



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  
1<sup>st</sup> Monthly Regular Meeting Agenda  
Wednesday, December 9, 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 – November 24, 2015.....1-2
  - B. Resolution No. 636-15 – Declaring Certain Items Surplus.....3-4
  - C. Operations Reports – November 2015.....5-7
  - D. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. Quilcene Wastewater Update.....8
  - B. Boat Ramp Update.....9
- VI. First Reading (discussion only)
  - A. 2016 Miscellaneous Rates.....10-11
- VII. Potential Immediate Action Items (unanimous Commission approval required)
  - A. Sandoz Hangar Assignment.....12-14
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** *Tuesday*, December 22, 2015 at 1:00 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XII. Executive Session (if called)
- XIII. Adjournment

**PORT COMMISSION MEETING– November 24, 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  
Minutes – Nelson  
Attorney – O'Malley

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Proposed as an addition to the Consent Agenda, correction to the October 14, 2015 Minutes (Public Comment from Ron Hayes was misinterpreted in original minutes.)

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Meeting/Budget Hearing Minutes – November 9, 2015

Approval of Public Workshop Minutes – November 9, 2015

B. Resolution No. 635-15 – Authorizing Sale of Abandoned Vessel

C. Approval of Warrants

Warrant #055383 through #055395 in the amount of \$48,770.22 for Payroll & Benefits

Electronic Payment in the amount of \$18,261.59 for Payroll & Benefits

Warrant #055396 through #055439 in the amount of \$29,803.60 for Accounts Payable

Electronic Debit in the amount of \$7,149.29 for WA State Dept. of Revenue Combined

Excise Tax Return for November 2015

**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) (3:25):

Eric Taylor, pilot, commented on paving at Jefferson County International Airport.

Bertram Levy, moorage tenant, commented on the last commission meetings and workshops regarding the budget.

V. SECOND READING (Action Items):

A. Dog Park (11:03):

Mr. Crockett introduced Rick Jahnke, who a few months ago briefed the commission on the concept of creating a dog park, analyzing a ten acre parcel near the airport. Mr. Crockett explained this is Port property next to the airport, that at one time had a residential home, which the Port rented out.

Mr. Jahnke informed that “D.R.O.P” (Dog Recreation on the Peninsula) is now a registered non-profit, with the 5013c in process. He explained this would be a fenced, off-leash dog park. He added there are no immediate residential neighbors and it is located near the transit facility for easy access. As a next step, Mr. Jahnke is requesting Port and County staff to meet with D.R.O.P. and come up with a draft agreement. He explained the non-profit is responsible for fund-raising, establishing and maintaining the park, adopting and posting rules and providing dog waste bags.

Mr. Crockett recommended commission approval to authorize staff to begin meetings with the County and D.R.O.P., working towards creation of the dog park.

**Commissioner Hanke moved to authorize staff to explore the possibilities of a dog park adjacent Jefferson County International Airport, as discussed.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

B. Boat Ramp Update (20:48):

Mr. Crockett informed the boat ramp contractor mobilized last Friday and began digging today. Mr. Pivarnik stated contract work is on schedule. He added the contractor located the fuel lines and the crew is determining how to work around the lines. Mr. Pivarnik

added the project should take approximately six weeks to complete, with minimal ramp closures.

Commissioner Clinefelter asked if the fuel line issue could result in a change order. Mr. Pivarnik replied, yes. Commissioner Clinefelter requested a copy of the “as-builts”.

C. Quilcene Wastewater Update (23:02):

Mr. Crockett discussed a meeting he attended at the County with Commissioner Hanke a month or so ago, where it was determined the Port would run the project, and Port staff time would be reimbursed from the \$100K County PIF fund. Mr. Crockett added a Request for Qualifications was published, resulting in one more interview with a firm on Tuesday. He plans to bring Port staffs’ rankings and recommendation to the next commission meeting. He explained consulting work would probably begin after the first of the year, with the work taking approximately six to seven months.

