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**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, March 12, 2014, 1:00 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Meeting Minutes – February 26, 2014.....1-3
 - B. Resolution No. 606-14 – Authorizing Sale of Abandoned Vessels.....4
 - C. Operations Reports – February 2014.....5-8
 - D. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. Goldstar Lease Assignment.....9-12
 - B. AWOS.....13-14
 - C. Communication Consultant Contract.....15
 - D. Engineering Consultant Contract Update.....16
- VI. First Reading (Discussion Only)
 - A. Puget Sound-wide Marina Survey.....17
 - B. December 2013 Draft Financials.....18-41
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting: Wednesday, March 26, 2014 at 5:30 PM, Port Commission Building,
333 Benedict Street, Port Townsend, WA**
- XII. Executive Session:
 - A. Real Estate, pursuant to RCW 42.30.110(b)
- XIII. Adjournment

PORT COMMISSION MEETING– February 26, 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 – Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA:

Mr. Crockett announced that the Port attorney would be arriving late, but will provide an update on a Litigation matter, with possible action during the Executive Session.

Commissioner Clinefelter moved to approve the Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

Commissioner Clinefelter discussed correcting information on the environmental fee distribution, reported in the February 12, 2014 minutes. After further clarification, Commissioner Tucker stated the minutes reflect what was discussed and changes should be made at a different meeting.

A. Approval of Special Public Workshop Minutes – February 10, 2014

Approval of Public Workshop Minutes – February 12, 2014

Approval of Meeting Minutes – February 12, 2014

B. Resolution No. 605-14 – Delegation of Authority

C. Approval of Warrants

Warrant #052541 through #052556 in the amount of \$59,013.70 for Payroll and Benefits

Warrant #052557 through #052585 in the amount of \$103,440.44 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$3,660.00 for Washington State

Combined Excise Tax for January 2014

Commissioner Hanke moved to approve the Consent Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (4:51):

Bill Putney, local pilot, handed out an email he received from pilot Eric Taylor requesting all Commissioners attend the April Jefferson Co. Pilots Association meeting where Larry Crockett presents his “State of the Port” talk. He also would like the Commissioners to consider reinstating and sponsoring the “Airport Days” festival.

Mr. Crockett added he would discuss this at the April meeting with the pilots.

Ron Hayes, small boat owner and Puget Sound Anglers (PSA) member, stated he and the PSA group support the Port moving forward with the grant application for engineering and permitting of a second boat ramp.

Jerry Johnson, secretary of East Jefferson Puget Sound Anglers, stated the PSA members support the additional boat ramp 110% and he has a petition that currently has 170 signatures showing their support.

Teresa Verraes, Executive Director of Jefferson Co. Chamber of Commerce, informed they are currently gathering lodging, tax numbers and other figures to assess what kind of income is generated by activities such as fishing. The Chamber is happy to work with the Port and other local businesses on this.

Pete Langley, owner of Port Townsend Foundry, expressed that he does not like hearing of boat ramp expansion plans. He said this study has been going on for twenty years. He would like to see current ramps maintained and for the Port to look at other ramps and opportunities rather than adding another ramp.

V. SECOND READING (Action Items):

A. Communication Consultant Selection (25:51):

Mr. Crockett announced that Commissioner Tucker and senior staff interviewed all three of the candidates who submitted packets. He asked the Commission for authorization to enter into contract negotiations with the top choice.

Commissioner Tucker moved to authorize the Executive Director to move forward with contract negotiations with the first choice consultant.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Engineering Consultant Selection (27:15):

Mr. Crockett informed that Commissioner Clinefelter, Tike Hillman and senior staff interviewed the top four engineering candidates who responded to the RFQ. He asked for authorization to move forward with contract negotiations with their top choice. He added that hiring an engineering firm soon is very important so that the long permit process can get going for the point Hudson Jetty project.

Commissioner Clinefelter moved to authorize the Executive Director to begin contract negotiations with the first choice engineering candidate.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Mr. Crockett added he expects to present the negotiated contracts at the next Commission meeting.

VI. FIRST READING (Discussion Only):

None

VII. POTENTIAL IMMEDIATE ACTION ITEMS (with unanimous Commission approval):

None

VIII. STAFF COMMENTS (29:15):

Mr. Pivarnik explained that to answer questions on the AWOS at the airport, the Port does not expect to hear results on a grant award from the FAA until June or July. A predicted time line would have the system installed at the end of the year. Then the application process starts for the FCC license. Estimated cost is \$400K, with 90% FAA funding.

Commissioner Clinefelter asked why in initial discussions the cost was around \$100K. Mr. Pivarnik answered that in order to qualify for FAA funding, Jefferson Co. International Airport is required to have a system compliant with FAA standards.

Mr. Crockett stated he would attend the PDD and RC&D meeting along with Commissioner Tucker.

Mr. Crockett added he will host the Higher Ed Meeting tomorrow, and on Friday morning, he will host a meeting with the marine trades who participated in the Seattle Boat Show, to discuss how it went and share ideas for next year. He added the show cost the Port \$12K+ this year to participate.

Last, Mr. Crockett reported that marine trades business owner Joe von Volkli asked him to give a "State of the Port" talk to the Port Townsend Marine Trades Association next Wednesday.

IX. PUBLIC COMMENTS (38:24):

Vigo Anderson, on behalf of the Northwest Maritime Center and Wooden Boat Foundation extended a letter commending Assistant Harbormaster, Terry Khile, for his assistance with the 2013 Wooden Boat Festival.

Bill Putney offered advice that when the Port submits its intent to install the AWOS, the Port could apply for the FCC license at the same time, cutting down on the long processing time. He also said he attended the Northwest Aviation show in Puyallup and bumped into Mr. Crockett. He would like to see the Port of Port Townsend's presence at the show, representing Jefferson County International Airport, alongside other Ports.

Pete Langley expressed his disappointment that the Port financially supports the local EDC, who supports the Northwest Maritime Center, who sells products from China in their chandlery, which puts locals out of business.

X. COMMISSIONER COMMENTS (46:37):

Commissioner Clinefelter asked if headway has been made in the matrix for prioritizing capital and maintenance projects. Mr. Crockett replied that this will be an item on the March 12, 2014 Public Workshop agenda.

In regards to Mr. Langley's comments on the EDC, Commissioner Clinefelter said since the Port supports the EDC, his statement is important to hear.

Commissioner Hanke also looks forward to seeing the matrix. He added that he remembered discussing a weekend retreat to discuss matters such as the matrix and the budget, and would like to see this happen.

He also stated he attended the PRTP meeting. He was impressed with Gordon Neilson's comments. He also discussed how they are using the "freight argument" in funding Highway 101 projects since it is a freight highway.

Commissioner Tucker said he performed an exercise backing a boat trailer in where the future boat ramp would be to check out logistics and things went well. He also stated he and Mr. Crockett attended a Department of Commerce awards ceremony where the Port received the Governor's "Smart Communities" award for the Mystery Bay Management Plan and the Port Townsend Bay Management Plan involving buoy realignment helping to preserve shellfish beds. Last, he discussed the past Energy Lunch meeting he attended where a discussion was held on turning waste into energy. He added that PUD and County Commissioners come from neighboring counties, enabling discussion on project collaboration.

XI. NEXT PUBLIC WORKSHOP/MEETING: Next Public Workshop will be held Wednesday, March 12, 2014 at 9:30 AM and the Regular Meeting at 1:00 PM in the Port Commission Building, 333 Benedict Street, Port Townsend.

XII. EXECUTIVE SESSION:
The regular session recessed into Executive Session, at 6:26 PM to discuss Litigation, duration of twenty-five minutes with possible action, pursuant to RCW 42.30.110(i). The Executive Session began once the audience departed, at 6:32 PM. At 6:56 PM, Mr. Crockett checked for any members of the public waiting outside for reconvening of the regular meeting. Finding no one, the Executive Session continued. At 6:59 PM Ms. Nelson checked for any public outside and found one member.

XIII. RECONVENING REGULAR MEETING:
The meeting reconvened at 7:00 PM.
Commissioner Clinefelter moved to authorize the Executive Director to enter into the settlement agreement presented by the Port Attorney in Executive Session, subject to the Port of Port Townsend being informed of the Environmental Project Recipient. Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.

XIV. ADJOURNMENT:
There being no further business to come before the Commission, the meeting adjourned at 7:01 PM.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

RESOLUTION NO. 606-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE SALE OF ABANDONED VESSELS

WHEREAS: The Port of Port Townsend has in its possession Vessel(s) described as follows:

<u>VESSEL</u>	<u>OWNER</u>	<u>ACCOUNT #</u>
35ft Catamaran TOLFEA	Chris Campbell	27890
32ft Fishing Vessel ARIES	Ryan M. Oswalt	30512

WHEREAS: proper notices have been sent to the person believed to be the true owner, or to anyone who might claim an ownership interest in the boat and no person or persons or entity has responded claiming ownership and/or willingness to pay the charges owing for storage, and ninety (90) days have elapsed since the sending of such notices,

NOW, THEREFORE BE IT RESOLVED:

1. That the above designated vessel is declared to be abandoned; and
2. The Port Director is directed to sell the said boats at public sale to the highest and best bidder for cash pursuant to the procedures set forth in RCW 53.08.320 (5); and
3. That the date of public auction to be set and proper notifications made.
4. Auction to be held at the Port of Port Townsend Ship Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 12th day of March 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:

Brad A. Clinefelter, Vice President

Stephen R. Tucker, President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Carolyn A. Lake, Goodstein Law Group, Port Attorney

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: FEBRUARY

DATE: 3/5/2014

MONTHLY PERMS: 353

MONTHLY GUESTS: 18

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <u>35</u>	<u>35</u>	0	100%
27' <u>11</u>	<u>10</u>	1	91%
30' <u>105</u>	<u>102</u>	4	97%
35' <u>24</u>	<u>23</u>	1	96%
40' <u>44</u>	<u>43</u>	1	98%
45' <u>41</u>	<u>41</u>	0	100%
50' <u>32</u>	<u>32</u>	0	100%
OVER 52' <u>7</u>	<u>7</u>	0	100%
TOTAL: <u>299</u>	<u>291</u>	8	AVG: 98%

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

	CURR	PREV	YTD
NIGHTLY GUESTS:	149	81	230
CREDIT SYSTEM:	22	22	44
TEMP TIE UP:	3	5	8
FREE NIGHTS:	0	0	0
PTYC:	3	5	8
RAMP/DAILY:	27	29	56
RAMP/ANNUAL:	35	65	100

WAIT LISTS	
25' PLEA:	<u>9</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>39</u>
35' PLEA:	<u>27</u>
40' PLEA:	<u>38</u>
45' PLEA:	<u>16</u>
50' PLEA:	<u>15</u>
OVER 52':	<u>12</u>
OVERWID	<u>0</u>
30'COMM.	<u>0</u>
40'COMM.	<u>0</u>
50'COMM:	<u>0</u>

TOTAL OCCUPANCY %: 97%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2014

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS											
	2010		2011		2012		2013		2014		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	63	63	32	32	28	28	58	58	53	53	JAN
FEB	101	164	77	109	96	124	80	138	57	110	FEB
MAR	106	270	178	287	73	197	95	233			MAR
APRIL	199	469	180	467	240	437	159	392			APRIL
MAY	616	1085	618	1085	541	978	605	997			MAY
JUNE	601	1686	582	1667	749	1727	606	1603			JUNE
JULY	1170	2856	1079	2746	1035	2762	1089	2692			JULY
AUG	1255	4111	1131	3877	1178	3940	1188	3880			AUG
SEPT	1008	5119	838	4715	831	4771	899	4779			SEPT
OCT	130	5249	154	4869	175	4946	214	4993			OCT
NOV	57	5306	58	4927	86	5032	138	5131			NOV
DEC	34	5340	54	4981	65	5097	64	5195			DEC

RV NIGHTLY GUEST NIGHTS											
	2010		2011		2012		2013		2014		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	175	175	173	173	176	176	180	180	285	285	JAN
FEB	286	461	214	387	221	397	261	441	150	435	FEB
MAR	338	799	239	626	229	626	359	800			MAR
APRIL	403	1202	341	967	445	1071	209	1009			APRIL
MAY	628	1830	717	1684	638	1709	637	1646			MAY
JUNE	654	2484	713	2397	645	2354	910	2556			JUNE
JULY	1256	3740	1215	3612	1247	3601	1275	3831			JULY
AUG	1228	4968	1257	4869	1300	4901	1293	5124			AUG
SEPT	1051	6019	1062	5931	1076	5977	1079	6203			SEPT
OCT	501	6520	501	6432	580	6557	694	6897			OCT
NOV	241	6761	258	6690	290	6847	352	7249			NOV
DEC	157	6918	176	6866	246	7093	165	7414			DEC

PERMANENT & SEASONAL TENANT SUMMARY				
	AVAIL/GOAL		OCCUPIED	%
LTD ACCESS MOORAGE	40	SLIPS	28	70%
COMMERCIAL MOORAGE	850	FEET	846	100%
SEASONAL MOORAGE	32	SLIPS	23	72%
SEASONAL RV'S	10	SITES	5	50%
UNDESIRABLE	5	SLIPS	0	0%

DATE: 3/6/2014

STORAGE OPERATIONS REPORT

Feb-14

FEB 2011	FEB 2012	FEB 2013	FEB 2014	2011 YEAR TO DATE	2012 YEAR TO DATE	2013 YEAR TO DATE	2014 YEAR TO DATE
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HAUL-OUT

BOAT YARD - OUT	31	35	27	42	48	53	53	70
BOAT YARD - IN	21	23	18	32	35	34	39	51
67% RE-BLOCK	7	7	10	1	13	7	14	8
40% INSPECTION	3	3	1	1	8	5	3	3
OTHER	6	1	2	5	13	2	3	9
SUB TOTAL	68	69	58	81	117	101	112	141
SHIP - OUT	5	7	10	7	14	17	20	16
SHIP - IN	7	11	6	3	9	12	12	14
SHIP - RE-BLOCK	3	3	0	1	4	5	0	1
SHIP - INSPECTION	0	0	2	1	0	0	3	1
SHIP - OTHER	0	1	0	0	0	2	0	0
SUB TOTAL	15	18	18	11	27	36	34	32
TOTAL	83	87	76	92	144	137	146	173

STORAGE

PTBH - START	89	61	63	68
PTBH - END	97	66	74	73
PTBH-O.P.P.	26	30	27	29
SHIP-START	20	23	16	20
SHIP-END	16	20	21	23
SHIP-O.P.P.	1	1	2	3
PERM/FREE	0	0	0	0
FREE DAYS	14	16	25	42
PTBH lineal feet	3607	3926	3105	3059
SHIP lineal feet	1198	1602	1508	1826
Longterm Storage	30	24	20	23
LONGTERM linear	1134	942	776	900

