



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

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Operations: (360) 385-2355

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**Port of Port Townsend
1st Monthly Regular Meeting Agenda
Wednesday, November 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 – October 22, 2014.....1-3
 - B. Operations Reports – October 2014.....4-7
 - C. Resolution No. 619-14 – Authorizing Sale of Abandoned Vessels.....8
 - D. Write-off Register.....9-10
 - E. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. Point Hudson Breakwater Project Update.....11
 - B. 2015 Budget.....12
- VI. First Reading (discussion only)
 - A. Six Things.....13
- VII. Potential Immediate Action Items (unanimous Commission approval required)
 - A. December 10, 2014 Workshop and Commission Meeting – Rescheduling.....14
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** Special Meeting: 2015 Budget Public Hearing, Wednesday, November 19, 2014 at 5:30 PM, and, Special Meeting on Tuesday, November 25, 2014 at 1:00 PM, both will be held in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XII. Executive Session (if called)
- XIII. Adjournment

PORT COMMISSION MEETING– October 22, 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 - Goodstein
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 9:00 AM.

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 Public Workshop Minutes – October 8, 2014
Approval of Meeting Minutes – October 8, 2014
- B. Resolution No. 618-14 – Modifying the Purpose and Amount of the Auditor’s Revolving Fund
- C. Approval of Warrants
Warrant #053612 through #053625 in the amount of \$64,191.27 for Payroll & Benefits
Warrant #053626 through #053669 in the amount of \$154,206.05 for Accounts Payable
Electronic Debit to Union Bank in the amount of \$19,925.38 for 3rd Quarter Tax Return
For July-September 2014
Electronic Debit to Union Bank in the amount of \$8,835.48 for Combined Excise Tax
Return for September 2014

**Commissioner Clinefelter moved to approve the Consent Agenda as presented.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda):

The following people commented on the boat ramp expansion: Ron Hayes, Jerry Johnson, Troy McElvy and John Morgeson.

V. SECOND READING:

A. 2015 Budget (6:30):

Mr. Crockett provided a timeline for the budget, which needs adoption by the end of November. He reminded Commissioner Hanke would be absent and out of the country for the November 12, 2014 workshop and meeting. Since all three commissioners should be present for a special meeting on the 2015 Budget Public Hearing, staff proposes scheduling that for Wednesday, November 19, 2014. He added, adoption of the budget would occur at the November 25, 2014 Commission Special Meeting.

Ms. Khile proceeded to review the new draft budget layout. Discussed were rate increases, and how environmental, tarp fees and base electrical fees would now be rolled into the base fee structure. Ms. Khile briefed on each property including increase/decrease in usage. She discussed the increase in salaries, which include one new position in both the yard and moorage office. She explained contract costs and the increased utility expenses.

Commissioner Clinefelter asked to revise the draft budget to include narratives on many subjects such as salaries/wages/maintenance/capital projects/boat ramp expansion, including costs and the grant; as well as a narrative on how the Port plans to pay for the many expenses. He also would like pie charts on expenses and income included in the budget document.

Commissioner Tucker requested page references on where to find further information for capital and maintenance projects.

Also discussed was the proposed one-cent increase to moorage rates; moving folks off the waitlist and offering them permanent slips, which will decrease monthly moorage

availability; elimination of the Mon-Thurs nightly rate discount offered to marine trades businesses.

Commissioner Clinefelter asked how staff came up with budget figures in the yard, environmental and moorage, again expressing the need to include narratives.

On the subject of Boat Haven properties, Ms. Khile explained they are holding steady, with CPI increases. Discussed further were proposed capital and maintenance projects and an engineering study on the remaining useful life of the “Sperry” buildings. Commissioner Clinefelter said it would be nice to have that type of study done on each of the Port properties. Mr. Pivarnik added that is why staff has recommended hiring a part-time engineer on staff.

Point Hudson facilities repairs and maintenance projects were discussed, including jetty replacement; structural repairs on buildings; roof replacements; painting projects, etc. Revenue at Point Hudson has seen a slight increase due to monthly and nightly guest moorage and RV stays.

At Quilcene, there has been a slight decline, excluding lease revenue. Ms. Khile added that due to declining usage, there has been no proposed rate increase there.

Ms. Khile added that the airport is mostly holding steady, although there has been a slight decline in tie-down revenues.

Commissioner Clinefelter requested that administration staff costs be separated from the overall salaries and benefits on the graph.

The proposed 1% property tax increase was discussed, as well as cash flow, outstanding debt issues, tax levy usage.

In closing, Ms. Khile reported she would incorporate these changes to the draft and will bring back to the next meeting.

Next, Mr. Pivarnik discussed the proposed one-cent rate increase to Boat Haven moorage rates. He added it would generate \$21K in additional revenue.

Commissioner Tucker reminded how he wants the Port to keep rates at 95% of midpoint with the other marinas.

Mr. Pivarnik explained the marina rate study and pointed out where our port fits in with the proposed 2% rate increase.

At Point Hudson, the plan is to increase rates for waterfront and dry-sites for RVs, and to increase kayak storage rack fees.

