



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 &
First Public Hearing on 2016 Operating Budget
Wednesday, October 28, 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. Public Hearing on 2016 Operating Budget, 2016 Rates and 2016 Property Tax Levy
- IV. Consent Agenda
 - A. Approval of Meeting Minutes – October 14, 2015.....1-3
 - Approval of Public Workshop Minutes – October 14, 2015.....4-5
 - B. Resolution No. 630-14 – Authorizing the Sale of Abandoned Vessels.....6
 - C. Approval of Warrants
- V. Public Comments (not related to Agenda)
- VI. Second Reading (action items)
 - A. 2016 Budget.....7
- VII. First Reading (discussion only)
- VIII. Potential Immediate Action Items (unanimous Commission approval required)
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Meeting/Budget Public Hearing/Public Workshop: Monday, November 9, 2015 – Meeting and Public Hearing at 1:00 PM, Public Workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XIII. Executive Session – (if called)
- XIV. Adjournment

PORT COMMISSION MEETING– October 14, 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
Deputy Director - Pivarnik
Auditor – Berg
Planning Analyst – Toews
Attorney – O’Malley
Minutes – Nelson
Excused: Executive Director - Crockett

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Proposed addition to agenda includes Executive Session on personnel matters, pursuant to RCW 42.30.110, duration fifteen minutes, no action.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:06):

A. Approval of Meeting Minutes – September 23, 2015

B. Operations Reports – September 2015

C. Approval of Warrants

Warrant #055156 through #055173 in the amount of \$99,955.48 for Payroll & Benefits

Electronic Payment in the amount of \$46,409.50 for Payroll & Benefits

Warrant #055174 through #055243 in the amount of \$78,827.43 for Accounts Payable

Warrant #055244 through #055246 in the amount of \$6,750.00 for Accounts Payable

Electronic Debit to Kitsap Bank in the amount of \$15,047.54 for WA State Dept. of

Labor & Industries for 2nd Quarter Tax Return for July-September 2015

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. SECOND READING (Action Items):

A. Boat Ramp (1:23):

Mr. Pivarnik explained the attached proposal/contract from Topper Industries is for the new boat ramp floats. (Topper was the low bidder.) He stated he received what he thought were all the permits, until he received an email from the “agency of accessibility”. That email explained the docks needed to be ADA compliant. The size of the open squares in the gratings of the current float plans was too large; they need to be no more than ½” in size. Mr. Pivarnik said this increased the cost of the floats by \$2100, changing the proposal to \$34,970. He added total project cost is \$488,832, which is still less than the \$500K budgeted.

Commissioner Tucker moved to approve the contract with Topper Industries as described, in the revised amount of \$34,970.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. 2016 Budget (6:05):

Ms. Berg explained the 2016 (2nd) Draft Budget Assumptions are fine-tuned based on discussions from the previous workshop. She then called for questions.

Commissioner Clinefelter asked how the employee rate increases would be implemented. He stated this is the reason for the Executive Session he called and wants this on record.

Audience member, Ron Hayes commented on the salary survey rate increases. He suggested a way to save on costs in 2016 would be to postpone the three-phased salary increases to begin in 2017.

Audience member, Bill Putney asked for clarification on Mr. Hayes’ idea. Mr. Putney added he does not see Port staff as overpaid.

Audience member and Port Townsend Marine Trades president, John Zimmer stated if salaries are not increased in 2016, it could result in a loss of service if some employees who were relying on that rate increase.

Commissioner Tucker suggested waiting to see the effects on the budget once the new numbers for rate increases are figured, before making decisions on the salary increase schedule.

VI. FIRST READING (Discussion Only):

A. Armory Building Fire Protection System Bid Results (12:17):

Mr. Pivarnik reported that the fire department did an inspection of the Sail Loft building recently and determined the uses in the building are incompatible with each other. To remedy this, the building needs a sprinkler system. He explained within the past two years, the Port has invested \$150K on the building (new roof, paint, electrical system). Three bids were received for this project, ranging in price from \$81K - \$162K. These estimates do not include alarms, controls, and valves, at an additional cost of around \$10K. A new emergency escape is required, which Port maintenance staff would build at a cost of around \$40K. The budget allocates, for this project, \$150K for capital repairs. Permitting for the escape stairs are in process with the City. This has been determined a high priority in the capital facilities program. Mr. Pivarnik explained the downstairs woodshop is the reason for the required sprinkler system – a wood shop over 2500 square feet needs the system.

