



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend
2nd Monthly (Special) Meeting Agenda
Tuesday, June 23, 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 – June 10, 2015.....1-3
 - Approval of Workshop Minutes – June 10, 2015.....4-5
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
 - A. Townsend Bay Lease Termination Agreement.....6
- VI. First Reading (discussion only)
 - A. Resolution No. 626-15 – Appointing Investment Officer.....7-8
 - B. Resolution No. 627-15 – Appointing Auditing Officer.....9-10
 - C. Resolution No. 628-15 – BIG Authorizing.....11-13
 - D. Boat Ramp Bid Results.....14
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Workshop: Wednesday, July 8, 2015 at 1:00 PM, Workshop – TBD, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session – (if called)
- XIII. Adjournment

PORT COMMISSION MEETING– June 10, 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
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:

Amendments to the Agenda include: **VI – First Reading, Item B – Monthly Moorage/Marine Trade In-water Work; VII – Potential Immediate Action – June 24, 2015 Commission Meeting Date Change;** and, **XII - Executive Session on Real Estate and Personnel**, 25 minutes with no action.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:36):

- A. Approval of Meeting Minutes – May 27, 2015
Approval of Special Meeting Minutes – May 26, 2015
- B. Operations Reports – May 2015
- C. Approval of Warrants

Warrant #054626 through #054642 in the amount of \$94,667.35 for Payroll & Benefits

Electronic Payment in the amount of \$39,495.19 for Payroll & Benefits

Warrant #054643 in the amount of \$18,105.70 for Deposit Refund

Warrant #054644 through #054704 in the amount of \$101,069.61 for Accounts Payable

Commissioner Tucker 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) (1:46):

Linda Herzog invited commissioners and staff to the fifth annual Quilcene beach party on June 12. She explained the history behind the beach celebration.

She handed out before and after photos of the Quilcene beach. Volunteers cleaned up the beach, and the community paid out \$90 to a landscaping team to do the heavy work.

Lastly, Ms. Herzog asked for the Port's support of economic development in Quilcene and the south county.

Bertram Levy asked questions and for clarification on commission and staff expenses at the WPPA Spring Meeting in Spokane.

Connie Gallant, representing the Olympic Forest Coalition, which she explained is dedicated to the protection of forest and aquatic systems on the Peninsula. She discussed pollutants, which she said come from three shellfish companies located in the area. She discussed the effects of this pollution on marine and bird life. She requested the Commission use discretion on the use of Quilcene bay.

V. SECOND READING (Action Items):

A. Coast Seafoods Lease (11:25):

Mr. Pivarnik explained the Port worked with Coast for six months to consolidate their three leases into one 25-year lease. This included a detailed land survey, performed by Clark Survey. He explained there are no rate changes or increases to the size of leased property in this consolidated lease.

Commissioner Clinefelter asked to see the Hazardous Substances Warranty and Agreement, which was not included with the proposed lease as stated. He said he would like time to review this document before approving the lease, "considering the sensitive nature of this area".

(Ms. Nelson left to get copies of the agreement, as requested.)

Mr. Pivarnik explained this is the same agreement that has been included in all Port leases, and it is no different from any other.

Mr. Crockett suggested tabling this item until Ms. Nelson returns with the agreement.

VI. FIRST READING (Discussion Only):

A. Commercial Fish Buying and Loading Operations (15:30):

Mr. Crockett stated Commissioner Tucker requested this as an agenda item. He explained the Port has seen an increase in fish buying trucks, and it fluctuates year to year, depending on the fishing seasons/allotments. Mr. Crockett explained the fish buying trucks park at the head of the ramp to look over the catch, weigh, purchase and then load their trucks, which is time consuming and backs up launching of other boats waiting to get in the water. He stated he checked with RCO to see if the Port is allowed to charge a fee to commercial buyers and the answer was yes.

Commissioner Tucker explained his reasons for placing this on the agenda.

Mr. Crockett informed he would research what others charge commercial buyers who use their boat ramps.

