



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  
2<sup>nd</sup> Monthly Meeting Agenda  
Wednesday, March 25, 2015, 5:30 PM  
Port Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Meeting Minutes – March 11, 2015.....1-2
  - Approval of Public Workshop Minutes – March 11, 2015.....3-4
  - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
  - A. Engineer Applications.....5
- VI. First Reading (discussion only)
  - A. Baird Boat Co. – Additional Ground Lease.....6-8
  - B. EV (Electronic Vehicle) Tourism Discussion.....9
  - C. North Olympic Development Council (NODC).....10
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Workshop: Wednesday, April 8, 2015. Meeting at 1:00 PM, Workshop at 9:30AM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session – (if called)
- XIII. Adjournment

**PORT COMMISSION MEETING– March 11, 2015**

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Added to the agenda, VI-First Reading, Item C – **Commercial Permits.**

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – February 25, 2015

B. Operations Reports – February 2015

C. Approval of Warrants

Warrant #054204 through #054224 in the amount of \$107,387.47 for Payroll & Benefits

Warrant #054225 through #054289 in the amount of \$70,999.21 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$4,272.09 for WA State Dept. of

Revenue Combined Excise Tax Return for January 2015

Electronic Debit to Union Bank and Kitsap Bank in the amount of \$44,219.48 for Payroll

Taxes (UB), Aflac (KB), Deferred Comp (KB) and PERS (KB)

**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):

V. SECOND READING (Action Items):

A. Team Jefferson / EDC Contract & Scope of Services (1:36):

Mr. Crockett touched on Peter Quinn's briefing of Team Jefferson at the morning workshop. He referred the commission to the contract and scope of services in the packet, presented to them for a second reading. Among issues discussed was the obligation of Team Jefferson to present quarterly briefings at Commission workshops, both verbal and written.

Commissioner Tucker told Mr. Quinn that it would be helpful for him to include specifics as detailed out in Item VI of the Scope of Services in his quarterly briefings.

**Commissioner Tucker moved to approve the Team Jefferson / EDC Contract & Scope of Services.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

A. Operations Report (6:43):

Mr. Crockett discussed the history of including the operations reports in the commission packets. He asked the commission if the reports are useful to them, if there are any changes they would like to see to them, or any changes to the format. Mr. Crockett added they take staff time to create and would like direction from the commission. After some discussion, the decision was to eliminate the colored graphs on the hoists.

Commissioner Tucker asked that moorage staff keep a list of non-paying users of the boat ramp. He would then like the number of non-paying users to be reported monthly in the Boat Haven Operations Report.

B. December 2014 Financials (11:14):

Ms. Khile briefed the commission on the December 2014 Financials. She explained that 2014 revenues came in at 101% of projected revenues. She discussed revenues by department. Ms. Khile added that operating expenses came in 10% over budget, and went into further detail on expenses.

Ms. Khile informed that she is working on the final 2014 Financials to send off to the State.

C. Commercial Permits (29:57):

At Commissioner Tucker's request, this item was added to the agenda. He reported that he visits the boat ramp frequently during commercial openings and finds that many ramp users do not pay the ramp fee.

Mr. Crockett stated that he sent an email to the grant manager at the Recreation and Conservation Office (RCO) explaining how commercial use of the ramp has increased significantly. He explained in the email how during openings many fish buyers block the ramp with their vans and parking spaces are packed with boat trailers. Mr. Crockett's question to the RCO is since the Port used RCO funds in constructing the boat ramp, would the Port be allowed to collect a separate ramp fee for commercial usage. Mr. Crockett added that RCO responded to his email telling him this matter would be discussed further with RCO executives. He said the issue with RCO seems to be more the commercial use of the ramp rather than charging a ramp fee. Mr. Crockett informed that in 2000 the Port Commission approved a resolution adopting service rates for commercial users of the ramp. He received from Harbormaster Ruby a form that commercial users should fill out. Mr. Crockett explained to the commission they may want to reinforce commercial ramp usage rules (current rules found on pages 81-82 in the Rules & Regulations.) Much discussion ensued on ramp usage. Mr. Crockett said it would be best to wait to hear back from RCO before making any decisions.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (49:02):

