



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 Meeting Agenda
Wednesday, August 26, 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 – August 12, 2015.....1-3
 - Approval of Public Workshop Minutes – August 12, 2015.....4-5
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
 - A. 2016 Budget and Capital Facilities Plan.....6
- VI. First Reading (discussion only)
 - A. Banking Institution Reductions.....7
 - B. Fort Worden Bluff Stabilization.....8
 - C. Personnel Survey.....9
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: Wednesday, September 9, 2015 – meeting at 1:00 PM, public workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session – (if called)
- XIII. Adjournment

PORT COMMISSION MEETING– August 12, 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 1:00 PM.

II. APPROVAL OF AGENDA:

Proposed additions to the agenda include VII-Potential Immediate Action, A - Quilcene Waste Water Project, and XII-Executive Session, A - Personnel, duration of thirty minutes, no decisions.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:20):

- A. Approval of Meeting Minutes – July 22, 2015
- Approval of Special Meeting Minutes – August 6, 2015
- B. Resolution No. 629-15 – Warrant Cancellation
- C. Write-off Register
- D. Operations Report – July 2015
- E. Approval of Warrants

Warrant #054894 through #054910 in the amount of \$100,661.89 for Payroll & Benefits
Electronic Payment in the amount of \$47,894.30 for Payroll & Benefits
Warrant #054911 through #054981 in the amount of \$80,895.62 for Accounts Payable
Warrant #054620 as a VOID

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) (2:28):

Bertram Levy presented a chart on water usage at the boat ramp wash down area. He explained he recently observed a person with no boat, washing their car there. His chart compared water usage from that meter for May, June and July of 2014 and 2015. Mr. Levy asked the commission to consider a coin-operated system for water usage at the wash down area.

V. SECOND READING (Action Items):

A. Boat Ramp Update (9:48):

Mr. Pivarnik informed the commission a request for bids on the boat ramp project went out last week, with bids due August 26, 2015. He discussed the streamlined changes made to the plans by the engineers. Mr. Pivarnik reported this is now estimated to be a \$375K job. Mr. Crockett added the maximum amount the Port can receive from the grant is \$330K (75% of project cost). Mr. Pivarnik added he expects to receive the letter from the hearing examiner in the next day or two, and then staff would apply for City permits. Target date for construction to begin is December.

VI. FIRST READING (Discussion Only):

A. Larry Scott Trail (12:27):

Mr. Crockett reported the reason for placing this on today’s agenda resulted from an article in Tuesday’s Peninsula Daily News. He then explained that in the Kah Tai transfer deal between the City and the Port, the relocation of the Larry Scott Trail was a condition to be reexamined in the future. Mr. Crockett briefed on the history of why the trail was built in the shipyard area, rather than the original plans to bring it behind the PT Brewery and up around the bluff by the Port’s maintenance shop. Representatives of the Trails Coalition, along with Mayor David King recently met with staff on how to move the relocation project forward. Mr. Crockett explained to the commission that if the Port assists the Coalition, it would involve staff time and money. He added there is grant

money available, but most require a 50% match. He said the Coalition is willing to pursue the grants. He does not know if a donation of some of the property by the Port would qualify as part of the match. Possible funding could come from other sources, such as the City and others as well. Mr. Crockett stated the Coalition would like permission to go back along the bluff and cut back the berry bushes and brambles to see how feasible this area would be for trail relocation. Discussion ensued on who is responsible for maintaining the trail (the City and County), dust and traffic in the shipyard, insurance coverage for trail volunteers, engineering and surveying of the bluff, and the possible unlocking of the City's restrooms at the Kah Tai entrance since cars would be directed to park at the Park & Ride.

Trails Coalition Vice President, Jeff Selby reported they have insurance coverage for trail volunteers. He also said they adhere to the National Standards for trails, which regulate trail grades and ADA accessibility.

Port staff will supply the Trails Coalition with a map of the subject area and once the weeds are cut back, Coalition reps will present a feasibility report to the commissioners.

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. Quilcene Waste Water Project (28:50):

Commissioner Tucker explained the Quilcene Waste Water project was discussed at this morning's workshop. Mr. Crockett has asked for commission approval to draft a letter to the County Commissioners from the Port Commissioners asking them to reopen, move forward, and to make the previously approved PIF money available for the Quilcene Waste Water Project. He also suggests adding to the letter that the County provide a status report to the commission by the August 26 Port Commission meeting.

