



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend
2nd Monthly Meeting Agenda – Special Meeting
Wednesday, October 22, 2014, 9:00 AM
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 – October 8, 2014.....1-2
 - Approval of Meeting Minutes – October 8, 2014.....3-4
 - B. Resolution No. 618-14 – Modifying the Purpose and Amount of the Auditor’s Revolving Fund.....5-6
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. 2015 Budget.....7
- VI. First Reading (discussion only)
 - A. Boat Haven Restroom and Shower Facility.....8
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: Wednesday, November 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 – October 8, 2014

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

Present: Commissioners Tucker, Clinefelter and Hanke
Executive Director Crockett
Deputy Director – Pivarnik
Finance Director/Auditor - Khile
Attorney - Goodstein
Minutes Nelson

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

(Public Comment :) Gary Rossow spoke about past plans that were included in the Port's Strategic Plan for a small boat lift. He reminded that a lift was budgeted for in 2013 and would like to see it included in the 2015 budget.

III. ADJOURNMENT:

The Workshop adjourned at 11:09 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend Public Workshop
Wednesday, October 8, 2014, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

➤ **2015 Budget**

Continued discussions of the 2015 budget.

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– October 8, 2014

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

Present: Commissioners – Tucker and Clinefelter
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor – Khile
Attorney - Goodstein
Minutes – Nelson

Excused: Commissioner Hanke

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – September 24, 2014

B. Operations Reports – September 2014

C. Approval of Warrants and a Warrant VOID

Warrant #053528 through #053550 in the amount of \$133,533.46 for Payroll & Benefits

Warrant #053551 through #053611 in the amount of \$230,731.50 for Accounts Payable

Warrant #053151 declared a VOID

Commissioner Clinefelter moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

V. SECOND READING (Action Items):

A. AWOS Update (0:54):

Mr. Pivarnik provided an update on the AWOS installation project at the airport. Site work is ready for tower installation. The tower has been shipped and delivery expected any day. Bill Putney expects to receive the FCC license in about six weeks.

The AWOS may be up and running around December 1, 2014. Mr. Pivarnik added the project could possibly fall between \$4-5K under budget.

He then praised the Port’s maintenance staff for maintaining the airport in good shape for the recent FAA inspection. During the FAA inspection, Mary Vargas informed that re-paving of the runway would need to be scheduled for 2018 or 2019. This will be about a two-month project and the Port will need to provide a \$200K match towards the project.

Commissioner Tucker asked if fees could be charged to pilots for take offs and landings. (Landing fees can only be charged to commercial carriers, for example air charters and mail carriers.)

VI. FIRST READING (Discussion Only):

A. Quilcene Wastewater Management (8:57):

Mr. Crockett explained the Quilcene Wastewater was a current issue during 2011. He stated that Linda Herzog asked this be an item discussed by the Port at the EDC’s “5 Things We Can Do Summit” on October 29, 2014.

Mr. Crockett informed the commissioners that Linda Herzog, as a representative from the “Quilcene Conversations” group applied for Jefferson County Public Infrastructure Funds (PIF) towards a water system in Quilcene for improved fire flow and for a wastewater system. The group needed a government sponsor for the PIF application, which the Port wrote a letter of support for the projects. He explained the PIF board is comprised of representatives from the County, the PUD, the Port and the City. Quilcene was awarded \$100K towards a feasibility study for the wastewater/community septic project. This money still sits in the County’s PIF account, untouched. In 2012, Mr. Crockett wrote a letter to Philip Morley explaining this project is under the County’s jurisdiction as the General Purpose Government, and the Port was only a political supporter.

Ms. Herzog would prepare the RFQ for engineering services, and she would like the Port to be the pass-through agency for funding (this would also include overseeing of the RFQ and making sure the feasibility study happens). The question to the Commission, is do they want to participate in this capacity or not?

Mr. Crockett questions whether the Port has enough staff time to devote to this project. He will contact Mr. Morley to see if the County will be involved or not.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (21:15):

Mr. Crockett stated he would be chairing the WA Boating Alliance meeting tomorrow in Tacoma. Derelict vessels and the No Discharge Zone will be among items discussed.