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (26:04):

Ms. Berg reported she would deliver the 2016 Operating Budget to the County this week. She also provided an update to the commission on a summary of work completed by ESD, the Port’s IT contractor. Ms. Berg informed that fiber optics will be installed at Point Hudson on December 10 and at Boat Haven on January 18.

Mr. Pivarnik briefly discussed the VHF radio status at the airport and introduced Bill Putney who provided a briefing, which included the history and a proposed remedy for wider reception coverage.

Mr. Crockett said he attended a good WA Public Ports Association Annual Conference last week where he picked up a number of policy samples. He explained he would use some of this information in a paper he is putting together for the January workshop. Mr. Crockett said he learned some good information from the Port of Anacortes and how they work with live-aboards, which he will also include in that same paper.

IX. PUBLIC COMMENTS (40:44):

Jackie Aase discussed the subject of selling Port-owned properties and improving the audio recording system used at the meetings.

X. COMMISSIONER COMMENTS (43:10):

Commissioner Clinefelter asked how staff was coming on the Capital Facilities Plan. Mr. Crockett answered that a copy of the first draft was provided to him this morning and the Plan would be presented at the December public workshop.

Commissioner Hanke said he is excited to see the Quilcene Wastewater project finally move forward. (This prompted more discussion the project.)

Commissioner Tucker informed the busy conference season has finally ended. He reported on the valuable information he receives at all the Port-related conferences he has attended.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next **regular meeting** to be held Wednesday, December 9, 2015 at 1:00 PM, with the public workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT OF REGULAR MEETING:

The meeting adjourned at 1:48 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

**RESOLUTION NO. 636-15**

**A Resolution of the Commission of the Port of Port Townsend**

**RESOLUTION DECLARING CERTAIN ITEMS SURPLUS AND  
AUTHORIZING THEIR SALE AND/OR DISPOSAL**

**WHEREAS:** The Port of Port Townsend has in its possession an old, outdated, and/or non-operable 1978 Dodge dump truck, as described in Exhibit A and attached to this resolution; and

**WHEREAS:** due to continual usage and age, this truck is of little or no value, and is no longer needed for Port purposes; and

**WHEREAS:** such property having been certified in writing as not needed for Port purposes by the Executive Director, its managing official, a copy of said certification is marked Exhibit A and attached to this Resolution,

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend that the said property be declared surplus, and that the Executive Director is authorized to sell or dispose of the property in the best manner which he, in his discretion, shall determine, including by negotiation or informal bidding from members of the public, or direct disposal.

**ADOPTED this 9<sup>th</sup> day of December 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:**

\_\_\_\_\_  
Pete Hanke, Secretary

\_\_\_\_\_  
Steve Tucker, President

\_\_\_\_\_  
Brad Clinefelter, Vice President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

**CERTIFICATE**

**THAT CERTAIN PORT DISTRICT PROPERTY IS SURPLUS**

The undersigned, Larry C. Crockett, Executive Director, the managing official of the Port District of the Port of Port Townsend, hereby certifies that the following property is surplus and is not needed for Port District purposes.

**EQUIPMENT TO SURPLUS:**

<u>Location</u>	<u>Description</u>	<u>Make</u>	<u>Model</u>	<u>Serial Number</u>
Maint Shop	1978 One-Ton Dump Truck	Dodge	D 300	D31BJ8S271208

**DATED this 9<sup>th</sup> day of December 2015.**

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Larry C. Crockett  
Executive Director

# BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: NOVEMBER 2015

DATE: 12/2/2015

MONTHLY PERMS: 353

MONTHLY GUESTS: 21

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <u>35</u>	<u>33</u>	2	94%
27' <u>11</u>	<u>10</u>	1	91%
30' <u>105</u>	<u>103</u>	2	98%
35' <u>24</u>	<u>23</u>	1	96%
40' <u>44</u>	<u>42</u>	2	95%
45' <u>41</u>	<u>40</u>	1	98%
50' <u>32</u>	<u>31</u>	1	97%
OVER 52' <u>7</u>	<u>7</u>	0	100%
TOTAL: <u>299</u>	<u>290</u>	10	AVG: 96%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. <u>1455</u>	<u>1351</u>	93%
TOTAL: <u>3806</u>	<u>3626</u>	AVG: 96%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	287	206	4949
CREDIT SYSTEM:	22	21	330
TEMP TIE UP:	2	14	180
FREE NIGHTS:	0	0	10
PTYC:	3	15	184
RAMP/DAILY:	36	26	1062
RAMP/ANNUAL:	3	2	417
RAMP NOT PAID:	10	2	54

WAIT LISTS	
25' PLEA:	<u>20</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>58</u>
35' PLEA:	<u>33</u>
40' PLEA:	<u>51</u>
45' PLEA:	<u>21</u>
50' PLEA:	<u>22</u>
OVER 52':	<u>10</u>
OVERWID	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM.	<u>0</u>

TOTAL OCCUPANCY %: 97%

# Port of Port Townsend

## POINT HUDSON MARINA & RV PARK

### MONTHLY OCCUPANCY REPORT & 5 YEAR COMPARISON

2015

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	1033	3658	AUG
SEPT	838	4715	831	4771	899	4779	778	4268	958	4616	SEPT
OCT	154	4869	175	4946	214	4993	120	4388	221	4837	OCT
NOV	58	4927	86	5032	138	5131	114	4502	73	4910	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	1287	5971	AUG
SEPT	1062	5931	1076	5977	1079	6203	1120	6468	1072	7043	SEPT
OCT	501	6432	580	6557	694	6897	796	7264	771	7814	OCT
NOV	258	6690	290	6847	352	7249	432	7696	403	8217	NOV
DEC	176	6866	246	7093	165	7414	269	7965			DEC

PERMANENT & SEASONAL TENANT SUMMARY				
	AVAIL/GOAL	OCUPIED	%	
LTD ACCESS MOORAGE	40 SLIPS	30 30	75%	
COMMERCIAL MOORAGE	850 FEET	745 745	88%	
SEASONAL MOORAGE	32 SLIPS	27 27	84%	
SEASONAL RV'S	10 SITES	9 9	90%	
UNDESIRABLE	3 SLIPS	0 0	0%	

STORAGE OPERATIONS REPORT								DATE:	12/2/2015
November-15									
	NOV	NOV	NOV	NOV	2012 YEAR	2013 YEAR	2014 YEAR	2015 YEAR	
	2012	2013	2014	2015	TO DATE	TO DATE	TO DATE	TO DATE	REMARKS
<b>HAUL-OUT</b>									
BOAT YARD - OUT	39	28	25	34	718	709	730	714	
BOAT YARD - IN	28	26	26	29	689	675	719	707	
67% RE-BLOCK	3	5	1	2	39	59	63	52	
40% INSPECTION	2	4	4	1	35	36	36	26	
OTHER	3	0	0	3	37	22	37	45	
<b>SUB TOTAL</b>	<b>75</b>	<b>66</b>	<b>56</b>	<b>69</b>	<b>1508</b>	<b>1501</b>	<b>1585</b>	<b>1544</b>	
SHIP - OUT	7	10	7	6	128	151	124	119	
SHIP - IN	5	7	4	7	122	130	127	114	
SHIP - RE-BLOCK	2	2	2	1	12	4	13	10	
SHIP-INSPECTION	0	0	0	0	2	6	4	4	
SHIP - OTHER	0	0	0	0	2	6	4	2	
<b>SUB TOTAL</b>	<b>14</b>	<b>19</b>	<b>13</b>	<b>14</b>	<b>266</b>	<b>294</b>	<b>268</b>	<b>249</b>	
<b>TOTAL</b>	<b>89</b>	<b>82</b>	<b>69</b>	<b>83</b>	<b>1772</b>	<b>1795</b>	<b>1853</b>	<b>1793</b>	
<b>STORAGE</b>									
PTBH - START	78	70	71	53					
PTBH - END	71	72	65	60					
PTBH-O.P.P.	27	22	31	20					
SHIP-START	11	20	16	16					
SHIP-END	11	22	18	14					
SHIP-O.P.P.	2	1	3	3					
PERM/FREE	0	0	0	0					PERMS
FREE DAYS	37	23	22						PAID R/T
Longterm (Boats)	24	24	21	29					BOATS
					<b>OFF PORT PROPERTY</b>				
					GOLD STAR - 0				
					STEPHENS - 0				
					FRY - 1				
					HAVEN - 1				
					PT CO-OP - SHIP - 3				
					PT CO-OP - SMALL - 15				
					CRAFTMAN - 1				
					STEELHEAD - 2				
<b>JCIA OPERATIONS REPORT</b>									
HANGERS	13	13	13	13					
TIE DN - PAVED	2	2	2	2					
TIE DN - GRASS	2	0	0	0					
TIE DN - NIGHTLY	12	4	0	0					
W/L - HANGERS	0	0	0	0					