B. Monthly Moorage / Marine Trades In-water Work (23:56)

Mr. Crockett reminded this was brought up at the last meeting. (He handed to the commission the current guest moorage policy along with a list showing current monthly guests and length of time they have been here.)

Mr. Crockett stated he discussed with Harbormaster Ruby, the issue posed at the last meeting of guest monthly boaters being asked to leave after the ninety day stay. She explained she had never asked a guest monthly tenant to leave after ninety days.

Commissioner Clinefelter explained a situation brought to his attention by a boater.

Discussion ensued on reasons why a boater needs more than ninety days to complete an in-water project, and how these long projects can slow down the clearing of the waitlist process.

Mr. Crockett suggested that if anyone is asked to vacate after ninety days and have an issue with it, they are welcome to come and talk with him.

V. SECOND READING (continued):

A. Coast Seafoods Lease (34:00):

(Ms. Nelson returned with the agreement, commissioners reading over document.)

Commissioner Clinefelter pointed out the agreement was signed in 1993.

Mr. Crockett suggested the commission approve the lease, contingent on the signing of the Hazardous Substance Agreement.

Commissioner Clinefelter explained he would like more time to review and may have the need to discuss the agreement with counsel. He stated again the importance of a review of this document due to the environmentally sensitive area.

Commissioner Hanke moved to approve the Coast Seafoods lease as presented.

Commissioner Tucker seconded the motion.

Motion passed with two votes for; Commissioner Clinefelter opposed.

Mr. Crockett stated he would have the Port attorney look over the Port's hazardous material agreement and warranty format.

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. June 24, 2015 Commission Meeting Date Change (40:07):

Mr. Crockett explained the City is hosting a Town Meeting on the Comp Plan the evening of June 24, 2015. He informed he sits on the City Comp Plan committee and Commissioner Tucker is involved with the County Comp Plan. Both he and Commissioner Tucker would be attending this meeting, therefore he requests rescheduling the regular meeting. After discussion, suggested date for meeting was Tuesday, June 23, 2015 at 5:30 PM.

Commissioner Hanke moved to place this item under Potential Immediate Action.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Tucker moved to approve the rescheduling of the June 24, 2015 regular meeting to June 23, 2015 at 5:30 PM.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (42:52):

Mr. Pivarnik reported he has had a good response from interested contractors for the boat ramp RFP. Proposals are due June 19.

Mr. Crockett announced he would attend Jefferson Transit's Grand Opening at their new facility on Friday, and immediately will drive to Quilcene for the End of School Beach

Party. Tomorrow at 10 AM, he reported he would attend the Change of Command ceremony at Indian Island.

IX. PUBLIC COMMENTS (43:40):

Connie Gallant discussed the year Coast Seafoods signed the Hazardous Agreement and how they were just a “mom & pop organization” then and are now a large corporation. She asked the commissioners to consider this.

Linda Herzog stated she believes the size of Coast Seafoods operations has nothing to do with the Hazardous Materials Agreement issue. She said Coast also wants clean waters and suggested for anyone to look at the science.

George Yount thanked the commission for the earlier workshop, which he said was effective. He pointed out the Port’s mission of economic development incorporates the entire county, not just the marina.

X. COMMISSIONER COMMENTS (47:13):

Commissioner Clinefelter asked a question of today’s Executive Session.

XI. NEXT MEETING: Next regular meeting will be held *Tuesday, June 23, 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 1:48 PM to discuss real estate and personnel, pursuant to RCW 42.30.110(c) and 42.30.140(b), duration of twenty-five minutes with no action.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:13 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 – June 10, 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
Planning Analyst - Toews
Minutes Nelson

Guest Speakers: David Goldsmith, Moderator of Commission Retreat

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed. Due to lengthy discussions on the Strategic Plan/Mission Statement, the Monthly Moorage/Marine Trade In-water Work item was moved for placement on the regular meeting agenda.

III. ADJOURNMENT:

The Workshop adjourned at 12:02 PM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend Public Workshop
Wednesday, June 10, 2015, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

Strategic Plan / Mission Statement

- Staff and David Goldsmith have reviewed the results of our last Commission Retreat and have modified the mission, goals and objectives of the strategic plan based on those results. We will further discuss all this in the workshop and make changes as necessary. Copies of the changes have been provided to the Commission.