Commissioner Tucker moved to approve this item for immediate action.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Commissioner Tucker moved to authorize the Executive Director to draft a letter to the County Commissioners from the Port Commissioners as discussed.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (31:07):

Ms. Nelson announced there are now 14 or 15 boats up for sale on the Port's website. These are boats that did not sell at auction.

Mr. Crockett stated he would attend the PRTPO TAC meeting on August 20. He reported he intends on filling the yard position vacated by TJ Quandt due to his new position. The new hire will be a beginning lift operator and a current staffer will move up in his position. Staff received feedback from the marine trades expressing the need for a full yard crew.

IX. PUBLIC COMMENTS (34:16):

John Zimmer commented on the Larry Scott Trail relocation.

Bertram Levy hopes it will not take long to resolve the wash down water over-usage.

Linda Herzog thanked the commission and staff for moving forward on the Quilcene Waste Water project. She added this system would provide economic stability for the South County.

X. COMMISSIONER COMMENTS (37:11):

Commissioner Clinefelter asked Ms. Berg if maintenance expenses could be consolidated into the 2016 budget for easier tracking. He then said he believes Mr. Levy's idea of using a coin-operated system for the wash down area is a good idea. Mr. Crockett stated he is ready to shut the water off during this drought. Commissioner Tucker said a responsible boat ramp should provide a wash down area so that boaters can wash off any invasive species to avoid transporting them to another location.

Commissioner Clinefelter asked for the quarterly update from Team Jefferson, which was due in June.

Commissioner Hanke said he this is a great time to move forward on the Quilcene Waste Water Project. He announced that he would be absent from the August 26, 2015 commission meeting.

Commissioner Tucker provided an update on the Jefferson Energy Lunch group. He reported that Brian Young from the WA State Department of Commerce became a sponsor of the local group because he enjoyed the programs so much.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, August 26, 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 (Commission, Legal Counsel and Executive Director Crockett), at 1:46 PM to discuss a personnel matter, pursuant to RCW 42.30.110, duration of thirty minutes with no action.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:30 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

PORT COMMISSION PUBLIC WORKSHOP – August 12, 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 – Berg
Planning Analyst - Toews
Minutes Nelson

Guest Speaker: Linda Herzog, Quilcene Waste Water Project

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

Speakers from the audience included:

Quilcene Waste Water Project: Tom Brotherton, Dave Neuenschwander, George Yount, John Collins.

2016 Budget: Bertram Levy, John Zimmer.

Strategic Plan: Bertram Levy, George Yount, Diana Talley, John Collins, Linda Herzog.

III. ADJOURNMENT:

The Workshop adjourned at 11:38 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

Port of Port Townsend Public Workshop
Wednesday, August 12, 2015, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA

AGENDA

Quilcene Waste Water Project:

- Linda Herzog would like to reengage the Port regarding the Quilcene Waste Water project. The Commission has been provided with a summary of the project which was prepared by Linda.

2016 Budget:

- Continued discussions on the 2016 Operating Budget.

Strategic Plan:

- Continued discussions updating the Port's Strategic Plan.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: V. Second Reading
A. 2016 Budget and Capital Facilities Plan

BACKGROUND:

Continue budget discussions with additional financial information to be presented.

Review the Capital Facilities Plan process/status.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: VI. First Reading
A. Banking Institution Reductions

BACKGROUND:

EMV technology (Europay, MasterCard and VISA) is being strictly enforced in the U.S. effective 10/1/2015. After that deadline, any merchant using non-EMV compliant devices that choose to accept transactions made with EMV compliant cards, assumes liability for any and all transactions that are found to be fraudulent.

This requires the Port to obtain new credit card machines for such transactions, as well as a new merchant services provider as our current provider does not support this technology.

Part of this acquisition of new machines for EMV compliance and obtaining a new merchant services provider allows us to easily reduce the Port's current number of banking institutions from four down to two.

We will roll the Union Bank account used for credit card activity into our current Kitsap Bank depository account and close our Auditor's Revolving account with Bank of America and move it to Kitsap Bank. These changes facilitate efficiency in our banking transactions, as well as the monthly bank reconciliations to the accounting system. In addition, Kitsap Bank assured us that due to the credit card activity volume and the very small number of checks processed through these accounts (as Port warrants are prepared by the County) there should be little or no monthly analysis charges for use of their bank.

