



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

Administration: (360) 385-0656

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**Port of Port Townsend
1st Monthly Regular Meeting Agenda
Wednesday, August 12, 2015, 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 – July 22, 2015.....1-3
 - Approval of Special Meeting Minutes – August 6, 2015.....4
 - B. Resolution No. 629-15 – Warrant Cancellation.....5
 - C. Write-off Register.....6
 - D. Operations Reports – July 2015.....7-9
 - E. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. Boat Ramp Update.....10
- VI. First Reading (discussion only)
 - A. Larry Scott Trail.....11
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** Wednesday, August 26, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XII. Executive Session (if called)
- XIII. Adjournment

PORT COMMISSION MEETING– July 22, 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 – Berg
Attorney – O'Malley
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA:

Proposed additions to the agenda include Section VII – Potential Immediate Action, A – **Stormwater Cleaning Contract** and Section XII – Executive Session, A – **Personnel** (Commissioner Clinefelter requested legal counsel and commissioners only), fifteen minute duration 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 – July 8, 2015

Approval of Workshop Minutes – July 8, 2015

B. Approval of Warrants

Warrant #054825 through #054838 in the amount of \$54,919.37 for Payroll & Benefits
Electronic Debit in the amount of \$20,479.20 for Payroll & Benefits

Warrant #054839 through #054893 in the amount of \$162,161.86 for Accounts Payable
Electronic Debit in the amount of \$15,145.34 to WA State Department of Labor &
Industries for 2nd Quarter Tax Return for April – June 2015

Electronic Debit in the amount of \$10,813.82 to WA State Department of Revenue for
Combined Excise Tax Return for June 2015

Commissioner Hanke 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) (1:48):

Rick Jahnke announced he and his wife are working with a group to create a dog park for our area. He said this addition would be a benefit to local tourism. He explained that Whidbey Island, for instance, has dog parks with land donated by local entities and the parks maintained by volunteers. He added that this group is working on establishing a non-profit status and so far have collected about 250 signatures on petitions. He asks the commission to consider any possibilities for a dog park.

Mr. Pivarnik suggested land at the airport (the former Wills House site, approximately 12 acres) might work.

Commissioner Tucker reported he spoke with County Commissioner Kler about a possible Port/County agreement that would provide space.

Jim Todd said he thinks the airport would be an ideal spot for a dog park and thinks it's a good idea to involve other government participation.

V. SECOND READING (Action Items):

A. 2016 Seattle Boat Show (9:40):

Mr. Crockett reminded discussion took place on the Boat Show at the previous meeting. He reminded the deposit is due in August.

Commissioner Hanke moved to authorize staff to reserve booth space and send the deposit for the 2016 Seattle Boat Show.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Commissioner Tucker added that staff and the commission might try to come up with more cost savings. (One staffer in the booth per shift; possibly eliminate the haul out give-away, etc.)

B. Best Management Practices (BMPs) (14:18):

Mr. Crockett discussed how previously, staff and the commission discussed fees and various scenarios on when to start applying those fees. He explained that staff is still “tweaking” the BMP Enforcement Policy. He recommended the commission formally approve the fee structure discussed at the last meeting: \$100 / \$500 / \$1000. Commissioner Clinefelter reported that the marine trades have shown their support for this fee structure.

Commissioner Tucker moved to approve the BMP fee structure as discussed.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

C. Revised 2016 Budget Schedule (16:19):

Ms. Berg informed the attached schedule included some minor changes, including corrections to some of the meeting times and a confirmation that the County Assessor is on the schedule for the September 9, 2015 workshop. Questions and clarifications followed on what the commission might expect on the August 12 budget workshop agenda, and when to expect a draft of the capital facilities plan.

Commissioner Tucker moved to adopt the 2016 Operating Budget Development Schedule.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. Travel Reimbursement Resolution (20:39):

Mr. Crockett informed that the Port does not currently have a Travel Reimbursement Resolution. He explained the Senate just passed a bill to allow Ports to use the State’s per diem schedule. Mr. Crockett said that the Delegation of Authority provides him the authority to initiate use of this schedule. He added Ports are to use the State schedule, effective July 24, 2015.

VII. POTENTIAL IMMEDIATE ACTION ITEMS (22:40):

Mr. Pivarnik is asking for immediate action, adding this job needs to happen in the dry season. He informed the Port is going with the lowest bidder for this maintenance contract – Phoenix Environmental of Tacoma. Mr. Pivarnik received excellent references on this company. He added this is a one-year contract with a one-year option. The contract includes cleaning the 80 catch basins and 3 major vaults. They bid \$28,000 + tax, with the next lowest bid at \$57K. Mr. Pivarnik explained Phoenix Environmental processes their own waste, which allows them to charge less. He discussed the reason this project came about is that many of the Port’s water samples are contaminated by the wastewater sitting in the bottom of the tanks.

Commissioner Clinefelter reconfirmed that the RFP went out in early June and the selection criteria listed seven or so items, cost only being a part of that.

