda of the Delegation of Authority.

Commissioner Hanke moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by two votes for (Hanke and Tucker) and one opposed (Clinefelter).

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – January 22, 2014

B. Operations Reports – January 2014

C. Approval of Warrants

Warrant #052440 in the amount of \$97,875.73 for State of WA Leasehold Tax

Warrant #052441 through #052463 in the amount of \$128,735.57 for Payroll and Benefits

Warrant #052464 through #052540 in the amount of \$130,425.97 for Accounts Payable

Warrant #052426 as a VOID

Commissioner Clinefelter moved to approve the Consent Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Resolution No. 605-14 -- Delegation of Authority (2:57):

Commissioner Tucker presented his reasons for moving forward with this item.

Commissioner Clinefelter discussed his concerns on “rushing” into this, after hearing Mr. Clayburn Burlison’s comments heard during the earlier Public Workshop.

Commissioner Hanke said it is time to move this item forward and to keep Port business moving. He compared stalling the adoption of this resolution to the Federal government’s recent history of slowing down government.

Commissioner Hanke moved to approve the Delegation of Authority (Resolution No. 605-14).

Commissioner Tucker seconded the motion.

Motion carried by two votes for (Hanke and Tucker, and one opposed (Clinefelter.)

VI. NEW BUSINESS:

A. Environmental Fee (6:02):

Commissioner Clinefelter expressed his disappointment that the “environmental manager” (environmental compliance officer) was not in attendance at the meeting.

Commissioner Tucker expressed his appreciation to the audience for their comments on any subject that he receives by email. He encouraged continued email correspondence with ideas and solutions, especially on the environmental fee issue.

Commissioner Clinefelter asked if Level 1, 2 and 3 fees could be separated on the environmental worksheet. Discussion ensued on how these fees could be distinguished from one another; and, the ongoing costs of keeping in compliance.

B. Dump Station (12:57):

Mr. Crockett stated this is for information only. Staff plans to submit a State grant application, due by the end of the month, for a dump station, which includes some ongoing maintenance money. This is for 100% funding. Staff would like to place dump stations, one

each, on the docks in Boat Haven and Point Hudson. He stated this would be a great convenience to boaters.

Commissioner Tucker agreed, talking about the convenience to anglers and trailer boaters.

C. Communication Consultant Selection (17:36):

Mr. Crockett explained that three response packets were received from the advertised RFQ for a Communications Consultant. He would like to proceed with interviews, and then a contract with selected consultant. Three senior staff and Commissioner Tucker will conduct interviews.

D. Engineering Consultant Selection for Point Hudson Jetty (23:05):

Mr. Crockett stated eight response packets were received for the advertised RFQ for the Engineering Consultant. He explained that the Port has worked with quite a few of the applicants, and he recommends selecting four for interviews. Commissioner Clinefelter and senior staff will conduct interviews.

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

None

VIII. STAFF COMMENTS (28:20):

Mr. Crockett reminded everyone of the upcoming salmon derby this weekend (15th, 16th and 17th) and that ramp fees are waived for the anglers. He added that maintenance staff graveled the Gardiner ramp.

He stated he will be attending two meetings tomorrow – the CEO breakfast meeting and the Collective Impact Meeting, sponsored by the YMCA.

IX. PUBLIC COMMENT:

VIII. STAFF COMMENTS (return to):

Ms. Nelson passed the drawing boxes to each Commissioner for the Seattle Boat Show contest.

Commissioner Hanke drew the winner for two consecutive nights of moorage at Point Hudson: John Bronson of Mill Creek, WA.

Commissioner Tucker drew the winner for two consecutive nights of moorage at Boat Haven: Elvon Douglas of Montague, CA.

Commissioner Clinefelter drew the winner for the roundtrip haulout: Nancy Everds of Seattle with her 88' vessel.

X. COMMISSIONER COMMENTS (32:58):

Commissioner Tucker expressed his happiness to hear all the comments from the public.

XI. NEXT MEETING:

Wednesday, February 26, 2014 at 5:30 PM, in the Port Commission Building, 333 Benedict Street, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 1:33 PM for a Real Estate matter for fifteen minutes, pursuant to RCW 42.30.110(c), and a Personnel issue for fifteen minutes (Commissioners and Attorney only), pursuant to RCW 42.30.110(f), duration of fifteen minutes (total thirty minute session) with no action.

At 2:14 PM, the Executive Session was extended another ten minutes.

At 2:24 PM, the Executive Session was again extended another ten minutes.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:34 PM there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

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 February 26, 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 26th day of February 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

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Brad A. Clinefelter, Vice President

Port Attorney

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

February 26, 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 cited 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.



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 052541 through No. 052556, are approved for payment in the amount of \$59,013.70 on this 26th day of February, 2014.

For: **Payroll and Benefits**

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Amy Khile, Director of Finance
And Administration

Check Register

Journal Posting Date: 2/13/2014

Register Number: CD-000495

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
052552	2/13/2014	BAN001	Bank Of America 02152014	2/13/2014	15,679.67	0.00	15,679.67
							Check Entry Number: 001
052553	2/13/2014	PEJ001	Peninsula Credit Union 02152014	2/13/2014	900.00	0.00	900.00
							Check Entry Number: 001
052554	2/13/2014	POR001	Auditor's Revolving Fund 02152014	2/13/2014	27,533.54	0.00	27,533.54
							Check Entry Number: 001
052555	2/13/2014	SPE010	James Speer 02152014	2/13/2014	250.00	0.00	250.00
							Check Entry Number: 001
052556	2/13/2014	WA0302	State of Washington 02152014	2/13/2014	1,200.00	0.00	1,200.00
							Check Entry Number: 001
				Report Total:	<u>45,563.21</u>	<u>0.00</u>	<u>45,563.21</u>

PORT OF PORT TOWNSEND

MEETING OF: February 26, 2014

AGENDA ITEM: V. Second Reading (Action Items)
A. Communications Consultant Selection

BACKGROUND:

Commissioner Tucker and staff conducted interviews on February 19 and 20, 2014 with each of the three consultants who submitted RFQ packets. Staff will provide an update and recommendation.

Executive Director's Recommendation:

For discussion and direction.

PORT OF PORT TOWNSEND

MEETING OF: February 26, 2014

AGENDA ITEM: V. Second Reading (Action Items)
B. Engineering Consultant Selection

BACKGROUND:

Commissioner Clinefelter and staff are scheduled to conduct interviews on February 25 and 26, 2014 with three or four engineering firms. Staff will provide an update and recommendation.

Executive Director's Recommendation:

For discussion and direction.