Monthly Moorage / Marine Trade In-water Work

- At the last commission meeting, the above topic was raised. We will further discuss the current policy and any changes, if needed.

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: June 23, 2015

AGENDA ITEM: V. Second Reading
A. Townsend Bay Lease Termination Agreement

BACKGROUND:

As you recall, Townsend Bay Marine submitted a termination agreement for consideration at the May 27th Commission meeting. Staff has reviewed this document and finds it to be in order. This document, when approved, will be part of the closing documents for the Townsend Bay / Shipwrights Co-op sale agreement.

Executive Director's Recommendation:

Authorize the Executive Director to submit termination agreement to the title company.

PORT OF PORT TOWNSEND

MEETING OF: June 23, 2015

AGENDA ITEM: VI. First Reading
A. Resolution No. 626-15 –
Appointing Investment Officer

BACKGROUND:

To be presented.

Executive Director's Recommendation:

To be placed under Item VII – Potential Immediate Action and approval.

RESOLUTION NO. 626-15

A Resolution of the Commission of the Port of Port Townsend

**RESOLUTION RESCINDING RESOLUTION NO. 597-13
AND AMENDING RESOLUTION NO. 76-90.**

WHEREAS: Resolution No. 76-90 established the purpose of having "Investment Officers", defines the Authority and Duties of such Officers, and appointed Investment Officers and;

WHEREAS: Resolution No. 597-13 is the most recent in a series of Amendments to Resolution No. 76-90, appointing Ms. Amy J. Khile as Investment Officer and;

WHEREAS: Ms. Amy J. Khile, Director of Finance & Administration/Port Auditor, has resigned from the Port of Port Townsend, and had previously been appointed as an "Investment Officer".

NOW, THEREFORE BE IT HEREBY RESOLVED: by the Port Commission of the Port of Port Townsend, that effective June 23, 2015, Resolution No. 597-13 shall be rescinded and Resolution No. 76-90 shall be amended to appoint Ms. S. Abigail Berg, Director of Finance & Administration/Port Auditor, as Investment Officer for the Port of Port Townsend.

ADOPTED this 23rd day of June 2015 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:

Attorney, Goodstein Law Group, PLLC

PORT OF PORT TOWNSEND

MEETING OF: June 23, 2015

AGENDA ITEM: VI. First Reading
B. Resolution No. 627-15 –
Appointing Auditor Officer

BACKGROUND:

To be presented.

Executive Director's Recommendation:

For discussion only.

RESOLUTION NO. 627-15

A Resolution of the Commission of the Port of Port Townsend

**RESOLUTION RESCINDING RESOLUTION NO. 577-12
AND AMMENDING RESOLUTION NO. 79-90**

WHEREAS: Resolution No. 79-90 establishes a need for the position of "Auditing Officer", defining the Authority and Duties of such Officer, and appoints an Auditing Officer, and;

WHEREAS: Resolution No. 577-12 is an Amendment to Resolution No. 79-90 appointing Ms. Amy J, Khile as Auditing Officer, and;

WHEREAS: Ms. Amy J, Khile resigned from the Port of Port Townsend;

NOW, THEREFORE: Effective June 23, 2015, Resolution No. 577-12 shall be rescinded and Resolution No. 79-90 shall be amended to show that Ms. S. Abigail Berg has been appointed as the Auditing Officer of the Port of Port Townsend until further notice.

ADOPTED this 23rd day of June 2015 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:

Port Attorney, Goodstein Law Group, PLLC

PORT OF PORT TOWNSEND

MEETING OF: June 23, 2015

AGENDA ITEM: VI. First Reading
C. BIG Authorizing Resolution No. 628-15

BACKGROUND:

In 2014, the Commission formally authorized staff to prepare an application seeking funding assistance for the Point Hudson Jetty Replacement Project through the Boating Infrastructure Grant (BIG) program administered by the United States Fish and Wildlife Service (USFWS) and the Washington State Recreation and Conservation Office (RCO). The Port was notified in January of this year that \$1,102,811 of its \$1,455,000 requested grant aid had been funded (i.e., approximately 22% of the estimated \$5,000,000 jetty replacement cost).