VII. POTENTIAL IMMEDIATE ACTION ITEMS (18:12):

Commissioner Hanke moved to approve Item A – Boatyard Stormwater Project Acceptance and Item B – Quilcene Wastewater Study to be considered for immediate action.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

A. Acceptance of the Boatyard Stormwater Retrofit Project:

Ms. Berg explained formal commission approval is required in order to release the retainage back to Seton Construction. The new sand filter project was completed several months ago and all the required State agencies have approved the project completion.

Commissioner Hanke moved to approve the Acceptance of the Boatyard Stormwater Retrofit Project.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Quilcene Wastewater Feasibility Study (20:07):

Mr. Pivarnik explained, as discussed in previous commission workshops, the history of the Jefferson County Public Infrastructure Funds (PIF) that were awarded back in 2012 for the Quilcene Wastewater Study. Resulting from a recent meeting attended by Commissioner Hanke and Mr. Crockett with the County, it was determined the Port could sponsor the study, which Mr. Crockett agreed to doing. Mr. Pivarnik will be the lead for the Port, estimating about twenty hours of his time, which will be reimbursed by the County. Linda Herzog discussed wastewater management in a rural village center. She explained there are ninety-two commercially zoned properties in their rural village and only one quarter of those have access to a wastewater system. This study will allow an engineering service to do an analysis, which would include the cost to install and requirements to hook up for a typical business. She added that she is grateful that one out of five agencies that serve Quilcene stepped up to be the sponsor.

County Commissioner David Sullivan handed out a Jefferson Co. Public Infrastructure Fund Letter of Interest to “reassure that the money is still there”. He spoke of the County’s support and their belief that the Port would work with the PUD as the feasibility study sponsor.

Commissioner Hanke thanked the County for the meeting.

Commissioner Hanke moved to approve the Port’s lead role in the Quilcene Wastewater Feasibility Study.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (30:30):

Mr. Toews reported commission presentation of the draft Capital Facilities Plan would occur in early November, in which he expects input and revisions. This is the Port-wide facility assessment completed by Port Engineer, Harold Andersen. Mr. Toews explained

the plan's focus is repair and maintaining serviceability and the Port's assets. Projects over \$25K are included in the plan and extending the useful life of properties ten years plus.

Mr. Pivarnik announced the scheduled date for mobilization of the boat ramp project is November 3, 2015 with hopes of project completion by Christmas, weather dependent. He reported signage explaining the ramp closure would be installed next week. Mr. Pivarnik said maintenance staff is working on a program to maintain the Port Hadlock ramp during the construction of the Boat Haven boat ramp.

IX. PUBLIC COMMENTS:

None

X. COMMISSIONER COMMENTS (34:20):

Commissioner Hanke expressed his appreciation of the "great budget workshop" held this morning. He added it is a good forum to have the budget issues addressed (amongst the public, the commission and staff). Commissioner Hanke asked if the Salmon Club might be able to assist in some way during the ramp closure. Commissioner Tucker explained the ramp there is actually City-owned and the parking area belongs to the Club.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, October 28, 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 (Commissioners, and Deputy Director Pivarnik at Commissioner Hanke's request), at 1:36 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 2:10 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 – October 14, 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
Deputy Director – Pivarnik
Finance Director – Berg
Planning Analyst - Toews
Minutes Nelson

Excused: Executive Director - Crockett

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

III. ADJOURNMENT:

The Workshop adjourned at 10:44 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend Public Workshop
Wednesday, October 14, 2015, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

2016 Budget:

- Presentation of revised draft of the 2016 Operating Budget and continued discussions on the 2016 Budget process.