Mr. Crockett informed that he and Ms. Nelson participated, as in years past, in the City sponsored "Contractor's Workshop" at Fort Worden this morning. He stated he would attend tomorrow's CEO Breakfast, and on Monday the 16th, he would attend the County Commission meeting where Dept. of Natural Resources will provide a briefing on the timber tax.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS (51:13):

Commissioner Clinefelter informed that he met with County Commissioner Kler on the need for assistance in providing public restroom/shower facilities. He explained she was receptive to the need and she asked him for data which staff is working on gathering. Commissioner Clinefelter also discussed the recent Port Townsend Marine Trades Association meeting. He said they continue to ask about the formation of the Port Strategic Advisory Committee.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, March 25, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 1:56 PM to discuss real estate, pursuant to RCW 42.30.110 (c), duration of twenty minutes with no decisions. The session continued, and at 2:16 PM, Ms. Nelson went outside to inform any members of the public of the extension of the session. The session was extended another three minutes. At 2:19 PM, Ms. Nelson checked outside, finding no one waiting, the session was extended another three minutes. At 2:22 PM, the session was extended an additional five minutes.

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:24 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

**PORT COMMISSION PUBLIC WORKSHOP – March 11, 2015**

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  
Planning Analyst - Toews  
Attorney - Lake  
Minutes Nelson  
Guest Speakers: Cynthia Weed, K&L Gates  
Scott Bauer, A. Dashen & Associates

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

III. ADJOURNMENT:

The Workshop adjourned at 11:28 AM.

ATTEST:

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

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Peter W. Hanke, Secretary

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

**Port of Port Townsend Public Workshop  
Wednesday, March 11, 2015, 9:30 AM  
Commission Building  
333 Benedict Street  
Port Townsend, WA**

**AGENDA**

➤ **Industrial Development Corporation and Industrial Development District Powers and Authority**

Cynthia Weed of K&L Gates will present a briefing on the Port's power and authority as an Industrial Development Corporation and Industrial Development District

➤ **Bond Refinancing**

Scott Bauer of A. Dashen & Associates will update the Commission on refinancing our Point Hudson bond. The Commission received a briefing last year and staff feels it is time to move forward with the refinancing.

➤ **EDC Team Jefferson Update**

Peter Quinn, Director of Team Jefferson, will provide the Commission with an update of activities and plans. The 2015 contract with Team Jefferson is on the regular meeting agenda at 1 PM.

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 OF PORT TOWNSEND**

**MEETING OF:**                   **March 25, 2015**

**AGENDA ITEM:**               **V. Second Reading**  
  **A. Engineer Applications**

**BACKGROUND:**

The application period for engineering services to help develop a capital facility's plan closed on March 13, 2015. We received two applications. Both applicants appear to be well qualified. Staff is in the process of setting up interview times.

Staff will update the Commission on the process.

**Executive Director's Recommendation:**

For information only.

**PORT OF PORT TOWNSEND**

**MEETING OF:**                   **March 25, 2015**

**AGENDA ITEM:**               **VI. First Reading**  
  **A. Baird Boat Co. – Additional Ground Lease**

**BACKGROUND:**

To be presented.