Executive Director's Recommendation:

Per the Port's Delegation of Authority policy, the Executive Director authorizes these changes in financial institutions for the purposes mentioned above, therefore, no commission action required.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: VI. First Reading
B. Fort Worden Bluff Stabilization

BACKGROUND:

Washington State Parks has contacted us regarding permission to move forward with a bluff stabilization project, which will also include reconstructing the existing stairs from the bluff to the Port's beach.

Since this project requires the contractor to have access to our property to perform the work, they are asking for a letter stating our permission for such access. We have engineering plans and have reviewed the project. Staff sees no issue as this will improve our property at the public access to the waterfront.

Timeline for the project is to start in approximately 6 months and finish within a year.

Executive Director's Recommendation:

Commission approval is not required and unless there is objection, the Executive Director will draft a letter of permission and send to Washington State Parks.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: VI. First Reading
C. Personnel Survey

BACKGROUND:

The Commission and staff have discussed the idea of conducting a personnel survey of all port staff (union and non-union). The concept of developing a survey and enlisting the services of a third party to administer such was discussed.

Staff will present a proposed survey process.

Executive Director's Recommendation:

For discussion.



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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 054982 through No: 054994 in the amount of \$60,532.49 and Electronic Payment in the amount of \$18,361.01, are approved for payment for a total amount of \$78,893.50 on this 26th day of August, 2015.

For: **Payroll and Benefits**
Airport Liability Insurance

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
054991	8/14/2015	ALL025	Alliant Insurance Services				
			148955	8/3/2015	11,975.00	0.00	11,975.00
							Check Entry Number: 001
054992	8/14/2015	PEJ001	Peninsula Credit Union				
			8/15/2015	8/14/2015	250.00	0.00	250.00
							Check Entry Number: 001
054993	8/14/2015	POR001	Auditor's Revolving Fund				
			8/15/2015	8/14/2015	35,841.30	0.00	35,841.30
							Check Entry Number: 001
054994	8/14/2015	SPE010	James Speer				
			08/15/2015	8/14/2015	250.00	0.00	250.00
							Check Entry Number: 001
				Report Total:	48,316.30	0.00	48,316.30

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount	Distribution Amount	Check Amount
W00012 Check Comment: CKW0001201	8/14/2015 Deferred Comp	WA0302 State of Washington				1,040.00
	8/14/2015		1,040.00	0.00		
	G/L Account: 213-5500-00		EE DEFERRED COMP PAYABLE		1,040.00	
	Bank K Total:		1,040.00	0.00	1,040.00	1,040.00

Manual Check and Payment Register
 Journal Posting Date: 8/14/2015
 Register Number: MC-000063

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
W00013 Check Comment: CKW0001301	8/14/2015 Payroll Taxes 8/1 - 8/15/15	INT030 Internal Revenue Service			17,321.01
	8/14/2015	17,321.01	0.00	17,321.01	
G/L Account: 213-6000-00		PAYROLL TAXES PAYABLE			
Bank U Total:		17,321.01	0.00	17,321.01	17,321.01
Report Total:		18,361.01	0.00	18,361.01	18,361.01



