



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

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**Port of Port Townsend  
1<sup>st</sup> Monthly Regular Meeting Agenda – Special Meeting  
MONDAY, December 8, 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 – November 25, 2014.....1-4
  - B. Operations Reports – November 2014.....5-8
  - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. Point Hudson Breakwater Project Update.....9
- VI. First Reading (discussion only)
  - A. Commission/Senior Staff Retreat.....10
- VII. Potential Immediate Action Items (unanimous Commission approval required)
  - A. CERB Authorizing Resolution No. 623-14.....11-13
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: Special Meeting** on Monday, December 22, 2014 at 1:00 PM, with a Public Workshop at 9:30 AM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XII. Executive Session (if called)
- XIII. Adjournment

**PORT COMMISSION SPECIAL MEETING– November 25, 2014**

The Port of Port Townsend Commission met in special 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 –McCarthy  
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Item added to XII. Executive Session, A) Real Estate, pursuant to RCW 42.30.110 (c), duration of twenty minutes with no action.

**Commissioner Tucker moved to approve the Agenda as amended.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – November 12, 2014

Approval of Special Meeting Minutes – November 19, 2014

B. Resolution No. 619-14 – Authorizing Sale of Abandoned Vessels

C. Approval of Warrants

Warrant #053773 through #053787 in the amount of \$69,576.87 for Payroll & Benefits

Warrant #053788 through #053826 in the amount of \$78,632.21 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$6,379.45 for Washington State

Department of Revenue Combined Excise Tax Return for October 2014

**Commissioner Tucker 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) (1:32):

J.D. Gallant, Quilcene resident, read his “Quilcene Bay Status Report”.

V. SECOND READING:

A. Rates and Fees (4:36):

Mr. Crockett reminded that at the November 19 meeting 2015 rates and fees were approved by the commission, with the caveat that discussions would be continued.

Commissioner Tucker informed all that he met with former Port Commissioner, John Collins who explained to him the mechanics of the square foot rate formula, which Commissioner Tucker explained in detail. Mr. Crockett added that the square foot formula was established because there was a huge disparity. Commissioner Tucker added the goal was to have every boat pay the square foot charge. Commissioner Tucker explained that Mr. Collins is out of town until early December and that he would prefer to leave the rates as adopted until Mr. Collins returns and could explain the rate formula to all at a future workshop or meeting.

Bertram Levy requested the removal of the electric charge from the base rate as, he explained, it adds an unfair Leasehold Tax on the electric portion. He also said if a customer is paying the electric fee in the base rate, it might discourage them from using alternative forms of power.

Discussion ensued on electrical fees and whether or not to separate them from the base rates.

Ron Hayes also requested removing the electrical fee from the base rate, as the additional LHT would cost tenants extra. Commissioner Tucker agreed.

Jim Heumann said he is in agreement with Mr. Levy on the electrical fee. He also believes it would be confusing to send out new rates to customers and change them again a month or so.

George Yount discussed money received from property taxes and asked where the additional money would come from if the Port did not receive that money from taxpayers, and how repairs and maintenance would be paid for without that funding.

Commissioner Tucker added that he just attended a government infrastructure class last week and the information he learned will be very helpful.

Mr. Levy commented on Mr. Yount's comments.

Mr. Yount expressed he is very put out with the amount of time the commission has spent on rates. He added Economic Development should be the focus of the Port and he has not seen that. He also stated that if money is spent on the marina and uplands than have the users pay those costs, not the taxpayers of Jefferson County.

Mr. Crockett stated he continues to gather information on the boat ramp rate survey and he said rates are all over the map, from free to \$150 annual passes, with some passes good for more than one boat ramp location. He read rules from one boat ramp that he thinks need incorporating into our rules, where a ramp pass is required of any boat using a boat lane, no matter where the vehicle and boat trailer are parked.

Troy McKelvey stated he has heard of an agreement with the Feds that when the ramp was built the Port could not collect fees for ramp use. Commissioner Tucker added that fees are collected for repair and maintenance of the ramps.

Commissioner Hanke went back to the subject of the electrical fees and he would like to see them separated from the base fee.

**Commissioner Tucker moved to separate the base electrical fee from the base slip rate.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

Commissioner Clinefelter stated that wants to see a survey that includes information on lay day charges and discounts at other yards.

Mr. Crockett and Commissioner Tucker both responded that it is hard to compare our yard rates with others, as our yard is one of the few that allows "do-it-yourself" work on boats.

Bertram Levy commented on Dave Griswold's comments from the previous commission meeting. He then commented on Mr. Collins rate formula and keeping the shipyard 3% surcharge to pay towards stormwater fees.

After hearing discussion on electrical fees, Mr. Pivarnik summed up that the commission would like the electrical fee backed out of the base rate and charged separately. Staff asked Ms. Khile what the current electrical hookup fee is. She responded \$50. Discussion ensued on a fair rate to charge for electrical hookups.

Commissioner Hanke discussed lay day discounts in the shipyard.

Commissioner Tucker continued the discussion on electrical charges and the electrical infrastructure installation, where he believes every slip should pay for this.