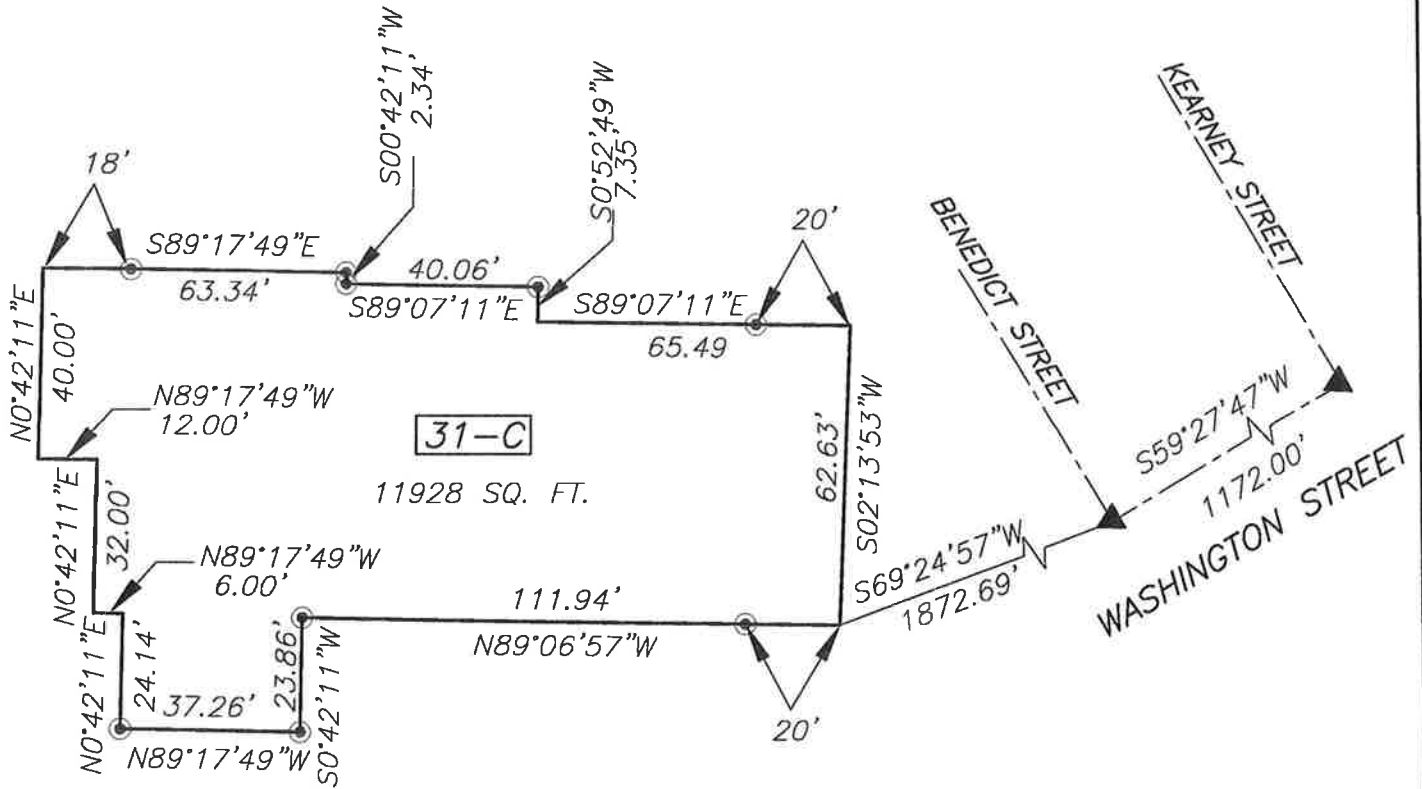
**Executive Director's Recommendation:**

For discussion and direction as appropriate.

SKETCH TO ACCOMPANY  
LEGAL DESCRIPTION FOR:

# PORT OF PORT TOWNSEND INDUSTRIAL LEASE # 31-C (BAIRD)

IN SECTION 10, TOWNSHIP 30 NORTH, RANGE 1 WEST, W.M.  
JEFFERSON COUNTY, WASHINGTON



**LEGEND:**

- ⊙ RE-BAR WITH PLASTIC CAP MARKED "CLARK 12223"
- ▲ DENOTES CENTERLINE WELL MONUMENT.

3/10/15	AMENDED	SBC
10/22/97	FIRST ISSUED	
DATE	REVISIONS	BY:
PLAT CHECK:	SBC	
DRAWN BY:	SBC	
SERY:	013011\port_pt\isases\31C-102297	



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LAND SURVEYING  
MAPPING  
DEVELOPMENT CONSULTING  
CONSTRUCTION MANAGEMENT



P.O. Box 2199  
935 N 5th Ave.  
Sequim, WA 98382  
(360) 681-2161  
FAX 683-5310  
clo@olympus.net



**PARCEL DESCRIPTION FOR LEASE #31-C (AMENDED)  
FOR PORT OF PORT TOWNSEND**

March 10, 2015

THAT PORTION OF BLOCK 18, PER THE SUPPLEMENTARY PLAT OF THE EISENBEIS ADDITION TO THE CITY OF PORT TOWNSEND, AS RECORDED IN VOLUME 2 OF PLATS, PAGE 29, RECORDS OF JEFFERSON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT A CONCRETE MONUMENT MARKING THE CENTERLINE INTERSECTION OF WASHINGTON AND KEARNEY STREETS AS SHOWN ON THE MAP OF L. B. HASTINGS SECOND ADDITION TO PORT TOWNSEND, RECORDED IN VOLUME 1 OF PLATS, PAGE 29, RECORDS OF JEFFERSON COUNTY, WASHINGTON;