Commissioner Tucker moved to approve placing the Stormwater Cleaning Contract under Immediate Action.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

A. Stormwater Cleaning Contract:

Commissioner Clinefelter asked for more discussion on this. He stated he has strong concerns on how the Port’s Stormwater Permit hinges on the outcome of this job. He said he also has concerns with the scoring matrix, and with the huge difference between the lowest bid and the other three. He expressed the urgency of beginning this work while the weather is dry. He said if the project gets delayed and runs into the rainy season, the cost could increase tremendously.

Commissioner Hanke believes that receiving good references on them from the City of Tacoma and Pierce County Transit is good enough right there.

Commissioner Tucker moved to approve the contract with Phoenix Environmental as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (31:06):

Attorney O’Malley briefed the commission on the status of the Townsend Bay/Shipwrights Co-op transfer papers. He explained how very complex it is and discussed the progress in further details.

Mr. Pivarnik informed that Port staff has talked with the City about the drought situation. He said signs have been posted around the Port asking people to limit their water usage, and maintenance has cut back on using the Port's water truck that is used to keep the dust down.

Mr. Crockett discussed a conversation he had with Cynthia Weed on the IDD levy capacity at the WPPA Port Director's conference.

IX. PUBLIC COMMENTS:

None.

X. COMMISSIONER COMMENTS (45:27):

Commissioner Clinefelter asked about the staff changes within moorage and the yard. Mr. Crockett explained that TJ Quandt was hired for the Assistant Harbormaster position, based out of Point Hudson. He will phase in within the next thirty days so that he can still help in the yard until they find a replacement. Commissioner Clinefelter pointed out the commission approved an extra yard position based on the fact that one staffer was out on medical and it was not known if he would return. He asked since that staffer did return to work, is another hire necessary? Mr. Crockett answered this could be considered, and maybe the Org Chart should be reapproved annually.

Commissioner Tucker discussed the recent Energy Lunch meeting and how a representative from the Department of Commerce discussed clean energy and a local company discussed their boat battery business.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting on Wednesday, August 12, 2015 at 1:00 PM. Public Workshop, including Budget discussion, 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 6:20 PM to discuss a personnel matter, pursuant to RCW 42.30.110, duration of fifteen minutes with no action.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 6:40 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 SPECIAL MEETING– August 6, 2015

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
Attorney – O'Malley
Minutes – Nelson
Excused: Finance Director – Berg

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the special meeting to order at 3:00 PM.

II. TOWNSEND BAY/SHIPWRIGHTS CO-OP AGREEMENT:

Mr. Crockett opened with a quick briefing on the long process and cooperation involved in finalizing the Agreement.

Mr. Pivarnik discussed the three sets of documents presented for commission approval:

1. Consent of Landlord; 2. Landlord Agreement; 3. Shipwrights Co-op Lease.

Discussion ensued on the complicated process and the hard work and collaboration of all parties.

David King, Townsend Bay Marine thanked everyone for their dedication in accomplishing this work.

Chris Brignoli, Shipwrights Co-op, thanked everyone on behalf of the Co-op members. He said they recognize the support they have received from the commission and staff, the community and the attorneys.

Commissioner Tucker moved to approve the “Agreement”, consisting of the three documents presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Attorney O'Malley spoke of the hard work and dedication from Port staff.

III. NEXT MEETING/PUBLIC WORKSHOP: Wednesday, August 12, 2015 - Meeting at 1:00 PM, Public Workshop at 9:30 AM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

IV. ADJOURNMENT:

The Special Meeting adjourned at 3:17 PM with no further business to come before the commission.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

RESOLUTION NO. 629-15

**A Resolution of the Commission of the Port of Port Townsend
Authorizing Warrant Cancellation**

WHEREAS: The Port of Port Townsend issued the following warrant:

Warrant #	Dated	Amount	Issued To:
052817	04/23/2014	\$50.00	Tahoma Sams

WHEREAS: The aforementioned warrant has been lost or destroyed and has not been presented for payment; AND

WHEREAS: RCW 36.22.100 requires that any warrant not presented within one year of issue be canceled by the passage of a resolution of the governing body;

NOW, THEREFORE BE IT RESOLVED: that since the aforementioned warrant has not been presented for payment; said warrant is canceled as of this date.

ADOPTED this **12th day of August 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