**Commissioner Tucker moved to change the electrical hookup fee to \$30 in the 2015 rate schedule.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

## VI. FIRST READING:

### A. Coast Seafoods (1:00:13):

Mr. Crockett explained the Coast Seafoods lease presented to the commissioners consolidates the four individual leases that Coast already has, some dating back to 1975. These leases are for multiple parcels of land. He added the consolidation would benefit both Coast and the Port. Some of the leases are due to expire in two years, where the newly consolidated lease would have a twenty-five year term. The lease also contains new lease language. Mr. Crockett reminded this is a first reading. He then informed that reps from Coast Seafoods were in the audience. In summary, changes in this lease include new lease language and do not add any extra land parcels or increase in their fees.

### B. Engineering Services (1:05:09):

Mr. Crockett mentioned the capital facilities plan is in the 2015 budget, and discussions with Larry Aase and Al Cairns confirmed that if this plan is in the budget, we need an accurate assessment of the Port's infrastructure, which would include life span and cost for repair or replacement. Staff recommends hiring an engineer, on a contract or other means. Mr. Crockett said staff has estimated this job to last about six to eight months. He would like to get an engineer on board soon so that this information can be taken into consideration in the 2016 budget planning. Mr. Crockett added that all Port properties would be assessed. He reminded this is the first reading.

Commissioner Clinefelter stated he has been hesitant on this in the past because of contract services costs in the past. He agrees that the Port needs a clear identifier as to the

future of the Port's infrastructure and an assessment would provide a good picture more than five years out.

Commissioner Hanke added that staff should be specific in what we want from the engineer, keeping the cost down.

Mr. Crockett said that in the contract there will be a "not to exceed" cost.

Commissioner Hanke suggested this for discussion at a future retreat.

C. October 2014 Financials (1:10:31):

Ms. Khile summarized the financials, explaining that we were 83.3% through the year and we have collected 87.51% of our projected revenue. She added the largest increase has come from the yard over the past year. Operating expenses are \$3.4M, less depreciation, and are running at 89.6% of budgeted. She added net income is \$26,507, after non-operating revenue and expenses.

Commissioner Clinefelter asked for clarification on administrative costs.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (1:14:56):

Attorney McCarthy advised the commission that the approved two amendments to the rates and fees need a waiver from the second reading for approval, as per commission rules.

**Commissioner Tucker moved to waive the second reading of the rates and fees amendments as discussed.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

Ms. Khile announced that as of this morning, the 2015 Budget is in the hands of the County.

Ms. Nelson explained the two boxes on the table are filled with entries for the 300-ton haulout and the 70-ton haulout contests that were held during the Pacific Marine Expo in Seattle last week. Commissioner Tucker asked Suzi Clinefelter from the audience to draw the winning entries. The winner of the 300-ton haulout was Makai Magnuson of Suquamish with a 72' long vessel with a 26' beam. The 70-ton haulout winner was Ken Sierleja of Bainbridge Island who has a 58' long vessel with a 17' beam. Winners will be notified.

Mr. Crockett informed he signed a contract with a vendor, presented by Mr. Cairns, who will provide hearing tests to about fifteen yard and maintenance employees, as part of our safety requirements.

He also discussed an invitation to a tourism dinner at the WPPA Annual Meeting sponsored by the Ports of Walla Walla and Seattle. He asked any commissioner interested in attending to let Ms. Nelson know by December 5.

IX. PUBLIC COMMENTS (1:19:53):

Vigo Anderson thanked the commission for their part in getting the Port's Mission Statement up on the Port website. He also talked about the recent article in the PDN where the Port of Port Angeles is noncompliant with their leases and hopes the Port of PT leases are in compliance.

Jim Heumann thanked the commission for their work on the rates and the budget.

X. COMMISSIONER COMMENTS (1:21:59):

Commissioner Hanke discussed a recent Fort Worden Advisory Committee meeting he attended. He said they are moving ahead with improvements to the stairs. He also talked about a recent PRTP meeting he attended where he heard a great presentation from a WA State Ferries rep on the ferry system.

Commissioner Tucker said he was very inspired by the Government Infrastructure seminar he attended. He said he was the only port person in attendance. He added that he learned a lot.

He then informed of a Marine Resources Committee (MRC) conference he is attending at the Northwest Maritime Center in Port Townsend the first part of December (Dec. 5 & 6).

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held MONDAY, December 8, 2014 at 1:00 PM, with the Public Workshop at 9:30 AM, in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 2:25 PM to discuss potential sale of Real Estate, duration of twenty minutes with no action, pursuant to RCW 42.30.110(c). The Executive Session was delayed until 2:31 PM until the public left the building. At 2:52 PM, Ms. Nelson checked outside for any public waiting for the reconvening of the regular meeting. Finding no one, the Executive Session was extended another five minutes. At 2:58 PM, Ms. Nelson checked again for anyone outside, and finding no one, the Session continued another three minutes.