THENCE SOUTH 59° 27' 47" WEST, A DISTANCE OF 1,172.00 FEET TO A CONCRETE MONUMENT MARKING THE CENTERLINE INTERSECTION OF WASHINGTON AND BENEDICT STREETS, PER SAID PLAT OF L. B. HASTINGS SECOND ADDITION;

THENCE SOUTH 69° 24' 57" WEST, A DISTANCE OF 1,872.69 FEET TO THE TRUE POINT OF BEGINNING;

THENCE NORTH 89° 06' 57" WEST, A DISTANCE OF 111.94 FEET;

THENCE SOUTH 00° 42' 11" WEST, A DISTANCE OF 23.86 FEET;

THENCE NORTH 89° 17' 49" WEST, A DISTANCE OF 37.26 FEET;

THENCE NORTH 00° 42' 11" EAST, A DISTANCE OF 24.14 FEET;

THENCE NORTH 89° 17' 49" WEST, A DISTANCE OF 6.00 FEET;

THENCE NORTH 00° 42' 11" EAST, A DISTANCE OF 32.00 FEET;

THENCE NORTH 89° 17' 49" WEST, A DISTANCE OF 12.00 FEET;

THENCE NORTH 00° 42' 11" EAST, A DISTANCE OF 40.00 FEET;

THENCE SOUTH 89° 17' 49" EAST, A DISTANCE OF 63.34 FEET;

THENCE SOUTH 00° 42' 11" WEST, A DISTANCE OF 2.34 FEET;

THENCE SOUTH 89° 07' 11" EAST, A DISTANCE OF 40.06 FEET;

THENCE SOUTH 00° 52' 49" WEST, A DISTANCE OF 7.35 FEET;

THENCE SOUTH 89° 07' 11" EAST, A DISTANCE OF 65.49 FEET;

THENCE SOUTH 02° 13' 53" WEST, A DISTANCE OF 62.63 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 11,928 SQUARE FEET, MORE OR LESS.

**PORT OF PORT TOWNSEND**

**MEETING OF:** March 25, 2015

**AGENDA ITEM:** VI. First Reading  
B. EV (Electronic Vehicle) Tourism Discussion

**BACKGROUND:**

To be presented.

**Executive Director's Recommendation:**

For discussion.

## PORT OF PORT TOWNSEND

**MEETING OF:** March 25, 2015

**AGENDA ITEM:** VI. First Reading  
C. North Olympic Development Council (NODC)

### **BACKGROUND:**

The former Peninsula Development District (PDD) and the North Olympic Peninsula Resource Conservation & Development (NOPRC&D) have combined and re-formed as the NODC. On March 17, 2015, members of the two former organizations met for a strategic planning session. The effort is to establish a new mission statement and goals for the NODC. This is a two-county (Jefferson and Clallam) effort.

The Executive Director attended the session and will update the Commission on the status of the NODC.

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

For information only.



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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. 054290 through No. 054301, are approved for payment in the amount of \$62,943.88 on this 25th day of March, 2015.

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
054299	3/16/2015	PEJ001	Peninsula Credit Union 03/15/2015	3/16/2015	250.00	0.00	250.00
054300	3/16/2015	POR001	Auditor's Revolving Fund 03/15/2015	3/16/2015	32,930.06	0.00	32,930.06
054301	3/16/2015	SPE010	James Speer 03/15/2015	3/16/2015	250.00	0.00	250.00
Report Total:					<u>33,430.06</u>	<u>0.00</u>	<u>33,430.06</u>

Check Entry Number: 001  
 Check Entry Number: 001  
 Check Entry Number: 001



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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. 054302 through No. 054340, are approved for payment in the amount of \$46,892.17 on this 25th day of March, 2015.