Discussion ensued on the NO Discharge issue.

Mr. Crockett added he would be participating in a phone conference on Friday with the RCO regarding scoring results of the RCO Boating Facilities Grant.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS 26:18):

Commissioner Clinefelter expressed his concerns about the cleanliness and availability of the public restrooms/showers. He talked about the liveboards and guest tenants whose fees include the right to use the showers, but he said they are busy all day long, mostly with transients, homeless and non-Port patrons.

Mr. Crockett responded that maintenance just received results on the mold issue in the restrooms. He explained the restrooms would need to be closed for a period over the winter for restoration by either maintenance staff or a contractor. Discussion included possibly building separate, locked shower facilities for Port patron use only and have separate toilet facilities available to the public. Mr. Crockett added that staff would need to look into other lock options, such as a key card system. Commissioner Clinefelter added that the restrooms definitely need a ventilation system.

Commissioner Tucker reported he attended a meeting recently at the Maritime Center on ocean acidification, which was MRC sponsored. He felt proud to be a Port sponsor of the MRC's eelgrass program.

Mr. Crockett asked the commissioners for their take-a-ways from the WPPA Environmental conference.

Commissioner Tucker stated he enjoyed the conference, but found some of the information to be outdated. He especially enjoyed the short reports given by different ports.

Commissioner Clinefelter said he also looks forward to the next environmental conference with updated information. He discussed the storm drains by the heavy haulout being at a lower elevation than the rest and staff needs to look at flooding issues.

Mr. Pivarnik reported on one last item. He informed that an industrial hygienist from L&I met with Al Cairns, Larry Aase and Doug Lockhart on Tuesday. Some of the issues discussed were a hearing protection program and confined space entry procedures.

XI. NEXT MEETING: Next meeting will be a Special Meeting, due to a change in the start time. The meeting will take place on Wednesday, October 22, 2014 at 9:00 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 1:39 PM there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

RESOLUTION NO. 618-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AMENDING RESOLUTION No. 613-14, 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 April 23, 2014 by Resolution No. 613-14, 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. 613-14 shall be amended to increase the amount used for processing payroll direct deposit, the amount of the Auditor's Revolving Fund shall be increased from \$38,800.00 to \$48,800.00, as detailed in the listing marked Exhibit A and attached to this resolution.

ADOPTED this 23rd day of October 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	\$47,275.00
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>\$48,800.00</u>

PORT OF PORT TOWNSEND

MEETING OF: **October 22, 2014**

AGENDA ITEM: **V. Second Reading**
 A. 2015 Budget

BACKGROUND:

The Commissioners will have been provided information on moorage and yard rates and fees based on previous Commission guidance. We will need to discuss these and the rest of the draft budget with the intent to have a draft budget which can be put on our web site for the public to view.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: **October 22, 2014**

AGENDA ITEM: **VI. First Reading**
 A. Boat Haven Restroom and Shower Facility

BACKGROUND:

Staff has received a couple of complaints about the Boat Haven restroom and shower facility recently. Funds for capital maintenance/renovation are in the 2015 budget proposal. Staff will review the conditions with the commissioners and the current plans for renovation. Staff needs guidance as to how much further these renovations should go beyond making the facility clean and serviceable.

Executive Director's Recommendation:

For discussion and direction as appropriate.



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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. 053612 through No. 053625, are approved for payment in the amount of \$64,191.27 on this 22nd day of October, 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
053621	10/15/2014	BAN001	Bank Of America 10/15/2014	10/15/2014	17,479.86	0.00	17,479.86
							Check Entry Number: 001
053622	10/15/2014	PEJ001	Peninsula Credit Union 10/15/2014	10/15/2014	650.00	0.00	650.00
							Check Entry Number: 001
053623	10/15/2014	POR001	Auditor's Revolving Fund 10/15/2014	10/15/2014	32,022.47	0.00	32,022.47
							Check Entry Number: 001
053624	10/15/2014	SPE010	James Speer 10/15/2014	10/15/2014	250.00	0.00	250.00
							Check Entry Number: 001
053625	10/15/2014	WA0302	State of Washington 10/15/2014	10/15/2014	1,175.00	0.00	1,175.00
							Check Entry Number: 001
				Report Total:	51,577.33	0.00	51,577.33