Mr. Pivarnik explained the proposed 7% yard rate increase would continue to keep rates under the 95% midpoint range in the boat yard survey.

Mr. Pivarnik discussed the current yard discount offered to boats staying over thirty days. He asked the commission to consider whether they want to continue with the discount, or eliminate it. He also asked the commissioners to think about the Mon-Thurs discount to marine trade customers.

VI. FIRST READING:

A. Boat Haven Restroom and Shower Facility (2:00:49):

Mr. Crockett discussed the issue with mold in the public restrooms. He explained there is \$35K in the budget to repair and paint the restroom. He reminded the facility is more than two decades old and was built to code. Mr. Aase reported to Mr. Crockett that \$20K/year in quarters is received for showers, which equals approximately 52,000 showers per year. Mr. Crockett reported it could cost a quarter of a million dollars for restroom replacement if that is the course taken. Further discussion included how and if showers should be limited to port patrons and how that would be monitored. A card lock system was discussed as a possible solution. Mr. Pivarnik reminded that all independent contractors would need access to the showers and how would they obtain the key if locked?

Mr. Crockett explained that one possible solution would be to keep the west end restrooms open to all and use a key lock system on the shower facilities. Mr. Crockett stated staff would gather costs for a key card system and repair vs. replacement costs of the restroom.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (2:13:56):

Mr. Crockett announced that he, Commissioners Tucker and Clinefelter, and Ms. Nelson would be leaving this afternoon for the Small Ports Conference in Leavenworth.

IX. PUBLIC COMMENTS:

Ron Ryan asked who pays landing fees at Jefferson Co. International Airport.

Bill Putney commented on airport utilities and the solar system project at the airport.

Lon Zimmerman asked what is included in travel fees. He suggested hiring an expert to find ways to cut costs.

Ron Hayes had questions on repair and maintenance.

Jim Heumann asked why tie-down fees at the airport are so low.

Bill Putney suggested marketing overnight stays in Port Townsend to airport patrons, which would increase tie-down revenues. He discussed the lack of available transportation into town. He also suggested a larger pay box that would be more visible to tie-down customers.

X. COMMISSIONER COMMENTS (2:25:45):

Commissioner Hanke thanked the commission and staff for excusing him from the November 12 workshop and meeting and for accommodating the Public Hearing to a date when he would be back in town.

Commissioner Tucker thanked the public for their participation in the budget process today. He also added he looks forward to the Small Ports conference.

Audience member, John Hughes from Sequim commented on the boat ramp expansion and asked for consideration of a few handicapped spaces for boat trailer parking.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting to be held Wednesday, November 12, 2014 at 1:00 PM, with the workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

None –or--

XIII. ADJOURNMENT:

The meeting adjourned at 11:28 AM there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: OCTOBER 2014 DATE: 11/5/2014

MONTHLY PERMS: 361

MONTHLY GUESTS: 19

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <u>35</u>	<u>32</u>	3	91%
27' <u>11</u>	<u>10</u>	1	91%
30' <u>105</u>	<u>100</u>	5	95%
35' <u>24</u>	<u>24</u>	0	100%
40' <u>44</u>	<u>43</u>	1	98%
45' <u>41</u>	<u>40</u>	1	98%
50' <u>32</u>	<u>31</u>	1	97%
OVER 52' <u>7</u>	<u>7</u>	0	100%
TOTAL: <u>299</u>	<u>294</u>	12	AVG: 96%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
COMMERCIAL <u>365</u>	<u>365</u>	<u>100%</u>
RECREATIONAL <u>1986</u>	<u>1836</u>	<u>92%</u>
LIMITED ACC. <u>1455</u>	<u>1440</u>	<u>99%</u>
TOTAL: <u>3806</u>	<u>3660</u>	146 AVG: 98%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	389	805	4710
CREDIT SYSTEM:	23	43	297
TEMP TIE UP:	10	31	217
FREE NIGHTS:	0	0	1
PTYC:	4	23	188
RAMP/DAILY:	32	123	979
RAMP/ANNUAL:	6	13	458

WAIT LISTS	
25' PLEA:	<u>10</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>48</u>
35' PLEA:	<u>35</u>
40' PLEA:	<u>44</u>
45' PLEA:	<u>20</u>
50' PLEA:	<u>16</u>
OVER 52':	<u>8</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	77	187	MAR
APRIL	199	469	180	467	240	437	159	392	209	396	APRIL
MAY	616	1085	618	1085	541	978	605	997	585	981	MAY
JUNE	601	1686	582	1667	749	1727	606	1603	520	1501	JUNE
JULY	1170	2856	1079	2746	1035	2762	1089	2692	993	2494	JULY
AUG	1255	4111	1131	3877	1178	3940	1188	3880	996	3490	AUG
SEPT	1008	5119	838	4715	831	4771	899	4779	778	4268	SEPT
OCT	130	5249	154	4869	175	4946	214	4993	120	4388	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