ACCOUNTS RECEIVABLE WRITE-OFF/COLLECTION REGISTER

August 12, 2015

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

Account Number	Account Name	TYPE	BALANCE
14935	Cole, Randell	PTBH Moorage	Permanent moorage tenant who left with out notice in November 2014. He was billed for two weeks moorage plus electric used. He has been sent statements, past due letters and phone messages have been left. There has been no response. Recommend doing a write off of the account balance and sending to collections. \$454.50
7015	Elstad, Rod	Work Yard	The boat, Sunset, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account balance and sending to collections. \$2,620.25
26116	Ewald, Steve	Work Yard	The boat, Kindred Spirit, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account balance and sending to collections. \$9,035.19
1500	Hurst, Robert	Work Yard	The boat, Viviance, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account balance and sending to collections. \$5,290.10
5179	Loeks, David	Work Yard	The boat, Orion, went to auction on 7/18/2014 and did not sell. It was open for sealed bids but there has been no interest. Recommend doing a write off of the account. The owner of the boat is in Canada so the account will not go through collections. \$2,908.29
30512	Oswalt, Ryan	Work Yard	The boat Aries did not sell at auction on 12/5/2014 but did sell to the highest bidder by closed bid on 1/27/2015. However the winning bid did not cover the balance on the account. Recommend doing a write off of the account balance and sending to collections. \$1,566.74
14810	Stallman, Ryan	PTBH Moorage	Permanent moorage tenant who left mid-month June 2014. He had a balance on the account and promised to make payments when he was originally contacted. He has defaulted on the promise. He has been sent statements, past due letters and phone message have been left. There has been no response. Recommend doing a write off of the account balance. \$109.45

S. Abigail Berg
Director of Finance & Admin.

Port Attorney

Larry Crockett
Executive Director

Stephen R. Tucker
President

Brad A Clinefelter
Vice - President

Peter W. Hanke
Secretary

DATE: _____

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: JULY 2015

DATE: 8/6/2015

MONTHLY PERMS: 376

MONTHLY GUESTS: 24

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' 35	35	0	100%
27' 11	10	1	91%
30' 105	103	2	98%
35' 24	23	1	96%
40' 44	42	2	95%
45' 41	40	1	98%
50' 32	31	1	97%
OVER 52' 7	7	0	100%
TOTAL: 299	291	8	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. 1455	1440	99%
TOTAL: 3806	3656	AVG: 99%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	799	497	2741
CREDIT SYSTEM:	39	36	215
TEMP TIE UP:	42	35	92
FREE NIGHTS:	4	3	10
PTYC:	45	20	95
RAMP/DAILY:	420	115	821
RAMP/ANNUAL:	59	52	374
RAMP NOT PAID:	9	10	31

WAIT LISTS	
25' PLEA:	14
27' PLEA:	0
30' PLEA:	51
35' PLEA:	33
40' PLEA:	46
45' PLEA:	21
50' PLEA:	18
OVER 52':	9
OVERWID	0
30' COMM.	0
40' COMM.	0
50' COMM:	1

TOTAL OCCUPANCY %: 97%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2015

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS

	2011		2012		2013		2014		2015		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	32	32	28	28	58	58	53	53	83	83	JAN
FEB	77	109	96	124	80	138	57	110	104	187	FEB
MAR	178	287	73	197	95	233	77	187	101	288	MAR
APRIL	180	467	240	437	159	392	209	396	163	451	APRIL
MAY	618	1085	541	978	605	997	585	981	619	1070	MAY
JUNE	582	1667	749	1727	606	1603	520	1501	537	1607	JUNE
JULY	1079	2746	1035	2762	1089	2692	993	2494	1018	2625	JULY
AUG	1131	3877	1178	3940	1188	3880	996	3490			AUG
SEPT	838	4715	831	4771	899	4779	778	4268			SEPT
OCT	154	4869	175	4946	214	4993	120	4388			OCT
NOV	58	4927	86	5032	138	5131	114	4502			NOV
DEC	54	4981	65	5097	64	5195	52	4554			DEC

RV NIGHTLY GUEST NIGHTS

	2011		2012		2013		2014		2015		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	173	173	176	176	180	180	285	285	304	304	JAN
FEB	214	387	221	397	261	441	150	435	291	595	FEB
MAR	239	626	229	626	359	800	249	684	244	839	MAR
APRIL	341	967	445	1071	209	1009	546	1230	652	1491	APRIL
MAY	717	1684	638	1709	637	1646	706	1936	955	2446	MAY
JUNE	713	2397	645	2354	910	2556	1015	2951	1036	3482	JUNE
JULY	1215	3612	1247	3601	1275	3831	1169	4120	1202	4684	JULY
AUG	1257	4869	1300	4901	1293	5124	1228	5348			AUG
SEPT	1062	5931	1076	5977	1079	6203	1120	6468			SEPT
OCT	501	6432	580	6557	694	6897	796	7264			OCT
NOV	258	6690	290	6847	352	7249	432	7696			NOV
DEC	176	6866	246	7093	165	7414	269	7965			DEC

PERMANENT & SEASONAL TENANT SUMMARY

	AVAIL/GOAL		OCCUPIED		%
LTD ACCESS MOORAGE	40	SLIPS	37		93%
COMMERCIAL MOORAGE	850	FEET	745		88%
SEASONAL MOORAGE	32	SLIPS	0		0%
SEASONAL RV'S	10	SITES	8	3	80%
UNDESIRABLE	1	SLIPS	0	3	0%