XIII. RECONVENING/ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened at 3:01 PM, and there being no further action to come before the Commission, the meeting adjourned at 3:01 PM.

ATTEST:

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

# BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: NOVEMBER 2014

DATE: 12/3/2014

MONTHLY PERMS: 355

MONTHLY GUESTS: 18

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <span style="float: right;">35</span>	32	3	91%
27' <span style="float: right;">11</span>	10	1	91%
30' <span style="float: right;">105</span>	100	5	95%
35' <span style="float: right;">24</span>	24	0	100%
40' <span style="float: right;">44</span>	43	1	98%
45' <span style="float: right;">41</span>	40	1	98%
50' <span style="float: right;">32</span>	31	1	97%
OVER 52' <span style="float: right;">7</span>	7	0	100%
TOTAL: <span style="float: right;">299</span>	287	12	AVG: 96%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
COMMERCIAL <span style="float: right;">365</span>	365	100%
RECREATIONAL <span style="float: right;">1986</span>	1836	92%
LIMITED ACC. <span style="float: right;">1455</span>	1440	99%
TOTAL: <span style="float: right;">3806</span>	3660	146 AVG: 98%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	156	389	4866
CREDIT SYSTEM:	22	23	319
TEMP TIE UP:	2	10	219
FREE NIGHTS:	0	0	1
PTYC:	6	1	194
RAMP/DAILY:	14	32	993
RAMP/ANNUAL:	1	6	459

WAIT LISTS	
25' PLEA:	10
27' PLEA:	0
30' PLEA:	44
35' PLEA:	35
40' PLEA:	43
45' PLEA:	19
50' PLEA:	16
OVER 52':	8
OVERWID	0
30' COMM.	0
40' COMM.	0
50' COMM.	0

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	114	4502	NOV
DEC	34	5340	54	4981	65	5097	64	5195			DEC

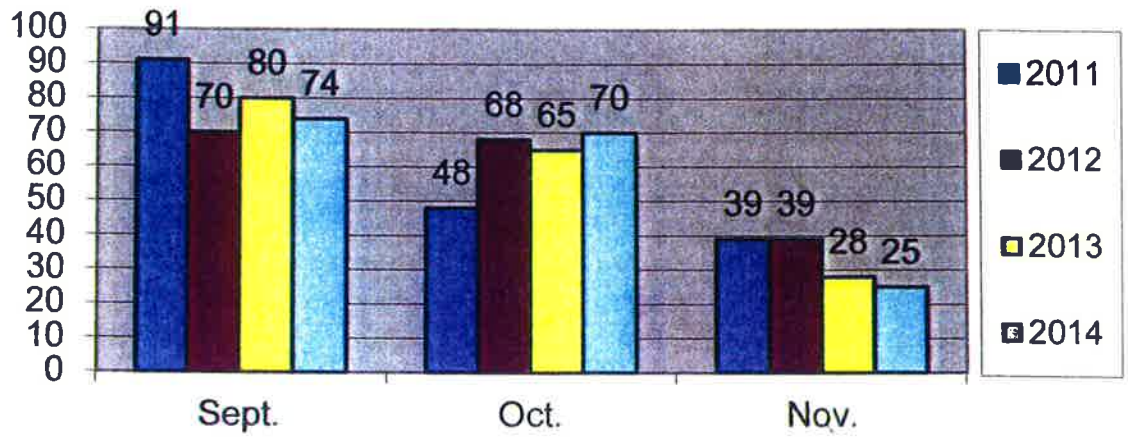
RV NIGHTLY GUEST NIGHTS											
	2010		2011		2012		2013		2014		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	175	175	173	173	176	176	180	180	285	285	JAN
FEB	286	461	214	387	221	397	261	441	150	435	FEB
MAR	338	799	239	626	229	626	359	800	249	684	MAR
APRIL	403	1202	341	967	445	1071	209	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	432	7696	NOV
DEC	157	6918	176	6866	246	7093	165	7414			DEC

PERMANENT & SEASONAL TENANT SUMMARY			
	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	26	65%
COMMERCIAL MOORAGE	850 FEET	745	88%
SEASONAL MOORAGE	32 SLIPS	28	88%
SEASONAL RV'S	10 SITES	8	80%
UNDESIRABLE	5 SLIPS	0	0%

