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**Port of Port Townsend
2nd Monthly Regular Meeting Agenda
Wednesday, April 23, 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 Public Workshop Minutes – April 9, 2014.....1-2
 - Approval of Meeting Minutes – April 9, 2014.....3-5
 - B. Resolution No. 608-14 – Authorizing Warrant Cancellation.....6
 - Resolution No. 609-14 – Authorizing Sale of Abandoned Vessels.....7
 - Resolution No. 611-14 – Authorizing WSDOT Airport Aid Grant for
AWOS.....8-9
 - Resolution No. 612-14 – Authorizing Boating Infrastructure Grant for
Point Hudson Jetty Renovation Project.....10-11
 - Resolution No. 613-14 – Modifying Amount of Auditor’s Revolving Fund...12-13
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
- VI. First Reading (discussion only)
 - A. Union Wharf and City Dock.....14
 - B. How New Concepts/Ideas are to be Brought Before the Commission.....15
 - C. Washington’s Tourism Ports Task Force.....16-18
- VII. Potential Immediate Action Items (unanimous Commission approval required)
 - A. Greenhouse Gas Emissions Resolution No. 610-14.....19-21
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: MONDAY, May 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 PUBLIC WORKSHOP – April 9, 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
Minutes – Nelson

Speaker: Scott Bauer, A. Dashen & Associates

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 11:02 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

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

AGENDA

➤ **Financial Update**

The Commission and Staff will receive a briefing from A. Dashen & Associates regarding the financial status of the Port. With several large projects facing the Port in the coming years we need to know what our financial capabilities are.

➤ **Facilities Visits**

We previously discussed the value of visiting each of the Port facilities and preparing an infrastructure assessment of each. Such data will help in planning for future repairs, maintenance and capital projects. We need to start the visits and establish a schedule.

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– April 9, 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 1:00 PM.

II. APPROVAL OF AGENDA:

Added to the agenda, an Executive Session on Real Estate, pursuant to RCW 42.30.110(c), with a duration of fifteen minutes and no action.

Commissioner Clinefelter moved to approve the Agenda as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:16):

A. Approval of Meeting Minutes – March 26, 2014

B. Operations Reports – March 2014

C. Approval of Warrants

Warrant #052703 through #052725 in the amount of \$121,820.72 for Payroll and Benefits

Warrant #052726 through #052770 in the amount of \$60,761.45 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$15,384.08 for Washington State

Dept. of Labor & Industries 1st Quarter Tax Return for Jan-Mar 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):

None

V. SECOND READING (Action Items):

A. Point Hudson Breakwater Update (2:03):

Mr. Crockett presented to the Commission, Coast & Harbor Engineering's (C&H) Scope of Work for the Pre-Feasibility Assessment for the Point Hudson Breakwater project. He explained C&H would develop two different approaches for the project, with about a four-week turn-around. The Scope of Work contract is for \$13,500 and this will include verbiage for the Boating Infrastructure Grant.

Mr. Toews added that at the next meeting he would have a resolution to approve the Boating Infrastructure Grant application to present to the Commission.

B. Automated Weather Observing System (AWOS) (7:22):

Mr. Crockett presented Reid Middleton's "Benefit Cost Analysis" (Project Program Overview) on the AWOS. Mr. Pivarnik stated the FAA concurred with the price of \$400K; however, staff expressed cost concerns with Reid Middleton (RM). As a result, Port staff will assume some of the legwork on the project, which reduces the cost to \$330K.

Mr. Crockett informed that the Port is responsible for 10% of the cost. WSDOT Aviation has a grant that will pick up half of that 10%, which would be an out-of-pocket expense of about \$16K. In addition, Bill Putney volunteered to perform onsite engineering, which is a cost saver to the Port. Mr. Crockett reminded the Commission they authorized staff to move forward. Mr. Pivarnik said that since then, the Port has spent about \$13K already on this project.

Comments from audience:

Comments and questions from the audience were heard from Dennis Broderson, Eric Taylor, Bill Putney and Dale Moses. Discussion included annual costs of maintenance for the AWOS, AWOS life span, insurance, security fencing, etc.

Commissioner Tucker explained the AWOS could bring more commercial flights and would also allow Air Lift Northwest to land at JCIA. Mr. Crockett explained the AWOS provides safety information to pilots, including wind speed and direction, precipitation info, ceiling info and would be accessible on Smart Phones and computers.

The subject of the AWOS location was discussed and debated and Mr. Pivarnik explained that three different engineering firms all sited the AWOS in the same area.