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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. 053626 through No. 053669, are approved for payment in the amount of \$154,206.05 on this 22nd day of October, 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
053626	10/22/2014	BAN005	Bank of America 10/5/2014	10/5/2014	3,370.75	0.00	3,370.75
							Check Entry Number: 001
053627	10/22/2014	CEN010	Central Welding Supply 89643	10/8/2014	20.06	0.00	20.06
							Check Entry Number: 001
053628	10/22/2014	CEN030	CenturyLink 10012014	10/1/2014	220.00	0.00	220.00
							Check Entry Number: 001
053629	10/22/2014	CEN035	CenturyLink 10052014	10/5/2014	341.25	0.00	341.25
							Check Entry Number: 001
053630	10/22/2014	CLA003	Clark Land Office 09302014	9/30/2014	4,540.50	0.00	4,540.50
							Check Entry Number: 001
053631	10/22/2014	COO050	Cooper Fuel & Auto Repair 093440 093441	10/8/2014 10/8/2014	513.97 81.87	0.00 0.00	513.97 81.87
							Check Entry Number: 001
			Check 053631 Total:		595.84	0.00	595.84
053632	10/22/2014	DMD005	DM Disposal Co. Inc. 3727197 3736334 3736340 3736341 37363441 3736348 3736392	10/1/2014 10/1/2014 10/1/2014 10/1/2014 10/1/2014 10/1/2014 10/1/2014	51.60 3,242.52 96.92 771.15 47.39 3,831.80 2,158.60	0.00 0.00 0.00 0.00 0.00 0.00 0.00	51.60 3,242.52 96.92 771.15 47.39 3,831.80 2,158.60
							Check Entry Number: 001
			Check 053632 Total:		10,199.98	0.00	10,199.98
053633	10/22/2014	FER001	Ferrellgas 09252014	9/25/2014	829.32	0.00	829.32
							Check Entry Number: 001
053634	10/22/2014	FIS020	Fish N Hole 10082014	10/8/2014	73.26	0.00	73.26
							Check Entry Number: 001
053635	10/22/2014	GAR030	Robert Garten 10072014	10/7/2014	150.00	0.00	150.00
							Check Entry Number: 001
053636	10/22/2014	GOO020	Goodstein Law Group 1201409	10/2/2014	2,713.70	0.00	2,713.70
							Check Entry Number: 001
053637	10/22/2014	GRO001	Groves & Co, Inc 20146471	10/10/2014	1,265.36	0.00	1,265.36
							Check Entry Number: 001
053638	10/22/2014	HAN001	Hanson Electric 114103-1	10/11/2014	272.50	0.00	272.50
							Check Entry Number: 001
053639	10/22/2014	HAY050	Julie Hayes 10122014	10/12/2014	56.65	0.00	56.65
							Check Entry Number: 001
053640	10/22/2014	HIG070	Walter Higgins 10082014	10/8/2014	86.25	0.00	86.25
							Check Entry Number: 001
053641	10/22/2014	HUD070	Ron Hudson 10142014	10/14/2014	7.50	0.00	7.50
							Check Entry Number: 001
053642	10/22/2014	JC1008	Jefferson County Public Works 10012014	10/1/2014	411.84	0.00	411.84
							Check Entry Number: 001
053643	10/22/2014	JOF030	Jofran Enterprises, Inc POPT-001	10/6/2014	15,990.40	0.00	15,990.40
							Check Entry Number: 001
053644	10/22/2014	KOR050	Kord Information Systems 167	10/4/2014	1,593.00	0.00	1,593.00
							Check Entry Number: 001
053645	10/22/2014	MUN010	Municipal Research & Ser. Ctr. AG11686	10/13/2014	120.00	0.00	120.00
							Check Entry Number: 001