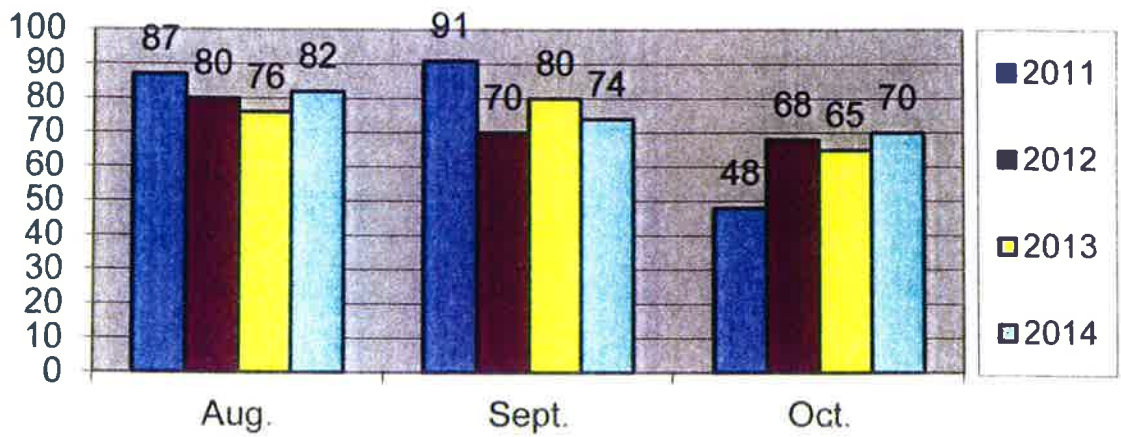
	2010		2011		2012		2013		2014		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	175	175	173	173	176	176	180	180	285	285	JAN
FEB	286	461	214	387	221	397	261	441	150	435	FEB
MAR	338	799	239	626	229	626	359	800	249	684	MAR
APRIL	403	1202	341	967	445	1071	209	1009	546	1230	APRIL
MAY	628	1830	717	1684	638	1709	637	1646	706	1936	MAY
JUNE	654	2484	713	2397	645	2354	910	2556	1015	2951	JUNE
JULY	1256	3740	1215	3612	1247	3601	1275	3831	1169	4120	JULY
AUG	1228	4968	1257	4869	1300	4901	1293	5124	1228	5348	AUG
SEPT	1051	6019	1062	5931	1076	5977	1079	6203	1120	6468	SEPT
OCT	501	6520	501	6432	580	6557	694	6897	796	7264	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

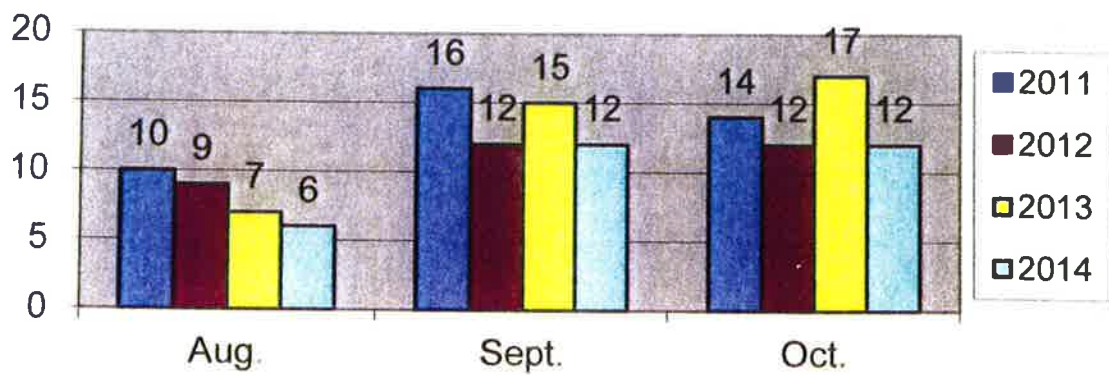
	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	31	78%
COMMERCIAL MOORAGE	850 FEET	830	98%
SEASONAL MOORAGE	32 SLIPS	26	81%
SEASONAL RV'S	10 SITES	9	90%
UNDESIRABLE	5 SLIPS		0%