Mr. Taylor asked questions on the WSDOT 5% funding and the timeline of the project. Mr. Pivarnik responded that bids would be opened by August 1.

C. Boat Ramp Grant Authorization (37:50):

Angler Dale Moses stated he has been a boater all his life, both as a trailer boater and a kayaker. He discussed his experiences using ramps all around the Sound and the lack of ramp availability in the area. He presented reasons for installing a second boat ramp.

Puget Sound Angler Jerry Johnson said the Puget Sound Anglers endorse a second ramp. He presented a petition with over 600 signatures in support of the ramp. Mr. Johnson discussed the revenue anglers bring to town.

Vigo Anderson commented that the Port does not see that revenue, since ramp fees are waived during derbies. (Mr. Pivarnik clarified ramp fees are waived at the Olympic Peninsula Derby only.)

Comments and questions were heard from audience members, Bertram Levy, Ron Hayes, Bill Putney and Dale Moses. Discussion included the fact that an additional boat ramp fulfills the Port's mission statement, funding of the ramp, the fish cleaning station which half the cost was paid by the local Puget Sound Anglers group, marketing.

Mr. Moses asked if the Port had ever discussed collaborating with Fish & Wildlife on ramps. Mr. Crockett explained those discussions have taken place in the past, with Fish & Wildlife in favor of the plan, but State attorneys would not allow this. Mr. Crockett reported that in the past, the Port talked with State Parks about taking over the Fort Worden ramp, but the Parks wanted to keep that revenue. He said now that the PDA operates Fort Worden that may be a possible item for discussion in the future.

Mr. Crockett explained that staff had met with the tribes and has the support of the Jamestown S'Klallam and Port Gamble S'Klallam tribes, which may include some financial support.

Commissioner Tucker explained that he has been studying the reasons for congested boat ramps and in researching Sea Grant information, he found that today, 80% of Washington boaters are trailer boaters. In the past, when the original ramp was built, most boats stayed in the water. He added to keep current; the Port needs to expand access to the water.

Commissioner Hanke discussed the problem of trailer parking. Mr. Pivarnik and Mr. Crockett explained different parking plans.

Mr. Crockett explained the Port has qualified with the RCO for grant participation, which is the first step in the application process. The application is due the first of July. He added the Port's match at 25% for engineering would be \$125K. 25% is the minimum match; however, RCO grants more points to projects that contribute a higher percentage of their match.

Commissioner Clinefelter expressed concerns of paying for the boat ramp project and the Point Hudson breakwater at the same time. Mr. Crockett answered the Boat Ramp engineering would happen in 2015 and the breakwater project would take place in 2016.

Commissioner Tucker moved to authorize staff to proceed with the Boat Ramp grant, utilizing a 26% match from the Port.

Discussion ensued on the percentage amount the Port should contribute. Commissioner Clinefelter again expressed his concerns on safety (repair of the breakwater) vs. public's access to water (the ramp)

Commissioner Hanke added that he believes \$125K is a generous amount of money when there are many repairs that are needed.

Commissioner Tucker revised his motion and moved to authorize staff to proceed with the Boat Ramp grant, utilizing a 25% match from the Port.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. PSAC - Vacancies (1:28:00):

Mr. Toews refreshed the commission and audience the goals and responsibilities of the PSAC. He explained how the committee helps guide the commission in decision-making. He explained how the PSAC has fallen apart, mainly from the untimely response from the past year's commission and disappointment from the past commission's tone on the PSAC's recommendations. He explained there are nine members (citizen volunteers) and one ex-officio, staff member Larry Aase. Three of the nine are appointed by the commissioner from each district. Mr. Toews added two member's terms have expired and two have resigned. District 1 and District 2 seats are vacant.

Mr. Levy, a PSAC member expressed his views on how the committee felt disappointed with the response received from the commissioners.

Commissioner Clinefelter discussed using a matrix for every project; referring to the matrix as “a tool in the tool box”.

Mr. Toews suggested meeting separately with Commissioners Tucker (D-1) and Clinefelter (D-2) to discuss their ideas for appointees in their districts. Staff will bring recommendations to the commission on the other two vacancies. Mr. Toews also added that he believes meetings should change from two/year to quarterly.

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

None

VIII. STAFF COMMENTS (1:52:04):

Attorney Lake stated she would be giving two presentations at the WPPA Spring Meeting.

Ms. Nelson explained the May 14, 2014 Commission Workshop and Meeting date would need to be moved due to staff and Commissioners attending the WPPA Spring Meeting. Mr. Crockett had suggested it be moved to Monday, May 12, 2014, same times.

Mr. Crockett stated he would be attending tomorrow’s CEO breakfast meeting.