RESOLUTION NO. 630-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE SALE OF ABANDONED VESSELS

WHEREAS: The Port of Port Townsend has in its possession Vessel(s) described as follows:

<u>VESSEL</u>	<u>OWNER</u>	<u>ACCOUNT #</u>
25 ft. Sail Vessel CASY ANN MAY	Adin Ohman	13915
50 ft. Fishing Vessel ERIC J	Donald Wang	29324

WHEREAS: proper notices have been sent to the person believed to be the true owner, or to anyone who might claim an ownership interest in the boat and no person or persons or entity has responded claiming ownership and/or willingness to pay the charges owing for storage, and ninety (90) days have elapsed since the sending of such notices,

NOW, THEREFORE BE IT RESOLVED:

1. That the above designated vessel is declared to be abandoned; and
2. The Port Director is directed to sell the said boats at public sale to the highest and best bidder for cash pursuant to the procedures set forth in RCW 53.08.320 (5); and
3. That the date of public auction to be set and proper notifications made.
4. Auction to be held at the Port of Port Townsend Work Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 28th day of October 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

PORT OF PORT TOWNSEND

MEETING OF: **October 28, 2015**

AGENDA ITEM: **VI. Second Reading**
 A. 2016 Operating Budget

BACKGROUND:

Continued discussions on the 2016 budget. Review of the second draft of the 2016 Operating budget.

Executive Director's Recommendation:

For discussion and direction.



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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. 055247 through No. 055259 in the amount of \$50,504.53 and Electronic Payment in the amount of \$19,276.12, are approved for payment for a total amount of \$69,780.65 on this 28th day of October, 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	
055256	10/15/2015	HEA050	Health Equity Attr: Member's Services					
			10/15/2015	10/15/2015	300.00	0.00	300.00	Check Entry Number: 001
055257	10/15/2015	PEJ001	Peninsula Credit Union					
			10/15/2015	10/15/2015	250.00	0.00	250.00	Check Entry Number: 001
055258	10/15/2015	POR001	Auditor's Revolving Fund					
			10/15/2015	10/15/2015	36,888.64	0.00	36,888.64	Check Entry Number: 001
055259	10/15/2015	SPE010	James Speer					
			10/15/2015	10/15/2015	250.00	0.00	250.00	Check Entry Number: 001
			Report Total:		37,688.64	0.00	37,688.64	

Manual Check and Payment Register
 Journal Posting Date: 10/15/2015
 Register Number: MC-000067

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
W00025 Check Comment: Payroll Taxes 10/1 - 10/15/2015 CKW0002501	10/16/2015	INT030 Internal Revenue Service			18,136.12
	10/16/2015 G/L Account: 213-6000-00	18,136.12 PAYROLL TAXES PAYABLE	0.00	18,136.12	
W00026 Check Comment: Deferred Comp 10/1 - 10/15/15 CKW0002601	10/19/2015	WA0302 State of Washington			1,140.00
	10/19/2015 G/L Account: 213-5500-00	1,140.00 EE DEFERRED COMP PAYABLE	0.00	1,140.00	
	Bank K Total:	<u>19,276.12</u>	<u>0.00</u>	<u>19,276.12</u>	<u>19,276.12</u>
	Report Total:	<u>19,276.12</u>	<u>0.00</u>	<u>19,276.12</u>	<u>19,276.12</u>