STORAGE OPERATIONS REPORT						DATE: 8/7/2015			
July-15									
	JUL 2012	JUL 2013	JUL 2014	JUL 2015	2012 YEAR TO DATE	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	REMARKS
HAUL-OUT									
BOAT YARD - OUT	79	83	90	78	461	460	419	494	
BOAT YARD - IN	42	78	97	80	470	440	493	487	
67% RE-BLOCK	4	2	2	5	22	37	45	32	
40% INSPECTION	2	5	11	3	14	20	23	15	
OTHER	1	2	1	4	16	17	29	29	
SUB TOTAL	178	170	201	170	953	974	1059	1057	
SHIP - OUT	10	9	11	5	88	102	82	78	
SHIP - IN	7	13	14	9	87	93	86	77	
SHIP - RE-BLOCK	0	0	1	1	8	1	7	6	
SHIP-INSPECTION	0	0	0	1	0	3	4	2	
SHIP - OTHER	0	0	0	1	2	5	0	2	
SUB TOTAL	17	24	25	17	185	207	174	165	
TOTAL	195	194	227	187	1168	1177	1263	1222	
STORAGE									
PTBH - START	81	72	70	87					
PTBH - END	70	74	68	68					
PTBH-O.P.P.	19	2	25	19					
SHIP-START	9	15	16	19					
SHIP-END	8	11	14	11					
SHIP-O.P.P.	2	1	1	1					
PERMS/FREE	0	0	0	0					PERMS
FREE DAYS									PAID R/T
PTBH lineal feet									
SHIP lineal feet									
Longterm Storage									BOATS
LONGTERM linear									
					OFF PORT PROPERTY				
					STEPHENS - 0				
					GOLD STAR - 4				
					HAVEN - 2				
					PT CO-OP - 6				
					FLY - 1				
					TBM - SHIP 1SM 4				
					STEPHENS - 0				
					CUNNINGHAM - 1				
					STEELHEAD - 1				
JCIA OPERATIONS REPORT									
HANGERS	13	13	12	12					
TIE DN - PAVED	2	2	2	2					
TIE DN - GRASS	2	0	0	0					
TIE DN - NIGHTLY	25	13	6	28					
W/L - HANGERS	2	0	0	0					

PORT OF PORT TOWNSEND

MEETING OF: August 12, 2015

AGENDA ITEM: V. Second Reading
A. Boat Ramp Update

BACKGROUND:

Staff has completed all of the design work needed on the ramp in order to scale down the project to fit into our budget. The biggest change to the design is the fact that the existing ramp will remain as it is, at an elevation of -4 and the new portion will also be at a -4. In addition, in order to alleviate the need to bring in a barge to drive piles, the handling float will be located on the southern side of the ramp allowing all work to be completed from the parking area. This also has a positive effect on over wide, relatively light boats (catamarans and trimarans) that could be launched at the ramp location.

We went out to bid on Friday, August 7, 2015 with bids due on August 26. We anticipate work to be completed by Feb 15, 2016.

We have obtained all federal and state permits and should have the substantial development permit in place by the time of this meeting. The next step is a building permit that will be applied for as soon as the substantial development permit is in place.

Executive Director's Recommendation:

For information and discussion.

PORT OF PORT TOWNSEND

MEETING OF: August 12, 2015

AGENDA ITEM: VI. First Reading
A. Larry Scott Trail

BACKGROUND:

The Port and City of Port Townsend executed the Kah Tai Agreement two years ago. In addition to the swap of properties, there were a number of other elements. One element was to reroute the Larry Scott Trail to the original designated path along Sims Way outside the Port's perimeter fence, continuing on around the wetland west of the shipyard, and then connecting up with the existing Larry Scott Trail.

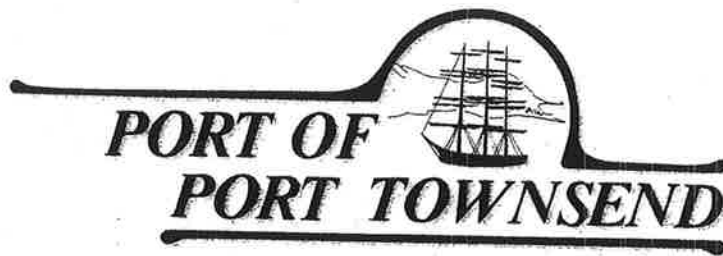
The idea is to direct some or hopefully most of the Larry Scott Trail traffic around the shipyard/industrial area, thereby making for a safer environment.

Recently Port staff, Commissioner Tucker, the City Mayor and representatives of the Trails Coalition met to discuss the potential project. Before moving forward – staff would like to make sure this is a Commission priority, as significant staff time will be required to explore/plan the project.

If the project gets to the funding stage, there are grants available from the State but requiring, for the most part, a 50% match. However, staff is not comfortable with promising Port funding until our 2016 budget is complete and our Capital Facilities Plan is completed.

Executive Director's Recommendation:

For discussion and direction as appropriate.



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

Administration: (360) 385-0656

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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. 054894 through No. 054910 in the amount of \$100,661.89 and Electronic Payment in the amount of \$47,894.30, are approved for payment for a total amount of \$148,556.19 on this 12th day of August, 2015.