IX. PUBLIC COMMENTS (1:53:56):

Bill Putney asked what Saturday Mr. Crockett and the commission would be available for Mr. Crockett’s presentation on the “State of the Airport”. Staff will get back with Mr. Putney. He also commented on the frequency of PSAC meetings.

Jerry Johnson thanked the commissioners for their support of the boat ramp expansion. He said he would like to be involved if and when the Port meets with the PDA on the Fort Worden ramp.

Mike Levine, with Marine Surveys & Assessments commented that their company sees the least transparency on project costs with the Port of Port Townsend than with any other port. Commissioner Tucker asked for an example and Mr. Levine spoke of an RFQ submitted by their firm on the breakwater project. Mr. Crockett reminded that costs are not involved in the RFQ process.

X. COMMISSIONER COMMENTS (2:03:47):

Commissioner Clinefelter informed that he asked Mr. Crockett and Mr. Toews to develop a business project management plan. He wants to see this used as a standard process to develop and follow through on capital projects.

Commissioner Tucker said he recently attended a fishing club function in the Marina Room where the room was put to a good use and was packed with people. He suggested enlarging the Marina Room for a greater capacity, since many clubs and groups use this room.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, April 23 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 3:08 PM to discuss a Real Estate matter, duration of fifteen minutes with no action, pursuant to RCW 42.30.110(c).

At 3:14 PM, there was a two-minute delay (due to a member of public entering the building). At 3:25 PM Attorney Lake announced to the public outside, the meeting would be extended another five minutes. At 3:28 PM Attorney Lake announced the meeting would be extended an additional three minutes.

XIII. RECONVENING/ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened at 3:32 PM, and there being no further business to come before the Commission, the meeting adjourned at 3:32 PM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

RESOLUTION NO. 608-14

**A Resolution of the Commission of the Port of Port Townsend
Authorizing Warrant Cancellation**

WHEREAS: The Port of Port Townsend issued the following warrants:

Warrant #	Dated	Amount	Issued To
49202	7/11/2012	8.00	Bryan Haelsig
49295	7/25/2012	6.00	Charles Nash
49379	8/8/2012	24.51	John or Marsha Nagy
50146	12/12/2012	10.00	Dustin Jacobson
50493	2/13/2013	19.00	James Anderson
50682	3/13/2013	6.75	Robin Culpepper
50792	3/27/2013	8.00	Jeff Proctor

WHEREAS: The aforementioned warrants have been lost or destroyed, and have not been presented for payment.

WHEREAS: RCW 36.22.100 requires that any warrant not presented within one year of issue be canceled by the passage of a resolution of the governing body;

NOW, THEREFORE BE IT RESOLVED: that since the aforementioned warrants have not been presented for payment, that said warrants be canceled as of this date.

ADOPTED this 23rd day of April 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice-President

APPROVED AS TO FORM:

Carolyn A. Lake
Goodstein Law Group

RESOLUTION NO. 609-14

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>
20 ft Power Vessel CONRAD	Jimmy Martin	23177
24 ft Sail Vessel HELADE	Theron Carlson	32737

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 23rd day of April 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

Carolyn A. Lake, Goodstein Law Group, Port Attorney

RESOLUTION NO. 611-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AVIATION DIVISION, SEEKING AIRPORT AID GRANT FUNDS TO SUPPORT ACQUISITION AND INSTALLATION OF AN AUTOMATED WEATHER OBSERVING SYSTEM (AWOS) FOR THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, AND ASSURING THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development, providing transportation facilities that support commerce and communities within Jefferson County; and

WHEREAS, under RCW §§53.08.020 the Port of Port Townsend is specifically authorized to construct, purchase, acquire, lease, maintain and operate air transfer and terminal facilities subject to all applicable state and federal laws; and

WHEREAS, the Port of Port Townsend is applying for financial assistance through the 2014 Washington State Department of Transportation (WSDOT) Airport Aid Grant Program to partially fund the acquisition, installation and commissioning an Automated Weather Observing System (AWOS) to address a serious safety need at the Jefferson County International Airport (JCIA); and

WHEREAS, the grant agreement for WSDOT financial assistance imposes certain obligations upon the applicant Port, and requires the Port to provide a local share of the project cost; and

WHEREAS, the Port anticipates that the total project cost will not exceed \$320,246.64, of which amount \$288,221.98 is anticipated from the Federal Aviation Administration (FAA), with the remaining 10%, or \$30,024.66 to be provided through a combination of WSDOT financial assistance and Port of Port Townsend matching funds; and

WHEREAS, the Port has the matching funds available to cover its share of project costs;

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

1. Port Executive Director, Larry Crockett, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Aid grant assistance on behalf of the Port of Port Townsend with the WSDOT Aviation Division.
2. Upon consultation with the Port's Finance Director, Amy Khile, the Commission of the Port of Port Townsend has concluded, and hereby assures WSDOT Aviation Division, that local matching funds are available and have been authorized for the AWOS project.