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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 055260 through No. 055301 , are approved for payment in the amount of \$6,750.00 on this 28th day of October , 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	
055260	10/28/2015	ANC010	Anchor Canvas					Check Entry Number: 001
			3180	10/18/2015	100.00	0.00	100.00	
055261	10/28/2015	BAN005	Bank of America					Check Entry Number: 001
			9/6 - 10/5/2015	10/5/2015	6,985.04	0.00	6,985.04	
055262	10/28/2015	BHS010	Builders Hardware & Supply Co.					Check Entry Number: 001
			S3439272.001	10/14/2015	242.49	0.00	242.49	
055263	10/28/2015	CEN030	CenturyLink					Check Entry Number: 001
			10/01/2015	10/1/2015	240.00	0.00	240.00	
055264	10/28/2015	CEN035	CenturyLink					Check Entry Number: 001
			09/23/2015	9/23/2015	1,148.74	0.00	1,148.74	
055265	10/28/2015	CIT010	City of Port Townsend					Check Entry Number: 001
			3365	10/8/2015	4,844.39	0.00	4,844.39	
055266	10/28/2015	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			085108	10/14/2015	220.63	0.00	220.63	
055267	10/28/2015	EDW050	Michael Edwards					Check Entry Number: 001
			10/8/2015	10/8/2015	17.64	0.00	17.64	
055268	10/28/2015	FIS020	Fish N Hole					Check Entry Number: 001
			10/15/2015	10/15/2015	46.44	0.00	46.44	
055269	10/28/2015	GOO002	Good Man Inc.					Check Entry Number: 001
			83714	10/6/2015	763.00	0.00	763.00	
055270	10/28/2015	GRA005	Grainger					Check Entry Number: 001
			98578591111	10/2/2015	1,650.26	0.00	1,650.26	
055271	10/28/2015	GRE045	Linda Green					Check Entry Number: 001
			10/17/2015	10/17/2015	25.00	0.00	25.00	
055272	10/28/2015	ICS001	ICS Support, Inc.					Check Entry Number: 001
			0017769	10/8/2015	1,875.00	0.00	1,875.00	
055273	10/28/2015	LAY060	Ervin Layne					Check Entry Number: 001
			10/04/2015	10/4/2015	35.00	0.00	35.00	
055274	10/28/2015	MOH050	Steve Mohler					Check Entry Number: 001
			10/13/2015	10/13/2015	4.72	0.00	4.72	
055275	10/28/2015	NOR014	North Hood Canal Chamber					Check Entry Number: 001
			283	10/7/2015	50.00	0.00	50.00	
055276	10/28/2015	PEN030	Peninsula Paint Co.					Check Entry Number: 001
			F0120854	10/9/2015	23.63	0.00	23.63	
055277	10/28/2015	PEN040	Peninsula Truck Lines, Inc.					Check Entry Number: 001
			021113856	10/16/2015	186.52	0.00	186.52	
055278	10/28/2015	POR001	Auditor's Revolving Fund					Check Entry Number: 001
			STAFF LUNCH	10/19/2015	200.94	0.00	200.94	
055279	10/28/2015	POR002	Auditor's Revolving Fund - Kitsap Bank					Check Entry Number: 001
			10/20/2015	10/20/2015	47,725.00	0.00	47,725.00	
055280	10/28/2015	POR005	Port Townsend Leader					Check Entry Number: 001
			09/30/2015	10/14/2015	581.88	0.00	581.88	
055281	10/28/2015	POR006	Port Supply					Check Entry Number: 001
			10/03/2015S	10/3/2015	119.92	0.00	119.92	
055282	10/28/2015	POR019	Port Gamble S'kiallam Tribe					Check Entry Number: 001
			10/12/2015	10/12/2015	272.00	0.00	272.00	
055283	10/28/2015	POR025	Port Townsend Muffler & Fab.					Check Entry Number: 001
			11755	10/8/2015	677.66	0.00	677.66	
055284	10/28/2015	PUD001	Pud District #1					Check Entry Number: 001
			10/09/2015	10/9/2015	10,717.07	0.00	10,717.07	
055285	10/28/2015	PUD005	PUD #1 of Jefferson County					Check Entry Number: 001
			10/14/2015	10/14/2015	35.25	0.00	35.25	
055286	10/28/2015	QUI001	Quill Corporation					Check Entry Number: 001
			8275572	9/30/2015	448.26	0.00	448.26	
			8698844	10/14/2015	223.40	0.00	223.40	
			Check 055286 Total:		671.66	0.00	671.66	
055287	10/28/2015	QUI010	Quimper Mercantile					Check Entry Number: 001
			141533	10/12/2015	101.33	0.00	101.33	
055288	10/28/2015	REI002	Reid Middleton Co					Check Entry Number: 001
			1510018	10/9/2015	3,186.25	0.00	3,186.25	
055289	10/28/2015	SAN003	Sanderson					Check Entry Number: 001
			613668101	10/7/2015	163.70	0.00	163.70	
055290	10/28/2015	SCH001	Les Schwab Tires					Check Entry Number: 001
			37900138989	10/8/2015	1,251.77	0.00	1,251.77	
055291	10/28/2015	SPE001	SOS Printing					Check Entry Number: 001
			52763	9/30/2015	273.49	0.00	273.49	
			52802	10/14/2015	93.59	0.00	93.59	
			Check 055291 Total:		367.08	0.00	367.08	
055292	10/28/2015	STA030	The Station					Check Entry Number: 001
			1510040	10/14/2015	501.40	0.00	501.40	
055293	10/28/2015	SUN030	SunCruiser Publishing Inc.					Check Entry Number: 001
			5074	10/17/2015	1,650.00	0.00	1,650.00	
055294	10/28/2015	TAC001	Tacoma Screw Products, Inc					Check Entry Number: 001
			30728128	10/6/2015	1,009.72	0.00	1,009.72	
055295	10/28/2015	TRA040	Joseph & Barbara Trailer					Check Entry Number: 001
			10/01/2015	10/1/2015	171.32	0.00	171.32	
055296	10/28/2015	WA0123	State of Washington					Check Entry Number: 001
			09302015	9/30/2015	25.52	0.00	25.52	
055297	10/28/2015	WA0125	State of Washington					Check Entry Number: 001
			CA276E4211	10/21/2015	50.00	0.00	50.00	
055298	10/28/2015	WA0501	Employment Security Department					Check Entry Number: 001
			3RD QTR	9/30/2015	6,132.00	0.00	6,132.00	
055299	10/28/2015	WA1803	State of Washington					Check Entry Number: 001
			3RD QTR LET	10/22/2015	84,944.82	0.00	84,944.82	
055300	10/28/2015	WAV040	Wave Broadband					Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
055301	10/28/2015	WIM001	09/30/2015 Wimactel, Inc 000142157	9/30/2015	677.82	0.00	677.82
				10/1/2015	59.18	0.00	59.18
				Report Total:	<u>179,751.79</u>	<u>0.00</u>	<u>179,751.79</u>