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
054302	3/25/2015	A+E001	A+ Equipment Rentals, Inc 34970-1	3/16/2015	109.82	0.00	109.82
							Check Entry Number: 001
054303	3/25/2015	ADM002	Admiral Ship Supply Inc. 02282015	2/28/2015	387.60	0.00	387.60
							Check Entry Number: 001
054304	3/25/2015	BAN005	Bank of America 03/05/2015	3/5/2015	1,816.34	0.00	1,816.34
							Check Entry Number: 001
054305	3/25/2015	CAL090	Mitch Calvi 03162015	3/16/2015	3.00	0.00	3.00
							Check Entry Number: 001
054306	3/25/2015	CEN030	CenturyLink 03/01/2015	3/1/2015	230.00	0.00	230.00
							Check Entry Number: 001
054307	3/25/2015	CEN035	CenturyLink 03/05/2015	3/5/2015	1,694.07	0.00	1,694.07
							Check Entry Number: 001
054308	3/25/2015	CIT010	City of Port Townsend 3070 3079	3/6/2015 3/10/2015	210.00 380.00	0.00 0.00	210.00 380.00
							Check Entry Number: 001
					590.00	0.00	590.00
							Check 054308 Total:
054309	3/25/2015	CLA003	Clark Land Office 11859 11860	2/28/2015 2/28/2015	228.00 1,523.00	0.00 0.00	228.00 1,523.00
							Check Entry Number: 001
					1,751.00	0.00	1,751.00
							Check 054309 Total:
054310	3/25/2015	COO050	Cooper Fuel & Auto Repair 098803 098806	3/11/2015 3/11/2015	350.59 449.00	0.00 0.00	350.59 449.00
							Check Entry Number: 001
					799.59	0.00	799.59
							Check 054310 Total:
054311	3/25/2015	DLL010	D L Logos 906 908	3/11/2015 3/13/2015	35.43 7.63	0.00 0.00	35.43 7.63
							Check Entry Number: 001
					43.06	0.00	43.06
							Check 054311 Total:
054312	3/25/2015	DOW070	Dowell 03162015	3/16/2015	3.00	0.00	3.00
							Check Entry Number: 001
054313	3/25/2015	EDE005	Edensaw Woods, LTD 0028662300 0028663800	3/12/2015 3/12/2015	86.21 2.73	0.00 0.00	86.21 2.73
							Check Entry Number: 001
					88.94	0.00	88.94
							Check 054313 Total:
054314	3/25/2015	FER001	Ferrellgas 02252015	2/25/2015	703.23	0.00	703.23
							Check Entry Number: 001
054315	3/25/2015	GAL030	Francisco Galleno 03042015	3/4/2015	7,940.38	0.00	7,940.38
							Check Entry Number: 001
054316	3/25/2015	GIR001	Giraffe Gutters 022620015	2/26/2015	572.25	0.00	572.25
							Check Entry Number: 001
054317	3/25/2015	HAR008	Harbor Saw & Supply, Inc. 280935	3/11/2015	3,915.29	0.00	3,915.29
							Check Entry Number: 001
054318	3/25/2015	HIL070	Rick Hill 03162015	3/16/2015	5.00	0.00	5.00
							Check Entry Number: 001
054319	3/25/2015	KEN010	Kendrick Equipment LTD U2597 U2598	3/4/2015 3/4/2015	1,253.82 432.42	0.00 0.00	1,253.82 432.42
							Check Entry Number: 001
					1,686.24	0.00	1,686.24
							Check 054319 Total:
054320	3/25/2015	KIL050	Larry Kilmer 03/13/2015	3/13/2015	35.00	0.00	35.00
							Check Entry Number: 001
054321	3/25/2015	LAN060	Pan LaNua 03/13/2015	3/13/2015	1,011.80	0.00	1,011.80
							Check Entry Number: 001
054322	3/25/2015	LYO050	Jim Lyon 03092015	3/9/2015	50.00	0.00	50.00
							Check Entry Number: 001
054323	3/25/2015	NEV060	Joseph Nevotti 03132015	3/13/2015	152.16	0.00	152.16
							Check Entry Number: 001
054324	3/25/2015	NOP005	North Olympic Peninsula RC & D 1034	3/12/2015	900.00	0.00	900.00
							Check Entry Number: 001
054325	3/25/2015	OLY001	Olympic Equipment Rentals Inc 67870	3/6/2015	20.70	0.00	20.70
							Check Entry Number: 001
054326	3/25/2015	OLY003	Olympic Springs, Inc. 02282015	2/28/2015	10.85	0.00	10.85
							Check Entry Number: 001
054327	3/25/2015	PAC050	Pacific Mobile Structures, Inc 0302153966	3/2/2015	869.28	0.00	869.28
							Check Entry Number: 001
054328	3/25/2015	PEN030	Peninsula Paint Co. F0112466	3/11/2015	57.21	0.00	57.21
							Check Entry Number: 001
054329	3/25/2015	PIT001	Pitney Bowes Global Fin. Svcs. 7064967MR1 8371783MT1	3/13/2015 3/13/2015	60.42 418.92	0.00 0.00	60.42 418.92
							Check Entry Number: 001
					479.34	0.00	479.34
							Check 054329 Total:
054330	3/25/2015	PUD001	Pud District #1 03112015	3/11/2015	21.25	0.00	21.25
							Check Entry Number: 001
054331	3/25/2015	PUD005	PUD #1 of Jefferson County 03092015	3/9/2015	18,994.62	0.00	18,994.62
							Check Entry Number: 001
054332	3/25/2015	QUI001	Quill Corporation 1988586	3/3/2015	147.80	0.00	147.80
							Check Entry Number: 001
054333	3/25/2015	QUI010	Quimper Mercantile 98828	2/5/2015	102.00	0.00	102.00
							Check Entry Number: 001
054334	3/25/2015	REH080	Ronald Reher 03092015	3/9/2015	40.00	0.00	40.00
							Check Entry Number: 001
054335	3/25/2015	SPE001	SOS Printing 51143	3/13/2015	14.56	0.00	14.56
							Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			51160	3/13/2015	254.81	0.00	254.81
			51161	3/13/2015	453.06	0.00	453.06
			Check 054335 Total:		722.43	0.00	722.43
054336	3/25/2015	STA070	Richard Stark 03162015	3/16/2015	35.00	0.00	35.00
							Check Entry Number: 001
054337	3/25/2015	STU008	Stusser Electric Co 0929466468	3/2/2015	71.81	0.00	71.81
							Check Entry Number: 001
054338	3/25/2015	SUL020	Alfred and/or Lucy Sullivan 03162015	3/16/2015	3.00	0.00	3.00
							Check Entry Number: 001
054339	3/25/2015	TWI001	Spectra Laboratories - Kitsap 1500006	1/6/2015	210.00	0.00	210.00
							Check Entry Number: 001
054340	3/25/2015	WAV040	Wave Broadband 02282015	2/28/2015	619.11	0.00	619.11
							Check Entry Number: 001
			Report Total:		46,892.17	0.00	46,892.17