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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. 054995 through No. 055034, are approved for payment in the amount of \$166,611.63 on this 26th 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	
054995	8/26/2015	BAN005	Bank of America					Check Entry Number: 001
			08/05/2015	8/5/2015	31.34	0.00	31.34	
054996	8/26/2015	BRE030	David Brennan					Check Entry Number: 001
			08/04/2015	8/4/2015	10.00	0.00	10.00	
054997	8/26/2015	BRO040	Brother's Plumbing, Inc					Check Entry Number: 001
			47569	8/18/2015	573.80	0.00	573.80	
054998	8/26/2015	CEN030	CenturyLink					Check Entry Number: 001
			08/01/2015	8/1/2015	240.00	0.00	240.00	
054999	8/26/2015	CEN035	CenturyLink					Check Entry Number: 001
			08/08/2015	8/8/2015	1,107.62	0.00	1,107.62	
055000	8/26/2015	CLA003	Clark Land Office					Check Entry Number: 001
			12004	7/31/2015	540.00	0.00	540.00	
055001	8/26/2015	DAI001	Daily Journal of Commerce					Check Entry Number: 001
			3303803	8/1/2015	234.00	0.00	234.00	
055002	8/26/2015	END040	enduris Washington					Check Entry Number: 001
			R16318	8/11/2015	125,419.00	0.00	125,419.00	
055003	8/26/2015	GOO002	Good Man Inc.					Check Entry Number: 001
			82929	8/6/2015	1,744.00	0.00	1,744.00	
055004	8/26/2015	GOO020	Goodstein Law Group					Check Entry Number: 001
			12015507	8/12/2015	3,440.00	0.00	3,440.00	
			13201501	8/12/2015	982.35	0.00	982.35	
				Check 055004 Total:	4,422.35	0.00	4,422.35	
055005	8/26/2015	HEA040	Health Conservation, Inc.					Check Entry Number: 001
			0105060	8/10/2015	937.82	0.00	937.82	
055006	8/26/2015	HEN004	Henary's Garden Center					Check Entry Number: 001
			509733	8/12/2015	10.89	0.00	10.89	
055007	8/26/2015	HIG020	Highway Specialties LLC					Check Entry Number: 001
			1508312	8/13/2015	2,801.30	0.00	2,801.30	
055008	8/26/2015	ICS001	ICS Support, Inc.					Check Entry Number: 001
			0055271-IN	8/19/2015	85.00	0.00	85.00	
			0055272-IN	8/19/2015	51.00	0.00	51.00	
				Check 055008 Total:	136.00	0.00	136.00	
055009	8/26/2015	JOH006	Johnson Fabrication, LLC					Check Entry Number: 001
			08/18/2015	8/18/2015	77.79	0.00	77.79	
055010	8/26/2015	KAE008	Kaeser & Blair Inc.					Check Entry Number: 001
			50714137	8/5/2015	194.14	0.00	194.14	
			50714140	8/5/2015	236.65	0.00	236.65	
				Check 055010 Total:	430.79	0.00	430.79	
055011	8/26/2015	KAM010	George Kaminsky					Check Entry Number: 001
			08022015	8/2/2015	70.00	0.00	70.00	
055012	8/26/2015	KEN010	Kendrick Equipment LTD					Check Entry Number: 001
			U2705	8/12/2015	295.07	0.00	295.07	
055013	8/26/2015	LOG050	Jim Logan					Check Entry Number: 001
			08/13/2015	8/13/2015	17.18	0.00	17.18	
055014	8/26/2015	MAR055	Greg Mardock					Check Entry Number: 001
			08/17/2015	8/17/2015	45.00	0.00	45.00	
055015	8/26/2015	MUR002	Murrey's Disposal Co. Inc.					Check Entry Number: 001
			4072549	8/1/2015	34.15	0.00	34.15	
			4072699	8/1/2015	391.61	0.00	391.61	
				Check 055015 Total:	425.76	0.00	425.76	
055016	8/26/2015	NEW070	New Shine Quarry					Check Entry Number: 001
			0005779	7/31/2015	38.59	0.00	38.59	
055017	8/26/2015	OLY003	Olympic Springs, Inc.					Check Entry Number: 001
			07/31/2015	7/31/2015	33.35	0.00	33.35	
055018	8/26/2015	PAC005	PESCO					Check Entry Number: 001
			20900	8/7/2015	922.01	0.00	922.01	
055019	8/26/2015	PEN030	Peninsula Paint Co.					Check Entry Number: 001
			F0118481	8/13/2015	77.80	0.00	77.80	
055020	8/26/2015	PUD001	Pud District #1					Check Entry Number: 001
			08/07/2015	8/7/2015	8,132.06	0.00	8,132.06	
055021	8/26/2015	PUD005	PUD #1 of Jefferson County					Check Entry Number: 001
			08/12/2015	8/12/2015	21.25	0.00	21.25	
055022	8/26/2015	QUI001	Quill Corporation					Check Entry Number: 001
			6514715	8/4/2015	242.23	0.00	242.23	
055023	8/26/2015	RED005	Reddaway					Check Entry Number: 001
			50381070223	7/28/2015	103.25	0.00	103.25	
055024	8/26/2015	ROM050	Mark Romero					Check Entry Number: 001
			08162015	8/16/2015	40.00	0.00	40.00	
055025	8/26/2015	SAF001	Safeway, Inc.					Check Entry Number: 001
			08/08/2015	8/8/2015	1,496.32	0.00	1,496.32	
055026	8/26/2015	SEA010	Sea-Run Consulting					Check Entry Number: 001
			15-05	7/15/2015	7,175.00	0.00	7,175.00	
055027	8/26/2015	SKO000	Skookum Contract Services					Check Entry Number: 001
			9017230	8/4/2015	6,606.08	0.00	6,606.08	
055028	8/26/2015	SPE001	SOS Printing					Check Entry Number: 001
			52305	8/7/2015	124.40	0.00	124.40	
			52329	8/12/2015	262.10	0.00	262.10	
			52352	8/17/2015	489.85	0.00	489.85	
				Check 055028 Total:	876.35	0.00	876.35	
055029	8/26/2015	STA010	Torn Stammer					Check Entry Number: 001
			07/16/2015	7/16/2015	285.79	0.00	285.79	
055030	8/26/2015	SUN003	Sunshine Propane					Check Entry Number: 001
			70314	8/7/2015	469.84	0.00	469.84	