OFF PORT PROPERTY

GOLD STAR - 7
 STEPHENS - 1
 FREYJA - 1
 PT CO-OP - 10
 HAVEN - 1
 TBM - SMALL 6
 TBM - SHIP 3

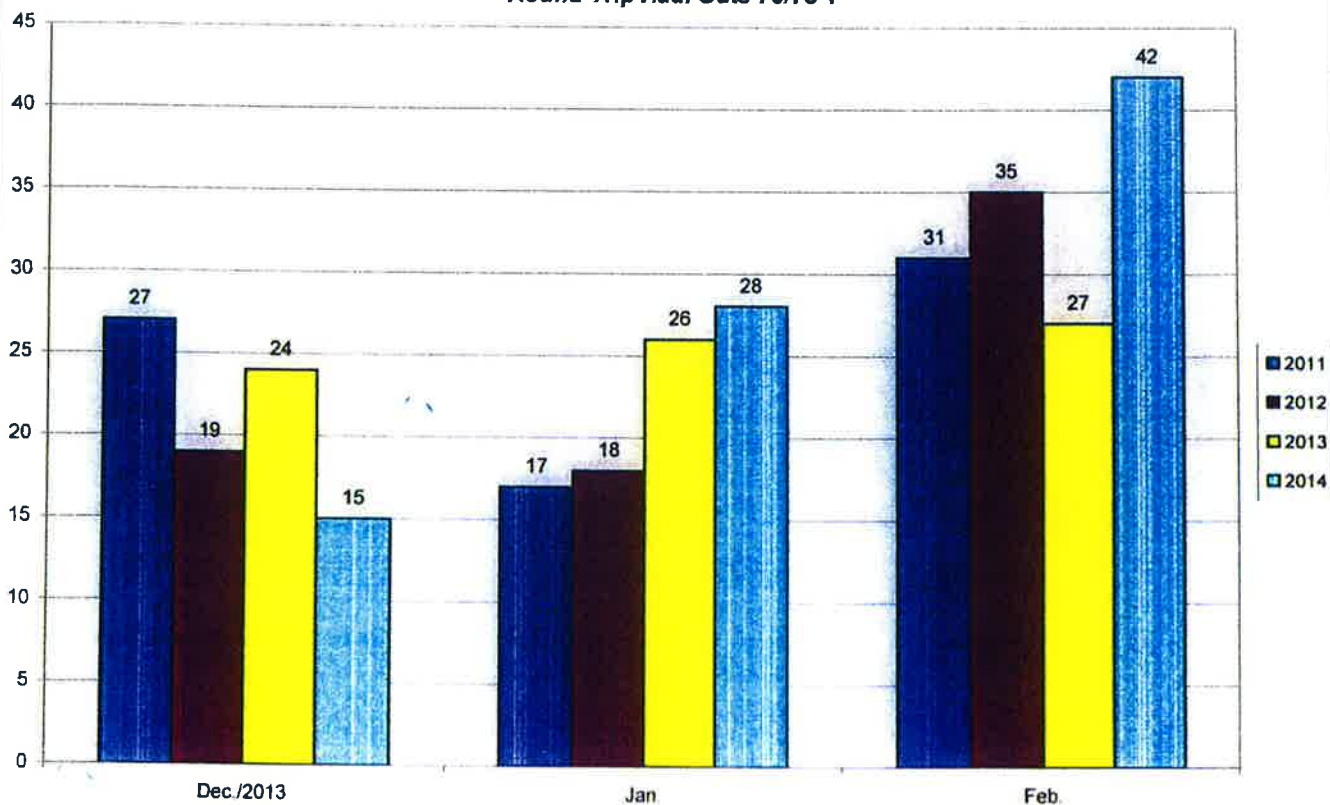
PERMS
 PAID R/T

BOATS

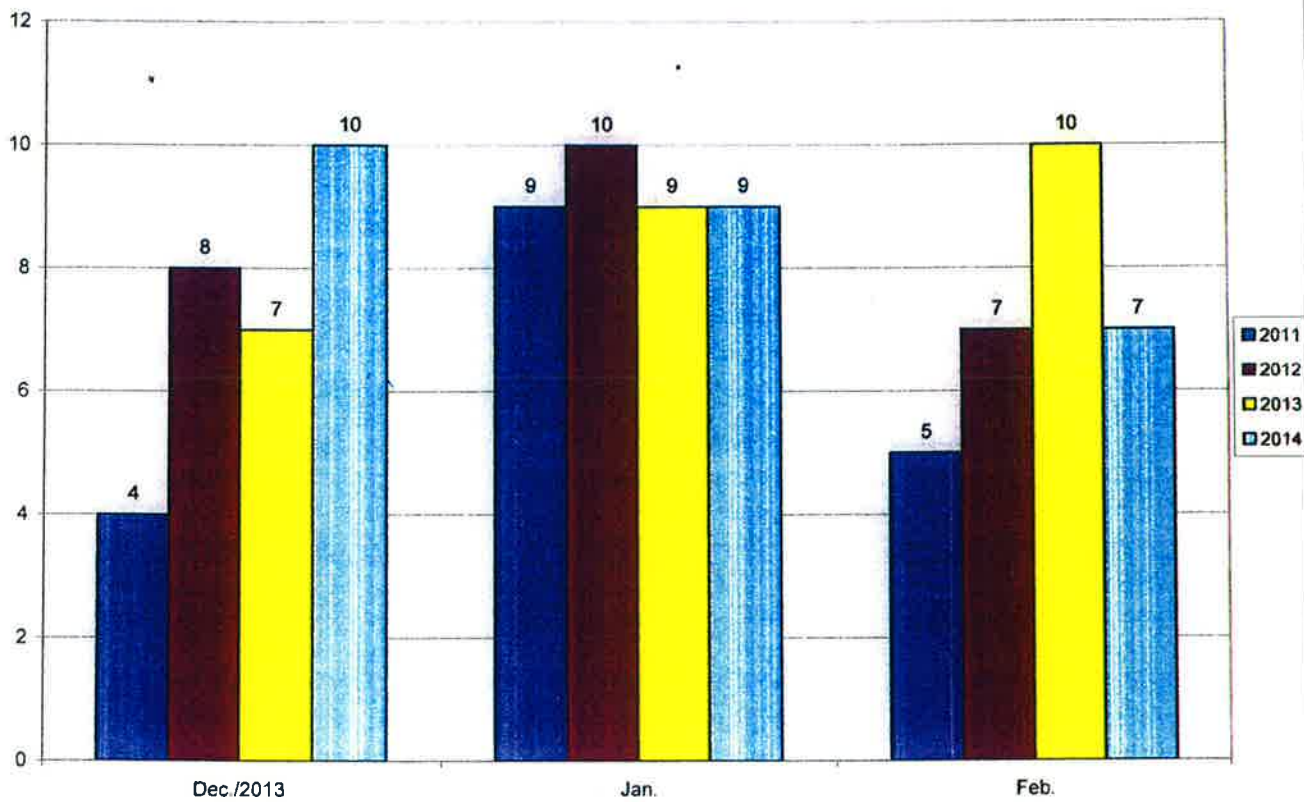
JCIA OPERATIONS REPORT

HANGERS	11	11	13	13
TIE DN - PAVED	3	2	2	2
TIE DN - GRASS	0	0	0	0
TIE DN - NIGHTLY	0	0	0	0
W/L - HANGERS	2	0	0	0

Round Trip Haul Outs 70/75 T



Round Trip Hoists 300 Ton



PORT OF PORT TOWNSEND

MEETING OF: March 12, 2014

AGENDA ITEM: V. Second Reading (Action Items)
A. Goldstar Lease Assignment

BACKGROUND:

As you are aware, Jerry Wentworth, owner of Goldstar Marine has had his business for sale for the last year. He has recently secured a buyer for his business and is looking to close the transaction on March 14th, with the Commission's approval of the attached assumption agreement. The Commission has had a chance to meet the new prospective owners, the Heckmans last month.

Staff has since worked with Mr. Wentworth and Mr. Heckman to develop an assumption agreement that is consistent with the present lease in place. That lease states, "The Port will not unreasonably withhold agreement to an assignment of the lease as long as the use is not changed and the buyer is of good credit". Staff has performed our due diligence and believes that the Heckmans will make a very good addition to the Port marine trades collection.

Executive Director's Recommendation:

Approve the assumption agreement.

ASSIGNMENT & ASSUMPTION OF BUILDING & LAND LEASE

THIS ASSIGNMENT AND ASSUMPTION OF BUILDING & LAND LEASE is dated and effective as of **March ____, 2014** by and between GOLD STAR MARINE, INC (formerly GALMUKOFF MARINE, INC.), a Washington Corporation ("Assignor"), and PT MARINE ENTERPRISES, LLC, a Washington Limited Liability Company ("Assignee") with a business address of 2900 Washington Street, Port Townsend, Washington, 98368.

WHEREAS, Assignor is Tenant under that certain BUILDING & LAND LEASE dated April 1, 2004, by and between the PORT OF PORT TOWNSEND, a Washington Municipal Corporation ("Lessor") and Assignor, (as modified from time to time, the "Lease"), respecting certain premises (the "Premises") located at the Port Townsend Boat Haven, Port Townsend, Washington, as more particularly described therein;

WHEREAS, Assignor desires to assign its interest in the Lease to Assignee and Assignee desires to assume Assignor's obligations under the Lease; and

WHEREAS, Paragraph 18 of the Lease provides that the Assignor's interest in the Lease may not be assigned unless the Lessor grants its written consent to any such assignment,

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Assignor and Assignee agree, and Lessor consents, as follows:

- 1. Assignment of Lease:** Assignor does hereby transfer, assign, convey and deliver to Assignee its entire right, title and interest in the Lease and the Premises.
- 2. Assumption of Obligations:** Assignee does hereby accept this assignment and, for the benefit of Assignor and Lessor, expressly assumes and agrees to hereafter perform all of the terms, covenants, conditions and obligations of Assignor under the Lease, which accrue from and after the date hereof. Assignee has been furnished with a copy of the Lease which is attached hereto as Exhibit "A" (including all amendments thereto), has reviewed the Lease, and understands all of the terms of the Lease.
- 3. Indemnity:** Assignor agrees to save, indemnify, defend and hold Assignee harmless from and on account of any claims, demands, actions, losses, expenses and liabilities of Assignee under the Lease on account of or arising out of any obligations and liabilities of the Lessee thereunder, arising prior to the date hereof.
Assignee agrees to save, indemnify, defend and hold Assignor harmless from and on account of any claims, demands, actions, losses, expenses and liabilities of Assignor under the Lease on account of or arising out of the obligations and liabilities so assumed and arising after the date hereof.

4. Contingency: Notwithstanding anything to the contrary herein, this Assignment shall be contingent upon the receipt of the consent of the Lessor as evidenced by the execution by the Lessor's consent set forth below. By consenting to this Assignment, Lessor acknowledges:

- a. That all rents, royalties, penalties, assessments, taxes, and charges of any kind owing to Lessor arising out of the Lease have been timely paid, that no such rents, royalties, penalties, assessments, taxes, or charges that have accrued to date hereof are unpaid, and that to the best of Lessor's knowledge there are no rents, penalties, assessments, taxes, or charges of any kind contemplated by Lessor to be imposed on or after the date hereof that are not specified in the Lease;
- b. That Assignor is not in default or violation of any provision of the Lease;
- c. That all repairs or maintenance of the Premises that are the responsibility of Lessor and which have been requested by Assignor have been, or will within a reasonable time be, effected in a good and workmanlike manner at Lessor's expense;
- d. That all subtenants of Assignor have been, and are, approved by Lessor in accordance with the terms of such subtenancies;
- e. That the Lease as amended is in effect in accordance with its terms;
- f. That the Lease as amended is enforceable in accordance with its terms;
- g. That Assignor, Assignee, and Lessor acknowledge a scrivener's error in Lease Amendment No. 1 wherein the ending date of the initial five year term reported as February 28, 2008 should have been reported as February 28, 2009, thereby making the time for notice of the next renewal after the current term to be not later than January 1, 2019, and that this Assignment and Assumption is intended to, and does, correct said scrivener's error.

5. Successors and Assigns: This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

Executed as of the date first above written.

ASSIGNOR:

GOLD STAR MARINE, Incorporated

Jerry D. Wentworth, President

ASSIGNEE:

PORT TOWNSEND MARINE ENTERPRISES, LLC

James M. Heckmann, Member

LESSOR'S CONSENT:

The Port of Port Townsend, as owner and holder of all right, title and interest under the Lease hereby consents to the foregoing assignment.

THE PORT OF PORT TOWNSEND
A Washington Municipal Corporation

APPROVED AS TO FORM:

Larry C. Crockett, Executive Director

Port Attorney

PORT OF PORT TOWNSEND

MEETING OF: March 12, 2014

AGENDA ITEM: V. Second Reading (Action Items)
B. AWOS

BACKGROUND:

This item has been talked about for the last year with an update to the Commission two weeks ago. In our initial correspondence with the FAA it was thought the approval would take some time. In an effort to close out grants by June the FAA has pushed our application to the top of the list. What they are asking us to do is develop a scope of work and bid documents to facilitate a bid opening by June 1. Although they have not sent us a grant to sign as of yet they are asking us to expend monies. The FAA has always been good at paying for things they ask us to do, so this is a good sign. I have attached a schedule put together by our consultants of a proposed timeline.

What we are committing to is a 10% match, which could be as much a \$40,000 plus funds to perform a five-year maintenance contract that could cost the Port about \$4000 per year. Staff needs Commission approval to proceed with spending monies on this project

Executive Director's Recommendation:

For discussion and direction.