For: Payroll and Benefits

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

S. Abigail Berg, 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	
054905	7/31/2015	NOR020	Northwest Administrators, Inc.				Check Entry Number: 001	
			07/31/2015	7/31/2015	26,592.30	0.00	26,592.30	
054906	7/31/2015	PEJ001	Peninsula Credit Union				Check Entry Number: 001	
			07/31/2015	7/31/2015	250.00	0.00	250.00	
054907	7/31/2015	POR001	Auditor's Revolving Fund				Check Entry Number: 001	
			07/31/2015	7/31/2015	40,860.24	0.00	40,860.24	
054908	7/31/2015	SPE010	James Speer				Check Entry Number: 001	
			07/31/2015	7/31/2015	250.00	0.00	250.00	
054909	7/31/2015	TEA001	Teamsters Local 589				Check Entry Number: 001	
			07/31/2015	7/31/2015	1,185.00	0.00	1,185.00	
054910	7/31/2015	WA0801	State of Washington				Check Entry Number: 001	
			07/31/2015HCA	7/31/2015	15,463.82	0.00	15,463.82	
Report Total:					84,601.36	0.00	84,601.36	

Manual Check and Payment Register
Journal Posting Date: 7/31/2015
Register Number: MC-000062

Port of Port Townsend (PTA)

Bank: K KITSAP BANK							
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount	
W00008 Check Comment: CKW0000801	7/31/2015 PERS 07/2015	WA1801	State of Washington			25,401.52	
	7/31/2015		25,401.52				
	G/L Account: 213-5400-00		PERS PLAN II PAYABLE	0.00			
	G/L Account: 213-5450-00		PERS PLAN III PAYABLE		7,350.95		
	G/L Account: 781-2400-30		EE BENEFITS - HCA / DRS		1,620.93		
	Check W00008 Total:		25,401.52	0.00	16,429.64		
W00009 Check Comment: CKW0000901	7/31/2015 DC 7/15/15 - 7/31/15	WA0302	State of Washington		25,401.52	25,401.52	
	7/31/2015		1,040.00			1,040.00	
	G/L Account: 213-5500-00		EE DEFERRED COMP PAYABLE	0.00			
W00010 CKW0001001	7/31/2015	AFL010	AFLAC		1,040.00		
	7/31/2015		783.75			783.75	
	G/L Account: 213-6200-00		EMPLOYEE DEDUCTION - INSURANCE	0.00			
	Bank K Total:		27,225.27	0.00	783.75		
					27,225.27	27,225.27	

Manual Check and Payment Register
Journal Posting Date: 7/31/2015
Register Number: MC-000062

Port of Port Townsend (PTA)

Bank: U Union Bank

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W00011	7/31/2015	INT030			
Check Comment: CKW0001101	Payroll Taxes 7/15/15 - 7/31/15	Internal Revenue Service			20,669.03
	7/31/2015	20,669.03			
G/L Account: 213-6000-00		PAYROLL TAXES PAYABLE	0.00	20,669.03	
Bank U Total:		20,669.03	0.00	20,669.03	20,669.03
Report Total:		47,894.30	0.00	47,894.30	47,894.30



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. 054911 through No. 054981, are approved for payment in the amount of \$80,895.62 on this 12th day of August, 2015.