ADOPTED this 23rd day of April 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

Eric R. Toews, Port Attorney

RESOLUTION NO. 612-14

A Resolution of the Commission of the Port of Port Townsend

**BOATING INFRASTRUCTURE GRANT AUTHORIZING RESOLUTION FOR
THE POINT HUDSON JETTY RENOVATION PROJECT.**

This is a resolution that authorizes submitting application(s) for grant funding assistance for Boating Infrastructure Grant project(s) to the Recreation and Conservation Office as provided in 50 Code of Federal Regulations (CFR) Part 86, Boating Infrastructure Grant Program: Final Rule; WAC 286 and subsequent Legislative action.

WHEREAS, under the provisions of the Boating Infrastructure Grant (BIG) program, grant assistance is requested to aid in financing the cost of facility development; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s);

NOW, THEREFORE, BE IT RESOLVED that:

1. The Executive Director of the Port of Port Townsend is authorized to make formal application to the Recreation and Conservation Office for grant assistance;
2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above;
3. Our organization hereby certifies that our matching share of project funding will be derived from the Port of Port Townsend's Operating Reserves Fund and that we are responsible for supporting all non-cash commitments to this project should they not materialize.
4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.
5. We acknowledge that any facility developed through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board.
6. We acknowledge that any facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for a minimum of 20 years from the date of final project reimbursement unless otherwise provided and agreed to by our organization, the Recreation and Conservation Funding Board, and the US Fish and Wildlife Service.
7. We have read both the federal guidelines and state policies for the BIG program and agree to abide by those guidelines and policies, and as BIG grants are federal funds, our organization must comply with all applicable federal laws.
8. This resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance; and
9. We provided appropriate opportunity for public comment on this application.

ADOPTED this 23rd day of April 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

Eric R. Toews, Port Attorney

RESOLUTION NO. 613-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AMENDING RESOLUTION No. 596-13, TO MODIFY THE PURPOSE AND AMOUNT OF THE AUDITOR'S REVOLVING FUND.

WHEREAS: The Port of Port Townsend has established previously, by Resolution No. 92, an Auditor's Revolving Fund, to pay vouchers for small expenditures that cannot feasibly be postponed until the next regular meeting of the Port of Port Townsend Commission; and

WHEREAS: the fund was also used to establish the daily working cash needed for the cash register change funds throughout the Port; and

WHEREAS: the original Resolution No. 92 was amended on May 22, 2013 by Resolution No. 596-13, to increase the authorized amount, to fund the payroll direct deposit ACH; and

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend that Resolution No. 596-13 shall be amended to increase the amount used for processing payroll direct deposit and to add two additional cash drawers for the moorage offices, the amount of the Auditor's Revolving Fund shall be increased from \$32,350.00 to \$38,800.00, as detailed in the listing marked Exhibit A and attached to this resolution.

ADOPTED this 23rd day of April 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice-President

APPROVED AS TO FORM:

Carolyn A. Lake, Goodstein Law Group
Port Attorney

DETAIL OF AUDITOR'S REVOLVING FUND

Auditor's Revolving Fund Checking Account	\$37,275.00
Boat Haven Cash Drawer	275.00
Boat Haven Cash Drawer #2	225.00
Work Yard Cash Drawer	275.00
Point Hudson Cash Drawer	275.00
Point Hudson Cash Drawer #2	225.00
Quilcene Cash Drawer	225.00
Administrative Office Postage Fund	25.00
Balance in Fund 4/23/14	<u>\$38,800.00</u>

PORT OF PORT TOWNSEND

MEETING OF: April 23, 2014

AGENDA ITEM: VI. First Reading
A. Union Wharf and City Dock

BACKGROUND:

Recently, concerns about the condition of Union Wharf and City Dock have been raised. The Port acquired these two structures just last year as part of a very broad legal agreement with the City. The agreement brought many benefits to the Port and our community.

Staff will bring the Commission up to speed on what has been done with the structures, the current status, and what is planned currently. These structures will be reviewed as we survey all our facilities in the coming weeks. Future maintenance and capital projects would need to be added to the 2015 budget.

Executive Director's Recommendation:

For discussion.