AIP DEVELOPMENT PROJECT SCHEDULE

AIRPORT: Jefferson County International Airport **AIP NO:** _____
SPONSOR: Port of Port Townsend/Jim Pivarnik **DATE:** _____
CONSULTANT: Reid Middleton, Inc./Ben Sommer **DATE:** _____
FAA : SEA-ADO/ Mary Vargas **DATE:** _____
PROJECT DESCRIPTION: Acquire and install an AWOS III-P (design and construction)

ITEM	DATE		COMMENTS
	ESTIMATED	ACTUAL	
1. Environmental Approved	02.15.14	01.28.14	
2. CIP Data Sheet Submitted	02.19.14	02.19.14	
3. Work Scope and Record of Negotiations Submitted	03.11.14		
4. Signed Engineering Contact Approved by FAA	03.18.14		Need input on this date
5. DBE Plan and Goal Submitted to Civil Rights	04.07.14		
6. Construction Safety Plan Submitted for Airspace	04.07.14		
7. Modification to Standards Submitted	NA		
8. Plans and Design Report Submitted	05.23.14		
9. Plans Reviewed by FAA and Returned with Comments	05.30.14		
10. Final Plans Accepted by FAA	06.03.14		
11. Advertising Date	06.05.14		Can we compress advertising?
12. Bid Opening Date	06.26.14		
13. Recommendation of Award and Bid Tab Submitted	07.01.14		Dependent on Port timeline
14. Grant Application Submitted by Sponsor	07.07.14		
15. Grant Issued	07.11.14		Needs to be expedited
16. Construction Management Plan Submitted	NA		
17. Mix Design Submitted (if applicable)	NA		
18. Construction Complete	11.01.14		
19. Acceptance Testing Submitted to FAA	05.01.15		
20. Final Inspection	05.06.15		
21. ALP Revised and Submitted to FAA	05.20.15		
22. Exhibit "A" Revised and Submitted to FAA	NA		
23. PAPI Flight Checked (if instrument approach)	NA		
24. Navaid Commissioned	06.01.15		
25. Airport Facility Diagram Updated	06.15.15		
26. Project Closeout Submitted to FAA	08.06.15		

PORT OF PORT TOWNSEND

MEETING OF: March 12, 2014

AGENDA ITEM: V. Second Reading (Action Items)
C. Communication Consultant Contract

BACKGROUND:

At the last commission meeting, staff was given the direction to meet with the number one selected communication consultant and negotiate a contract. Staff has met with the consultant and hopes to have a contract ready by March 12 for the commission to approve. The contract will be presented at the meeting.

Executive Director's Recommendation:

Approve the Communication Consultant contract as presented.

PORT OF PORT TOWNSEND

MEETING OF: February 26, 2014

AGENDA ITEM: V. Second Reading (Action Items)
D. Engineering Consultant Contract Update

BACKGROUND:

At the last commission meeting, staff was given the direction to meet with the number one selected engineer consultant for the Point Hudson Breakwater project and negotiate a contract. Staff has met with the consultant. After discussing the project further with the consultant, it was determined that a contract could not be ready by March 12. It will be ready for commission approval at the March 26 meeting.

Executive Director's Recommendation:

For information only.

PORT OF PORT TOWNSEND

MEETING OF: **March 12, 2014**

AGENDA ITEM: **VI. First Reading (Discussion Only)**
 A. Puget Sound-wide Marina Survey

BACKGROUND:

The idea of doing a Puget Sound-wide marina survey will have been discussed during the morning commission workshop. Should the commission want to explore this idea, this will serve as the first reading.

There will be work required to scope the survey and work out the details which could be brought back to the commission for further discussion and direction.

Executive Director's Recommendation:

For discussion only.

PORT OF PORT TOWNSEND

MEETING OF: March 12, 2014

AGENDA ITEM: VI. First Reading (Discussion Only)
B. December 2013 Draft Financials

BACKGROUND:

To be presented.

Executive Director's Recommendation:

For discussion only.

MEMORANDUM

Date: March 3, 2014
To: Commissioners, Directors, and Managers
From: Amy Khile
Subject: December 2013 **DRAFT** Financial Statements

Attached is our Statement of Revenue & Expense, both consolidated and by cost centers, and YTD comparison charts for December 2013.

A review of our YTD results through December reveals the following:

Total gross operating revenues were \$4,781,923, \$4,529,893, \$4,222,220 and \$3,988,780 in 2013, 2012, 2011 and 2010 respectively. 2013 revenues are \$252,030 over 2012 operating revenues and \$172,473 over projected revenues.

The only department not showing an increase over prior year is PTBH – Properties. This is due to vacancies. The Quilcene revenues are up due to increased fuel sales. Although PTBH Moorage and Work Yard revenues initially appear to be below the prior year they are ahead of prior years if you take into account the Environmental Revenues that have been pulled out to their own department.

The Ship Yard Revenues after adjusting the environmental fees were \$627,874, \$568,820, \$445,749 and \$304,522 in 2013, 2012, 2011 and 2010 respectively. Although the Hoist revenue is down the yard revenue and Marine Trades 3% are up in 2013.

Point Hudson Marina & RV revenues were \$727,143, \$659,551, 638,124 and \$618,373 in 2013, 2012, 2011 and 2010 while Point Hudson Properties were \$318,404, \$239,990, \$229,384 and \$239,054 for the same time period. The increase at Point Hudson Properties is due largely to the addition of WSU Cooperative Extension and U.S Customs.

PTBH – Moorage revenues were \$1,317,618, \$1,304,233, \$1,200,022, and \$1,174,886 after you adjust out all environmental revenues. The Work Yard revenues were \$849,451, \$831,583, \$812,832 and \$817,284 after adjusting for environmental revenues.

Total operating expenses were \$5,158,058, \$4,849,858, \$4,674,690 and \$4,508,551 in 2013, 2012, 2011 and 2010 respectively. 2013 expenses are \$308,200 more than 2012 and \$207,396 more than budgeted. The largest increase is within salaries & benefits which are \$165,499 greater than last year. The contract services is \$72,271 greater than last year.

We have a net loss from operations of \$376,135. However, the overall net income is \$344,036 which is \$304,519 better than budgeted but \$15,957 worse than last year.

Assets

CURRENT ASSETS

101-0100-00	CASH - UNION BANK	\$	86,337.85	
101-0125-00	CASH - US BANK - QUILCENE REVENUE	\$	761.85	
101-0300-00	CASH - GENERAL FUND	\$	165,784.78	
101-0570-00	CASH - LTGO BOND FUND 2005	\$	90,622.50	
101-0575-00	CASH - LTGO REFUND BOND FUND 2006	\$	16,819.80	
101-1900-00	CASH - AUDITORS REVOLVING FUND	\$	32,350.00	
101-2000-00	CASH - US BANK - I.D.C. CHECKING	\$	1,359.93	
101-4350-00	INVESTMENTS - OPER RESERVE FD - STATE POOL	\$	1,273,409.05	
101-4600-00	INVESTMENT - US BANK - I.D.C. - C.D.	\$	3,645.72	
111-1000-00	PROPERTY TAXES RECEIVABLE	\$	27,902.14	
112-1000-00	ACCOUNTS RECEIVABLE - TENANTS	\$	96,243.97	
112-1001-00	ACCOUNTS RECEIVABLE - NSF CHK	\$	1,225.00	
113-4350-00	INTEREST REC - OPER RES FUND - STATE POOL	\$	204.17	
113-4530-00	INTEREST REC-REV BOND RES C.D. - KITSAP BANK	\$	1,541.49	
124-1000-00	DUE FROM OTHER GOVERNMENTS	\$	304,527.10	
131-1000-00	INVENTORY - GAS - QUILCENE	\$	2,389.92	
131-1100-00	INVENTORY - DIESEL - QUILCENE	\$	1,848.40	
133-1000-00	PREPAID INSURANCE	\$	120,352.94	
133-4000-00	PREPAID EXPENSES	\$	35,030.89	
	Total CURRENT ASSETS:	\$		2,262,357.50

RESTRICTED ASSETS

141-2100-00	INVESTMENT - HAZAR WASTE RES	\$	25,000.00	
141-2300-00	INVESTMENT - CONTINGENCY RES	\$	75,000.00	
141-2700-00	INVESTMENT - PTBH RENOV RES	\$	507,849.53	
142-4500-00	INVESTMENT - REV BOND RES - CD	\$	465,839.42	
	Total RESTRICTED ASSETS:	\$		1,073,688.95

CAPITAL ASSETS

151-0000-00	LAND	\$	2,559,243.69	
152-0000-00	BUILDINGS	\$	7,801,268.78	
154-0000-00	EQUIPMENT & VEHICLES	\$	3,457,614.09	
159-0000-00	FURNITURE & OFFICE EQUIPMENT	\$	200,459.82	
164-0000-00	IMPROVEMENTS	\$	31,862,958.52	
168-0003-00	W.I.P. - PTBH BOAT RAMP EXPANSION	\$	39,023.58	
168-0049-53	W.I.P.-JCIA RUNWAY REHAB-CONTRACT SVCS	\$	330,619.00	
168-0072-00	W.I.P.-QUILCENE MARINA REPAIR	\$	892.50	
168-0093-53	W.I.P.-JCIA MASTERPLAN UPDATE-CONTRACT SVCS	\$	162,158.46	
170-0000-00	ACCUMULATED DEPRECIATION	\$	-19,844,743.10	
	Total CAPITAL ASSETS:	\$		26,569,495.34

Total Assets:

\$ 29,905,541.79

Liabilities

CURRENT LIABILITIES

211-0000-00	WARRANTS PAYABLE	\$	101,863.69
212-0000-00	ACCOUNTS PAYABLE	\$	396,964.66
213-6500-00	P/R TAX PAYABLE - L & I	\$	15,287.70
213-7000-00	EXCISE TAXES PAYABLE	\$	955.54
213-7100-00	SALES TAXES PAYABLE	\$	1,800.17
213-7200-00	LEASEHOLD TAXES PAYABLE	\$	97,875.73
213-7300-00	HOTEL / MOTEL TAXES PAYABLE	\$	113.28
213-7400-00	UNCLAIMED PROPERTY/CANCELLED WARRANTS PAYABLE	\$	1,237.32
214-1050-00	ACCRUED INT PAY - 2005 L.T.G.O. BOND	\$	90,622.94
214-1075-00	ACCRUED INT PAY - 2006 LTGO REFUND BOND	\$	16,820.00
214-1100-00	ACCRUED INT PAY - 2010 L.T.G.O. BOND	\$	13,936.12
214-2050-00	ACCRUED INT PAY - 2005 REV REF BOND	\$	10,875.00
214-2075-00	ACCRUED INT PAY-2013 REV BOND	\$	2,959.31
214-2125-00	ACCRUED INT PAY - LOCAL PROG	\$	73.46

Balance Sheet
As of 12/31/2013

Port of Port Townsend (PTA)

CURRENT LIABILITIES		(Continued)		
214-2150-00	ACCRUED INT PAY - CERB LOAN		\$	5,500.00
216-4370-00	RETAINAGE PAYABLE - Orlon Marine Contractors		\$	15,647.66
216-4385-00	RETAINAGE PAYABLE-Grant Steel Bldgs & Concrete Sys		\$	59,697.05
216-4390-00	RETAINAGE PAYABLE - Metro NW		\$	10,317.84
217-2000-00	DEFERRED REVENUE - OPERATIONS		\$	4,211.82
235-1000-00	CURRENT PORTION - L/T DEBT		\$	962,763.00
239-1000-00	CUSTOMER DEPOSITS - LEASES		\$	80,400.60
239-1100-00	CUSTOMER DEPOSITS - MISCELL		\$	40,440.35
	Total CURRENT LIABILITIES:		\$	1,930,363.24
LONG-TERM LIABILITIES				
251-1050-00	2005 LTGO BONDS		\$	4,450,000.00
251-1075-00	2006 LTGO REFUNDING BONDS		\$	867,000.00
251-1100-00	2010 LTGO BONDS		\$	4,975,000.00
251-1200-00	1997 CERB LOAN		\$	200,000.00
251-1310-00	2005 CAPITAL ASSET LEND PROG		\$	21,762.93
251-3000-00	UNAMORT DISC - 1997 L.T.G.O. BOND		\$	-7,870.75
251-3050-00	UNAMORT ISSUE COST - 2005 L.T.G.O. BOND		\$	-76,240.07
251-3100-00	UNAMORT ISSUE COSTS - 2006 LTGO REFUND BONDS		\$	-16,811.68
251-3150-00	UNAMORT ISSUE COST - 2010 L.T.G.O. BOND		\$	-70,338.87
251-3175-00	UNAMORTIZED PREMIUM - 2010 L.T.G.O. BOND		\$	142,446.96
252-1050-00	REVENUE REFUND BONDS - 2005		\$	1,305,000.00
252-1075-00	2013 REVENUE BONDS-MAIN		\$	807,000.00
252-2000-00	UNAMORT PREM-2005 REV REF BOND		\$	16,574.35
252-4025-00	UNAMORT ISSUE COST-2005 REV BD		\$	-19,608.32
252-4050-00	DEFERRED AMT ON REFUND - 2005		\$	-58,588.45
258-1000-00	CURRENT PORTION - L/T DEBT		\$	-962,763.00
259-1000-00	EMPLOYEE LEAVE BENEFITS		\$	205,720.55
	Total LONG-TERM LIABILITIES:		\$	11,778,283.65
	Total Liabilities:		\$	13,708,646.89
Fund Equity				
281-1000-00	INVESTED IN CAPITAL ASSETS		\$	13,915,414.08
282-1000-00	RESTRICTED NET ASSETS		\$	465,839.42
283-1000-00	Retained Earnings-Current Year		\$	344,033.89
283-1000-00	UNRESTRICTED NET ASSETS		\$	1,471,607.51
	Total Fund Equity:		\$	16,196,894.90
	Total Liabilities & Fund Equity:		\$	29,905,541.79

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Twelve Months Ending December 31, 2013