STORAGE OPERATIONS REPORT									DATE:	11/5/2014
October-14										
	OCT 2011	OCT 2012	OCT 2013	OCT 2014	2011 YEAR TO DATE	2012 YEAR TO DATE	2013 YEAR TO DATE	2014 YEAR TO DATE	REMARKS	
HAUL-OUT										
BOAT YARD - OUT	48	68	65	70	656	679	681	705		
BOAT YARD - IN	56	46	59	51	669	661	649	693		
67% RE-BLOCK	3	9	6	3	73	36	54	62		
40% INSPECTION	7	8	3	2	42	33	32	32		
OTHER	10	4	5	5	34	24	22	37		
SUB TOTAL	124	135	138	131	1474	1433	1438	1529		
SHIP - OUT										
SHIP - OUT	14	12	17	12	105	121	141	117		
SHIP - IN	7	9	13	12	97	117	123	123		
SHIP - RE-BLOCK	1	0	0	2	9	10	2	11		
SHIP-INSPECTION	0	1	1	0	5	2	6	4		
SHIP - OTHER	0	0	0	0	3	2	5	0		
SUB TOTAL	22	21	31	26	219	252	275	255		
TOTAL	146	156	169	157	1693	1685	1713	1784		
STORAGE					OFF PORT PROPERTY					
PTBH - START	83	68	76	71	GOLD STAR - 13					
PTBH - END	72	78	70	71	CO-OP - 5					
PTBH-O.P.P.	20	25	26	29	DAY - 1					
SHIP-START	11	8	14	16	PT RIGGING - 1					
SHIP-END	16	11	20	15	STEPHENS - 1					
SHIP-O.P.P.	4	1	1	3	HAVEN - 2					
PERM/FREE	0	0	0	0	TBM - SMALL - 3					
FREE DAYS	43	101	70	70	TBM - SHIP - 3					
					STEELHEAD - 1					
					CUNNINGHAM - 2					
PTBH lineal feet	2911	3076	2930	3059						
SHIP lineal feet	1060	732	1507	1118						
Longterm Storage	22	23	24	20						
LONGTERM linear	844	855	910	799						
JCIA OPERATIONS REPORT										
HANGERS	11	13	13	13						
TIE DN - PAVED	3	2	2	2						
TIE DN - GRASS	1	1	0	0						
TIE DN - NIGHTLY	2	0	0	0						
W/L - HANGERS	1	0	0	0						
										BOATS

Round Trip Haul Outs 70/75 T



Round Trip Hoists 300 Ton



RESOLUTION NO. 619-14

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>
65 ft Fishing Vessel TYAH	Stan Claplanhoo	32681
32 ft Fishing Vessel ARIES	Ryan Oswalt	30512
28 ft Sail Vessel IVY	Lester Wiley	27177
54 ft Sail Vessel	Marshal C. Woodman	23007

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 Work Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 12th day of November 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

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

11/12/2014

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

Account Number	Account Name	TYPE	BALANCE
12	Benton Co. Ventures	Yard	\$11,093.50
			His boat, Adventurer, went to auction 1/21/2011 and did not sell. The account was written off and sent to collections on 12/28/2011. However the boat was not demolished until May 2014. He has been billed for the demo cost and has not paid. He has not responded to statements or letters. Recommend doing a write off of the account and sending the balance to collections.
26069	Blackmore, Michael	Yard	\$6,632.62
			His boat, Del Norte, went to auction 4/11/2014 and did not sell. Recommend doing a write off of the account and sending the balance to collections.
27877	Boltin, Auden & Stefan	Yard	\$2,423.65
			Their boat, Moon Dance, went to auction 4/26/2013 and did not sell. Demolition pending. Was waiting for demo fees to bill the account. Recommend doing a write off of the account at this time and sending the balance to collections. Demolition fees will be billed once the boat is destroyed.
20220	Broome, Karen Renee	Yard	\$1,791.51
			After two fires Karen Renee Broome was evicted and her boat, Treasure Hunter, was demolished. The derelict deposit has been applied to the account. Recommend doing a write off of the account and sending the balance to collections.
27890	Campbell, Chris	Yard	\$4,288.58
			His boat, Tolfea, went to auction 3/21/2014 and did not sell. However it was sold 9/24/2014 by sealed bid and has been removed from the Port. Recommend doing a write off what is remaining on the account and sending the balance to collections.
32737	Carleson, Theron	Yard	\$2,241.36
			When this boat, Helade, was sold there was never clear ownership established so the boat was declared "Abandoned". The boat went to auction 5/23/2014 and did not sell. Recommend doing a write off of the account balance.
6513	Defleur, Betty	Yard	\$4,754.13
			6/18/2010 this boat went to auction and did not sell. It was a cement boat so it took a while to get it set for demo. The demolition occurred 3/29/2013. The account was charged and she was billed for the demo. No payment has been received. Recommend doing a write off of the account balance.
24978	Ellis, Douglas J.	Yard	\$2,740.30
			His boat, 27 ft. S/V, went to auction 4/26/2013 and did not sell. Demolition pending. Was waiting for demo fees to bill the account. Recommend doing a write off of the account at this time and sending the balance to collections. Demolition fees will be billed once the boat is destroyed.
26087	Gallant, Joe	QBH	\$231.08
			Left Herb Beck Quilcene Marina June 2013 without notice. We thought we could collect when he returned in 2014 but he did not return for the summer of 2014. He has not responded to statements and letters. Recommend doing a write off of the account balance.
19148	Langston, Shelby	Yard	\$1,416.37
			His boat, Minx, went to auction 1/21/2011 and did not sell. The account was written off and sent to collections on 12/28/2011. However the boat was not demolished until May 2014. He has been billed for the demo cost and has not paid. He has not responded to statements or letters. Recommend doing a write off of the account and sending the balance to collections.
23177	Martin, Jimmy	Yard	
			His boat, Conrad, went to auction 5/23/2014 and did not sell. Recommend doing a write off of the account and sending the balance to collections.
26088	Romero, Julio	QBH	\$686.66
			Left Herb Beck Quilcene Marina June 2013 without notice. We thought we could collect when he returned in 2014 but he did not return for the summer of 2014. He promised to make payments but never has. Recommend doing a write off of the account balance.
25942	Roth, Michael	Yard	\$1,891.05
			His boat, Black Rose, went to auction 7/1/2013 and did not sell. Recommend doing a write off of the account balance.