PORT OF PORT TOWNSEND

MEETING OF: April 23, 2014

AGENDA ITEM: VI. First Reading
B. How New Concepts/Ideas are to be Brought
Before the Commission

BACKGROUND:

Staff is seeking guidance on how new concepts and ideas should be brought before the Commission. Commissioner Hanke suggested we discuss this and better utilize our workshops for such things rather than the regular commission business meeting.

Such a process would allow staff to hear from all commissioners and get the commission's guidance before investing a significant number of hours.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: April 23, 2014

AGENDA ITEM: VI. First Reading
C. Washington's Tourism Ports Task Force

BACKGROUND:

At the end of the 2009-11 biennium, the State Legislature closed the State Tourism Program and Commission. Since then the nonprofit, Washington Tourism Alliance (WTA) has been formed. Many ports are members including the Port of Port Townsend.

The legislature passed SHB 2229 this past session directing a number of state agencies to assist the WTA in collecting funds from selected industry sectors, which would then fund WTA's tourism promotion activities. See attached Final Bill Report.

A task force has been formed including a number of public ports. Ports of Seattle and Walla Walla are leading the effort. Commissioner Tucker and the Executive Director have been invited to attend a meeting of the task force during the upcoming WPPA Spring Conference.

The purpose of the meeting is to start a dialogue on what should the role of ports be in statewide tourism promotion.

No decisions are required but staff wanted the Commission to be aware of this task force and their efforts.

Executive Director's Recommendation:

For information and discussion only.

FINAL BILL REPORT

SHB 2229

C 69 L 14
Synopsis as Enacted

Brief Description: Concerning long-term funding for a state tourism marketing program.

Sponsors: House Committee on Community Development, Housing & Tribal Affairs (originally sponsored by Representatives Morris, Smith, Appleton, Haler, Moscoso, Tarleton, Roberts, Ryu, Habib and Bergquist).

House Committee on Community Development, Housing & Tribal Affairs
House Committee on Appropriations
Senate Committee on Trade & Economic Development

Background:

The State Tourism Commission (Commission) was created in 2007 to direct the state tourism program administered through the Department of Commerce. The Commission was comprised of public and private industry representatives and was directed to promote and expand the state tourism industry. The Commission could raise funds and had its own account.

The Legislature terminated the State Tourism Program and the Commission at the end of the 2009-11 biennium. In the same year, the Washington Tourism Alliance (WTA) was formed to assume official state tourism marketing and promotion activities.

The WTA is a private nonprofit organization comprised of members of the state tourism industry. The WTA receives funding from its members. Among its activities, the WTA operates a state tourism website, publishes the Official State Tourism Guide, and holds an annual tourism summit.

Summary:

By December 1, 2014, the WTA must submit a report to the Legislature that includes a proposal to privately fund a long-term state tourism marketing program. The report must include a mechanism for raising funds from the tourism industry as divided into separate sectors. It is stated that the WTA estimates that a state tourism marketing program will require an initial investment of \$7.5 million, apportioned among each industry sector as follows:

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.

- lodging: \$2.4 million;
- food service: \$2 million;
- attractions and entertainment: \$975,000;
- retail: \$1.425 million; and
- transportation: \$600,000.

The report must propose the manner in which the amounts allocated to each sector will be collected and administered. The Legislature must direct the Departments of Revenue and Commerce, the Office of the State Treasurer, and the Office of the Secretary of State to assist the WTA in developing a fund collection method.

The proposal must include a governance structure that includes a board consisting primarily of members representing the five industry sectors and also including destination marketing organizations. Other optional members may include significant donors to state tourism marketing. Board membership must ensure geographic and business diversity. The WTA must make initial board appointments from nominations submitted by statewide trade associations representing each of the five industry sectors.

Votes on Final Passage:

House	88	8
Senate	47	0

Effective: June 12, 2014

PORT OF PORT TOWNSEND

MEETING OF: April 23, 2014

AGENDA ITEM: VII. Potential Immediate Action Items
A. Greenhouse Gas Emissions Resolution

BACKGROUND: The Commission directed staff to proceed with grant applications seeking funding support for the Automated Weather Observing System (AWOS) during its regular meeting of April 9, 2014.

In the course of preparing the application for Washington State Department of Transportation (WSDOT) Airport Aid funding, we have learned that WSDOT is encouraging all applicants to adopt local policies (via resolution) indicating a commitment to reducing greenhouse gas (GHG) emissions. Although not a requirement, having such a resolution in place is both wise policy, and will likely improve the Port's ability to obtain grant funding now and in future.