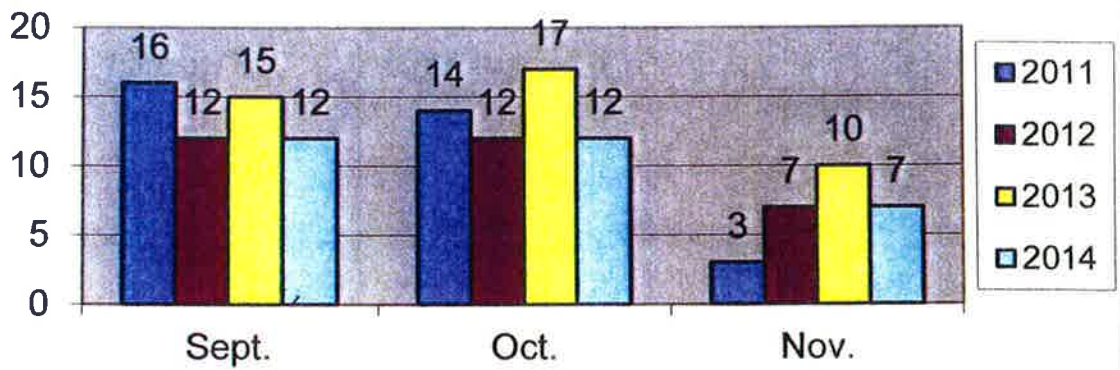
STORAGE OPERATIONS REPORT									DATE:	12/3/2014
November-14										
	NOV	NOV	NOV	NOV	2011 YEAR	2012 YEAR	2013 YEAR	2014YEAR		
	2011	2012	2013	2014	TO DATE	TO DATE	TO DATE	TO DATE	REMARKS	
<b>HAUL-OUT</b>										
BOAT YARD - OUT	39	39	28	25	695	718	709	730		
BOAT YARD - IN	35	28	26	26	704	689	675	719		
67% RE-BLOCK	3	3	5	1	76	39	59	63		
40% INSPECTION	1	2	4	4	43	35	36	36		
OTHER	1	3	0	0	35	27	22	37		
<b>SUB TOTAL</b>	<b>79</b>	<b>75</b>	<b>63</b>	<b>56</b>	<b>1553</b>	<b>1508</b>	<b>1501</b>	<b>1585</b>		
SHIP - OUT	3	7	10	7	108	128	151	124		
SHIP - IN	2	5	7	4	99	122	130	127		
SHIP - RE-BLOCK	0	2	2	2	9	12	4	13		
SHIP-INSPECTION	0	0	0	0	5	2	6	4		
SHIP - OTHER	0	0	0	0	3	2	6	4		
<b>SUB TOTAL</b>	<b>5</b>	<b>14</b>	<b>19</b>	<b>13</b>	<b>224</b>	<b>266</b>	<b>294</b>	<b>268</b>		
<b>TOTAL</b>	<b>84</b>	<b>89</b>	<b>82</b>	<b>69</b>	<b>1777</b>	<b>1772</b>	<b>1795</b>	<b>1853</b>		
<b>STORAGE</b>										
PTBH - START	72	78	70	71						
PTBH - END	59	71	72	65						
PTBH-O.P.P.	26	27	22	31						
SHIP-START	16	11	20	16						
SHIP-END	19	11	22	18						
SHIP-O.P.P.	2	2	1	3						
PERM/FREE	0	0	0	0					PERMS	
FREE DAYS	14	37	23	22					PAID R/T	
PTBH lineal feet	2441	2899	3103	2853						
SHIP lineal feet	1300	862	1540	1296						
Longterm Storage	22	24	24	21					BOATS	
LONGTERM linear	860	913	932	823						
<b>JCIA OPERATIONS REPORT</b>										
HANGERS	11	13	13	13					OFF PORT PROPERTY	
									GOLD STAR - 13	
									DAY BOAT - 1	
									STEPHENS - 1	
									PT CO-OP - 5	
									TBM - SHIP - 1	
									TBM - SMALL- 6	
									HAVEN - 3	
W/L - HANGERS	0	0	0	0						



### Round Trip Haul Outs 70/75 T



### Round Trip Hoists`300 Ton



**PORT OF PORT TOWNSEND**

**MEETING OF:** December 8, 2014

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

**BACKGROUND:**

Staff recently attended a meeting with Coast & Harbor Engineers and will provide an update to the Commission. Coast & Harbor is scheduled to give a presentation at the Public Workshop, scheduled for December 22, 2014.

**Executive Director's Recommendation:**

For discussion only.

## PORT OF PORT TOWNSEND

**MEETING OF:** December 8, 2014

**AGENDA ITEM:** VI. First Reading  
A. Commission/Senior Staff Retreat

### **BACKGROUND:**

Commissioner Hanke has proposed holding a Commission/Senior Staff retreat. Staff would like to discuss the concept with the Commission to get some guidance.

Some of the questions to be answered are:

1. Do we want a facilitator?
2. What topics will we cover?
3. Venue?
4. Is one session enough?

If in fact the Commission wants to hold such a retreat – then staff will begin putting together an agenda and working on other details.

### **Executive Director's Recommendation:**

For discussion.

## PORT OF PORT TOWNSEND

**MEETING OF:** December 8, 2014

**AGENDA ITEM:** VII. Potential Immediate Action Items  
A. CERB Authorizing Resolution No. 623-14

### **BACKGROUND:**

Port staff and Commission President, Steve Tucker, have been coordinating with Team Jefferson (Jefferson County's formally designated Associate Development Organization for economic development) to explore possibilities for potentially expanding vessel launch and retrieval capabilities at the Boat Haven Shipyard. Anecdotal evidence suggests that existing shipyard businesses, as well as marine builders and refitters located in the wider Puget Sound region, could benefit from facilities that allow wider vessels to be hauled and launched. The existing Boat Haven lift pier cannot accommodate vessels wider than 30'.