ACCOUNTS RECEIVABLE
WRITE-OFF/COLLECTION REGISTER

11/12/2014

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

Amy Khile
Director of Finance & Admin.

Carolyn A. Lake, Goodstein Law Group
Port Attorney

Larry Crockett
Executive Director

Stephen R. Tucker
President

Brad A Clinefelter
Vice - President

Peter W. Hanke
Secretary

DATE: _____

PORT OF PORT TOWNSEND

MEETING OF: November 12, 2014

AGENDA ITEM: V. Second Reading
A. Point Hudson Breakwater Project Update

BACKGROUND:

Staff met with Coast and Harbor Engineering on November 4, 2014 and received an update on the Point Hudson Breakwater project. Some good alternatives were discussed. We instructed Coast and Harbor to be prepared to brief the Port Commission in approximately thirty days. We will need to set a date.

We are looking at having 60% completion of the engineering drawings by January so that permitting can begin.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: November 12, 2014

AGENDA ITEM: V. Second Reading
B. 2015 Budget

BACKGROUND:

Continued discussions on the 2015 Operating/Capital Budget.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: November 12, 2014

AGENDA ITEM: VI. First Reading
A. Six Things

BACKGROUND:

The Executive Director attended a session on collective planning with the City, County, Chamber, Main Street, and the PUD regarding a follow-up to a January session. At the session, each entity presented 5 "things" they would like to work on in the coming year that would help improve our community. Then a vote was taken on "6 things" that all the entities could support.

Staff will brief the commission on the process and future sessions.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: November 12, 2014

AGENDA ITEM: VII. Potential Immediate Action
A. December 10, 2014 Workshop and Meeting

BACKGROUND:

Since the commission and staff will be attending the Washington Public Ports Annual Conference between December 9 and 12, 2014, the December 10 commission meeting date will need rescheduling.

Staff recommends moving to Monday, December 8, 2014 with a 9:30 AM public workshop and the meeting at 1:00 PM.

Executive Director's Recommendation:

Reschedule the workshop and meeting to December 8, 2014.



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

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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. 053670 through No. 053689, are approved for payment in the amount of \$133,560.23 on this 12th day of November, 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
053680	10/31/2014	AFL010	AFLAC				Check Entry Number: 001
			10/31/14	10/31/2014	811.29	0.00	811.29
053681	10/31/2014	BAN001	Bank Of America				Check Entry Number: 001
			941-10/31	10/31/2014	19,403.60	0.00	19,403.60
053682	10/31/2014	NOR020	Northwest Administrators, Inc.				Check Entry Number: 001
			NWA10/31	10/31/2014	24,986.22	0.00	24,986.22
053683	10/31/2014	PEJ001	Peninsula Credit Union				Check Entry Number: 001
			10/31/2014	10/31/2014	650.00	0.00	650.00
053684	10/31/2014	POR001	Auditor's Revolving Fund				Check Entry Number: 001
			10/31/2014	10/31/2014	36,195.03	0.00	36,195.03
053685	10/31/2014	SPE010	James Speer				Check Entry Number: 001
			10/31/2014	10/31/2014	250.00	0.00	250.00
053686	10/31/2014	TEA001	Teamsters Local 589				Check Entry Number: 001
			10/31/14	10/31/2014	1,221.00	0.00	1,221.00
053687	10/31/2014	WA0302	State of Washington				Check Entry Number: 001
			DC10/31/14	10/31/2014	1,175.00	0.00	1,175.00
053688	10/31/2014	WA0801	State of Washington				Check Entry Number: 001
			HCA10/31	10/31/2014	15,316.30	0.00	15,316.30
053689	10/31/2014	WA1801	State of Washington				Check Entry Number: 001
			DRS10/31	10/31/2014	19,589.25	0.00	19,589.25
				Report Total:	119,597.69	0.00	119,597.69