	Actual	December		Actual	YEAR TO DATE 2013	
		Budget	Prior Year		Budget	Prior Year
Revenues:						
PTBH - Perm Moorage	\$70,950	\$77,917	\$70,841	\$875,598	\$935,000	\$886,107
PTBH - Ship Moorage	1,236	2,500	2,969	23,835	30,000	31,840
PTBH - Environmental Fee	0	0	2,256	0	0	28,138
PTBH - Liveaboard Fee	1,365	1,583	1,495	18,335	19,000	19,110
PTBH - Electric	10,262	7,500	8,284	80,949	90,000	83,067
PTBH - Monthly Guest	10,871	7,083	7,060	121,039	85,000	98,298
PTBH - Nightly Guest	2,849	2,500	2,387	160,214	170,000	151,356
PTBH - Showers	1,551	1,300	1,256	21,088	20,000	19,652
PTBH - Laundry	384	300	313	6,176	6,000	6,117
PTBH - Reservation Fee	0	0	0	63	2,000	105
Work Float/Lift Pier Usage	75	292	125	2,505	3,500	2,678
PTBH - Miscellaneous	287	833	200	7,816	10,000	5,903
Total Moorage Revenue	99,830	101,808	97,186	1,317,618	1,370,500	1,332,371
Work Yard - Hoist Revenue	8,466	9,000	7,599	223,840	220,000	210,385
Work Yard - Washdown Revenue	1,155	1,500	1,167	37,276	40,000	35,845
Work Yard - Yard Revenue	38,135	45,000	38,496	490,503	500,000	473,125
Work Yard - Environmental Fee	0	0	2,132	0	0	35,705
Work Yard - Electric	563	33	30	1,701	400	253
Work Yard - Liveaboard Fee	130	83	130	1,723	1,000	1,967
Work Yard - Tarp Pool Fee	450	1,667	380	17,544	20,000	18,172
Work Yard - L/T Storage	5,365	5,417	5,748	60,921	65,000	58,811
Work Yard - Blocking Rent	993	833	604	9,385	10,000	8,227
Work Yard - Miscellaneous Revenue	4	417	12,633	6,558	5,000	24,798
Total Work Yard Revenue	55,261	63,950	68,919	849,451	861,400	867,288
Ship Yard - Hoist Revenue	6,934	7,083	8,903	110,389	85,000	116,150
Ship Yard - Washdown Revenue	1,704	1,500	2,156	21,813	18,000	19,966
Ship Yard - Yard Revenue	44,121	23,750	25,852	346,570	285,000	306,516
Ship Yard - Environmental Fee	0	0	1,227	0	0	16,476
Ship Yard - Electric	3,526	1,250	1,580	23,348	15,000	17,842
Ship Yard - Liveaboard	0	0	130	(130)	0	228
Ship Yard - Tarp Pool Fee	920	833	835	12,755	10,000	11,925
Ship Yard - Blocking Rent	0	125	12	52	1,500	996
Ship Yard - Miscellaneous Revenue	0	150	0	1,191	1,800	2,105
Ship Yard - Bilge Water Revenue	210	150	0	3,025	1,800	1,992
Marine Trades 3% Revenue	20,813	4,583	12	108,861	55,000	91,100
Total Ship Yard Revenue	78,228	39,424	40,707	627,874	473,100	585,296
PTBH Prop - Lease Revenue	64,814	42,500	24,854	476,915	510,000	294,220
PTBH Prop - Fuel Dock Lease	1,004	1,200	921	19,961	25,000	21,305
PTBH Prop - Electric	1,268	200	268	13,551	2,400	2,485
PTBH Prop - Ind Park Bldg Lease	0	0	16,929	0	0	200,760
PTBH Prop - Storage Unit Revenue	524	833	654	7,075	10,000	8,860
PTBH Prop - Indus Park Utility Reimb	0	1,000	592	0	12,000	11,317
PTBH Prop - Miscellaneous Revenue	0	0	0	300	0	0
Total PTBH Property Revenue	67,610	45,733	44,218	517,802	559,400	538,947

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Twelve Months Ending December 31, 2013

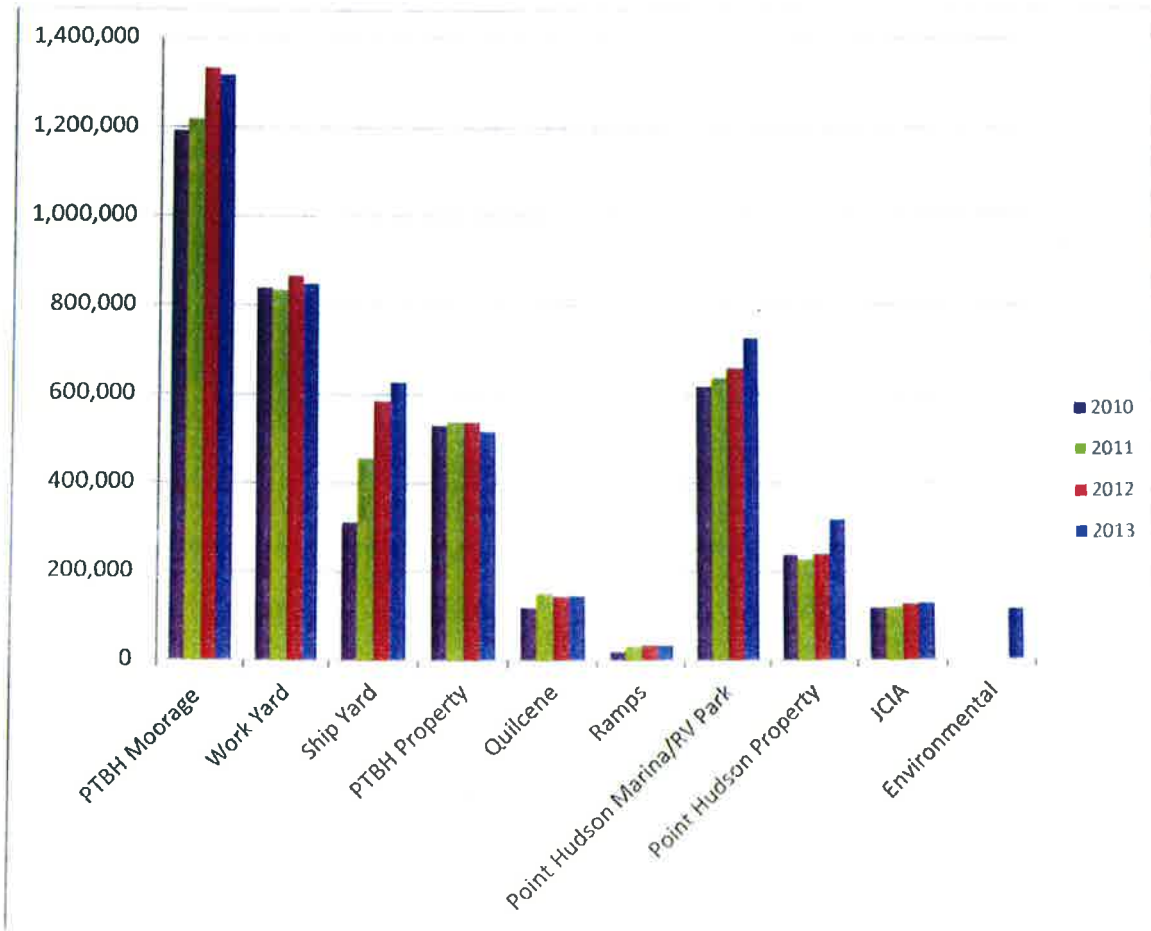
				YEAR TO DATE		
	Actual	December Budget	Prior Year	Actual	2013 Budget	Prior Year
Revenues: con't						
Quilcene - Permanent Moorage	\$1,918	\$3,750	\$2,326	\$35,296	\$45,000	\$41,576
Quilcene - Environmental Fee	0	0	84	0	0	1,863
Quilcene - Nightly Moorage	0	0	0	2,662	1,600	1,843
Quilcene - Nightly R.V.	0	0	0	1,116	500	1,072
Quilcene - Fuel Sales	477	600	2,566	34,491	20,000	26,458
Quilcene - Electric	254	250	209	2,079	3,000	2,577
Quilcene - Rental Property Revenue	500	500	500	6,000	6,000	6,000
Quilcene - Showers	240	120	270	2,580	1,800	2,650
Quilcene - Lease Revenue	4,686	4,667	4,603	55,399	56,000	52,033
Quilcene - Water	510	667	532	6,898	8,000	8,624
Quilcene - Miscellaneous Revenue	0	17	0	0	200	0
Total Quilcene Revenue	8,585	10,571	11,090	146,521	142,100	144,696
Ramps - Ramp/Parking Fee	620	400	987	33,504	30,000	33,290
Dinghy Float Revenue	0	0	137	838	1,800	1,047
Total Boat Ramp Revenue	620	400	1,124	34,342	31,800	34,337
Pt Hudson - Perm Moorage	8,656	7,750	9,745	112,739	93,000	100,337
Pt Hudson - Environmental Fee	0	0	378	0	0	3,729
Pt Hudson - Liveaboard Fee	650	450	650	3,705	3,400	3,380
Pt Hudson - Monthly Guest	8,831	4,600	4,935	46,662	40,000	32,230
Pt Hudson - Nightly Guest	2,881	2,000	2,442	220,103	200,000	201,656
Pt Hudson - Wharf Usage	0	0	0	6,150	0	0
Pt Hudson - Monthly R.V.	1,354	3,600	4,000	21,654	30,000	29,300
Pt Hudson - Nightly R.V.	4,674	5,000	7,410	240,553	210,000	221,824
Pt Hudson - Reservation Fee	364	200	721	27,293	23,000	26,873
Pt Hudson - Kayak Racks	300	200	225	4,936	3,000	3,722
Pt Hudson - Electric	1,583	1,667	1,694	22,402	20,000	20,351
Pt Hudson - Showers	334	400	252	8,112	8,000	6,331
Pt Hudson - Laundry	579	400	323	7,022	7,000	6,591
Pt Hudson - Passenger Fee	0	0	0	4,132	3,000	0
Pt Hudson - Miscellaneous Revenue	(843)	208	65	1,680	2,500	3,227
Total Pt Hudson Marina & RV Revenue	29,363	26,475	32,840	727,143	642,900	659,551
Pt Hudson - Bldg Lease Revenue	(6,357)	21,250	21,266	316,458	255,000	238,983
Pt Hudson - Event Facility Revenue	1,078	50	0	1,946	1,200	1,007
Total Pt Hudson Property Revenue	(5,279)	21,300	21,266	318,404	256,200	239,990
JCIA - Lease Revenue	8,466	8,667	8,661	100,950	104,000	96,823
JCIA - Hangar Revenue	1,964	1,917	1,785	22,179	23,000	23,741
JCIA - Vehicle Parking Revenue	0	63	0	720	750	930
JCIA - Aircraft Parking	0	167	94	1,229	2,000	1,555
JCIA - Landing Fee	0	8	0	32	100	53
JCIA - Miscellaneous Revenue	0	8	0	0	100	0
JCIA - Fuel Lease Revenue	160	200	113	3,369	4,000	4,315
Total JCIA Revenues	10,590	11,030	10,653	128,479	133,950	127,417
Environmental - Moorage	3,083	3,333	0	38,139	40,000	0
Environmental - Work Yard	2,496	3,583	0	38,796	43,000	0
Environmental - Ship Yard	1,714	2,917	0	19,086	35,000	0
Environmental - Quilcene	100	133	0	2,210	1,600	0
Environmental - Pt Hudson	540	292	0	5,949	3,500	0
Environmental - Stormwater	0	1,250	0	0	15,000	0
Environmental - Spill Response	0	0	0	10,109	0	0
Total Environmental Revenues	7,933	11,508	0	114,289	138,100	0
Total Operating Revenue	352,741	332,199	328,003	4,781,923	4,609,450	4,529,893

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Twelve Months Ending December 31, 2013

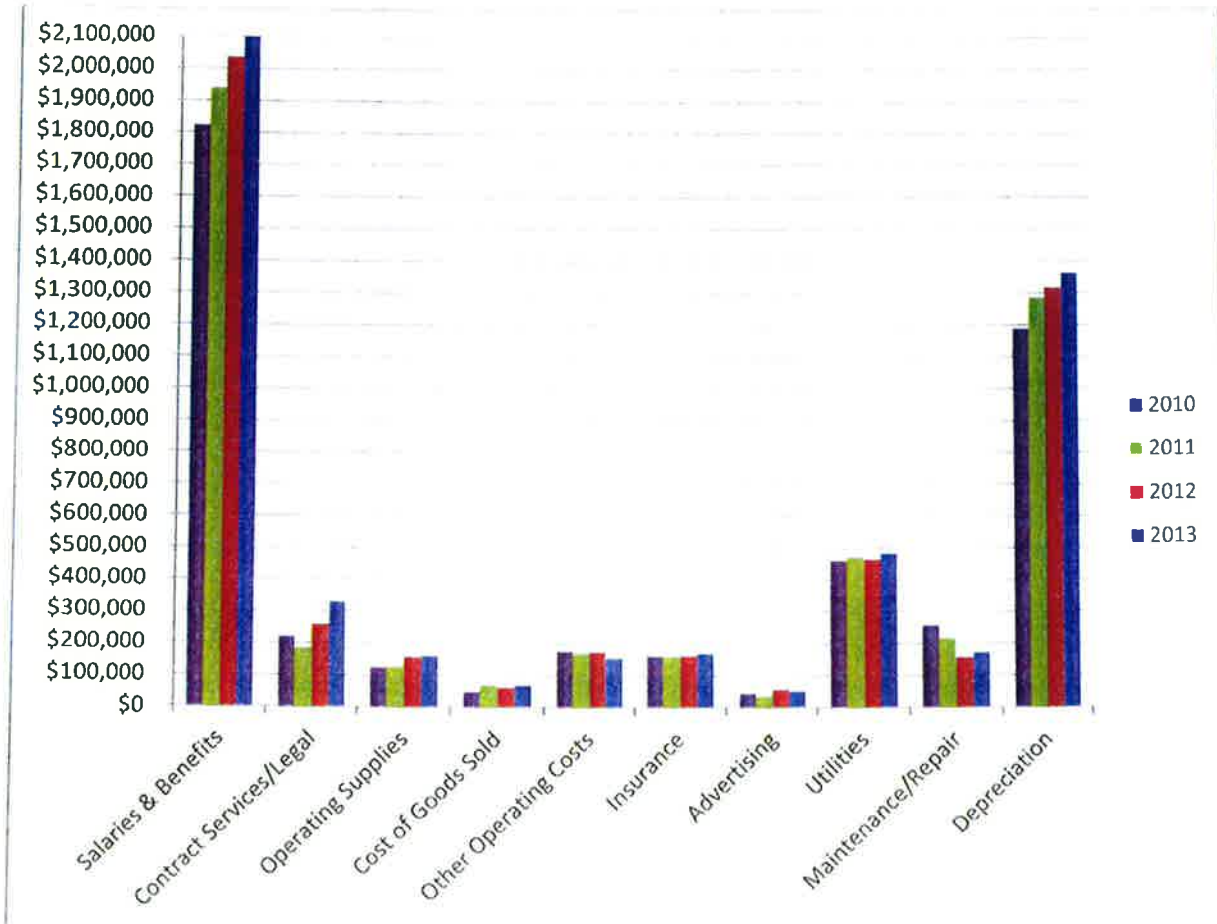
	Actual	December		Prior Year	YEAR TO DATE 2013		Prior Year
		Budget			Actual	Budget	
Operating Expenses:							
Salaries & Wages	\$146,170	\$124,080	\$155,036	\$1,545,533	\$1,488,960	\$1,449,986	
Payroll Taxes	14,161	17,054	16,127	171,241	204,652	164,257	
Employee Benefits	16,757	35,452	37,360	478,003	425,420	411,601	
Uniform Expense	810	667	2,273	6,176	8,000	9,610	
Contract Services	55,474	11,417	28,135	208,082	137,000	150,070	
Legal & Auditing	14,572	6,250	7,102	122,584	75,000	108,325	
Operating Supplies	21,448	10,989	15,143	161,744	131,875	157,523	
Cost of Fuel Sold - Quilcene	408	500	2,176	31,541	17,000	24,162	
Moorage Credit System - PTBH	1,866	2,917	1,527	37,766	35,000	39,608	
Travel	3,789	1,333	420	19,561	16,000	20,691	
Training	1,717	667	0	5,480	8,000	6,588	
Insurance	15,125	13,875	14,315	169,811	166,500	162,294	
Claims & Damages	0	417	0	5,585	5,000	1,593	
Advertising	9,726	2,500	11,233	51,524	30,000	58,178	
Promotion	338	417	279	4,025	5,000	3,271	
Membership & Dues	0	1,667	2,178	11,972	20,000	11,663	
Community Relations	1,006	833	1,018	6,227	10,000	7,288	
Bank Charges	4,236	3,250	2,018	54,896	39,000	41,505	
Utilities	76,749	38,333	45,952	483,853	460,000	466,108	
Excise Tax	965	1,485	969	24,514	17,825	21,380	
Bad Debt	(488)	1,666	(2,975)	(1,857)	20,000	19,634	
Miscellaneous Expense	360	334	274	(572)	4,000	2,539	
Repair & Maintenance	6,516	22,917	9,689	171,134	275,000	157,912	
Economic Development	0	2,083	0	25,000	25,000	36,996	
Operating Expense w/o Depreciation	391,695	301,103	350,249	3,793,823	3,624,232	3,532,782	
Income from Operations w/o Depreciat	(38,954)	31,096	(22,246)	988,100	985,218	997,111	
Depreciation Expense	119,436	110,536	108,363	1,364,235	1,326,430	1,317,076	
Income from Operations with Deprecia	(158,390)	(79,440)	(130,609)	(376,135)	(341,212)	(319,965)	
Non-Operating Revenues:							
Investment Interest	1,022	1,250	1,251	13,377	15,000	14,542	
Operating Tax Levy	73,561	73,813	74,067	884,622	885,750	877,783	
State Forest Revenues	1,318	1,667	0	9,196	20,000	24,831	
State Timber Excise Tax	(336)	0	0	37,593	20,000	35,357	
Leasehold Excise Tax	1,360	1,167	1,625	6,912	7,000	6,979	
Grant - FAA	303,910	0	18,094	337,626	0	120,200	
Capital Contributions - Non-Op	0	0	166,596	0	0	166,596	
Late Fees	1,619	1,667	1,617	16,584	20,000	18,433	
Other Non-Operating Revenue	0	0	0	1,500	0	0	
Total Non-Operating Revenue	382,454	79,564	263,250	1,307,410	967,750	1,264,721	
Non-Operating Expenses:							
Interest Exp - 2005 LTGO Bond	15,630	15,630	14,713	189,559	189,560	193,059	
Interest Exp - 2006 LTGO Ref Bond	3,391	3,391	931	44,456	44,456	51,924	
Interest Exp - 2010 LTGO Bond	16,579	16,757	16,757	200,910	201,088	202,428	
Interest Exp - 2005 Revenue Ref Bond	7,250	7,250	7,385	101,812	101,820	118,232	
Interest Exp - 2013 Revenue Bond	1,480	0	0	11,250	0	0	
Interest Exp - LOCAL Fund	74	109	144	1,451	1,522	2,278	
Interest Exp - CERB Loan	917	917	0	12,375	12,375	15,125	
Bond Management Fees	749	100	602	1,872	1,200	1,506	
Bond Issue Costs	6,896	0	0	6,896	0	0	
Investment Fees	9	83	19	220	1,000	211	
Election Expense	6,244	0	0	16,438	34,000	0	
Total Non-Operating Expense	59,219	44,237	40,551	587,239	587,021	584,763	
Net Non-Op Income (Expense)	323,235	35,327	222,699	720,171	380,729	679,958	
Net Income	164,845	(44,113)	92,090	344,036	39,517	359,993	