For: **Accounts Payable**

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

S. Abigail Berg, 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	
054911	8/12/2015	A+E001	A+ Equipment Rentals, Inc					Check Entry Number: 001
			36707	7/2/2015	168.95	0.00	168.95	
054912	8/12/2015	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			53450	7/13/2015	58.86	0.00	58.86	
			53481	7/13/2015	30.06	0.00	30.06	
			53670	7/15/2015	14.43	0.00	14.43	
			53978	7/17/2015	571.06	0.00	571.06	
			54542	7/23/2015	2,317.78	0.00	2,317.78	
			54917	7/28/2015	22.56	0.00	22.56	
			55084	7/29/2015	5.97	0.00	5.97	
			Check 054912 Total:		3,020.72	0.00	3,020.72	
054913	8/12/2015	AMB001	AMB Tools & Equipment Co					Check Entry Number: 001
			T304777	7/27/2015	861.77	0.00	861.77	
054914	8/12/2015	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			07/28/2015	7/28/2015	436.03	0.00	436.03	
054915	8/12/2015	CAI040	AI Cairns					Check Entry Number: 001
			07312015	7/31/2015	225.50	0.00	225.50	
054916	8/12/2015	CAR001	Carl's Building Supply					Check Entry Number: 001
			1507764764	7/6/2015	23.21	0.00	23.21	
			1507-765265	7/8/2015	89.16	0.00	89.16	
			1507-765538	7/9/2015	24.66	0.00	24.66	
			1507-765810	7/10/2015	61.52	0.00	61.52	
			1507-768201	7/21/2015	87.06	0.00	87.06	
			1507-768753	7/23/2015	47.52	0.00	47.52	
			Check 054916 Total:		333.13	0.00	333.13	
054917	8/12/2015	CEM050	CEMEX					Check Entry Number: 001
			9431352276	7/20/2015	65.79	0.00	65.79	
054918	8/12/2015	CEN040	CENTURYLINK					Check Entry Number: 001
			1346457389	7/16/2015	2,811.35	0.00	2,811.35	
054919	8/12/2015	CIT001	City Of Port Townsend					Check Entry Number: 001
			07/31/2015	7/31/2015	11,189.45	0.00	11,189.45	
054920	8/12/2015	CLI070	Brad Clinefelter					Check Entry Number: 001
			07312015	7/31/2015	92.00	0.00	92.00	
054921	8/12/2015	COO015	Cooper Capital					Check Entry Number: 001
			07/28/2015	7/28/2015	6,405.31	0.00	6,405.31	
054922	8/12/2015	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			087998	7/8/2015	2,481.50	0.00	2,481.50	
			088676	8/4/2015	1,064.25	0.00	1,064.25	
			098436.2	8/28/2015	678.58	0.00	678.58	
			Check 054922 Total:		2,867.17	0.00	2,867.17	
054923	8/12/2015	CRO001	Lawrence C Crockett					Check Entry Number: 001
			07/31/2015	7/31/2015	970.64	0.00	970.64	
054924	8/12/2015	DEP002	Department of Health					Check Entry Number: 001
			25931 U	7/31/2015	248.90	0.00	248.90	
054925	8/12/2015	DLL010	D L Logos					Check Entry Number: 001
			1130	7/27/2015	124.17	0.00	124.17	
054926	8/12/2015	DMD005	DM Disposal Co. Inc.					Check Entry Number: 001
			08/01/2015	8/1/2015	7,295.56	0.00	7,295.56	
054927	8/12/2015	EDE005	Edensaw Woods, LTD					Check Entry Number: 001
			00299969-001	7/28/2015	52.70	0.00	52.70	
054928	8/12/2015	FER001	Ferrellgas					Check Entry Number: 001
			07/26/2015	7/26/2015	217.37	0.00	217.37	
054929	8/12/2015	GOO002	Good Man Inc.					Check Entry Number: 001
			82598	7/27/2015	164.92	0.00	164.92	
			82801	8/1/2015	561.96	0.00	561.96	
			Check 054929 Total:		726.88	0.00	726.88	
054930	8/12/2015	GOO020	Goodstein Law Group					Check Entry Number: 001
			1201507	8/4/2015	4,574.20	0.00	4,574.20	
054931	8/12/2015	GOS050	Jason Goss					Check Entry Number: 001
			07312015	7/31/2015	220.10	0.00	220.10	
054932	8/12/2015	HAD001	Hadlock Building Supply					Check Entry Number: 001
			07/25/2015	7/25/2015	38.31	0.00	38.31	
054933	8/12/2015	HEN002	Henery Hardware					Check Entry Number: 001
			543855	6/26/2015	207.71	0.00	207.71	
			543856	6/26/2015	55.47	0.00	55.47	
			544027	6/29/2015	31.58	0.00	31.58	
			544178	6/30/2015	64.09	0.00	64.09	
			544243	7/1/2015	27.86	0.00	27.86	
			544294	7/1/2015	42.26	0.00	42.26	
			544300	7/1/2015	17.27	0.00	17.27	
			544402	7/2/2015	1,078.62	0.00	1,078.62	
			544755	7/7/2015	43.56	0.00	43.56	
			544758	7/7/2015	8.27	0.00	8.27	
			544886	7/8/2015	112.24	0.00	112.24	
			544935	7/8/2015	14.79	0.00	14.79	
			544997	7/9/2015	13.07	0.00	13.07	
			545074	7/9/2015	44.18	0.00	44.18	
			545135	7/10/2015	5.21	0.00	5.21	
			545352	7/13/2015	45.76	0.00	45.76	
			545422	7/14/2015	43.56	0.00	43.56	
			545426	7/14/2015	15.98	0.00	15.98	
			545431	7/14/2015	56.22	0.00	56.22	
			545471	7/14/2015	19.61	0.00	19.61	