In May of this year, USFWS amended 50 CFR Part 86 to permit localities to submit BIG funding requests on an annual basis, and permitting the Port to request up to \$1,455,000 in additional funding support in the 2015 grant cycle. BIG Tier II applications (i.e., those exceeding \$100,000) must be submitted by July 1, 2015. The RCO requires that a formal authorizing resolution be included as part of the application submittal.

Staff has prepared a draft of Port Commission Resolution No. 628-15, authorizing application to the State of Washington requesting BIG program funding for the Point Hudson Jetty Replacement Project. Staff anticipates applying for an additional \$1,455,000, 32% of the estimated total project cost. The Port's source of matching funds is the Port of Port Townsend's Operating Reserves Fund.

After application submittal before July 1, RCO will conduct "technical review" in August and provide critical feedback to applicants. Final, revised applications will then be submitted by August 14. Awards are announced in early 2016.

Executive Director's Recommendation: Approve the attached Resolution authorizing staff to submit a grant application to the State of Washington Recreation & Conservation Office for BIG program funding support for the Point Hudson Jetty Replacement project.

RESOLUTION NO. 628-15

A Resolution of the Commission of the Port of Port Townsend

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that:

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

ADOPTED this 23rd day of June 2015, 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:

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

Peter W. Hanke, Secretary

APPROVED AS TO FORM:

Eric R. Toews, Port Attorney

PORT OF PORT TOWNSEND

MEETING OF: June 23, 2015

AGENDA ITEM: VI. First Reading
D. Boat Ramp Bid Results

BACKGROUND:

Bids were received and opened on Friday, June 19, 2015 for the Boat Ramp project. Staff will brief the commission.

Executive Director's Recommendation:

For review and discussion.



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT/ELECTRONIC PAYMENT 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. 054705 through No. 054717 in the amount of \$51,424.74 and Electronic Payment in the amount of \$19,449.45, are approved for payment for a total amount of \$70,874.19 on this 23rd day of June, 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
054715	6/16/2015	PEJ001	Peninsula Credit Union 06152015	6/15/2015	250.00	0.00	250.00
054716	6/16/2015	POR001	Auditor's Revolving Fund 06/15/2015	6/15/2015	36,958.64	0.00	36,958.64
054717	6/16/2015	SPE010	James Speer 06152015	6/15/2015	250.00	0.00	250.00
Report Total:					<u>37,458.64</u>	<u>0.00</u>	<u>37,458.64</u>

Check Entry Number: 001

Check Entry Number: 001

Check Entry Number: 001

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!

EFT ACKNOWLEDGEMENT NUMBER:	270556822967766
------------------------------------	-----------------

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
Taxpayer EIN	xxxxx1024
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q2/2015
Payment Amount	\$18,659.45
Settlement Date	06/17/2015
Subcategories:	
1 Social Security	\$8,701.78
2 Medicare	\$2,035.10
3 Tax Withholding	\$7,922.57



Washington State Department of Retirement Systems
ELECTRONIC PAYMENTS

[My Services](#)
[Payment Advice List](#)
[Help](#)
[Exit](#)

Completed Payment Advice

Employer: PORT TOWNSEND PORT OF
 Report Period: 06/2015
 Retirement Due Date: 7/15/2015
 Payment Status: Submitted (6/16/2015 2:39:23 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		
Deferred Compensation Program Payment				
DCP	950			790.00
		Total Amount for DCP:		790.00
Plan 1 Payments				
PERS	3318			0.00
		Total Amount for Plan 1:		0.00
Plan 2 Payments				
PERS	3318			0.00
		Total Amount for Plan 2:		0.00
Plan 3 Payments				
		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:				790.00
Scheduled Date of Payment (MM/DD/YYYY):				6/18/2015