**PORT OF PORT TOWNSEND**

**MEETING OF:** December 9, 2015

**AGENDA ITEM:** V. Second Reading  
A. Quilcene Wastewater Update

**BACKGROUND:**

Staff will update the commission on the consultant interviews for the Quilcene Wastewater Project.

**Executive Director's Recommendation:**

For discussion and possible decision.

**PORT OF PORT TOWNSEND**

**MEETING OF:** December 9, 2015

**AGENDA ITEM:** V. Second Reading  
B. Boat Ramp Expansion Project Update

**BACKGROUND:**

Staff will update the commission on the progress of the ramp expansion project.

**Executive Director's Recommendation:**

For discussion.

**PORT OF PORT TOWNSEND**

**MEETING OF:** December 9, 2015

**AGENDA ITEM:** VI. First Reading  
A. 2016 Miscellaneous Rates

**BACKGROUND:**

Staff will present proposed rate changes to the commission.

**Executive Director's Recommendation:**

For discussion and possible approval.

**MISCELLANEOUS CHARGES**

Mini-Storage Units	\$ 1.00/square foot per month
Port Labor Rate	\$ 60.00/hr. per person
Overtime Labor Rate	\$ 85.00/hr. per person
Charter Vessel passenger fee	\$ .60 per person
Relocate Vessel by Hand	\$ 75.00
Relocate Vessel with Port Skiff	\$ 150.00
Non-Metered Electrical	\$ 1.25 per foot per month
Emergency Pumps	\$ 125.00
Bilge Water	\$ .75 per gallon
Best Management Practices (BMP) violation FEE	
1 <sup>st</sup> offense	\$ 100.00
2 <sup>nd</sup> offense	\$ 500.00
3 <sup>rd</sup> offense	\$1,000.00
Chain Up Fee-1 <sup>st</sup> Offense	\$ 150.00
2 <sup>nd</sup> Offense	\$ 250.00
3 <sup>rd</sup> Offense	\$ 400.00
Impound Fee-1 <sup>st</sup> Offense	\$ 200.00
2 <sup>nd</sup> Offense	\$ 300.00
3 <sup>rd</sup> Offense	\$ 500.00
Pet Clean-up	\$ 50.00
Late Charge	\$ 10.00 minimum or 1.5%
Waiting List Fee	\$ 50.00
Waiting List Renewal Fee or Pass Fee	\$ 25.00 per year or per pass
Illegal Garbage Dump Fee	\$ 320.00
Photocopy/page	\$ .15
Oversized Copy	Actual cost
Scanning documents/page	\$ .10
CD/DVD	\$ 1.00 plus scanning charges
Fax - First Page	\$ 2.50
Each Additional Page	\$ 1.25
Notary Service	\$ 10.00
NSF Check Charge	\$ 50.00 per occurrence
Launch Ramp Fee	\$ 10.00 per day
Annual Ramp Fee**	\$ 70.00 per year
Kayak Rack Rental	\$ 28.00 per month
Work Float Use	\$ 2.00 per ft. per day (2 week max.)