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			545510	7/15/2015	19.59	0.00	19.59	
			545532	7/15/2015	3.26	0.00	3.26	
			545572	7/15/2015	52.30	0.00	52.30	
			546026	7/21/2015	1,372.79	0.00	1,372.79	
			546057	7/21/2015	32.68	0.00	32.68	
			546065	7/21/2015	7.37	0.00	7.37	
			546071	7/21/2015	19.60	0.00	19.60	
			546151	7/22/2015	6.53	0.00	6.53	
			546173	7/22/2015	10.43	0.00	10.43	
			546201	7/22/2015	50.10	0.00	50.10	
			546265	7/23/2015	31.76	0.00	31.76	
			546275	7/23/2015	10.33	0.00	10.33	
			546306	7/23/2015	300.03	0.00	300.03	
			546359	7/24/2015	53.76	0.00	53.76	
			Check 054933 Total:		3,917.84	0.00	3,917.84	
054934	8/12/2015	HIL050	Myron Hillman	8/1/2015	1,275.00	0.00	1,275.00	Check Entry Number: 001
			08/01/2015					
054935	8/12/2015	ICS001	ICS Support, Inc.	7/31/2015	170.00	0.00	170.00	Check Entry Number: 001
			0055145-IN	7/31/2015	2,500.00	0.00	2,500.00	
			0055160-IN					
			Check 054935 Total:		2,670.00	0.00	2,670.00	
054936	8/12/2015	JAM020	Garry James	7/20/2015	21.00	0.00	21.00	Check Entry Number: 001
			07/20/2015					
054937	8/12/2015	JC0003	Jefferson County - Public Work	8/3/2015	760.18	0.00	760.18	Check Entry Number: 001
			08/03/2015					
054938	8/12/2015	KEN010	Kendrick Equipment LTD	7/16/2015	149.38	0.00	149.38	Check Entry Number: 001
			U2689					
054939	8/12/2015	KNO020	Ron Knoebel	7/17/2015	398.10	0.00	398.10	Check Entry Number: 001
			07/17/2015					
054940	8/12/2015	LEA040	Leavitt Machinery	7/28/2015	576.75	0.00	576.75	Check Entry Number: 001
			I99185					
054941	8/12/2015	LES050	Les Schwab	8/3/2015	12.01	0.00	12.01	Check Entry Number: 001
			37900130404					
054942	8/12/2015	MAR070	Rob Marean	5/13/2015	85.52	0.00	85.52	Check Entry Number: 001
			05/13/2015					
054943	8/12/2015	MCS050	Mc Squared, Inc	7/30/2015	3,040.00	0.00	3,040.00	Check Entry Number: 001
			14005					
054944	8/12/2015	MUR002	Murrey's Disposal Co., Inc.	8/1/2015	208.82	0.00	208.82	Check Entry Number: 001
			4072616					
054945	8/12/2015	NEL001	Sue Nelson	7/31/2015	24.15	0.00	24.15	Check Entry Number: 001
			07/31/2015					
054946	8/12/2015	NOR002	Northwest Marine Trade Assn	7/27/2015	487.50	0.00	487.50	Check Entry Number: 001
			07/27/2015					
054947	8/12/2015	OLY001	Olympic Equipment Rentals Inc	7/10/2015	218.00	0.00	218.00	Check Entry Number: 001
			81238					
054948	8/12/2015	OLY002	SupplyWorks	7/1/2015	523.16	0.00	523.16	Check Entry Number: 001
			341014090	7/8/2015	633.91	0.00	633.91	
			341495596	7/8/2015	218.80	0.00	218.80	
			341495604	7/16/2015	439.51	0.00	439.51	
			342215142	7/16/2015	204.67	0.00	204.67	
			342215159	7/22/2015	417.23	0.00	417.23	
			342670031	7/22/2015	459.52	0.00	459.52	
			342670049					
			Check 054948 Total:		2,896.80	0.00	2,896.80	
054949	8/12/2015	PAC004	Pacific Office Equipment Co	7/31/2015	565.48	0.00	565.48	Check Entry Number: 001
			07/31/2015					
054950	8/12/2015	PAC005	PESCO	7/31/2015	550.00	0.00	550.00	Check Entry Number: 001
			20888					
054951	8/12/2015	PAP020	Pape Material Handling Exchang	7/28/2015	148.85	0.00	148.85	Check Entry Number: 001
			7480631					
054952	8/12/2015	PEN030	Peninsula Paint Co.	7/1/2015	85.86	0.00	85.86	Check Entry Number: 001
			F0116626	7/1/2015	9.35	0.00	9.35	
			F0116627	7/8/2015	281.12	0.00	281.12	
			F0116931	7/22/2015	57.21	0.00	57.21	
			F0117508	8/4/2015	49.88	0.00	49.88	
			F0118034					
			Check 054952 Total:		483.42	0.00	483.42	
054953	8/12/2015	PET080	Scott Petrie	7/17/2015	45.00	0.00	45.00	Check Entry Number: 001
			07/17/2015					
054954	8/12/2015	PLA040	PLATT	7/25/2015	191.30	0.00	191.30	Check Entry Number: 001
			H299991					
054955	8/12/2015	POR005	Port Townsend Leader	7/29/2015	46.00	0.00	46.00	Check Entry Number: 001
			07/29/2015					
			07/31/2015		610.50	0.00	610.50	
			Check 054955 Total:		656.50	0.00	656.50	
054956	8/12/2015	POW050	William Powell	7/30/2015	104.00	0.00	104.00	Check Entry Number: 001
			07/30/2015					
054957	8/12/2015	PUD001	Pud District #1	7/15/2015	9,014.41	0.00	9,014.41	Check Entry Number: 001
			07/15/2015					
054958	8/12/2015	PUD005	PUD #1 of Jefferson County	7/15/2015	492.50	0.00	492.50	Check Entry Number: 001