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



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 054718 through No. 054761 , are approved for payment in the amount of \$49,547.67 on this 23rd day of June , 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
054718	6/23/2015	A+E001	A+ Equipment Rentals, Inc 6/4/15	6/4/2015	54.50	0.00	54.50
							Check Entry Number: 001
054719	6/23/2015	BAN005	Bank of America 06052015	6/5/2015	4,859.19	0.00	4,859.19
							Check Entry Number: 001
054720	6/23/2015	BRO040	Brother's Plumbing, Inc 47130	5/29/2015	160.01	0.00	160.01
							Check Entry Number: 001
054721	6/23/2015	CAP030	Jolene Cap 06162015	6/16/2015	7,290.80	0.00	7,290.80
							Check Entry Number: 001
054722	6/23/2015	CEN030	CenturyLink 06012015	6/1/2015	240.00	0.00	240.00
							Check Entry Number: 001
054723	6/23/2015	CEN035	CenturyLink 06052015	6/5/2015	832.50	0.00	832.50
							Check Entry Number: 001
054724	6/23/2015	CIT010	City of Port Townsend 3154	5/5/2015	2,890.52	0.00	2,890.52
							Check Entry Number: 001
054725	6/23/2015	COA040	Gary Coard 05122015	5/12/2015	230.14	0.00	230.14
							Check Entry Number: 001
054726	6/23/2015	COO050	Cooper Fuel & Auto Repair 097842 98436	6/3/2015 5/28/2015	257.90 678.58	0.00 0.00	257.90 678.58
							Check Entry Number: 001
			Check 054726 Total:		936.48	0.00	936.48
054727	6/23/2015	DMD005	DM Disposal Co., Inc. 06012015	6/1/2015	7,460.23	0.00	7,460.23
							Check Entry Number: 001
054728	6/23/2015	FAM001	Ferguson Enterprises #3007 3387767	6/9/2015	119.33	0.00	119.33
							Check Entry Number: 001
054729	6/23/2015	GOO020	Goodstein Law Group 1201505	6/1/2015	2,400.00	0.00	2,400.00
							Check Entry Number: 001
054730	6/23/2015	HIX060	Joe Hixon 06082015	6/8/2015	11.17	0.00	11.17
							Check Entry Number: 001
054731	6/23/2015	LES050	Les Schwab 3790012289	6/3/2015	49.05	0.00	49.05
							Check Entry Number: 001
054732	6/23/2015	LIC050	Eric Lichty 06082015	6/8/2015	558.98	0.00	558.98
							Check Entry Number: 001
054733	6/23/2015	MOD010	Modern Machinery 2094085 PS	6/4/2015	332.62	0.00	332.62
							Check Entry Number: 001
054734	6/23/2015	MUR002	Murrey's Disposal Co., Inc. 06012015	6/1/2015	674.30	0.00	674.30
							Check Entry Number: 001
054735	6/23/2015	NEL010	Eric Nelson 06072015	6/7/2015	38.25	0.00	38.25
							Check Entry Number: 001
054736	6/23/2015	NWM010	NW Management Consulting, Inc. 165-3-5	6/16/2015	1,896.00	0.00	1,896.00
							Check Entry Number: 001
054737	6/23/2015	OES001	OESD 114 1415001093	6/1/2015	2,003.00	0.00	2,003.00
							Check Entry Number: 001
054738	6/23/2015	OLY001	Olympic Equipment Rentals Inc. 06042015	6/4/2015	410.55	0.00	410.55
							Check Entry Number: 001