\*\*Free with Verified DAV Determination

**PORT HADLOCK DOCK – Dinghy/Skiff Tie-up** \$ 125.00 annual (dock) - \$75.00 annual (beach)

**PORT OF PORT TOWNSEND**

**MEETING OF:** December 9, 2015

**AGENDA ITEM:** VII. Potential Immediate Action  
A. Sandoz Hangar Assignment

**BACKGROUND:**

Staff will brief the commission on the attached lease assignment.

**Executive Director's Recommendation:**

For discussion and possible approval.

## ASSIGNMENT & ASSUMPTION OF LEASE

**THIS ASSIGNMENT AND ASSUMPTION OF LEASE** is dated and effective as of **December 9, 2015** by and between the SHIRLEY ANNE SANDOZ LIVING TRUST, "Assignor" and, LARK AIRCRAFT LEASING, INCORPORATED, Assignee, with an address of P.O Box 1469, Port Townsend, WA 98368.

**WHEREAS**, Assignor is a Tenant under that certain LAND LEASE dated May 2, 2003<sup>1</sup>, by and between the PORT OF PORT TOWNSEND, a Washington Municipal Corporation ("Lessor") and Assignor, (as modified from time to time, the "Lease"), respecting certain premises (the "Premises") located at the Jefferson County International Airport, Port Townsend, Washington, as more particularly described therein;

**WHEREAS**, Assignor desires to assign its interest in the Lease to Assignee and Assignee desires to assume Assignor's obligations under the Lease; and

**WHEREAS**, Paragraph 16 of the Lease provides that the Assignor's interest in the Lease may not be assigned unless the Lessor grants its written consent to any such assignment,

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Assignor and Assignee agree, and Lessor consents, as follows:

- 1. Assignment of Lease:** Assignor does hereby transfer, assign, convey and deliver to Assignee its entire right, title and interest in the Lease and the Premises.
- 2. Assumption of Obligations:** Assignee does hereby accept this assignment and, for the benefit of Assignor and Lessor, expressly assumes and agrees to hereafter perform all of the terms, covenants, conditions and obligations of Assignor under the Lease, which accrue from and after the date hereof. Assignee has been furnished with a copy of the Lease, which is attached hereto as Exhibit "A" (including all amendments thereto), has reviewed the Lease, and understands all of the terms of the Lease.
- 3. Indemnity:** Assignor agrees to save, indemnify, defend and hold Assignee harmless from and on account of any claims, demands, actions, losses, expenses and liabilities (including attorneys' fees) of Assignee under the Lease on account of or arising out of any obligations and liabilities of the Lessee thereunder, arising prior to the date hereof.

Assignee agrees to save, indemnify, defend and hold Assignor harmless from and on account of any claims, demands, actions, losses, expenses and liabilities

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<sup>1</sup> Said Lease concerns Hangar Site "N North" at the Jefferson County International Airport. The Lease is dated May 2<sup>nd</sup> 2003, and was approved by the Port of Port Townsend on the 26<sup>th</sup> of June 2003, although due to a scrivener's error, the Lease incorrectly references May 2<sup>nd</sup> 2002 as the date of Port approval.

LEASE ASSUMPTION – SANDOZ LIVING  
TRUST to LARK AIRCRAFT LEASING, INC.

DECEMBER 9, 2015

(including attorneys' fees) of Assignor under the Lease on account of or arising out of the obligations and liabilities so assumed.


**4. Contingency:** Notwithstanding anything to the contrary herein, this Assignment shall be contingent upon the receipt of the consent of the Lessor as evidenced by the execution by the Lessor consent set forth below.

**5. Successors and Assigns:** This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

Executed as of the date first above written.