The attached resolution would authorize staff to proceed with preparation and submittal of an application seeking funding assistance through the Community Economic Revitalization Board (CERB) administered by the Washington State Department of Commerce. The CERB funding source is available to communities throughout the state on a quarterly basis; in February, April, October and December of each year. CERB requires that a formal authorizing resolution be included as part of the application submittal.

Staff has prepared a draft of Port Commission Resolution No. 623-14, authorizing application to the State of Washington requesting grant funding support for a Planning Study to assess various options for expanding vessel launch facilities at the Boat Haven Shipyard that would allow the launch and retrieval of vessels up to 45' wide. Staff proposes making application for \$30,000 (75%) of the estimated total project cost of \$40,000. The Port's proposed source of matching funds (\$10,000) is staff time and/or Port General Funds. Grants awards are anticipated in January 2015, with the proposed Planning Study being conducted in the late winter and spring of 2015.

### **Executive Director's Recommendation:**

Approve the attached Resolution authorizing staff to submit a grant application to the Community Economic Revitalization Board of the Washington State Department of Commerce, requesting funding support for a Planning/Feasibility Study to assess options for potentially expanding vessel launch and retrieval facilities at the Port of Port Townsend's Boat Haven Shipyard.

RESOLUTION NO. 623-14

A Resolution of the Commission of the Port of Port Townsend

**AUTHORIZING THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE WASHINGTON STATE COMMUNITY ECONOMIC REVITALIZATION BOARD (CERB), SEEKING GRANT FUNDING FOR A PLANNING STUDY TO DEVELOP & ASSESS ALTERNATIVES, INCLUDING IDENTIFICATION OF A “PREFERRED” ALTERNATIVE, FOR EXPANDED VESSEL LAUNCH & RETRIEVAL FACILITIES AT THE PORT TOWNSEND BOAT HAVEN SHIPYARD.**

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

**WHEREAS**, the Port of Port Townsend is seeking funding assistance to conduct a planning study to assess various options for expanding vessel launch facilities at the Boat Haven Shipyard that would allow the launch and retrieval of vessels up to 45’ wide; and

**WHEREAS**, expanding vessel launch and retrieval capabilities at the Boat Haven Shipyard is anticipated to open market segments heretofore inaccessible to existing marine trades businesses located at the Shipyard, and to potentially attract new businesses interested in ship building, repair and refitting; and

**WHEREAS**, the Port seeks to conduct this planning effort to explore options and obstacles to launching and retrieving wider vessels during 2015, but is prevented from doing so by well documented and publically acknowledged budget constraints; and

**WHEREAS**, such an effort conforms to the CERB Board’s consideration as to “*whether the . . . investment will increase existing capacity necessary to accommodate . . . employment growth in a manner that supports infill and redevelopment of existing urban or industrial facilities that are served by adequate public facilities*” . . . and further . . . “*projects should maximize the use of existing infrastructure and provide for adequate funding of necessary transportation improvements*”; and

**WHEREAS**, the Port wishes to apply for a planning grant of \$30,000, and CERB requires a formal resolution from the applicant’s governing body, in this case the Port of Port Townsend’s Port Commission, authorizing the CERB application;

**WHEREAS**, the proposed match (\$10,000) can come from Port staff time and direct cash match from Port General Funds;

**WHEREAS**, the Port Commission considers it in the best public interest to pursue a Planning Study for Expanded Vessel Launch and Retrieval Facilities at the Boat Haven Shipyard as described in the funding assistance application;

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

**Section 1.** Port Executive Director, Larry Crockett, or his designee, is authorized to make formal application to Community Economic Revitalization Board (CERB) for grant assistance.

**Section 2.** Any grant assistance received by the Port will be used for direct costs associated with implementation of the project referenced above.

**Section 3.** The Port certifies that it’s matching share of the project funding (\$10,000) will be derived from Port of Port Townsend General Funds and/or Port staff time, and that the Port is responsible for supporting all non-cash commitments to this project should they not materialize.