054739	6/23/2015	PIL030	Pilohouse Guide 38573	6/3/2015	539.75	0.00	539.75
							Check Entry Number: 001
054740	6/23/2015	PIN010	Pinnacle Investigations Corp 47101	6/17/2015	68.25	0.00	68.25
							Check Entry Number: 001
054741	6/23/2015	PIT001	Pitney Bowes Global Fin. Svcs. 783-JN15 967-JN15	6/13/2015 6/13/2015	453.29 60.42	0.00 0.00	453.29 60.42
							Check Entry Number: 001
			Check 054741 Total:		513.71	0.00	513.71
054742	6/23/2015	PIV001	James M Pivarnik 05312015	5/31/2015	1,047.80	0.00	1,047.80
							Check Entry Number: 001
054743	6/23/2015	POP030	John Pope 06032015	6/3/2015	425.92	0.00	425.92
							Check Entry Number: 001
054744	6/23/2015	POR007	Port Townsend Honda 8390	6/10/2015	28.33	0.00	28.33
							Check Entry Number: 001
054745	6/23/2015	POR050	Port Townsend Shipwrights 12201	6/10/2015	700.00	0.00	700.00
							Check Entry Number: 001
054746	6/23/2015	POW070	Powerplan - OIB 06012015	6/1/2015	7.22	0.00	7.22
							Check Entry Number: 001
054747	6/23/2015	PUD001	Pud District #1 06102015	6/10/2015	21.25	0.00	21.25
							Check Entry Number: 001
054748	6/23/2015	PUD005	PUD #1 of Jefferson County 06032015	6/3/2015	14.18	0.00	14.18
							Check Entry Number: 001
054749	6/23/2015	QUI001	Quill Corporation 4765834	6/3/2015	63.55	0.00	63.55
							Check Entry Number: 001
054750	6/23/2015	QUI010	Quimper Mercantile 06152015	6/15/2015	206.59	0.00	206.59
							Check Entry Number: 001
054751	6/23/2015	REI002	Reid Middleton Co 1505128	6/3/2015	2,510.00	0.00	2,510.00
							Check Entry Number: 001
054752	6/23/2015	ROB040	Mary & George Robinson 06052015	6/5/2015	104.00	0.00	104.00
							Check Entry Number: 001
054753	6/23/2015	SCA030	Scarff 101139	6/11/2015	836.57	0.00	836.57
							Check Entry Number: 001
054754	6/23/2015	SEC010	Security Services 89758	6/1/2015	164.00	0.00	164.00
							Check Entry Number: 001
054755	6/23/2015	SKO000	Skookum Contract Services 9016790	6/5/2015	6,606.08	0.00	6,606.08
							Check Entry Number: 001
054756	6/23/2015	SOU002	Southeast Publications USA, Inc 8058559	6/10/2015	419.00	0.00	419.00
							Check Entry Number: 001
054757	6/23/2015	SPE001	SOS Printing 51830 51854	6/4/2015 6/9/2015	9.81 86.11	0.00 0.00	9.81 86.11
							Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			51855	6/9/2015	81.75	0.00	81.75
			Check 054757 Total:		177.67	0.00	177.67
054758	6/23/2015	TRI020	Chris Trimmingham 06082015	6/8/2015	300.02	0.00	300.02
054759	6/23/2015	TWI001	Spectra Laboratories - Kitsap 1503745	6/9/2015	601.50	0.00	601.50
054760	6/23/2015	WAV040	Wave Broadband 05302015	5/30/2015	685.81	0.00	685.81
054761	6/23/2015	WIM001	Wimactel, Inc 000136925	6/1/2015	58.85	0.00	58.85
			Report Total:		49,547.67	0.00	49,547.67