			07/15/2015					
054959	8/12/2015	REI002	Reid Middleton Co					Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			1507146	8/3/2015	1,537.50	0.00	1,537.50
054960	8/12/2015	SEC010	Security Services				Check Entry Number: 001
			90404	8/1/2015	164.00	0.00	164.00
054961	8/12/2015	SHA070	Steve Shafer				Check Entry Number: 001
			07/22/2015	7/22/2015	120.00	0.00	120.00
054962	8/12/2015	SHO010	Shold Excavating Inc				Check Entry Number: 001
			32363	7/15/2015	36.79	0.00	36.79
			32380	7/16/2015	311.65	0.00	311.65
			Check 054962 Total:		348.44	0.00	348.44
054963	8/12/2015	SIG020	The Station Signs & Screen Printing				Check Entry Number: 001
			1507050	7/23/2015	327.00	0.00	327.00
054964	8/12/2015	SON050	Sonsray Machinery LLC				Check Entry Number: 001
			P09095-08	7/31/2015	239.61	0.00	239.61
054965	8/12/2015	SPE001	SOS Printing				Check Entry Number: 001
			52125	7/15/2015	316.10	0.00	316.10
			52126	7/15/2015	2.35	0.00	2.35
			52133	7/15/2015	300.55	0.00	300.55
			52135	7/15/2015	340.60	0.00	340.60
			52181	7/22/2015	197.19	0.00	197.19
			Check 054965 Total:		1,156.79	0.00	1,156.79
054966	8/12/2015	STA005	Staples Credit Plan				Check Entry Number: 001
			07/15/2015	7/15/2015	247.20	0.00	247.20
054967	8/12/2015	STU008	Stusser Electric Co				Check Entry Number: 001
			0929-468004	7/14/2015	500.65	0.00	500.65
054968	8/12/2015	TAY020	Bill & Margaret Taylor				Check Entry Number: 001
			07/31/2015	7/31/2015	40.00	0.00	40.00
054969	8/12/2015	THE020	Thermo Fluids, Inc.				Check Entry Number: 001
			IN.2756990	7/15/2015	615.70	0.00	615.70
054970	8/12/2015	TUC050	Stephen Tucker				Check Entry Number: 001
			07/31/2015	7/31/2015	25.81	0.00	25.81
054971	8/12/2015	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			15-05340	7/30/2015	69.00	0.00	69.00
054972	8/12/2015	ULI040	ULINE				Check Entry Number: 001
			69304952	7/24/2015	193.06	0.00	193.06
054973	8/12/2015	UNI001	United Rentals Northwest, Inc.				Check Entry Number: 001
			130094485-001	7/23/2015	1,168.15	0.00	1,168.15
054974	8/12/2015	UPS020	The UPS Store				Check Entry Number: 001
			07/31/2015	7/31/2015	17.51	0.00	17.51
054975	8/12/2015	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9749053900	7/15/2015	232.51	0.00	232.51
054976	8/12/2015	WA1904	WA State Dept of Transportation				Check Entry Number: 001
			LTAP6/16/15	6/15/2015	150.00	0.00	150.00
054977	8/12/2015	WAS003	Washington Public Ports Assn.				Check Entry Number: 001
			015-571	8/1/2015	265.00	0.00	265.00
054978	8/12/2015	WAS014	Washington Dept of Fish				Check Entry Number: 001
			07/15/2015	7/15/2015	150.00	0.00	150.00
054979	8/12/2015	WAS016	Washington Tractor, Inc.				Check Entry Number: 001
			799541	7/17/2015	665.17	0.00	665.17
054980	8/12/2015	WAS030	Washington Trust				Check Entry Number: 001
			07/31/2015	7/31/2015	100.00	0.00	100.00
054981	8/12/2015	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			07/25/2015	7/25/2015	624.01	0.00	624.01
			Report Total:		80,895.62	0.00	80,895.62

Daily Transaction Register

Port of Port Townsend (PTA)

Postings For: 8/12/2015

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CD-000569	211-0000-00	WARRANTS PAYABLE		80,895.62
		A/P CHECK REGISTER		
	212-0000-00	ACCOUNTS PAYABLE	80,895.62	
		A/P CHECK REGISTER		
Journal 000569 Totals:			80,895.62	80,895.62
Source CD Totals:			80,895.62	80,895.62
8/12/2015 Totals:			80,895.62	80,895.62
Report Totals:			80,895.62	80,895.62



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 material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. **054620** in the amount of **\$89.57**, is declared **void** on this on this **12th** day of **August, 2015**.

For: **Accounts Payable**

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register
Journal Posting Date: 7/30/2015
Register Number: MC-000061

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
054620	REV 5/27/2015	TWE040 Sandra Tweed			89.57-
Check Comment: Cust. refunded via CC dispute					
CK05462001					
	5/27/2015	89.57-	0.00		
G/L Account:	112-1000-00	ACCOUNTS RECEIVABLE - TENANTS		89.57-	
	Bank W Total:	89.57-	0.00	89.57-	89.57-
	Report Total:	89.57-	0.00	89.57-	89.57-