**Section 4.** This Resolution shall become part of a formal application to CERB.

**Section 5.** The Port provided appropriate opportunity for public comment on this application.

**ADOPTED this 8th day of December 2014, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

\_\_\_\_\_  
Brad A. Clinefelter, Secretary

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Peter W. Hanke, 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. 053827 through No. 053847, are approved for payment in the amount of \$126,431.63 on this 8th day of December, 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	
053838	12/2/2014	AFL010	AFLAC					Check Entry Number: 001
			713133	11/25/2014	811.29	0.00	811.29	
053839	12/2/2014	BAN001	Bank Of America					Check Entry Number: 001
			941.11/30	11/30/2014	16,943.64	0.00	16,943.64	
053840	12/2/2014	NOR020	Northwest Administrators, Inc.					Check Entry Number: 001
			11/30/2014	11/30/2014	24,986.22	0.00	24,986.22	
053841	12/2/2014	PEJ001	Peninsula Credit Union					Check Entry Number: 001
			11/30/2014	11/30/2014	650.00	0.00	650.00	
053842	12/2/2014	POR001	Auditor's Revolving Fund					Check Entry Number: 001
			11/30/14	11/30/2014	32,677.51	0.00	32,677.51	
053843	12/2/2014	SPE010	James Speer					Check Entry Number: 001
			11/30/2014	11/30/2014	250.00	0.00	250.00	
053844	12/2/2014	TEA001	Teamsters Local 589					Check Entry Number: 001
			11/30/2014	11/30/2014	1,171.00	0.00	1,171.00	
053845	12/2/2014	WA0302	State of Washington					Check Entry Number: 001
			DC11/30/14	11/30/2014	1,225.00	0.00	1,225.00	
053846	12/2/2014	WA0801	State of Washington					Check Entry Number: 001
			11/30/2014	11/30/2014	15,316.30	0.00	15,316.30	
053847	12/2/2014	WA1801	State of Washington					Check Entry Number: 001
			DRS11/30	11/30/2014	18,824.88	0.00	18,824.88	
			Report Total:		112,855.84	0.00	112,855.84	





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. 053848 through No. 053902, are approved for payment in the amount of \$129,717.24 on this 8th day of December, 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	
053848	12/8/2014	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			27011	10/28/2014	30.35	0.00	30.35	
			27032	10/28/2014	1,304.71	0.00	1,304.71	
			27131	10/30/2014	54.51	0.00	54.51	
			27264	11/3/2014	21.28	0.00	21.28	
			27601	11/7/2014	53.72	0.00	53.72	
			27998	11/14/2014	257.24	0.00	257.24	
			28067	11/17/2014	19.93	0.00	19.93	
			28214	11/20/2014	31.04	0.00	31.04	
			Check 053848 Total:		1,772.78	0.00	1,772.78	
053849	12/8/2014	AMO010	AMO Construction, LLC					Check Entry Number: 001
			901	11/17/2014	4,493.12	0.00	4,493.12	
053850	12/8/2014	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			70083	11/12/2014	11.49	0.00	11.49	
			70086	11/12/2014	221.89	0.00	221.89	
			70090	11/12/2014	27.01	0.00	27.01	
			Check 053850 Total:		260.39	0.00	260.39	
053851	12/8/2014	CAI040	AI Cairns					Check Entry Number: 001
			11302014	11/30/2014	129.36	0.00	129.36	
053852	12/8/2014	CAR001	Carl's Building Supply					Check Entry Number: 001
			1411720257	11/4/2014	329.86	0.00	329.86	
			1411723035	11/19/2014	487.75	0.00	487.75	
			1411724161	11/26/2014	23.24	0.00	23.24	
			1411724191	11/26/2014	33.91	0.00	33.91	
			Check 053852 Total:		874.76	0.00	874.76	
053853	12/8/2014	CEN010	Central Welding Supply					Check Entry Number: 001
			PT90709	11/25/2014	14.93	0.00	14.93	
			PT90793	12/2/2014	86.66	0.00	86.66	
			Check 053853 Total:		101.59	0.00	101.59	
053854	12/8/2014	CEN040	CENTURYLINK					Check Entry Number: 001
			1321615491	11/19/2014	2,762.38	0.00	2,762.38	
053855	12/8/2014	CIN040	Chad Cinkovick					Check Entry Number: 001
			11202014	11/20/2014	15.00	0.00	15.00	
053856	12/8/2014	CIT001	City Of Port Townsend					Check Entry Number: 001
			11302014	11/30/2014	8,313.76	0.00	8,313.76	
053857	12/8/2014	CLI070	Brad Clinefelter					Check Entry Number: 001
			11302014	11/30/2014	64.00	0.00	64.00	
053858	12/8/2014	COA050	Coast & Harbor Engineering					Check Entry Number: 001
			344092-4	11/19/2014	19,830.00	0.00	19,830.00	
053859	12/8/2014	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			092230	11/19/2014	1,966.72	0.00	1,966.72	
			094500	11/15/2014	2,371.45	0.00	2,371.45	
			Check 053859 Total:		4,338.17	0.00	4,338.17	
053860	12/8/2014	CRO001	Lawrence C Crockett					Check Entry Number: 001
			11302014	11/30/2014	353.93	0.00	353.93	
053861	12/8/2014	DMD005	DM Disposal Co. Inc.					Check Entry Number: 001
			3790823	12/1/2014	51.60	0.00	51.60	
			3799974	12/1/2014	3,242.52	0.00	3,242.52	
			3799981	12/1/2014	771.15	0.00	771.15	
			3799984	12/1/2014	47.39	0.00	47.39	
			3799988	12/1/2014	3,595.91	0.00	3,595.91	
			3800031	12/1/2014	2,158.60	0.00	2,158.60	
			Check 053861 Total:		9,867.17	0.00	9,867.17	
053862	12/8/2014	EDE005	Edensaw Woods, LTD					Check Entry Number: 001
			0027674000	11/24/2014	11.90	0.00	11.90	
053863	12/8/2014	FAM001	Ferguson Enterprises #3007					Check Entry Number: 001
			3150360	11/21/2014	108.29	0.00	108.29	
053864	12/8/2014	FRA050	Donna Frary					Check Entry Number: 001
			11302014	11/30/2014	35.28	0.00	35.28	
053865	12/8/2014	GOO002	Good Man Inc.					Check Entry Number: 001
			80196	12/1/2014	561.96	0.00	561.96	
053866	12/8/2014	GOO020	Goodstein Law Group					Check Entry Number: 001
			1201411	12/1/2014	3,088.00	0.00	3,088.00	
053867	12/8/2014	GRE030	John Green					Check Entry Number: 001
			11302014	11/30/2014	98.90	0.00	98.90	
053868	12/8/2014	HAD001	Hadlock Building Supply					Check Entry Number: 001
			B45165	11/10/2014	32.68	0.00	32.68	
053869	12/8/2014	HAN040	Pete Hanke					Check Entry Number: 001
			11302014	11/30/2014	44.24	0.00	44.24	
053870	12/8/2014	HEN002	Henery Hardware					Check Entry Number: 001
			523107	10/27/2014	16.51	0.00	16.51	
			523168	10/27/2014	8.26	0.00	8.26	
			523207	10/28/2014	18.73	0.00	18.73	
			523210	10/28/2014	40.46	0.00	40.46	
			523222	10/28/2014	40.32	0.00	40.32	
			523223	10/28/2014	5.65	0.00	5.65	
			523256	10/28/2014	29.99	0.00	29.99	
			523339	10/29/2014	67.80	0.00	67.80	
			523344	10/29/2014	23.48	0.00	23.48	
			523363	10/29/2014	39.83	0.00	39.83	
			523364	10/29/2014	18.51	0.00	18.51	
			523378	10/29/2014	19.57	0.00	19.57	