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. 053690 through No. 053772, are approved for payment in the amount of \$170,478.25 on this 12th day of November, 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	
053690	11/12/2014	A+E001	A+ Equipment Rentals, Inc 33251-1	10/16/2014	56.68	0.00	56.68	
							Check Entry Number: 001	
053691	11/12/2014	ADM002	Admiral Ship Supply Inc. 10/25/2014	10/25/2014	2,485.55	0.00	2,485.55	
							Check Entry Number: 001	
053692	11/12/2014	AQU020	AquaTest, Inc. 39071	10/23/2014	200.00	0.00	200.00	
							Check Entry Number: 001	
053693	11/12/2014	ARR010	Arrow Lumber Port Townsend 10/28/2014	10/28/2014	264.74	0.00	264.74	
							Check Entry Number: 001	
053694	11/12/2014	BOC020	Brian Bochat 11/3/2014	11/3/2014	65.41	0.00	65.41	
							Check Entry Number: 001	
053695	11/12/2014	CAI040	Al Cairns 10312014	10/31/2014	66.08	0.00	66.08	
							Check Entry Number: 001	
053696	11/12/2014	CAR001	Carl's Building Supply 10312014	10/31/2014	2,505.53	0.00	2,505.53	
							Check Entry Number: 001	
053697	11/12/2014	CED005	CED 5948628942	10/3/2014	438.77	0.00	438.77	
							Check Entry Number: 001	
053698	11/12/2014	CEN035	CenturyLink 10082014	10/8/2014	806.42	0.00	806.42	
							Check Entry Number: 001	
053699	11/12/2014	CEN040	CENTURYLINK 1318369575	10/19/2014	2,764.13	0.00	2,764.13	
							Check Entry Number: 001	
053700	11/12/2014	CHY001	Chyna Sea Ventures, LTD 140002-B	11/1/2014	700.00	0.00	700.00	
							Check Entry Number: 001	
053701	11/12/2014	CIT001	City Of Port Townsend 10312014	10/31/2014	9,555.51	0.00	9,555.51	
							Check Entry Number: 001	
053702	11/12/2014	CLA070	William Clark 10212014	10/21/2014	249.05	0.00	249.05	
							Check Entry Number: 001	
053703	11/12/2014	CLI070	Brad Clinefelter 1031201	10/31/2014	1,400.34	0.00	1,400.34	
							Check Entry Number: 001	
053704	11/12/2014	COA050	Coast & Harbor Engineering 344092-3	10/15/2014	17,353.00	0.00	17,353.00	
							Check Entry Number: 001	
053705	11/12/2014	COO050	Cooper Fuel & Auto Repair 038235 089854 091688	10/20/2014 10/18/2014 10/25/2014	334.80 326.89 1,147.74	0.00 0.00 0.00	334.80 326.89 1,147.74	
							Check Entry Number: 001	
					Check 053705 Total:	1,809.43	0.00	1,809.43
053706	11/12/2014	CRO001	Lawrence C Crockett 10312014	10/31/2014	1,353.16	0.00	1,353.16	
							Check Entry Number: 001	
053707	11/12/2014	DLL010	D L Logos 759	10/27/2014	28.34	0.00	28.34	
							Check Entry Number: 001	
053708	11/12/2014	DMD005	DM Disposal Co, Inc. 3771670 3773787 3780870 3780876 3780877 3780880 3780884 3780927	11/1/2014 11/1/2014 11/1/2014 11/1/2014 11/1/2014 11/1/2014 11/1/2014 11/1/2014	573.36 51.60 3,242.52 193.84 771.15 47.39 3,595.91 2,158.60	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	573.36 51.60 3,242.52 193.84 771.15 47.39 3,595.91 2,158.60	
							Check Entry Number: 001	
					Check 053708 Total:	10,634.37	0.00	10,634.37
053709	11/12/2014	FER001	Ferrellgas 1084331880	10/15/2014	452.95	0.00	452.95	
							Check Entry Number: 001	
053710	11/12/2014	FRA050	Donna Frary 10312014	10/31/2014	45.92	0.00	45.92	
							Check Entry Number: 001	
053711	11/12/2014	GER040	John Gerarden 10162014	10/16/2014	164.67	0.00	164.67	
							Check Entry Number: 001	
053712	11/12/2014	GOO002	Good Man Inc. 79953	11/1/2014	561.96	0.00	561.96	
							Check Entry Number: 001	
053713	11/12/2014	GOO020	Goodstein Law Group 1201410	11/3/2014	4,527.48	0.00	4,527.48	
							Check Entry Number: 001	
053714	11/12/2014	GRA005	Grainger 9570857970 9570924739	10/16/2014 10/16/2014	379.38 650.51	0.00 0.00	379.38 650.51	
							Check Entry Number: 001	
					Check 053714 Total:	1,029.89	0.00	1,029.89
053715	11/12/2014	GRA020	Grating Pacific 0139315-IN	10/16/2014	171.14	0.00	171.14	
							Check Entry Number: 001	
053716	11/12/2014	HAD001	Hadlock Building Supply 10252014	10/25/2014	140.95	0.00	140.95	
							Check Entry Number: 001	
053717	11/12/2014	HAN001	Hanson Electric 114103-2 114153-1	10/21/2014 10/17/2014	272.50 408.75	0.00 0.00	272.50 408.75	
							Check Entry Number: 001	
					Check 053717 Total:	681.25	0.00	681.25
053718	11/12/2014	HEN002	Henery Hardware 10252014	10/25/2014	1,839.56	0.00	1,839.56	
							Check Entry Number: 001	
053719	11/12/2014	HIG020	Highway Specialties LLC 1410512	10/22/2014	78.48	0.00	78.48	
							Check Entry Number: 001	
053720	11/12/2014	HUG050	Irene Hughes 10242014	10/24/2014	108.06	0.00	108.06	
							Check Entry Number: 001	
053721	11/12/2014	ICS001	ICS Support, Inc. 0016787 0016799	10/29/2014 10/30/2014	825.00 588.60	0.00 0.00	825.00 588.60	
							Check Entry Number: 001	
					Check 053721 Total:	1,413.60	0.00	1,413.60
053722	11/12/2014	JC0003	Jefferson County - Public Work 11042014	11/4/2014	900.01	0.00	900.01	
							Check Entry Number: 001	