December 2013 Operating Revenues

Total = \$4,781,923



December 2013 YTD Operating Expenses Total = \$5,158,058



**Port of Port Townsend
PTBH / SHIP MOORAGE
For the Twelve Months Ending December 31, 2013**

				YEAR TO DATE		
	Actual	December Budget	Prior Year	Actual	2013 Budget	Prior Year
Revenues						
Moorage - Permanent	\$70,950	\$77,917	\$70,841	\$872,690	\$935,000	\$886,107
Moorage - Ship	1,236	2,500	2,969	23,835	30,000	31,840
Environmental Fee - Moorage	0	0	2,256	0	0	28,138
Liveaboard Fee	1,365	1,583	1,495	18,335	19,000	19,110
Work Float Usage	0	146	100	0	1,750	1,466
Lift Pier Usage	75	146	25	2,505	1,750	1,212
Monthly Guest Moorage	10,871	7,083	7,060	121,039	85,000	98,298
Nightly Guest Moorage	2,849	2,500	2,387	160,214	170,000	151,356
Moorage - Non LET	0	0	0	2,907	0	0
Electric	10,262	7,500	8,284	80,949	90,000	83,067
Miscellaneous Revenue	287	833	200	7,816	10,000	5,903
Showers	1,551	1,300	1,256	21,088	20,000	19,652
Laundry	384	300	313	6,176	6,000	6,117
Reservation Fee	0	0	0	63	2,000	105
Total Revenues	99,830	101,808	97,186	1,317,617	1,370,500	1,332,371
Operating Expenses						
Salaries & Wages	18,047	13,333	15,682	194,974	159,992	200,783
Payroll Taxes	2,038	2,104	2,703	23,523	25,254	27,441
Employee Benefits	5,618	3,699	9,024	60,464	44,392	57,624
Uniform Expense	344	50	242	622	600	664
Contract Services	9,698	2,425	5,294	36,907	29,100	35,451
Operating Supplies	3,189	542	236	7,424	6,500	9,918
Postage	176	250	728	1,927	3,000	3,224
Janitorial Supplies	2,109	1,083	881	15,385	13,000	13,777
Fuels & Lubricants	89	75	65	836	900	965
Ship Yard Permit	0	0	0	0	0	119
Travel	0	42	0	0	500	0
Training	0	50	0	0	600	110
Insurance	3,802	3,042	2,878	37,784	36,500	34,913
Claims & Damages	0	42	0	0	500	1,545
Advertising	153	383	2,036	9,932	4,600	9,911
Promotion	0	21	0	345	250	0
Bank Charges	940	575	407	10,148	6,900	6,929
Utilities - Water	2,500	1,000	596	13,810	12,000	11,358
Utilities - Electricity	9,261	5,167	8,536	61,682	62,000	71,955
Utilities - Sewer	2,509	875	652	14,008	10,500	12,383
Utilities - Garbage	5,948	3,000	2,951	39,747	36,000	36,422
Utilities - Fuels	1,739	417	483	6,360	5,000	5,557
Utilities - Telephone	2,050	1,000	746	10,388	12,000	9,208
Utilities - Cable/I.T. Service	184	117	141	1,972	1,400	2,336
Excise Tax	165	333	168	4,762	4,000	4,766
Bad Debt Expense	(488)	167	3,837	(1,746)	2,000	1,002
Miscellaneous Expense	1	8	40	(917)	100	(100)
Cost of Moorage Credit System	1,866	2,917	1,527	37,766	35,000	39,608
Repair & Maintenance	927	6,667	374	50,935	80,000	30,506
Allocated A & G Expense	84,535	60,741	77,829	268,435	242,965	258,382
Repair & Maintenance	0	0	0	5,496	0	0
Direct Operating Expenses	157,400	110,125	138,056	912,969	835,553	886,757
Net Income (Loss) w/o Depreciation	(57,570)	(8,317)	(40,870)	404,648	534,947	445,614
Depreciation Expense	4,025	21,122	46,745	235,032	253,458	285,357
Net Income	(61,595)	(29,439)	(87,615)	169,616	281,489	160,257

**Port of Port Townsend
WORK YARD
For the Twelve Months Ending December 31, 2013**

				YEAR TO DATE		
	Actual	December Budget	Prior Year	Actual	2013 Budget	Prior Year
Revenues						
Environmental Fee - Work Yard	\$0	\$0	\$2,132	\$0	\$0	\$35,705
Electric	563	33	30	1,701	400	253
Liveaboard Fee	130	83	130	1,723	1,000	1,967
Miscellaneous Revenue	4	417	12,633	6,558	5,000	24,798
Hoist Revenue	8,466	9,000	7,599	223,840	220,000	210,385
Washdown Revenue	1,155	1,500	1,167	37,276	40,000	35,845
Yard Revenue	37,318	45,000	37,648	415,277	500,000	396,059
Yard Revenue - Non LET	817	0	848	75,226	0	77,066
Long-Term Storage Yard	5,365	5,417	5,748	60,921	65,000	58,811
Blocking Rent	993	833	604	9,235	10,000	7,252
Blocking Rent - Non LET	0	0	0	151	0	975
Tarp Pool Revenue	450	1,667	380	17,544	20,000	18,172
Total Revenues	55,261	63,950	68,919	849,452	861,400	867,288
Operating Expenses						
Salaries & Wages	17,864	20,953	26,217	255,338	251,439	298,022
Payroll Taxes	2,276	3,308	4,102	34,368	39,692	38,218
Employee Benefits	6,299	5,814	15,005	80,168	69,764	87,115
Uniform Expense	0	189	390	1,560	2,270	3,021
Contract Services	378	200	10,335	4,064	2,400	14,566
Operating Supplies	928	833	3,303	9,072	10,000	12,481
Tarp Pool Expense	1,441	625	0	8,216	7,500	9,905
Postage	42	67	203	525	800	879
Janitorial Supplies	276	142	110	1,935	1,700	1,722
Fuels & Lubricants	119	917	321	10,227	11,000	13,851
Travel	0	42	0	0	500	873
Training	0	58	0	0	700	185
Insurance	1,652	1,750	1,739	20,347	21,000	20,933
Claims & Damages	0	125	0	1,698	1,500	48
Advertising	0	383	3,205	6,426	4,600	10,565
Promotion	0	83	0	956	1,000	804
Bank Charges	1,313	1,000	774	17,717	12,000	12,945
Utilities - Water	567	125	233	3,494	1,500	1,929
Utilities - Electricity	3,578	2,500	4,787	25,309	30,000	36,142
Utilities - Sewer	366	833	899	8,008	10,000	10,983
Utilities - Garbage	3,326	2,000	1,494	27,817	24,000	23,199
Utilities - Fuels	461	0	0	2,601	0	0
Utilities - Telephone	1,003	500	348	5,077	6,000	4,703
Utilities - Cable/I.T. Service	0	21	0	9	250	174
Excise Tax	128	333	377	3,882	4,000	4,447
Bad Debt Expense	0	1,142	(6,812)	(624)	13,700	9,068
Miscellaneous Expense	0	8	0	0	100	0
Repair & Maint - 70-Ton	0	583	0	2,142	7,000	3,257
Repair & Maint - 75-Ton	1,408	750	0	3,713	9,000	3,897
Repair & Maintenance	419	2,083	2,065	4,037	25,000	19,347
Allocated A & G Expense	52,130	38,178	52,325	172,608	152,711	168,520
Direct Operating Expenses	95,974	85,545	121,420	710,690	721,126	811,799
Net Income (Loss) w/o Depreciation	(40,713)	(21,595)	(52,501)	138,762	140,274	55,489
Depreciation Expense	30,401	11,036	(11,535)	171,903	132,426	108,464
Net Income	(71,114)	(32,631)	(40,966)	(33,141)	7,848	(52,975)

Port of Port Townsend
ENVIRONMENTAL
For the Twelve Months Ending December 31, 2013

	Actual	December Budget	Prior Year	YEAR TO DATE		
				Actual	2013 Budget	Prior Year
Revenues						
Environmental - Spill Response	\$0	\$0	\$0	\$10,109	\$0	\$0
Environmental Fee - Point Hudson	540	292	0	5,949	3,500	0
Environmental Fee - Moorage	3,083	3,333	0	38,139	40,000	0
Environmental Fee - Quilcene	100	133	0	2,210	1,600	0
Environmental Fee - Work Yard	2,496	3,583	0	38,796	43,000	0
Environmental Fee - Ship Yard	1,714	2,917	0	19,086	35,000	0
Environmental - Stormwater	0	1,250	0	0	15,000	0
Total Revenues	7,933	11,508	0	114,289	138,100	0
Operating Expenses						
Salaries & Wages	6,739	6,425	0	52,051	77,103	0
Payroll Taxes	740	1,014	0	6,368	12,171	0
Employee Benefits	2,023	1,783	0	16,250	21,393	0
Uniform Expense	0	13	0	618	150	0
Contract Services	8,602	1,429	(95)	36,951	17,150	0
Operating Supplies	2,305	417	0	16,200	5,000	0
Postage	17	0	0	55	0	0
Ship Yard Permit	0	0	0	1,067	0	0
Travel	109	0	0	1,284	0	0
Insurance	298	0	0	2,822	0	0
Advertising	0	0	0	187	0	0
Utilities - Garbage	186	0	0	4,027	0	0
Utilities - Telephone	92	0	0	400	0	0
Repair & Maintenance	236	0	(3,384)	2,731	0	0
Allocated A & G Expense	9,698	5,456	0	24,199	21,823	0
Direct Operating Expenses	31,045	16,537	(3,479)	165,210	154,790	0
Net Income (Loss) w/o Depreciation	(23,112)	(5,029)	3,479	(50,921)	(16,690)	0
Depreciation Expense	2,596	2,653	0	31,757	31,833	0
Net Income	(25,708)	(7,682)	3,479	(82,678)	(48,523)	0