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			523435	10/30/2014	17.28	0.00	17.28
			523517	10/31/2014	49.68	0.00	49.68
			523530	10/31/2014	10.01	0.00	10.01
			523541	10/31/2014	132.28	0.00	132.28
			523732	11/3/2014	10.01	0.00	10.01
			523745	11/3/2014	13.70	0.00	13.70
			523747	11/3/2014	208.76	0.00	208.76
			523748	11/3/2014	177.65	0.00	177.65
			523791	11/4/2014	14.58	0.00	14.58
			523824	11/4/2014	72.25	0.00	72.25
			523853	11/4/2014	11.53	0.00	11.53
			523888	11/5/2014	93.72	0.00	93.72
			5239000	11/5/2014	160.88	0.00	160.88
			523940	11/5/2014	85.16	0.00	85.16
			524106	11/7/2014	39.20	0.00	39.20
			524107	11/7/2014	70.99	0.00	70.99
			524123	11/7/2014	95.55	0.00	95.55
			524167	11/7/2014	121.47	0.00	121.47
			524177	11/7/2014	13.07	0.00	13.07
			524482	11/12/2014	16.93	0.00	16.93
			524518	11/12/2014	26.13	0.00	26.13
			524587	11/13/2014	50.77	0.00	50.77
			524606	11/13/2014	16.74	0.00	16.74
			524636	11/13/2014	20.70	0.00	20.70
			524643	11/13/2014	2.18	0.00	2.18
			524650	11/13/2014	22.08	0.00	22.08
			524722	11/14/2014	71.72	0.00	71.72
			524969	11/17/2014	112.38	0.00	112.38
			525049	11/18/2014	31.26	0.00	31.26
			525065	11/18/2014	59.94	0.00	59.94
			525073	11/18/2014	15.88	0.00	15.88
			525105	11/19/2014	15.87	0.00	15.87
			525215	11/20/2014	88.19	0.00	88.19
			525232	11/20/2014	14.16	0.00	14.16
			525272	11/20/2014	7.49	0.00	7.49
			525312	11/21/2014	49.04	0.00	49.04
			525345	11/21/2014	31.15	0.00	31.15
			525501	11/24/2014	30.50	0.00	30.50
			525613	11/25/2014	7.37	0.00	7.37
			Check 053870 Total:		2,338.96	0.00	2,338.96
053871	12/8/2014	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			409311	11/13/2014	3.36	0.00	3.36
053872	12/8/2014	HIL010	M. W. Hillman Consulting				Check Entry Number: 001
			112014	11/30/2014	637.50	0.00	637.50
053873	12/8/2014	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			12022014	12/2/2014	414.73	0.00	414.73
053874	12/8/2014	JOF030	Jofran Enterprises, Inc				Check Entry Number: 001
			POPT003	12/2/2014	37,768.50	0.00	37,768.50
			POPT004	12/2/2014	12,971.00	0.00	12,971.00
			Check 053874 Total:		50,739.50	0.00	50,739.50
053875	12/8/2014	LOC001	Douglas D Lockhart				Check Entry Number: 001
			11302014	11/30/2014	98.98	0.00	98.98
053876	12/8/2014	LOC030	Joseph Lockhoff				Check Entry Number: 001
			11242014	11/24/2014	25.00	0.00	25.00
053877	12/8/2014	MAR011	George Marshall				Check Entry Number: 001
			11242014	11/24/2014	138.00	0.00	138.00
053878	12/8/2014	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			3820451	12/1/2014	33.84	0.00	33.84
			3820522	12/1/2014	95.82	0.00	95.82
			3820608	12/1/2014	196.20	0.00	196.20
			Check 053878 Total:		325.86	0.00	325.86
053879	12/8/2014	NEL001	Sue Nelson				Check Entry Number: 001
			11302014	11/30/2014	19.04	0.00	19.04
053880	12/8/2014	NEV060	Joseph Nevotti				Check Entry Number: 001
			11202014	11/20/2014	44.09	0.00	44.09
053881	12/8/2014	OES001	OESD 114				Check Entry Number: 001
			1415000337	12/2/2014	2,030.00	0.00	2,030.00
053882	12/8/2014	OLY002	AmSan				Check Entry Number: 001
			322593377	10/29/2014	313.11	0.00	313.11
			322593385	10/29/2014	182.86	0.00	182.86
			323179713	11/6/2014	423.75	0.00	423.75
			323577544	11/12/2014	398.24	0.00	398.24
			324063452	11/19/2014	422.56	0.00	422.56
			324063460	11/19/2014	291.50	0.00	291.50
			Check 053882 Total:		2,032.02	0.00	2,032.02
053883	12/8/2014	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			11302014	11/30/2014	10.85	0.00	10.85
053884	12/8/2014	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			936854	11/28/2014	54.50	0.00	54.50
			936855	11/28/2014	32.70	0.00	32.70
			936856	11/28/2014	38.15	0.00	38.15
			936857	11/28/2014	54.50	0.00	54.50