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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 \$3,738.28 on this 25th day of March, 2015.


For: Washington State, Department of Revenue  
Combined Excise Tax Return – for February, 2015 in the amount of \$3,738.28

\_\_\_\_\_  
Commissioner Stephen R. Tucker

\_\_\_\_\_  
Commissioner Brad A. Clinefelter

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Amy Khile, Director of Finance and  
Administration

 <b>Electronic Filing – Washington State</b>	<b>E-file Time: 12:18 PM</b> <a href="#">help ?</a>
<a href="#">My Account Home</a> <a href="#">Account Activity</a> <a href="#">List Server</a> <a href="#">Suggestions</a> <a href="#">Logout</a>	

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

**Confirmation**

Confirmation Number	15135527
Tax Registration Number	161000044
Reporting Period	02/2015
Payment Type	EFT Debit
Date and Time Submitted	3/13/2015 12:18:04 PM
Date of Transfer	03/16/2015
Payment Amount	3,738.28
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

**February 2015  
 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)	45,051.99	0.00	45,051.99	0.0150	675.78
0002	Retailing	29,237.66	49.06	29,188.60	0.00471	137.48
		<b>74,289.65</b>	<b>49.06</b>	<b>74,240.59</b>		<b>813.26</b>

**Deductions**

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	49.06
			<b>49.06</b>

**State Sales and Use Section**

**Taxes**

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	29,237.66	441.00	28,796.66	0.0650	1,871.78
		<b>29,237.66</b>	<b>441.00</b>	<b>28,796.66</b>		<b>1,871.78</b>