**Port of Port Townsend
SHIP YARD
For the Twelve Months Ending December 31, 2013**

				YEAR TO DATE		
	Actual	December Budget	Prior Year	Actual	2013 Budget	Prior Year
Revenues						
Environmental Fee - Ship Yard	\$0	\$0	\$1,227	\$0	\$0	\$16,476
Electric	3,526	1,250	1,580	23,348	15,000	17,842
Liveaboard Fee	0	0	130	(130)	0	228
Miscellaneous Revenue	0	150	0	1,191	1,800	2,105
Hoist Revenue	6,934	7,083	8,903	110,389	85,000	116,150
Washdown Revenue	1,704	1,500	2,156	21,813	18,000	19,966
Bilge Water Revenue	210	150	0	3,025	1,800	1,992
Yard Revenue	41,377	23,750	21,816	296,274	285,000	244,110
Yard Revenue - Non LET	2,744	0	4,036	50,296	0	62,406
Blocking Rent	0	125	0	52	1,500	921
Blocking Rent - Non LET	0	0	12	0	0	75
Tarp Pool Revenue	920	833	835	12,755	10,000	11,925
Marine Trades 3% Revenue	20,813	4,583	12	108,861	55,000	91,100
Total Revenues	78,228	39,424	40,707	627,874	473,100	585,296
Operating Expenses						
Salaries & Wages	12,386	9,253	12,854	131,694	111,036	129,478
Payroll Taxes	1,381	1,461	1,366	15,946	17,528	15,642
Employee Benefits	3,809	2,567	6,244	40,805	30,808	36,627
Uniform Expense	0	73	188	553	870	959
Contract Services	0	692	136	98	8,300	2,059
Operating Supplies	634	542	3,449	6,962	6,500	9,357
Tarp Pool Expense	2,024	375	0	8,186	4,500	6,603
Postage	0	19	41	90	225	164
Janitorial Supplies	138	75	55	968	900	861
Fuels & Lubricants	0	417	132	1,707	5,000	6,201
Ship Yard Permit	0	58	0	0	700	707
Travel	0	25	0	0	300	80
Training	0	25	0	0	300	221
Insurance	1,141	1,167	1,288	14,573	14,000	14,127
Claims & Damages	0	125	0	3,888	1,500	0
Advertising	0	383	3,205	5,385	4,600	10,218
Promotion	0	125	0	172	1,500	0
Bank Charges	1,240	417	208	8,211	5,000	5,216
Utilities - Water	280	50	42	793	600	548
Utilities - Electricity	4,508	1,500	2,345	25,242	18,000	22,252
Utilities - Sewer	245	79	73	1,686	950	932
Utilities - Garbage	1,067	583	567	7,015	7,000	5,905
Utilities - Fuels	59	0	0	2,139	0	0
Utilities - Telephone	300	125	138	1,569	1,500	987
Utilities - Cable/I.T. Service	0	8	0	0	100	62
Excise Tax	490	208	196	4,465	2,500	4,474
Bad Debt Expense	0	167	0	0	2,000	0
Miscellaneous Expense	0	8	0	0	100	0
Repair & Maint - 300-Ton	0	1,167	0	20,102	14,000	11,906
Repair & Maintenance	0	1,167	2,445	1,137	14,000	10,221
Allocated A & G Expense	75,529	20,968	29,929	142,508	83,872	115,096
Direct Operating Expenses	105,231	43,829	64,901	445,894	358,189	410,903
Net Income (Loss) w/o Depreciation	(27,003)	(4,405)	(24,194)	181,980	114,911	174,393
Depreciation Expense	12,123	11,751	12,986	140,661	141,014	155,656
Net Income	(39,126)	(16,156)	(37,180)	41,319	(26,103)	18,737

**Port of Port Townsend
PTBH PROPERTY RENTAL
For the Twelve Months Ending December 31, 2013**

	Actual	December		Actual	YEAR TO DATE 2013	
		Budget	Prior Year		Budget	Prior Year
Revenues						
Property Lease Revenue	\$64,814	\$42,500	\$24,854	\$476,915	\$510,000	\$294,220
Ind Park Bldg Lease Revenue	0	0	16,929	0	0	200,760
Storage Unit Revenue	524	833	654	7,075	10,000	8,860
Fuel Dock Lease Revenue	1,004	1,200	921	19,961	25,000	21,305
Electric	1,268	200	268	13,551	2,400	2,485
Utility Reimbursement	0	1,000	592	0	12,000	11,317
Miscellaneous Revenue	0	0	0	300	0	0
Total Revenues	67,610	45,733	44,218	517,802	559,400	538,947
Operating Expenses						
Salaries & Wages	2,116	4,637	2,183	39,448	55,647	39,795
Payroll Taxes	262	732	313	4,906	8,784	5,014
Employee Benefits	716	1,287	2,105	12,253	15,440	11,480
Uniform Expense	0	8	19	0	90	60
Contract Services	2,354	111	160	3,615	1,330	963
Operating Supplies	0	21	11	519	250	400
Postage	42	63	192	494	750	835
Fuel & Lubricant	0	0	0	16	0	0
Travel	0	8	0	0	100	0
Insurance	980	1,500	1,436	14,736	18,000	17,279
Bank Charges	15	21	42	722	250	503
Utilities - Water	914	417	314	5,318	5,000	4,876
Utilities - Electricity	720	375	618	5,368	4,500	5,538
Utilities - Sewer	1,313	1,000	856	10,737	12,000	12,466
Utilities - Garbage	1,464	708	736	9,628	8,500	9,035
Utilities - Fuels	55	25	31	1,353	300	537
Utilities - Telephone	134	58	83	782	700	670
Utilities - Cable/I.T. Service	92	0	7	158	0	207
Excise Tax	7	17	7	240	200	249
Bad Debt Expense	0	42	0	312	500	1,730
Miscellaneous Expense	0	8	0	29	100	29
Repair & Maintenance	407	4,250	4,790	9,152	51,000	21,666
Allocated A & G Expense	28,923	25,458	34,304	97,166	101,831	106,075
Direct Operating Expenses	40,514	40,746	48,207	216,952	285,272	239,407
Net Income (Loss) w/o Depreciation	27,096	4,987	(3,989)	300,850	274,128	299,540
Depreciation Expense	11,290	12,413	3,227	138,105	148,955	138,637
Net Income	15,806	(7,426)	(7,216)	162,745	125,173	160,903

Port of Port Townsend
POINT HUDSON PROPERTY RENTAL
For the Twelve Months Ending December 31, 2013

	Actual	December		Actual	YEAR TO DATE	
		Budget	Prior Year		2013	Prior Year
					Budget	
Revenues						
Property Lease Revenue	(\$19,533)	\$21,250	\$21,266	\$227,885	\$255,000	\$238,983
Property Lease Rev - Non LET	13,176	0	0	88,573	0	0
Event Facility Revenue	1,078	50	0	1,946	1,200	1,007
Total Revenues	(5,279)	21,300	21,266	318,404	256,200	239,990
Operating Expenses						
Operating Supplies	0	0	0	0	0	22
Permits	0	0	208	0	0	284
Salaries & Wages	6,652	5,576	2,455	72,032	66,915	43,808
Payroll Taxes	825	880	226	8,882	10,563	5,493
Employee Benefits	2,252	1,547	1,377	22,483	18,566	12,479
Uniform Expense	0	8	21	0	90	42
Contract Services	2,862	153	4,325	1,216	1,830	4,325
Operating Supplies	0	17	720	1,233	200	1,293
Postage	0	21	50	111	250	210
Travel	0	8	0	0	100	0
Insurance	841	667	775	9,230	8,000	8,228
Advertising	0	0	0	0	0	208
Bank Charges	0	8	0	0	100	0
Utilities - Water	1,275	500	598	6,297	6,000	6,457
Utilities - Electricity	1,710	1,000	1,189	10,415	12,000	15,950
Utilities - Sewer	1,604	417	840	8,314	5,000	9,506
Utilities - Garbage	0	167	200	1,225	2,000	2,400
Utilities - Fuels	4,104	167	1,215	14,326	2,000	9,698
Utilities - Telephone	79	21	65	1,320	250	496
Excise Tax	0	0	0	133	0	0
Bad Debt Expense	0	42	8,601	0	500	7,636
Miscellaneous Expense	0	8	0	0	100	0
Repair & Maintenance	2,204	1,250	321	32,559	15,000	19,416
Allocated A & G Expense	27,880	11,355	15,861	74,537	45,420	47,303
Direct Operating Expenses	52,288	23,812	39,047	264,313	194,884	195,254
Net Income (Loss) w/o Depreciation	(57,567)	(2,512)	(17,781)	54,091	61,316	44,736
Depreciation Expense	8,902	7,997	8,865	107,273	95,967	96,106
Net Income	(66,469)	(10,509)	(26,646)	(53,182)	(34,651)	(51,370)

Port of Port Townsend
POINT HUDSON MARINA & RV
 For the Twelve Months Ending December 31, 2013

	Actual	December		Actual	YEAR TO DATE	
		Budget	Prior Year		2013	Prior Year
					Budget	
Revenues						
Moorage - Permanent	\$8,182	\$7,750	\$8,965	\$103,363	\$93,000	\$90,973
Environmental - Spill Response	0	0	378	0	0	3,729
Liveaboard Fee	650	450	650	3,705	3,400	3,380
Monthly Guest Moorage	8,831	4,600	4,935	46,662	40,000	32,230
Nightly Guest Moorage	2,881	2,000	2,442	220,103	200,000	201,656
Wharf Usage	0	0	0	6,150	0	0
Moorage - Non LET	474	0	780	9,376	0	9,364
Monthly R.V. Revenue	1,354	3,600	4,000	21,654	30,000	29,300
Nightly R.V. Revenue	4,674	5,000	7,410	240,553	210,000	221,824
Kayak Racks	300	200	225	4,936	3,000	3,722
Miscellaneous Revenue	364	200	721	27,293	23,000	26,873
Showers	334	400	252	8,112	8,000	6,331
Laundry	579	400	323	7,022	7,000	6,591
Passenger Fee	0	0	0	4,132	3,000	0
Electric	1,583	1,667	1,694	22,402	20,000	20,351
Miscellaneous Revenue	(843)	208	65	1,680	2,500	3,227
Total Revenues	29,363	26,475	32,840	727,143	642,900	659,551
Operating Expenses						
Operating Supplies	0	0	0	0	0	22
Salaries & Wages	3,739	13,390	9,745	146,913	160,685	128,355
Payroll Taxes	1,202	2,114	1,758	19,065	25,365	18,320
Employee Benefits	3,292	3,715	4,927	45,047	44,583	36,468
Uniform Expense	97	50	130	229	600	755
Contract Services	4,344	2,388	3,927	35,094	28,650	29,846
Operating Supplies	409	333	108	7,296	4,000	6,070
Postage	42	50	153	391	600	694
Janitorial Supplies	1,054	583	0	7,660	7,000	7,051
Travel	0	17	0	0	200	0
Training	0	25	0	0	300	110
Insurance	2,167	1,533	1,592	20,486	18,400	18,153
Claims & Damages	0	42	0	0	500	0
Advertising	9,437	1,250	2,401	23,562	15,000	22,569
Promotion	0	21	30	1,321	250	508
Bank Charges	655	1,167	546	16,583	14,000	14,922
Utilities - Water	1,308	667	780	6,928	8,000	5,119
Utilities - Electricity	3,619	2,667	3,752	36,321	32,000	29,542
Utilities - Sewer	2,015	1,000	1,222	11,174	12,000	10,643
Utilities - Garbage	472	2,917	688	7,057	35,000	13,273
Utilities - Fuels	2,403	833	507	6,985	10,000	9,533
Utilities - Telephone	1,390	750	577	13,982	9,000	6,700
Utilities - Cable/I.T. Service	958	667	1,365	7,938	8,000	8,726
Excise Tax	119	500	138	7,527	6,000	5,942
Bad Debt Expense	0	42	(8,601)	96	500	(31)
Miscellaneous Expense	(67)	8	(25)	(1,583)	100	(89)
Repair & Maintenance	292	583	114	8,281	7,000	8,865
Allocated A & G Expense	32,996	28,494	27,340	139,529	113,975	119,842
Direct Operating Expenses	71,943	65,806	53,174	567,882	561,708	501,908
Net Income (Loss) w/o Depreciation	(42,580)	(39,331)	(20,334)	159,261	81,192	157,643
Depreciation Expense	15,125	14,578	26,695	185,012	174,940	185,733
Net Income	(57,705)	(53,909)	(47,029)	(25,751)	(93,748)	(28,090)

**Port of Port Townsend
QUILCENE
For the Twelve Months Ending December 31, 2013**

	Actual	December		Prior Year	YEAR TO DATE	
		Budget	Prior Year		2013	Prior Year
	Actual	Budget	Prior Year	Actual	Budget	Prior Year
Revenues						
Moorage - Permanent	\$1,918	\$3,750	\$2,326	\$35,296	\$45,000	\$41,576
Environmental Fee - Moorage	0	0	84	0	0	1,863
Nightly Guest Moorage	0	0	0	2,662	1,600	1,843
Nightly R.V. Revenue	0	0	0	1,116	500	1,072
Electric	254	250	209	2,079	3,000	2,577
Showers	240	120	270	2,580	1,800	2,650
Fuel Sales - Diesel	0	100	1,892	16,809	5,000	13,980
Fuel Sales - Gas	477	500	674	17,682	15,000	12,478
Property Lease Revenue	4,686	4,667	4,603	55,399	56,000	52,033
Rental Property Revenue	500	500	500	6,000	6,000	6,000
Water	510	667	532	6,898	8,000	8,624
Miscellaneous Revenue	0	17	0	0	200	0
Total Revenues	8,585	10,571	11,090	146,521	142,100	144,696
Operating Expenses						
Permits	0	0	0	245	0	240
Salaries & Wages	369	1,490	595	11,059	17,881	16,001
Payroll Taxes	46	235	45	1,358	2,823	2,022
Employee Benefits	125	413	286	3,462	4,961	4,560
Uniform Expense	0	8	5	0	90	13
Contract Services	4,704	1,523	1,514	19,110	18,275	18,386
Fire Protection	0	83	0	1,000	1,000	1,000
Operating Supplies	19	42	141	381	500	848
Postage	0	25	75	150	300	300
Janitorial Supplies	428	67	0	1,356	800	881
Cost of Fuel Sold	408	500	2,176	31,541	17,000	24,162
Travel	0	25	0	0	300	0
Training	0	17	0	0	200	110
Insurance	518	579	557	6,606	6,950	6,684
Claims & Damages	0	42	0	0	500	0
Advertising	0	25	0	0	300	281
Bank Charges	37	21	0	911	250	321
Utilities - Water	900	0	0	2,603	0	0
Utilities - Electricity	968	458	82	5,952	5,500	6,074
Utilities - Sewer	0	0	0	150	0	0
Utilities - Garbage	174	117	87	1,465	1,400	1,408
Utilities - Garbage	0	0	0	31	0	0
Utilities - Fuels	475	125	200	1,451	1,500	1,343
Utilities - Telephone	417	183	208	2,705	2,200	2,373
Excise Tax	43	42	47	646	500	688
Bad Debt Expense	0	42	0	0	500	0
Miscellaneous Expense	0	8	0	0	100	18
Repair & Maintenance	32	1,667	10	6,702	20,000	2,927
Allocated A & G Expense	7,958	6,298	8,355	29,057	25,192	27,871
Direct Operating Expenses	17,621	14,035	14,383	127,941	129,022	118,511
Net Income (Loss) w/o Depreciation	(9,036)	(3,464)	(3,293)	18,580	13,078	26,185
Depreciation Expense	5,527	6,752	(5,404)	68,746	81,026	69,506
Net Income	(14,563)	(10,216)	2,111	(50,166)	(67,948)	(43,321)