**ASSIGNOR:**

SHIRLEY ANNE SANDOZ LIVING TRUST

  
Shirley Anne Sandoz, Trustee

TRUSTEE

**ASSIGNEE:**

LARK AIRCRAFT LEASING, INC.

\_\_\_\_\_  
Neil Morrison, Authorized Representative

**LESSOR'S CONSENT:**

The Port of Port Townsend, as owner and holder of all right, title and interest under the Lease hereby consents to the foregoing assignment.

THE PORT OF PORT TOWNSEND  
A Washington Municipal Corporation

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Larry C. Crockett, Executive Director

\_\_\_\_\_  
Port Attorney



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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

## WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No. 055440 through No. 055457 in the amount of \$101,275.32 and Electronic Payment in the amount of \$44,352.06, are approved for payment for a total amount of \$145,627.38 on this 9th day of December, 2015.

For: **Payroll and Benefits**

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

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

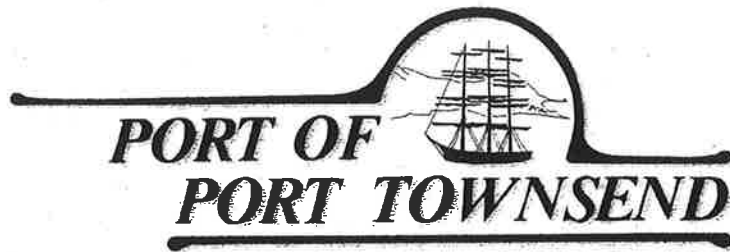
\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration



Bank: K KITSAP BANK					Distribution Amount	Check Amount
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount		
						18,565.37
W00034	12/2/2015	INT030	Internal Revenue Service			
Check Comment: 11/16 - 11/30/15 941 tax						
CKW0003401				0.00	18,565.37	
	12/2/2015		18,565.37			
G/L Account: 213-6000-00			PAYROLL TAXES PAYABLE			23,908.04
W00035	12/3/2015	WA1801	State of Washington			
Check Comment: DRS 11/2015						
CKW0003501				0.00	6,995.09	
	12/3/2015		23,908.04		1,472.06	
G/L Account: 213-5400-00			PERS PLAN II PAYABLE		15,440.89	
G/L Account: 213-5450-00			PERS PLAN III PAYABLE		23,908.04	23,908.04
G/L Account: 781-2400-30			EE BENEFITS - HCA / DRS			
Check W00035 Total:			23,908.04	0.00		1,125.00
W00036	12/3/2015	WA0302	State of Washington			
Check Comment: DC 11/16 - 11/30/15						
CKW0003601				0.00	1,125.00	
	12/3/2015		1,125.00			753.65
G/L Account: 213-5500-00			EE DEFERRED COMP PAYABLE			
W00037	12/2/2015	AFL010	AFLAC			
Check Comment: 11/2015						
CKW0003701				0.00	753.65	
	12/2/2015		753.65			
G/L Account: 213-6200-00			EMPLOYEE DEDUCTION - INSURANCE		44,352.06	44,352.06
Bank K Total:			44,352.06	0.00	44,352.06	44,352.06
Report Total:			44,352.06	0.00	44,352.06	44,352.06

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
055451	12/1/2015	HEA050	Health Equity Attn: Member's Services 11/30/2015	11/30/2015	300.00	0.00	300.00 Check Entry Number: 001
055452	12/1/2015	NOR020	Northwest Administrators, Inc. 11/30/2015	12/1/2015	27,858.60	0.00	27,858.60 Check Entry Number: 001
055453	12/1/2015	PEJ001	Peninsula Credit Union 11/30/2015	11/30/2015	250.00	0.00	250.00 Check Entry Number: 001
055454	12/1/2015	POR001	Auditor's Revolving Fund 11/30/2015	12/1/2015	38,091.13	0.00	38,091.13 Check Entry Number: 001
055455	12/1/2015	SPE010	James Speer 11/30/2015	11/30/2015	250.00	0.00	250.00 Check Entry Number: 001
055456	12/1/2015	TEA001	Teamsters Local 589 11/30/2015	11/30/2015	1,240.00	0.00	1,240.00 Check Entry Number: 001
055457	12/1/2015	WA0801	State of Washington HCA11/30/2015	12/1/2015	16,478.00	0.00	16,478.00 Check Entry Number: 001
<b>Report Total:</b>					<b>84,467.73</b>	<b>0.00</b>	<b>84,467.73</b>