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
053723	11/12/2014	JC1007	Jeffco Utility Coord Council 10152014	10/15/2014	100.00	0.00	100.00	Check Entry Number: 001
053724	11/12/2014	JOF030	Jofran Enterprises, Inc POPT-002	11/4/2014	21,778.10	0.00	21,778.10	Check Entry Number: 001
053725	11/12/2014	KEE010	Travis Keena 10312013 10312014	10/31/2013 10/31/2014	211.73 140.10	0.00 0.00	211.73 140.10	Check Entry Number: 001
			Check 053725 Total:		351.83	0.00	351.83	
053726	11/12/2014	KEN010	Kendrick Equipment LTD U2518 U2525 U2526	10/2/2014 10/23/2014 10/28/2014	1,693.69 406.48 694.89	0.00 0.00 0.00	1,693.69 406.48 694.89	Check Entry Number: 001
			Check 053726 Total:		2,795.06	0.00	2,795.06	
053727	11/12/2014	LAN001	Landau Associates 33957	10/20/2014	250.00	0.00	250.00	Check Entry Number: 001
053728	11/12/2014	LES050	Les Schwab 3790009751	10/30/2014	504.62	0.00	504.62	Check Entry Number: 001
053729	11/12/2014	MAR020	Marine Surveys & Assessments 2014-171	10/24/2014	6,467.50	0.00	6,467.50	Check Entry Number: 001
053730	11/12/2014	MAR034	Karla Marken 10182014	10/18/2014	6.00	0.00	6.00	Check Entry Number: 001
053731	11/12/2014	MET050	Metro NW 10062014	11/6/2014	10,317.84	0.00	10,317.84	Check Entry Number: 001
053732	11/12/2014	MUR002	Murrey's Disposal Co. Inc. 3789339 3789411 3789497	11/1/2014 11/1/2014 11/1/2014	33.84 95.82 196.20	0.00 0.00 0.00	33.84 95.82 196.20	Check Entry Number: 001
			Check 053732 Total:		325.86	0.00	325.86	
053733	11/12/2014	NEL001	Sue Nelson 10312014	10/31/2014	565.32	0.00	565.32	Check Entry Number: 001
053734	11/12/2014	NOR001	North Coast Electric Co S6088353.0	10/7/2014	25.94	0.00	25.94	Check Entry Number: 001
053735	11/12/2014	OES001	OESD 114 1415000208	11/3/2014	2,003.00	0.00	2,003.00	Check Entry Number: 001
053736	11/12/2014	OLY002	AmSan 320642515 320642523 321260044 321260051 321638108 321638116 322218173 322218181 322218199	10/1/2014 10/1/2014 10/9/2014 10/9/2014 10/15/2014 10/15/2014 10/23/2014 10/23/2014 10/23/2014	481.79 310.72 371.20 178.43 393.11 183.84 174.15 253.28 183.84	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	481.79 310.72 371.20 178.43 393.11 183.84 174.15 253.28 183.84	Check Entry Number: 001
			Check 053736 Total:		2,530.36	0.00	2,530.36	
053737	11/12/2014	OLY003	Olympic Springs, Inc. 10312014	10/31/2014	10.85	0.00	10.85	Check Entry Number: 001
053738	11/12/2014	OLY004	Olympic Art and Office 10292014	10/29/2014	64.33	0.00	64.33	Check Entry Number: 001
053739	11/12/2014	PAC004	Pacific Office Equipment Co 935064 935065 935066 935067 935068	10/31/2014 10/31/2014 10/31/2014 10/31/2014 10/31/2014	54.50 32.70 38.15 54.50 450.64	0.00 0.00 0.00 0.00 0.00	54.50 32.70 38.15 54.50 450.64	Check Entry Number: 001
			Check 053739 Total:		630.49	0.00	630.49	
053740	11/12/2014	PEN030	Peninsula Paint Co. F0108828 F0108948 F0108956 F0108960 F0109047 F0109063 F0109329	10/13/2014 10/17/2014 10/17/2014 10/17/2014 10/20/2014 10/21/2014 10/29/2014	33.88 56.99 52.20 52.20 33.96 8.82 8.59	0.00 0.00 0.00 0.00 0.00 0.00 0.00	33.88 56.99 52.20 52.20 33.96 8.82 8.59	Check Entry Number: 001
			Check 053740 Total:		246.64	0.00	246.64	
053741	11/12/2014	PHI010	Philips Publishing Group 22114	11/3/2014	895.05	0.00	895.05	Check Entry Number: 001
053742	11/12/2014	PIN010	Pinnacle Investigations Corp 43900	10/17/2014	80.00	0.00	80.00	Check Entry Number: 001
053743	11/12/2014	POR001	Auditor's Revolving Fund 10/22/2014	10/22/2014	10,000.00	0.00	10,000.00	Check Entry Number: 001