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



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

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 \$10,121.32 on this 23rd day of June, 2015.


For: Washington State, Department of Revenue
Combined Excise Tax Return – for May, 2015 in the amount of \$10,121.32

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

Amy Khile, Director of Finance and Administration

 Electronic Filing – Washington State	E-file Time: 8:59 AM help ?
My Account Home Account Activity List Server Suggestions Logout	

BOAT HAVEN FUEL DOCK 161-000-044

Confirmation

Confirmation Number	15705519
Tax Registration Number	161000044
Reporting Period	05/2015
Payment Type	EFT Debit
Date and Time Submitted	6/12/2015 8:58:59 AM
Date of Transfer	06/15/2015
Payment Amount	10,121.32
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

**May 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)	143,435.46	0.00	143,435.46	0.0150	2,151.53
0002	Retailing	76,332.73	182.52	76,150.21	0.00471	358.67
		219,768.19	182.52	219,585.67		2,510.20

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	182.52
			182.52

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	76,332.73	1,472.62	74,860.11	0.0650	4,865.91
0005	Use Tax	738.00	0.00	738.00	0.0650	47.97
		77,070.73	1,472.62	75,598.11		4,913.88

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	1,472.62
			1,472.62

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	332.32	0.0250	8.31
0045	1601	PORT TOWNSEND	74,527.79	0.0250	1,863.19
			74,860.11		1,871.50

Local Use Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	738.00	0.0250	18.45
			738.00		18.45

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	31,833.03
			31,833.03

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	31,833.03	0.0200	636.66
			31,833.03		636.66

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	617.22	0.00	617.22	0.05029	31.04
0013	Other Public Service Business	7,247.75	0.00	7,247.75	0.01926	139.59
		7,864.97	0.00	7,864.97		170.63

Summary Section

	Amount
State Business and Occupation Tax Total	2,510.20
State Sales and Use Tax Total	4,913.88
Local and Regional Tax Total	1,889.95
Lodging Tax Total	636.66
Public Utilities Tax Total	170.63
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	10,121.32
Less Total Credits	0.00
Total	10,121.32
Amount Paid	10,121.32
Balance	0.00

Additional Information

Confirmation Number	15705519	Date Printed	6/12/2015
Date and Time Submitted	6/12/2015 8:58:59 AM	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	10,121.32	Phone Number	(360)379-5217
Date To Transfer Payment	6/15/2015	E-Mail Address	donna@portofpt.com
Person Authorizing Payment	Donna Frary		

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

Sales & Excise Tax Distribution

May, 2015

Excise Tax Type	Excise Report Line	Taxable Amount	Deduction Gas Tax on Gal Sold	Excise Tax Distribution										Hotel/Motel Tax		
				Total Tax	PTBH	Workyard	Enviro	Property	Pt Hudson	Quilcene	Ramps	JC/A	Late Fees		Excise Tax	Sales Tax
R&O	13.0180	143,435.46		143,435.46	445.53	845.80	157.37	13.40	545.47	24.50	102.26	0.30	17.11	2,151.64		
Retailing	16.00471	76,332.73	182.62	76,150.21	0.00	197.85	0.00	0.00	153.17	7.84	0.00	0.00	0.00	358.66		
State Sales Tax	17.065	74,860.11		74,860.11										4,865.91		
State Use Tax	18.065	738.00		738.00										47.97		
Local Sales Tax	22.025	74,860.11		74,860.11										1,871.50		
Local Use Tax	23.025	738.00	0.00	738.00										18.45		
State	0.01926	7,247.75	0.00	7,247.75	86.67	13.29			39.00	0.64				139.60		
Water	0.05029	617.22		617.22						31.04				31.04		
Hotel/Motel Tax	36&47.02	31,833.03		31,833.03	532.20	1,056.74	157.37	13.40	737.64	63.82	102.26	0.30	17.11	2,680.84	6,803.83	
				\$ 10,121.32	21.92	21.92	0.00	0.00	22.58	0.00	0.00	0.00	0.00	66.42		

Use Tax

Excise Tax Without Use Tax	2,680.84
Total Return	\$ 10,121.32

**Excise Tax Columns do not have use tax items.

Hotel/Motel Tax #42	
Point Hudson	0.00
Quilcene Nightly RVs	0.00
Lines 36 & 47	0.00

	31,833.03	149.93	31,833.03	2,864.97
Point Hudson RV			31,833.03	2,864.97
Quilcene RV			0.00	
0		0.00		
0				
Quilcene Gasoline	1,472.62	6.08		
Quilcene Diesel	332.32	1.57	332.32	29.91
0				
0				
Parking at JC/A				
Parking/Pt Hudson	675.00	3.18	675.00	60.75
Maps/Copies/Fax				
MISC Taxable Labor/Sales	342.00	1.61	342.00	30.78
SY Washdown				
W/Y Hoist	27,631.51	130.14	27,631.51	2,486.84
SY Hoist	13,889.25	65.42	13,889.25	1,250.03
W/Y Washdown	157.00	0.74	157.00	14.13
Totals:	76,332.73	\$ 182.52	\$ 76,150.21	\$ 6,737.41

Legend:

Excise Tax
Sales Tax Payable
Use Tax
Other Public Services (electric & Water)