Port of Port Townsend
BOAT RAMPS
For the Twelve Months Ending December 31, 2013

	Actual	December Budget	Prior Year	YEAR TO DATE		
				Actual	2013 Budget	Prior Year
Revenues						
Boat Ramp Fees	\$620	\$400	\$987	\$33,504	\$30,000	\$33,290
Dinghy Float Revenue	0	0	137	838	1,800	1,047
Total Revenues	620	400	1,124	34,342	31,800	34,337
Operating Expenses						
Salaries & Wages	1,115	1,287	919	15,495	15,443	13,373
Payroll Taxes	137	203	152	1,910	2,438	1,661
Employee Benefits	378	357	699	4,838	4,285	3,858
Uniform Expense	0	8	8	0	90	34
Operating Supplies	1,199	67	379	1,396	800	1,070
Insurance	107	67	64	1,248	800	768
Promotion	45	125	249	630	1,500	1,959
Bank Charges	9	25	14	364	300	273
Utilities - Electricity	127	50	69	528	600	581
Utilities - Electricity	28	13	29	195	150	170
Utilities - Sewer	157	83	78	939	1,000	939
Utilities - Sewer	157	83	78	939	1,000	939
Utilities - Sewer	157	83	78	939	1,000	939
Utilities - Garbage	62	33	31	344	400	377
Excise Tax	0	44	20	567	525	598
Bad Debt Expense	0	8	0	0	100	0
Miscellaneous Expense	0	2	0	0	25	18
Repair & Maintenance	7	0	0	20	0	0
Repair & Maintenance - Mats Mats Ramp	0	125	0	0	1,500	0
Repair & Maintenance - Gardiner Ramp	0	83	0	0	1,000	596
Repair & Maintenance - Hadlock Ramp	0	125	0	30	1,500	682
Repair & Maintenance - PTBH Ramp	0	83	0	150	1,000	0
Allocated A & G Expense	391	1,409	539	6,307	5,638	6,148
Direct Operating Expenses	4,076	4,363	3,406	36,839	41,094	34,983
Net Income (Loss) w/o Depreciation	(3,456)	(3,963)	(2,282)	(2,497)	(9,294)	(646)
Depreciation Expense	1,143	1,189	1,470	14,190	14,266	15,935
Net Income	(4,599)	(5,152)	(3,752)	(16,687)	(23,560)	(16,581)

Port of Port Townsend
JCIA
For the Twelve Months Ending December 31, 2013

	Actual	December Budget	Prior Year	YEAR TO DATE		
				Actual	2013 Budget	Prior Year
Revenues						
Lease Revenue	\$8,466	\$8,667	\$8,661	\$100,950	\$104,000	\$96,823
Hangar Revenue	1,964	1,917	1,785	22,179	23,000	23,741
Vehicle Parking Revenue	0	63	0	720	750	930
Aircraft Parking	0	167	94	1,229	2,000	1,555
Landing Fee	0	8	0	32	100	53
Miscellaneous Revenue	0	8	0	0	100	0
Fuel Lease Revenue	160	200	113	3,369	4,000	4,315
Total Revenues	10,590	11,030	10,653	128,479	133,950	127,417
Operating Expenses						
Salaries & Wages	2,604	4,453	2,265	38,795	53,434	31,892
Payroll Taxes	315	703	309	4,820	8,435	3,982
Employee Benefits	993	1,236	1,398	12,233	14,826	9,125
Uniform Expense	0	8	20	0	90	40
Contract Services	0	36	0	12,215	435	450
Fire Protection	0	765	0	9,289	9,180	9,255
Operating Supplies	0	17	7	23	200	1,138
Postage	17	25	77	198	300	334
Fuels & Lubricants	0	100	0	85	1,200	2,400
Travel	0	17	0	0	200	0
Training	0	0	0	0	0	250
Insurance	1,572	1,525	2,021	19,037	18,300	17,584
Claims & Damages	0	42	0	0	500	0
Advertising	0	0	0	1,463	0	0
Membership & Dues	0	6	30	150	70	225
Bank Charges	27	8	29	241	100	239
Utilities - Water	85	42	43	545	500	510
Utilities - Electricity	477	375	2,092	2,931	4,500	4,980
Utilities - Sewer	313	208	157	3,494	2,500	1,879
Utilities - Garbage	482	225	253	2,912	2,700	3,341
Utilities - Fuels	887	0	0	1,736	0	0
Utilities - Telephone	79	25	65	520	300	535
Excise Tax	3	8	17	2,291	100	216
Bad Debt	0	17	0	105	200	230
Miscellaneous Expense	426	83	0	615	1,000	817
Repair & Maintenance	50	1,083	2,093	15,254	13,000	21,397
Allocated A & G Expense	8,981	5,937	8,077	26,528	23,747	24,965
Direct Operating Expenses	17,311	16,944	18,953	155,480	155,817	135,784
Net Income (Loss) w/o Depreciation	(6,721)	(5,914)	(8,300)	(27,001)	(21,867)	(8,367)
Depreciation Expense	21,829	19,531	30,798	249,407	234,368	250,644
Net Income	(28,550)	(25,445)	(39,098)	(276,408)	(256,235)	(259,011)

Port of Port Townsend
MAINTENANCE SHOP
For the Twelve Months Ending December 31, 2013

	Actual	December		Actual	YEAR TO DATE	
		Budget	Prior Year		2013	Prior Year
					Budget	
Revenues						
<hr/>						
Operating Expenses						
Janitorial Supplies	\$11	\$0	\$0	\$81	\$0	\$0
Contract Services	385	0	0	385	0	0
Salaries & Wages	22,164	8,047	16,070	113,413	96,562	113,833
Payroll Taxes	1,403	1,270	1,667	12,705	15,243	13,635
Employee Benefits	3,949	2,233	7,234	32,275	26,792	31,817
Uniform Expense	370	218	958	2,594	2,610	3,167
Contract Services	0	25	0	0	300	880
Operating Supplies	347	392	327	3,982	4,700	2,542
Janitorial Supplies	127	67	55	887	800	861
Fuels & Lubricants	0	1,000	1,351	11,732	12,000	13,878
Repair & Maintenance	377	1,250	860	8,090	15,000	2,879
Travel	0	8	0	0	100	12
Training	0	50	0	330	600	331
Insurance	360	481	462	4,061	5,775	5,544
Advertising	0	0	174	339	0	174
Membership & Dues	0	0	100	170	0	100
Utilities - Water	63	25	21	340	300	263
Utilities - Electricity	221	167	209	2,006	2,000	2,047
Utilities - Sewer	71	108	138	1,280	1,300	1,675
Utilities - Garbage	0	8	0	0	100	23
Utilities - Fuels	1,746	0	0	2,968	0	0
Utilities - Telephone	404	150	222	2,505	1,800	2,312
Utilities - Cable/IT Service	68	58	34	660	700	845
Miscellaneous Expense	0	8	0	0	100	0
Depreciation Expense	899	1,515	(5,484)	10,998	18,177	11,038
Direct Operating Expenses	32,965	17,080	24,398	211,801	204,959	207,856

Port of Port Townsend
COMMISSION
For the Twelve Months Ending December 31, 2013

	Actual	December		YEAR TO DATE		
		Budget	Prior Year	Actual	2013 Budget	Prior Year
Revenues						
<hr/>						
Operating Expenses						
Salaries & Wages	\$4,574	\$6,835	\$11,187	\$64,451	\$82,024	\$73,030
Payroll Taxes	481	573	615	5,050	6,874	5,443
Employee Benefits	1,549	2,921	4,861	20,185	35,053	20,846
Uniform Expense	0	13	31	0	150	121
Contract Services	9,750	113	578	12,713	1,350	2,543
Legal Expense	14,572	5,000	3,479	122,375	60,000	92,719
Audit Expense	0	1,250	3,623	209	15,000	15,606
Operating Supplies	1,839	125	31	6,363	1,500	2,620
Postage	17	33	107	258	400	454
Repair & Maintenance	155	0	0	327	0	0
Promotional Hosting	0	21	0	0	250	0
Travel	1,679	458	15	7,375	5,500	8,455
Training	777	208	0	1,846	2,500	3,170
Insurance	1,258	1,315	1,263	15,364	15,775	15,151
Advertising	0	42	0	693	500	205
Membership & Dues	0	1,333	1,377	7,646	16,000	8,144
Community Relations	503	417	509	3,196	5,000	3,644
Economic Development	0	2,083	0	25,000	25,000	36,996
Utilities - Water	0	8	0	0	100	0
Utilities - Electricity	0	17	17	105	200	149
Utilities - Sewer	0	17	0	0	200	0
Utilities - Fuels	0	42	42	451	500	717
Utilities - Telephone	291	25	127	1,521	300	822
Miscellaneous Expense	0	8	0	0	100	25
Allocated A & G Expense	(101,076)	(68,569)	(72,058)	(295,530)	(274,276)	(290,859)
Depreciation Expense	201	0	0	402	0	0
Direct Operating Expenses	<u>(63,430)</u>	<u>(45,712)</u>	<u>(44,196)</u>	<u>0</u>	<u>0</u>	<u>1</u>

Port of Port Townsend
EXECUTIVE
For the Twelve Months Ending December 31, 2013

	Actual	December		Actual	YEAR TO DATE	
		Budget	Prior Year		2013	Prior Year
					Budget	
Revenues						
<hr/>						
Operating Expenses						
Salaries & Wages	\$34,104	\$14,793	\$38,289	\$217,235	\$177,512	\$191,921
Payroll Taxes	1,941	1,269	1,535	16,593	15,233	13,761
Employee Benefits	9,479	4,104	11,305	66,817	49,252	51,095
Uniform Expense	0	13	127	0	150	387
Contract Services	9,254	1,058	1,640	20,996	12,700	22,938
Operating Supplies	2,378	833	564	13,766	10,000	14,352
Publications	0	17	0	135	200	174
Postage	24	50	162	421	600	660
Repair & Maintenance	0	0	0	82	0	123
Promotional Hosting	293	21	0	600	250	0
Travel	2,001	583	319	10,012	7,000	10,381
Training	940	150	0	3,044	1,800	2,100
Insurance	216	125	120	1,735	1,500	1,490
Advertising	136	33	212	3,299	400	3,384
Membership & Dues	0	323	344	3,456	3,880	2,364
Community Relations	503	417	509	3,031	5,000	3,644
Utilities - Water	0	25	0	0	300	0
Utilities - Electricity	459	67	95	1,415	800	820
Utilities - Sewer	0	50	0	0	600	0
Utilities - Fuels	0	208	229	2,483	2,500	3,941
Utilities - Telephone	1,088	667	372	5,362	8,000	4,525
Utilities - Cable/IT Service	0	42	11	251	500	488
Miscellaneous Expense	0	173	259	1,284	2,075	1,821
Allocated A & G Expense	(147,765)	(75,063)	(107,845)	(382,005)	(300,252)	(330,369)
Depreciation Expense	4,994	0	0	9,988	0	0
Direct Operating Expenses	<u>(79,955)</u>	<u>(50,042)</u>	<u>(51,753)</u>	<u>0</u>	<u>0</u>	<u>0</u>

Port of Port Townsend
ACCOUNTING
For the Twelve Months Ending December 31, 2013

	Actual	December		Actual	YEAR TO DATE	
		Budget	Prior Year		2013	Prior Year
					Budget	
Revenues						
<hr/>						
Operating Expenses						
Salaries & Wages	\$13,695	\$13,607	\$16,574	\$192,635	\$163,288	\$169,695
Payroll Taxes	1,244	1,188	1,335	15,748	14,250	13,625
Employee Benefits	5,185	3,775	9,269	60,723	45,306	48,508
Uniform Expense	0	13	135	0	150	346
Contract Services	3,141	417	321	14,428	5,000	7,410
Operating Supplies	(35)	542	709	11,269	6,500	5,666
Postage	42	67	192	518	800	834
Repair & Maintenance	0	0	0	194	0	226
Travel	0	100	86	890	1,200	889
Training	0	83	0	260	1,000	0
Insurance	216	125	120	1,782	1,500	1,440
Advertising	0	0	0	238	0	663
Membership & Dues	0	4	327	550	50	830
Bank Charges	0	8	0	0	100	158
Utilities - Water	0	25	0	0	300	0
Utilities - Electricity	226	25	26	570	300	224
Utilities - Sewer	0	50	0	0	600	0
Utilities - Garbage	32	0	32	786	0	32
Utilities - Fuels	0	58	62	677	700	1,075
Utilities - Telephone	276	133	91	1,311	1,600	1,354
Allocated A & G Expense	(80,182)	(60,661)	(74,656)	(303,339)	(242,644)	(252,973)
Depreciation Expense	380	0	0	761	0	0
Direct Operating Expenses	<u>(55,780)</u>	<u>(40,441)</u>	<u>(45,377)</u>	<u>1</u>	<u>0</u>	<u>2</u>

**Port of Port Townsend
NON-OPERATING
For the Twelve Months Ending December 31, 2013**

	Actual	December Budget	Prior Year	YEAR TO DATE		
				Actual	2013 Budget	Prior Year
Revenues						
Investment Interest	\$1,022	\$1,250	\$1,251	\$13,377	\$15,000	\$14,542
Operating Tax Levy	73,561	73,813	74,067	884,622	885,750	877,783
State Forest Revenues	1,318	1,667	0	9,196	20,000	24,831
State Timber Excise Tax	(336)	0	0	37,593	20,000	35,357
Leasehold Excise Tax	1,360	1,167	1,625	6,912	7,000	6,979
Grant - FAA	303,910	0	18,094	337,626	0	120,200
Capital Contributions - Non-Op	0	0	166,596	0	0	166,596
Late Fees	1,619	1,667	1,617	16,584	20,000	18,433
Other Non-Operating Revenues	0	0	0	1,500	0	0
Total Non-Operating Revenue	382,454	79,564	263,250	1,307,410	967,750	1,264,721
Expenses						
Interest Expense - 2005 LTGO Bond	15,630	15,630	14,713	189,559	189,560	193,059
Interest Expense - 2006 LTGO Ref Bond	3,391	3,391	931	44,466	44,466	51,924
Interest Expense - 2010 LTGO Bond	16,579	16,757	16,757	200,910	201,088	202,428
Interest Expense - 2013 Revenue Bond	1,480	0	0	11,250	0	0
Interest Expense - 2005 Revenue Ref B	7,250	7,250	7,385	101,812	101,820	118,232
Interest Expense - LOCAL Fund	74	109	144	1,451	1,522	2,278
Interest Expense - CERB Loan	917	917	0	12,375	12,375	15,125
Bond Management Fees	749	100	602	1,872	1,200	1,506
Bond Issue Costs	6,896	0	0	6,896	0	0
Investment Fees	9	83	19	220	1,000	211
Election Expense	6,244	0	0	16,438	34,000	0
Total Non-Operating Expense	59,219	44,237	40,551	587,239	587,021	584,763
Net Non-Operating	323,235	35,327	222,699	720,171	380,729	679,958