053744	11/12/2014	POR005	Port Townsend Leader 135113	11/5/2014	76.00	0.00	76.00	Check Entry Number: 001
053745	11/12/2014	POR035	Port Townsend Rigging 11/06/2014	11/6/2014	5,613.50	0.00	5,613.50	Check Entry Number: 001
053746	11/12/2014	POW070	Powerplan - OIB 9217128	11/5/2014	65.87	0.00	65.87	Check Entry Number: 001
053747	11/12/2014	PUD001	Pud District #1 10222014	10/22/2014	492.50	0.00	492.50	Check Entry Number: 001
053748	11/12/2014	PUD005	PUD #1 of Jefferson County 10292014	10/29/2014	10,114.58	0.00	10,114.58	Check Entry Number: 001
053749	11/12/2014	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	
053750	11/12/2014	REI002	11062014	11/6/2014	327.83	0.00	327.83	
			Reid Middleton Co					Check Entry Number: 001
			1405017	5/20/2014	5,019.11	0.00	5,019.11	
			1409148	10/1/2014	6,405.00	0.00	6,405.00	
			1410095	10/22/2014	2,062.50	0.00	2,062.50	
			Check 053750 Total:		13,486.61	0.00	13,486.61	
053751	11/12/2014	SAF001	Safeway, Inc.					Check Entry Number: 001
			10252014	10/25/2014	1,522.09	0.00	1,522.09	
053752	11/12/2014	SAN003	Sanderson					Check Entry Number: 001
			105114001	10/10/2014	148.98	0.00	148.98	
053753	11/12/2014	SEC010	Security Services					Check Entry Number: 001
			87545	11/1/2014	164.00	0.00	164.00	
053754	11/12/2014	SHE040	Toby Sheldon					Check Entry Number: 001
			10172014	10/17/2014	60.00	0.00	60.00	
053755	11/12/2014	SHO010	Shold Excavating Inc					Check Entry Number: 001
			29928	10/14/2014	413.11	0.00	413.11	
053756	11/12/2014	SIG020	Sign Station					Check Entry Number: 001
			1410014	10/29/2014	244.16	0.00	244.16	
053757	11/12/2014	SKO000	Skookum Contract Services					Check Entry Number: 001
			9015006	11/3/2014	6,606.08	0.00	6,606.08	
053758	11/12/2014	SOE001	Soehl Electronics					Check Entry Number: 001
			10220235	10/20/2014	29.41	0.00	29.41	
053759	11/12/2014	SPE001	SOS Printing					Check Entry Number: 001
			50323	10/30/2014	45.26	0.00	45.26	
053760	11/12/2014	STA005	Staples Credit Plan					Check Entry Number: 001
			10152014	10/15/2014	20.48	0.00	20.48	
			1185341581	10/29/2014	100.74	0.00	100.74	
			Check 053760 Total:		121.22	0.00	121.22	
053761	11/12/2014	SUN003	Sunshine Propane					Check Entry Number: 001
			007160	10/13/2014	7.58	0.00	7.58	
053762	11/12/2014	TER005	Terry's Lock & Safe					Check Entry Number: 001
			1020101832	10/29/2014	65.40	0.00	65.40	
053763	11/12/2014	TOW001	Townsend Electric					Check Entry Number: 001
			13754	11/1/2014	60.97	0.00	60.97	
053764	11/12/2014	TUC050	Stephen Tucker					Check Entry Number: 001
			10312014	10/31/2014	1,262.73	0.00	1,262.73	
053765	11/12/2014	US0001	United States Postal Service					Check Entry Number: 001
			11012014	11/1/2014	278.00	0.00	278.00	
053766	11/12/2014	VER001	Verizon Wireless, Bellevue					Check Entry Number: 001
			9733807705	10/15/2014	225.55	0.00	225.55	
053767	11/12/2014	WA0125	State of Washington					Check Entry Number: 001
			10312014	10/31/2014	115.20	0.00	115.20	
053768	11/12/2014	WES006	Westbay Auto Parts, Inc.					Check Entry Number: 001
			10252014	10/25/2014	609.88	0.00	609.88	
053769	11/12/2014	WIL055	John Willis					Check Entry Number: 001
			10202014	10/20/2014	30.00	0.00	30.00	
053770	11/12/2014	WIM001	Wimactel, Inc					Check Entry Number: 001
			000729255	10/1/2014	59.95	0.00	59.95	
053771	11/12/2014	WIN003	Windridge Solutions					Check Entry Number: 001
			226	11/3/2014	3,375.00	0.00	3,375.00	
053772	11/12/2014	ZEE001	Zee Medical Service Co					Check Entry Number: 001
			68271140	10/20/2014	55.57	0.00	55.57	
			Report Total:		170,478.25	0.00	170,478.25	