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			936858	11/28/2014	460.27	0.00	460.27
			Check 053884 Total:		640.12	0.00	640.12
053885	12/8/2014	POR005	Port Townsend Leader				Check Entry Number: 001
			23218	11/21/2014	2,201.06	0.00	2,201.06
			77680	11/26/2014	252.00	0.00	252.00
			Check 053885 Total:		2,453.06	0.00	2,453.06
053886	12/8/2014	PUD001	Pud District #1				Check Entry Number: 001
			11192014	11/19/2014	471.25	0.00	471.25
053887	12/8/2014	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			51547	11/26/2014	515.47	0.00	515.47
053888	12/8/2014	QUE030	Queensboro Shirt Co				Check Entry Number: 001
			1262220	11/23/2014	487.16	0.00	487.16
053889	12/8/2014	QUI001	Quill Corporation				Check Entry Number: 001
			7996574	11/18/2014	338.78	0.00	338.78
053890	12/8/2014	REI002	Reid Middleton Co				Check Entry Number: 001
			1411063	11/24/2014	4,368.00	0.00	4,368.00
053891	12/8/2014	SEC010	Security Services				Check Entry Number: 001
			87843	12/1/2014	164.00	0.00	164.00
053892	12/8/2014	SMI010	Sean Smith				Check Entry Number: 001
			11302014	11/30/2014	72.40	0.00	72.40
053893	12/8/2014	STA005	Staples Credit Plan				Check Entry Number: 001
			11142014	11/14/2014	85.00	0.00	85.00
053894	12/8/2014	STU008	Stusser Electric Co				Check Entry Number: 001
			0929465361	11/19/2014	134.85	0.00	134.85
053895	12/8/2014	SUN003	Sunshine Propane				Check Entry Number: 001
			11262014	11/26/2014	76.30	0.00	76.30
053896	12/8/2014	TAY002	James Taylor				Check Entry Number: 001
			11252014	11/25/2014	63.00	0.00	63.00
053897	12/8/2014	TER005	Terry's Lock & Safe				Check Entry Number: 001
			1120141121	11/20/2014	19.62	0.00	19.62
			11266812	11/18/2014	1,204.45	0.00	1,204.45
			Check 053897 Total:		1,224.07	0.00	1,224.07
053898	12/8/2014	TUC050	Stephen Tucker				Check Entry Number: 001
			11302014	11/30/2014	481.04	0.00	481.04
053899	12/8/2014	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9735514081	11/15/2014	230.33	0.00	230.33
053900	12/8/2014	WEN090	Buzz and/or Linda Wenzel				Check Entry Number: 001
			11212014	11/21/2014	157.98	0.00	157.98
053901	12/8/2014	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			203888	10/30/2014	76.39	0.00	76.39
			205173	11/5/2014	38.14	0.00	38.14
			205339	11/6/2014	27.35	0.00	27.35
			207996	11/19/2014	15.67	0.00	15.67
			208562	11/21/2014	6.33	0.00	6.33
			Check 053901 Total:		163.88	0.00	163.88
053902	12/8/2014	WIN003	Windridge Solutions				Check Entry Number: 001
			229	12/1/2014	1,575.00	0.00	1,575.00
			Report Total:		129,717.24	0.00	129,717.24