053646	10/22/2014	MUR002	Murrey's Disposal Co. Inc. 3756786 3756858 3756944	10/1/2014 10/1/2014 10/1/2014	33.84 151.41 237.90	0.00 0.00 0.00	33.84 151.41 237.90
							Check Entry Number: 001
			Check 053646 Total:		423.15	0.00	423.15
053647	10/22/2014	NOC030	William Nock 10042014	10/4/2014	46.00	0.00	46.00
							Check Entry Number: 001
053648	10/22/2014	NOR014	North Hood Canal Chamber 230	10/7/2014	50.00	0.00	50.00
							Check Entry Number: 001
053649	10/22/2014	NOW005	Terrance Nowell 09062014	9/6/2014	11.19	0.00	11.19
							Check Entry Number: 001
053650	10/22/2014	OES001	OESD 114 1415000055	10/2/2014	2,003.00	0.00	2,003.00
							Check Entry Number: 001
053651	10/22/2014	OLY003	Olympic Springs, Inc. 09302014	9/30/2014	33.35	0.00	33.35
							Check Entry Number: 001
053652	10/22/2014	OLY030	OlympusNet 19638	10/1/2014	452.00	0.00	452.00
							Check Entry Number: 001
053653	10/22/2014	PEN030	Peninsula Paint Co. F0108755	10/10/2014	40.10	0.00	40.10
							Check Entry Number: 001
053654	10/22/2014	PET070	Jeff Petty 10122014	10/12/2014	20.00	0.00	20.00
							Check Entry Number: 001
053655	10/22/2014	POR007	Port Townsend Honda 6270	10/8/2014	762.89	0.00	762.89
							Check Entry Number: 001
053656	10/22/2014	POW070	Powerplan - OIB 9180065	9/30/2014	103.98	0.00	103.98
							Check Entry Number: 001
053657	10/22/2014	PUD005	PUD #1 of Jefferson County 10012014	10/1/2014	14.18	0.00	14.18
							Check Entry Number: 001
053658	10/22/2014	QUI001	Quill Corporation 6545232 6545426 6746438 6786259	9/29/2014 9/29/2014 10/6/2014 10/7/2014	231.99 49.57 239.96 107.46	0.00 0.00 0.00 0.00	231.99 49.57 239.96 107.46
							Check Entry Number: 001
			Check 053658 Total:		628.98	0.00	628.98
053659	10/22/2014	QUI010	Quimper Mercantile				Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
053660	10/22/2014	SAF001	82065 Safeway, Inc.	10/11/2014	65.59	0.00	65.59
			09272014	9/27/2014	1,216.02	0.00	1,216.02
053661	10/22/2014	SAG002	Sage Software Inc				
			10092014	10/9/2014	1,573.96	0.00	1,573.96
			2001190065	9/29/2014	2,211.23	0.00	2,211.23
			Check 053661 Total:		3,785.19	0.00	3,785.19
053662	10/22/2014	SEC010	Security Services				
			87258	10/1/2014	164.00	0.00	164.00
053663	10/22/2014	SKO000	Skookum Contract Services				
			9014762	10/6/2014	6,606.08	0.00	6,606.08
053664	10/22/2014	STU008	Stusser Electric Co				
			0929464910	10/9/2014	399.21	0.00	399.21
			0929464925	10/1/2014	498.66	0.00	498.66
			0929464941	10/9/2014	1,566.98	0.00	1,566.98
			Check 053664 Total:		2,464.85	0.00	2,464.85
053665	10/22/2014	TES010	TES - Touchstone Ecoservices				
			10142014	10/14/2014	4,097.93	0.00	4,097.93
053666	10/22/2014	TWI001	Twiss Analytical Labs				
			1472675	10/8/2014	91.50	0.00	91.50
053667	10/22/2014	WA1803	State of Washington				
			3RDQTR	10/1/2014	86,862.57	0.00	86,862.57
053668	10/22/2014	WAS003	Washington Public Ports Assn.				
			014674	10/15/2014	795.00	0.00	795.00
053669	10/22/2014	WAV040	Wave Broadband				
			09302014	9/30/2014	610.34	0.00	610.34
			Report Total:		154,206.05	0.00	154,206.05