Check Entry Number: 001



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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 \$10,118.24 on this 28th day of October, 2015.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for **September, 2015** in the amount of
\$10,118.24

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: 4:25 PM help?
My Account Home Account Activity List Server Suggestions Logout	

BOAT HAVEN FUEL DOCK 161-000-044

Confirmation

Confirmation Number	16514630
Tax Registration Number	161000044
Reporting Period	09/2015
Payment Type	EFT Debit
Date and Time Submitted	10/16/2015 4:25:22 PM
Date of Transfer	10/19/2015
Payment Amount	10,118.24
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

**September 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)	141,993.87	0.00	141,993.87	0.0150	2,129.91
0002	Retailing	75,958.97	96.25	75,862.72	0.00471	357.31
		217,952.84	96.25	217,856.59		2,487.22

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	96.25
			96.25

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	75,958.97	979.38	74,979.59	0.0650	4,873.67
0005	Use Tax	499.55	0.00	499.55	0.0650	32.47
		76,458.52	979.38	75,479.14		4,906.14

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	979.38
			979.38

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	1,082.49	0.0250	27.06
0045	1601	PORT TOWNSEND	73,897.10	0.0250	1,847.43
			74,979.59		1,874.49

Local Use Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	499.55	0.0250	12.49
			499.55		12.49

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1600	JEFFERSON COUNTY	302.75
0047	1601	PORT TOWNSEND	32,062.39
			32,365.14

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1600	JEFFERSON COUNTY	302.75	0.0200	6.06
0070	1601	PORT TOWNSEND	32,062.39	0.0200	641.25
			32,365.14		647.31

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	656.78	0.00	656.78	0.05029	33.03
0013	Other Public Service Business	8,180.75	0.00	8,180.75	0.01926	157.56
		8,837.53	0.00	8,837.53		190.59

Summary Section

	Amount
State Business and Occupation Tax Total	2,487.22
State Sales and Use Tax Total	4,906.14
Local and Regional Tax Total	1,886.98
Lodging Tax Total	647.31
Public Utilities Tax Total	190.59
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	10,118.24
Less Total Credits	0.00
Total	10,118.24
Amount Paid	10,118.24
Balance	0.00

Additional Information

Confirmation Number	16514630	Date Printed	10/16/2015
Date and Time Submitted	10/16/2015 4:25:22 PM	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	10,118.24	Phone Number	(360)379-5217
Date To Transfer Payment	10/19/2015	E-Mail Address	donna@portoftpt.com

Person Authorizing Payment Donna Frary

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