The Port of Port Townsend has been a participating member of the local Climate Action Committee (CAC) since its formation in 2009. The CAC worked to develop the local Climate Action Plan that was adopted in November of 2011 by both Jefferson County and the City of Port Townsend. Since that time, the committee has worked to implement the goals and strategies outlined in the Plan, seeking to achieve the goal of an 80% reduction in greenhouse gas emissions from 1990 levels by the year 2050.

The proposed resolution, which is modeled after those adopted by the County and City, seeks to ratify the commitment that the Port has already implicitly made by participating in the climate action planning and implementation effort to date. Specifically, the resolution commits the Port to:

- Supporting the County and City in their work to reduce GHG emissions;
- Actively working through the CAC to implement the Climate Action Plan; and
- Identifying and implementing specific measures to be taken by the Port to help achieve the GHG emission reduction targets outlined in the Plan.

Executive Director's Recommendation: Adopt proposed Resolution No. 610-14, A Resolution to Commit to Addressing Energy Use and Climate Change, as presented.

RESOLUTION NO. 610-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION TO COMMIT TO ADDRESSING ENERGY USE
AND CLIMATE CHANGE

The Port Commission for the Port of Port Townsend, Washington resolves as follows:

WHEREAS: numerous scientific organizations, including the Intergovernmental Panel on Climate Change, have determined that human induced changes to the earth's climate system are unequivocal as evidenced by increases in global average air and ocean temperatures, receding glaciers, decreasing snow pack, ocean acidification and coral bleaching, and by rising global mean sea levels, and further is likely to be damaging to the human environment and economy; and

WHEREAS: energy consumption, specifically the burning of fossil fuels (e.g., coal, oil and natural gas) accounts for more than 80% of U.S. greenhouse gas emissions, and the U.S. produces nearly one quarter of global greenhouse gas emissions; and

WHEREAS: the Port of Port Townsend can influence land use, building construction, waste management, and energy supply management within its facilities; and

WHEREAS: the Port can also provide leadership by motivating and supporting its tenants in improving energy use within Port facilities, and encourage and support citizens throughout the County in improving energy use within businesses, industries, schools, churches and homes; and

WHEREAS: the Port of Port Townsend recognizes that the probable adverse effects on our citizens, infrastructure, and environment, from climate change pose a serious risk to our community's future economy and livability; and

WHEREAS: actions taken to reduce greenhouse gas emissions and promote energy efficiency provide multiple local benefits by decreasing air pollution, supporting employment, reducing energy expenditures, saving money and reducing tax burdens for governments, businesses and citizens;

NOW, THEREFORE BE IT HEREBY RESOLVED: by the Commission of the Port of Port Townsend, that it shall be the policy of the Port of Port Townsend to collaborate in a program to reduce greenhouse gas emissions and promote energy efficiency, by:

- Supporting the efforts of Jefferson County and the City of Port Townsend to successfully implement the *Jefferson County Climate Action Plan*, adopted November 14, 2011;
- Actively participating in, and supporting, the efforts of the Climate Action Committee to achieve the reductions in greenhouse gas emissions outlined in the *Climate Action Plan*; and
- Exploring, developing and implementing specific measures to be taken by the Port of Port Townsend to assist in achieving the emission reduction targets outlined in the *Climate Action Plan*.

ADOPTED this 23rd day of April 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

Eric R. Toews, Port Attorney



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 052771, through No. 052786, are approved for payment in the amount of \$62,078.15 on this 23rd day of April, 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
052782	4/15/2014	BAN001	Bank Of America 04/15/2014	4/15/2014	16,694.76	0.00	16,694.76
052783	4/15/2014	PEJ001	Peninsula Credit Union 04/15/2014	4/15/2014	650.00	0.00	650.00
052784	4/15/2014	POR001	Auditor's Revolving Fund 04/15/2014	4/15/2014	28,173.43	0.00	28,173.43
052785	4/15/2014	SPE010	James Speer 04/15/2014	4/15/2014	250.00	0.00	250.00
052786	4/15/2014	WA0302	State of Washington 04/15/2014	4/15/2014	1,200.00	0.00	1,200.00
Report Total:					46,968.19	0.00	46,968.19