**Deductions**

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	441.00
			<b>441.00</b>

**Local Sales Section**

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1601	PORT TOWNSEND	28,796.66	0.0250	719.92
			<b>28,796.66</b>		<b>719.92</b>

**Lodging Section**

**Transient Rental Income Information**

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	11,009.17
			<b>11,009.17</b>

**Special Hotel/Motel Tax**

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	11,009.17	0.0200	220.18
			<b>11,009.17</b>		<b>220.18</b>

**Public Utilities Section**

**Taxes**

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	666.73	0.00	666.73	0.05029	33.53
0013	Other Public Service Business	4,133.22	0.00	4,133.22	0.01926	79.61
		<b>4,799.95</b>	<b>0.00</b>	<b>4,799.95</b>		<b>113.14</b>

**Summary Section**

	Amount
State Business and Occupation Tax Total	813.26
State Sales and Use Tax Total	1,871.78
Local and Regional Tax Total	719.92
Lodging Tax Total	220.18
Public Utilities Tax Total	113.14
E911 Tax Total	0.00
Other Tax Total	0.00
<b>SubTotal</b>	<b>3,738.28</b>
Less Total Credits	0.00
<b>Total</b>	<b>3,738.28</b>
<b>Amount Paid</b>	<b>3,738.28</b>
<b>Balance</b>	<b>0.00</b>

**Additional Information**

Confirmation Number	15135527	Date Printed	3/13/2015
Date and Time Submitted	3/13/2015 12:18:04 PM	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	3,738.28	Phone Number	(360)379-5217
Date To Transfer Payment	3/16/2015	E-Mail Address	donna@portoft.com
Person Authorizing Payment	Donna Frary		

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



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

### ELECTRONIC DEBIT – Payroll Benefits

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 and Kitsap Bank is approved for payment in the amount of \$17,560.00 on this 25th day of March, 2015.

For:	Payroll Taxes	\$16585.00	UB
	Deferred Comp	\$ 975.00	KB

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Commissioner Stephen R. Tucker

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Commissioner Brad A. Clinefelter

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Amy Khile, Director of Finance and  
Administration



Washington State Department of Retirement Systems  
**ELECTRONIC PAYMENTS**

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**Completed Payment Advice**

Employer: PORT TOWNSEND PORT OF  
 Report Period: 03/2015  
 Retirement Due Date: 4/15/2015  
 Payment Status: Submitted ( 3/16/2015 3:30:40 PM by D. Frary )

Successfully Submitted

This is your completed payment advice. To print a paper copy for your records, click the 'Print' button. To save an electronic copy to a file, click the 'Save Copy to Disk' button.

System	Report Group / Invoice #	Amount		
<b>Deferred Compensation Program Payment</b>				
DCP	950			975.00
		Total Amount for DCP:		975.00
<b>Plan 1 Payments</b>				
PERS	3318			0.00
		Total Amount for Plan 1:		0.00
<b>Plan 2 Payments</b>				
PERS	3318			0.00
		Total Amount for Plan 2:		0.00
<b>Plan 3 Payments</b>				
		DB Employer	DC WSIB	DC Self
PERS	3318	0.00	0.00	0.00
		0.00	0.00	0.00
		Total Amount for Plan 3:		0.00
Total Payment Amount:				<b>975.00</b>
Scheduled Date of Payment (MM/DD/YYYY):				<b>3/18/2015</b>

**Employer Support Services**  
 1-800-547-6657 ext. 47200; or 360-664-7200  
[drsemployer@drs.wa.gov](mailto:drsemployer@drs.wa.gov)  
 Monday - Friday, 8:00 AM - 5:00 PM (PST)

TAXPAYER NAME: PORT OF PORT TOWNSEND

TIN: xxxxx1024

## Deposit Confirmation

Your payment has been accepted.

### Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

### REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270547651737061
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#### PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
<b>Taxpayer EIN</b>	xxxxx1024
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q1/2015
<b>Payment Amount</b>	\$16,585.00
<b>Settlement Date</b>	03/17/2015
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$7,794.16
<b>2 Medicare</b>	\$1,822.78
<b>3 Tax Withholding</b>	\$6,968.06