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
055031	8/26/2015	VON050	Alan Vondrell				Check Entry Number: 001
			08/11/2015	8/11/2015	45.00	0.00	45.00
055032	8/26/2015	WAV040	Wave Broadband				Check Entry Number: 001
			07/31/2015	7/31/2015	677.82	0.00	677.82
055033	8/26/2015	WHI030	Doug White				Check Entry Number: 001
			08/05/2015	8/5/2015	40.00	0.00	40.00
055034	8/26/2015	WIM001	Wimactel, Inc				Check Entry Number: 001
			000139789	8/1/2015	59.18	0.00	59.18
				Report Total:	166,911.63	0.00	166,911.63



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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 \$11,592.91 on this 26th day of August, 2015.


For: Washington State, Department of Revenue
Combined Excise Tax Return – for July, 2015 in the amount of \$11,592.91

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
and Administration

 Electronic Filing – Washington State	E-file Time: 2:24 PM help?
My Account Home Account Activity List Server Suggestions Logout	

BOAT HAVEN FUEL DOCK 161-000-044

Confirmation

Confirmation Number	16139842
Tax Registration Number	161000044
Reporting Period	07/2015
Payment Type	EFT Debit
Date and Time Submitted	8/18/2015 2:24:32 PM
Date of Transfer	08/26/2015
Payment Amount	11,592.91
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

**July 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)	145,678.75	0.00	145,678.75	0.0150	2,185.18
0002	Retailing	88,489.43	196.14	88,293.29	0.00471	415.86
		234,168.18	196.14	233,972.04		2,601.04

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	196.14
			196.14

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	88,489.43	1,900.18	86,589.25	0.0650	5,628.30
0005	Use Tax	83.60	0.00	83.60	0.0650	5.43
		88,573.03	1,900.18	86,672.85		5,633.73

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	1,900.18
			1,900.18

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	1,770.55	0.0250	44.26
0045	1601	PORT TOWNSEND	84,818.70	0.0250	2,120.47
			86,589.25		2,164.73

Local Use Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	83.60	0.0250	2.09
			83.60		2.09

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1600	JEFFERSON COUNTY	596.33
0047	1601	PORT TOWNSEND	48,364.72
			48,961.05

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1600	JEFFERSON COUNTY	596.33	0.0200	11.93
0070	1601	PORT TOWNSEND	48,364.72	0.0200	967.29
			48,961.05		979.22

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	747.94	0.00	747.94	0.05029	37.61
0013	Other Public Service Business	9,059.75	0.00	9,059.75	0.01926	174.49
		9,807.69	0.00	9,807.69		212.10

Summary Section

	Amount
State Business and Occupation Tax Total	2,601.04
State Sales and Use Tax Total	5,633.73
Local and Regional Tax Total	2,166.82
Lodging Tax Total	979.22
Public Utilities Tax Total	212.10
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	11,592.91
Less Total Credits	0.00
Total	11,592.91
Amount Paid	11,592.91
Balance	0.00

Additional Information

Confirmation Number	16139842	Date Printed	8/18/2015
Date and Time Submitted	8/18/2015 2:24:32 PM	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	11,592.91	Phone Number	(360)379-5217
Date To Transfer Payment	8/26/2015	E-Mail Address	donna@portofpt.com

Person Authorizing Payment Donna Frary

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