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No 052787 through No. 052821, are approved for payment in the amount of \$165,113.03 on this 23rd day of April, 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
052787	4/23/2014	AME007	American Logowear 31987	3/31/2014	558.62	0.00	558.62
							Check Entry Number: 001
052788	4/23/2014	AME010	America's Finest, Inc 1322	4/17/2014	7,413.32	0.00	7,413.32
							Check Entry Number: 001
052789	4/23/2014	BAN005	Bank of America 04/05/2014	4/5/2014	712.33	0.00	712.33
							Check Entry Number: 001
052790	4/23/2014	BUR030	Burrows Bay Associates LLC 6624	4/8/2014	2,400.00	0.00	2,400.00
							Check Entry Number: 001
052791	4/23/2014	CEN030	CenturyLink 04012014	4/1/2014	220.00	0.00	220.00
							Check Entry Number: 001
052792	4/23/2014	CEN035	CenturyLink 04/08/2014	4/8/2014	794.89	0.00	794.89
							Check Entry Number: 001
052793	4/23/2014	CHY001	Chyna Sea Ventures, LTD 140002-A	4/9/2014	700.00	0.00	700.00
							Check Entry Number: 001
052794	4/23/2014	COO050	Cooper Fuel & Auto Repair 063246	4/2/2014	1,599.46	0.00	1,599.46
			077672	4/7/2014	2,782.19	0.00	2,782.19
			63245	4/10/2014	440.74	0.00	440.74
			77670	4/2/2014	1,054.47	0.00	1,054.47
			Check 052794 Total:		5,876.86	0.00	5,876.86
							Check Entry Number: 001
052795	4/23/2014	COO070	Coon Plumbing 0455	4/8/2014	205.82	0.00	205.82
							Check Entry Number: 001
052796	4/23/2014	DLL010	D L Logos 486/483	4/3/2014	14.18	0.00	14.18
							Check Entry Number: 001
052797	4/23/2014	DMD005	DM Disposal Co, Inc. 3540397	4/1/2014	3,607.05	0.00	3,607.05
			3540451	4/1/2014	49.14	0.00	49.14
			3549396	4/1/2014	1,744.95	0.00	1,744.95
			3549402	4/1/2014	75.97	0.00	75.97
			3549403	4/1/2014	617.92	0.00	617.92
			3549406	4/1/2014	38.27	0.00	38.27
			3549410	4/1/2014	2,973.77	0.00	2,973.77
			3549454	4/1/2014	423.10	0.00	423.10
			Check 052797 Total:		9,530.17	0.00	9,530.17
							Check Entry Number: 001
052798	4/23/2014	FAM001	Ferguson Enterprises #3007 28881891	4/3/2014	389.90	0.00	389.90
							Check Entry Number: 001
052799	4/23/2014	FER001	Ferrelgas 1081546302	3/7/2014	549.59	0.00	549.59
							Check Entry Number: 001
052800	4/23/2014	HAN001	Hanson Electric 114114	4/8/2014	654.00	0.00	654.00
			114139	4/10/2014	204.38	0.00	204.38
			Check 052800 Total:		858.38	0.00	858.38
							Check Entry Number: 001
052801	4/23/2014	HEN004	Henery's Garden Center 466176	4/9/2014	7.62	0.00	7.62
							Check Entry Number: 001
052802	4/23/2014	ICS001	ICS Support, Inc. 50834IN	4/4/2014	327.00	0.00	327.00
							Check Entry Number: 001
052803	4/23/2014	LEM040	Lemay Mobile Shredding 4383374	4/1/2014	2.65	0.00	2.65
							Check Entry Number: 001
052804	4/23/2014	MUR002	Murrey's Disposal Co, Inc. 3568864	4/1/2014	33.84	0.00	33.84
			3568942	4/1/2014	95.82	0.00	95.82
			3569029	4/1/2014	196.20	0.00	196.20
			Check 052804 Total:		325.86	0.00	325.86
							Check Entry Number: 001
052805	4/23/2014	OES001	OESD 114 1314000083	4/2/2014	1,317.88	0.00	1,317.88
							Check Entry Number: 001
052806	4/23/2014	ORI050	Orion Marine Group 09P049-4	4/17/2014	15,647.65	0.00	15,647.65
							Check Entry Number: 001
052807	4/23/2014	PEN030	Peninsula Palnt Co. F0101932	4/15/2014	52.30	0.00	52.30
			F010538	4/3/2014	5.88	0.00	5.88
			Check 052807 Total:		58.18	0.00	58.18
							Check Entry Number: 001
052808	4/23/2014	PIN010	Pinnacle Investigations Corp 41265	4/16/2014	91.00	0.00	91.00
							Check Entry Number: 001
052809	4/23/2014	POR001	Auditor's Revolving Fund 04232014	4/23/2014	231.25	0.00	231.25
							Check Entry Number: 001
052810	4/23/2014	POR006	Port Supply 1444	4/9/2014	7,062.64	0.00	7,062.64
							Check Entry Number: 001
052811	4/23/2014	PUD001	Pud District #1 04022014	4/2/2014	35.43	0.00	35.43
							Check Entry Number: 001
052812	4/23/2014	PUG030	Puget Sound Data Systems 22819	4/10/2014	271.91	0.00	271.91
							Check Entry Number: 001
052813	4/23/2014	QUI001	Quill Corporation 1954521	4/4/2014	129.53	0.00	129.53
							Check Entry Number: 001
052814	4/23/2014	SIG020	Sign Station 4814	4/8/2014	119.90	0.00	119.90
							Check Entry Number: 001
052815	4/23/2014	SKO000	Skookum Contract Services 9013134	4/7/2014	6,606.08	0.00	6,606.08
							Check Entry Number: 001
052816	4/23/2014	SOU002	Southeast Publications USA, Inc 1015027	4/15/2014	500.00	0.00	500.00
			1015028	4/15/2014	250.00	0.00	250.00
			1017679	4/3/2014	658.00	0.00	658.00
			1017686	4/3/2014	658.00	0.00	658.00
			1017687	4/2/2014	408.00	0.00	408.00