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 052586 through No. 052608, are approved for payment in the amount of \$118479.73 on this 12th day of March, 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	
052599	3/3/2014	AFL010	AFLAC					Check Entry Number: 001
			AFL2/28/14	3/3/2014	761.89	0.00	761.89	
052600	3/3/2014	BAN001	Bank Of America					Check Entry Number: 001
			941/22814	3/3/2014	15,911.39	0.00	15,911.39	
052601	3/3/2014	NOR020	Northwest Administrators, Inc.					Check Entry Number: 001
			NA2/28/14	3/3/2014	22,606.58	0.00	22,606.58	
052602	3/3/2014	PEJ001	Peninsula Credit Union					Check Entry Number: 001
			PCU2/28/14	3/3/2014	900.00	0.00	900.00	
052603	3/3/2014	POR001	Auditor's Revolving Fund					Check Entry Number: 001
			DD2/28/14	3/3/2014	27,599.39	0.00	27,599.39	
052604	3/3/2014	SPE010	James Speer					Check Entry Number: 001
			JS2/28/14	3/3/2014	250.00	0.00	250.00	
052605	3/3/2014	TEA001	Teamsters Local 589					Check Entry Number: 001
			TL2/28/14	3/3/2014	1,059.00	0.00	1,059.00	
052606	3/3/2014	WA0801	State of Washington					Check Entry Number: 001
			HCA2/28/14	3/3/2014	15,265.83	0.00	15,265.83	
052607	3/3/2014	WA1801	State of Washington					Check Entry Number: 001
			DRSPERS228	3/3/2014	16,867.01	0.00	16,867.01	
			Report Total:		101,221.09	0.00	101,221.09	

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
052608	3/3/2014	WA0302	State of Washington DRSDC2/28	3/3/2014	1,200.00	0.00	1,200.00
				Report Total:	<u>1,200.00</u>	<u>0.00</u>	<u>1,200.00</u>

Check Entry Number: 001



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 052609 through No. 052661 , are approved for payment in the amount of \$115,666.92 on this 12th day of March , 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	
052609	3/12/2014	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			458972	1/30/2014	44.04	0.00	44.04	
			459265	2/5/2014	3,498.50	0.00	3,498.50	
			Check 052609 Total:		3,542.54	0.00	3,542.54	
052610	3/12/2014	ARX001	Arcxis, Inc					Check Entry Number: 001
			996951	2/13/2014	2,639.30	0.00	2,639.30	
052611	3/12/2014	BOT070	Bottoms Up Marine Services Inc					Check Entry Number: 001
			02242014	2/24/2014	15,228.04	0.00	15,228.04	
052612	3/12/2014	BRO020	William Broadhead					Check Entry Number: 001
			02272014	2/27/2014	28.36	0.00	28.36	
052613	3/12/2014	CAI040	AI Cairns					Check Entry Number: 001
			02/28/2014	2/28/2014	60.48	0.00	60.48	
052614	3/12/2014	CAN001	Canon Financial Services Inc.					Check Entry Number: 001
			13553128	2/19/2014	222.63	0.00	222.63	
052615	3/12/2014	CAR001	Carl's Building Supply					Check Entry Number: 001
			1402672277	2/6/2014	116.09	0.00	116.09	
			1402674821	2/24/2014	316.08	0.00	316.08	
			1402675002	2/25/2014	21.68	0.00	21.68	
			Check 052615 Total:		453.85	0.00	453.85	
052616	3/12/2014	CED005	CED					Check Entry Number: 001
			02182014	2/18/2014	179.85	0.00	179.85	
			02192014	2/19/2014	275.77	0.00	275.77	
			Check 052616 Total:		455.62	0.00	455.62	
052617	3/12/2014	CEN040	CENTURYLINK					Check Entry Number: 001
			1292181114	2/19/2014	2,769.35	0.00	2,769.35	
052618	3/12/2014	CIT001	City Of Port Townsend					Check Entry Number: 001
			02282014	2/28/2014	7,733.07	0.00	7,733.07	
052619	3/12/2014	CLI070	Brad Clinefelter					Check Entry Number: 001
			02282014	2/28/2014	86.47	0.00	86.47	
052620	3/12/2014	COO070	Coon Plumbing					Check Entry Number: 001
			0371	1/10/2014	336.54	0.00	336.54	
052621	3/12/2014	CRO001	Lawrence C Crockett					Check Entry Number: 001
			02282014	2/28/2014	190.36	0.00	190.36	
052622	3/12/2014	DOU010	Double D Electric					Check Entry Number: 001
			31075	2/20/2014	234.94	0.00	234.94	
052623	3/12/2014	FEL050	F. Gabriel Feldman					Check Entry Number: 001
			02252014	2/25/2014	84.63	0.00	84.63	
052624	3/12/2014	GOO002	Good Man Inc.					Check Entry Number: 001
			77309	3/1/2014	547.96	0.00	547.96	
052625	3/12/2014	GOO020	Goodstein Law Group					Check Entry Number: 001
			10201402	3/3/2014	6,007.95	0.00	6,007.95	
			1201402	3/3/2014	6,506.50	0.00	6,506.50	
			Check 052625 Total:		12,514.45	0.00	12,514.45	
052626	3/12/2014	HAD001	Hadlock Building Supply					Check Entry Number: 001
			1290	2/5/2014	59.30	0.00	59.30	
			B3089	2/10/2014	25.82	0.00	25.82	
			B3227	3/10/2014	107.52	0.00	107.52	
			B3987	2/21/2014	20.28	0.00	20.28	
			C4760	2/19/2014	20.24	0.00	20.24	
			Check 052626 Total:		233.16	0.00	233.16	
052627	3/12/2014	HAN001	Hanson Electric					Check Entry Number: 001
			114106	2/24/2014	1,707.27	0.00	1,707.27	
052628	3/12/2014	HAN010	Pete Hanke					Check Entry Number: 001
			02282014	2/28/2014	50.40	0.00	50.40	
052629	3/12/2014	HAR008	Harbor Saw & Supply, Inc.					Check Entry Number: 001
			210162	2/26/2014	622.92	0.00	622.92	
052630	3/12/2014	HEN002	Henry Hardware					Check Entry Number: 001
			500462	1/29/2014	18.51	0.00	18.51	
			500488	1/30/2014	29.41	0.00	29.41	
			500610	1/31/2014	32.68	0.00	32.68	
			500746	2/3/2014	78.76	0.00	78.76	
			500747	2/3/2014	8.27	0.00	8.27	
			500763	2/3/2014	5.66	0.00	5.66	
			500766	2/3/2014	57.20	0.00	57.20	
			500791	2/3/2014	39.14	0.00	39.14	
			500879	2/4/2014	19.35	0.00	19.35	
			500935	2/5/2014	60.32	0.00	60.32	
			500967	2/5/2014	79.56	0.00	79.56	
			501088	2/6/2014	70.27	0.00	70.27	
			501108	2/6/2014	19.60	0.00	19.60	
			501138	2/7/2014	54.05	0.00	54.05	
			501470	2/11/2014	38.90	0.00	38.90	
			501521	2/12/2014	9.80	0.00	9.80	
			501581	2/12/2014	37.04	0.00	37.04	
			501596	2/12/2014	20.91	0.00	20.91	
			501597	2/12/2014	95.90	0.00	95.90	
			501638	2/13/2014	9.57	0.00	9.57	
			501657	2/13/2014	63.20	0.00	63.20	
			501660	2/13/2014	65.38	0.00	65.38	
			501764	2/14/2014	16.55	0.00	16.55	
			501804	2/14/2014	28.32	0.00	28.32	
			502104	2/19/2014	19.10	0.00	19.10	

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			502119	2/19/2014	35.56	0.00	35.56
			502154	2/19/2014	39.21	0.00	39.21
			502165	2/19/2014	211.24	0.00	211.24
			502359	2/21/2014	8.70	0.00	8.70
			502584	2/25/2014	11.97	0.00	11.97
			Check 052630 Total:		1,284.13	0.00	1,284.13
052631	3/12/2014	HEN004	Henery's Garden Center				Check Entry Number: 001
			462265	2/20/2014	62.10	0.00	62.10
			462290	2/20/2014	32.69	0.00	32.69
			462308	2/21/2014	43.59	0.00	43.59
			Check 052631 Total:		138.38	0.00	138.38
052632	3/12/2014	HIL010	M. W. Hillman Consulting				Check Entry Number: 001
			01022014	1/2/2014	595.00	0.00	595.00
052633	3/12/2014	JC1003	Jefferson Co Treasurer				Check Entry Number: 001
			PTAX2014	3/12/2014	102.84	0.00	102.84
052634	3/12/2014	JC1008	Jefferson County Public Works				Check Entry Number: 001
			1345841	2/4/2014	182.89	0.00	182.89
			1347272	2/13/2014	264.97	0.00	264.97
			1348376	2/20/2014	217.45	0.00	217.45
			1349949	2/28/2014	90.72	0.00	90.72
			1350015	2/28/2014	344.17	0.00	344.17
			Check 052634 Total:		1,100.20	0.00	1,100.20
052635	3/12/2014	KHI010	Amy Khile				Check Entry Number: 001
			02242014	2/24/2014	760.82	0.00	760.82
052636	3/12/2014	LAN001	Landau Associates				Check Entry Number: 001
			32693	2/25/2014	3,060.00	0.00	3,060.00
052637	3/12/2014	LAN010	Landrum's Flotation Tires, Inc				Check Entry Number: 001
			18088	2/21/2014	2,701.50	0.00	2,701.50
052638	3/12/2014	LES050	Les Schwab				Check Entry Number: 001
			69053	2/7/2014	103.55	0.00	103.55
			70965	2/26/2014	119.85	0.00	119.85
			Check 052638 Total:		223.40	0.00	223.40
052639	3/12/2014	MCC045	McCrorie Interiors, Inc., JC				Check Entry Number: 001
			CG420040	2/27/2014	324.16	0.00	324.16
052640	3/12/2014	NEL001	Sue Nelson				Check Entry Number: 001
			02282014	2/28/2014	91.77	0.00	91.77
052641	3/12/2014	OLY002	AmSan				Check Entry Number: 001
			304282452	1/29/2014	378.37	0.00	378.37
			304282460	1/29/2014	132.94	0.00	132.94
			304714991	2/5/2014	528.16	0.00	528.16
			304715006	2/5/2014	82.30	0.00	82.30
			305164287	2/12/2014	230.28	0.00	230.28
			305164295	2/12/2014	181.87	0.00	181.87
			305569899	2/19/2014	135.56	0.00	135.56
			305569907	2/19/2014	205.64	0.00	205.64
			Check 052641 Total:		1,875.12	0.00	1,875.12
052642	3/12/2014	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			258703	2/28/2014	10.85	0.00	10.85
052643	3/12/2014	OLY060	Olympic Region Municipal				Check Entry Number: 001
			03052014	3/5/2014	50.00	0.00	50.00
052644	3/12/2014	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			919893	2/28/2014	54.50	0.00	54.50
			919894	2/28/2014	0.39	0.00	0.39
			919895	2/28/2014	32.70	0.00	32.70
			919896	2/28/2014	6.53	0.00	6.53
			919897	2/28/2014	191.83	0.00	191.83
			Check 052644 Total:		285.95	0.00	285.95
052645	3/12/2014	PEN025	Peninsula Fire Inc				Check Entry Number: 001
			44473	2/12/2014	494.32	0.00	494.32
			44474	2/12/2014	1,038.23	0.00	1,038.23
			44478	2/12/2014	115.00	0.00	115.00
			Check 052645 Total:		1,647.55	0.00	1,647.55
052646	3/12/2014	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0100646	2/28/2014	31.05	0.00	31.05
			F0100647	2/28/2014	37.16	0.00	37.16
			Check 052646 Total:		68.21	0.00	68.21
052647	3/12/2014	POR005	Port Townsend Leader				Check Entry Number: 001
			124843	2/28/2014	1,568.25	0.00	1,568.25
052648	3/12/2014	PRO010	ProPet Distributors				Check Entry Number: 001
			99571	2/19/2014	1,038.00	0.00	1,038.00
052649	3/12/2014	PUD001	Pud District #1				Check Entry Number: 001
			02262014	2/26/2014	471.25	0.00	471.25
052650	3/12/2014	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			02122014	2/12/2014	23,364.53	0.00	23,364.53
052651	3/12/2014	REI002	Reid Middleton Co				Check Entry Number: 001
			1402046	3/3/2014	14,086.75	0.00	14,086.75
052652	3/12/2014	SAF001	Safeway, Inc.				Check Entry Number: 001
			02152014	2/15/2014	1,300.46	0.00	1,300.46
052653	3/12/2014	SEC010	Securly Services				Check Entry Number: 001
			84956	3/1/2014	164.00	0.00	164.00
052654	3/12/2014	SKO000	Skookum Contract Services				Check Entry Number: 001

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
052655	3/12/2014	SPE001	9012760 SOS Printing	3/1/2014	6,606.08	0.00	6,606.08
			48581	2/19/2014	10.90	0.00	10.90
			48653	2/27/2014	22.89	0.00	22.89
			Check 052655 Total:		33.79	0.00	33.79
052656	3/12/2014	STA005	Staples Credit Plan				
			02142014	2/14/2014	285.75	0.00	285.75
052657	3/12/2014	TAC001	Tacoma Screw Products, Inc				
			14104943	2/27/2014	302.12	0.00	302.12
052658	3/12/2014	TUC050	Stephen Tucker				
			02282014	2/28/2014	140.07	0.00	140.07
052659	3/12/2014	UNI001	United Rentals Northwest, Inc.				
			1174570460	2/14/2014	1,732.04	0.00	1,732.04
052660	3/12/2014	VER001	Verizon Wireless, Bellevue				
			9720132285	2/15/2014	233.55	0.00	233.55
052661	3/12/2014	WES006	Westbay Auto Parts, Inc.				
			148866	2/4/2014	26.16	0.00	26.16
			152087	2/21/2014	85.86	0.00	85.86
			152619	2/25/2014	86.57	0.00	86.57
			152621	2/25/2014	79.47	0.00	79.47
			Check 052661 Total:		278.06	0.00	278.06
			Report Total:		115,666.92	0.00	115,666.92