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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 \$19,925.38 on this 22nd day of October, 2014.

For: Washington State Department of Labor & Industries
3rd Quarter Tax Return for July - September, 2014 in the amount of
\$19,925.38

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Amy Khile, Director of Finance and
Administration



Submit Date: 10/6/2014
Confirmation Number: 3168608

Quarterly Report

3rd Quarter: July 1, 2014 - September 30, 2014

Due Date: 10/31/2014

PORT OF PORT TOWNSEND
PO BOX 1180
PORT TOWNSEND, WA 98368

WA UBI: 161 000 044
L&I Account ID: 061,069-00
Phone Number: 360-385-2355 Ext. 0

Account Manager: KENT ANDERSON 360-902-6963

Class	Nature of Work	Payroll	Hours	Rate	Amount
4201-02	Port Districts Incl Salesmen	\$295,200.00	10,844	1.7687	\$19,179.78
5306-07	Counties/Tax Dist Adm/Cl Offc	\$138,571.00	3,421	0.2096	\$717.04
6901-00	Volunteers-Excl Law Enf Offcra	\$0.00	368	0.0776	\$28.56
Total of Premiums					\$19,925.38
Previous Balance					\$0.00
Grand Total					\$19,925.38

Preparer's Information

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

Payment Information

Method of Payment: EFT
Bank routing Information: 122000496
Bank account information: XXXXXXXXXXXX9173
Bank account Type: BusinessChecking
Payment Amount: \$19925.38
Scheduled Payment Date: 10/6/2014



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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 \$8,835.48 on this 22nd day of October, 2014.


For: Washington State, Department of Revenue
Combined Excise Tax Return – for September, 2014 in the amount of
\$8,835.48

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Amy Khile, Director of Finance and
Administration

 e file Electronic Filing – Washington State	E-file Time: 11:44 AM help(?)
My Account Home Account Activity List Server Suggestions Logout	

BOAT HAVEN FUEL DOCK 161-000-044**Confirmation**

Confirmation Number	14118557
Tax Registration Number	161000044
Reporting Period	09/2014
Payment Type	EFT Debit
Date and Time Submitted	10/9/2014 11:44:19 AM
Date of Transfer	10/28/2014
Payment Amount	8,835.48
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

**September 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)	127,928.14	0.00	127,928.14	0.0150	1,918.92
0002	Retailing	65,569.58	87.16	65,482.42	0.00471	308.42
		193,497.72	87.16	193,410.56		2,227.34

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	87.16
			87.16

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	65,569.58	971.98	64,597.60	0.0650	4,198.84
		65,569.58	971.98	64,597.60		4,198.84

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	971.98
			971.98

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	1,640.52	0.0250	41.01
0045	1601	PORT TOWNSEND	62,957.08	0.0250	1,573.93
			64,597.60		1,614.94

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1600	JEFFERSON COUNTY	110.09
0047	1601	PORT TOWNSEND	30,976.15
			31,086.24

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1600	JEFFERSON COUNTY	110.09	0.0200	2.20
0070	1601	PORT TOWNSEND	30,976.15	0.0200	619.52
			31,086.24		621.72

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	651.70	0.00	651.70	0.05029	32.77
0013	Other Public Service Business	7,262.04	0.00	7,262.04	0.01926	139.87
		7,913.74	0.00	7,913.74		172.64

Summary Section

	Amount
State Business and Occupation Tax Total	2,227.34
State Sales and Use Tax Total	4,198.84
Local and Regional Tax Total	1,614.94
Lodging Tax Total	621.72
Public Utilities Tax Total	172.64
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	8,835.48
Less Total Credits	0.00
Total	8,835.48
Amount Paid	8,835.48
Balance	0.00

Additional Information

Confirmation Number	14118557	Date Printed	10/9/2014
Date and Time Submitted	10/9/2014 11:44:19 AM	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	8,835.48	Phone Number	(360)379-5217
Date To Transfer Payment	10/28/2014	E-Mail Address	donna@portofpt.com
Person Authorizing Payment	Donna Frary		

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