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 052816 Total:					2,474.00	0.00	2,474.00
052817	4/23/2014	TAH050	Tahoma Sams 04052014	4/5/2014	50.00	0.00	50.00
052818	4/23/2014	UNI001	United Rentals Northwest, Inc. 118369804	4/2/2014	1,966.55	0.00	1,966.55
052819	4/23/2014	WA1803	State of Washington 04172014	4/17/2014	95,666.89	0.00	95,666.89
052820	4/23/2014	WIM001	Wimactel, Inc 683450	4/1/2014	59.95	0.00	59.95
052821	4/23/2014	WIN003	Windridge Solutions 208	4/3/2014	2,437.00	0.00	2,437.00
Report Total:					165,113.03	0.00	165,113.03



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ELECTRONIC DEBIT – Union Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Union Bank is approved for payment in the amount of \$4842.60 on this 23rd day of April, 2014.


For: Washington State, Department of Revenue
Combined Excise Tax Return – for *March, 2014* in the amount of *\$4,842.60*

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Amy Khile, Director of Finance and
Administration

 Electronic Filing – Washington State	E-file Time: 3:01 PM help?
My Account Home Account Activity List Server Suggestions Logout	

BOAT HAVEN FUEL DOCK 161-000-044

Confirmation

Confirmation Number	13159199
Tax Registration Number	161000044
Reporting Period	03/2014
Payment Type	EFT Debit
Date and Time Submitted	04/14/2014 3:00:09 PM
Date of Transfer	04/28/2014
Payment Amount	4,842.66
Person Completing Return	Donna Frary
Person Authorizing Payment	Donna Frary

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

[Return to Account List]	[Print Confirmation]
[View Printable Return]			

Confirmation

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



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

March 2014 Combined Excise Tax Return

**161-000-044
 BOAT HAVEN FUEL DOCK
 PORT OF PORT TOWNSEND**

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	64,015.66	0.00	64,015.66	0.0150	960.23
0002	Retailing	39,010.97	107.12	38,903.85	0.00471	183.24
		103,026.63	107.12	102,919.51		1,143.47

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	107.12
			107.12

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	39,010.97	651.57	38,359.40	0.0650	2,493.36
		39,010.97	651.57	38,359.40		2,493.36

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	651.57
			651.57

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	180.00	0.0250	4.50
0045	1601	PORT TOWNSEND	38,179.40	0.0250	954.49

38,359.40

958.99

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	7,557.80
			7,557.80

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	7,557.80	0.0200	151.16
			7,557.80		151.16

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	472.90	0.00	472.90	0.05029	23.78
0013	Other Public Service Business	3,733.25	0.00	3,733.25	0.01926	71.90
		4,206.15	0.00	4,206.15		95.68

Summary Section

	Amount
State Business and Occupation Tax Total	1,143.47
State Sales and Use Tax Total	2,493.36
Local and Regional Tax Total	958.99
Lodging Tax Total	151.16
Public Utilities Tax Total	95.68
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	4,842.66
Less Total Credits	0.00
Total	4,842.66
Amount Paid	4,842.66
Balance	0.00

Additional Information

Confirmation Number	13159199	Date Printed	04/14/2014
	04/14/2014 3:00:09	Tax Registration	

Date and Time Submitted	PM	Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	4,842.66	Phone Number	(360)379-5217
Date To Transfer Payment	04/28/2014	E-Mail Address	donna@portofpt.com
Person Authorizing Payment	Donna Frary		

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