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. 055458 through No. 055520, are approved for payment in the amount of \$205,768.83 on this 9th day of December, 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
055458	12/9/2015	A+E001	A+ Equipment Rentals, Inc				
			38676-1	11/16/2015	158.97	0.00	158.97
							Check Entry Number: 001
055459	12/9/2015	ALL070	All Weather, Inc.				
			62062	11/20/2015	1,962.00	0.00	1,962.00
							Check Entry Number: 001
055460	12/9/2015	AND055	Harold Andersen				
			11/30/2015	11/30/2015	30.51	0.00	30.51
							Check Entry Number: 001
055461	12/9/2015	ARR010	Arrow Lumber Port Townsend				
			74567	10/29/2015	44.03	0.00	44.03
			74597	10/30/2015	169.10	0.00	169.10
			74779	11/9/2015	95.83	0.00	95.83
			74878	11/12/2015	87.57	0.00	87.57
			74932	11/13/2015	435.99	0.00	435.99
				Check 055461 Total:	832.52	0.00	832.52
055462	12/9/2015	BER040	Abigail Berg				
			11/30/2015	11/30/2015	539.95	0.00	539.95
							Check Entry Number: 001
055463	12/9/2015	BRO040	Brother's Plumbing, Inc				
			48079	11/16/2015	103.01	0.00	103.01
							Check Entry Number: 001
055464	12/9/2015	CAI040	AI Cairns				
			11/30/2015	11/30/2015	61.53	0.00	61.53
							Check Entry Number: 001
055465	12/9/2015	CAR001	Carl's Building Supply				
			11/30/2015S	11/30/2015	295.90	0.00	295.90
							Check Entry Number: 001
055466	12/9/2015	CEN010	Central Welding Supply				
			97889	12/1/2015	15.94	0.00	15.94
							Check Entry Number: 001
055467	12/9/2015	CEN040	CENTURYLINK				
			1358496214	11/19/2015	2,788.98	0.00	2,788.98
							Check Entry Number: 001
055468	12/9/2015	CIT001	City Of Port Townsend				
			11/30/2015S	11/30/2015	14,169.45	0.00	14,169.45
							Check Entry Number: 001
055469	12/9/2015	CIT010	City of Port Townsend				
			3414	11/25/2015	885.16	0.00	885.16
			3415	11/25/2015	84.75	0.00	84.75
				Check 055469 Total:	969.91	0.00	969.91
055470	12/9/2015	CLI070	Brad Clinefelter				
			11/30/20015	11/30/2015	116.20	0.00	116.20
							Check Entry Number: 001
055471	12/9/2015	COO050	Cooper Fuel & Auto Repair				
			116285	11/12/2015	417.38	0.00	417.38
			116288	11/12/2015	176.47	0.00	176.47
				Check 055471 Total:	593.85	0.00	593.85
055472	12/9/2015	CRO001	Lawrence C Crockett				
			11/30/2015	11/30/2015	739.15	0.00	739.15
							Check Entry Number: 001
055473	12/9/2015	DAI001	Daily Journal of Commerce				
			3306855	11/16/2015	77.00	0.00	77.00
							Check Entry Number: 001
055474	12/9/2015	DET040	Scott Dethloff				
			09122015	9/12/2015	138.24	0.00	138.24
							Check Entry Number: 001
055475	12/9/2015	EDE005	Edensaw Woods, LTD				
			00312203-001	11/24/2015	9.79	0.00	9.79
							Check Entry Number: 001
055476	12/9/2015	EUR050	Joe Euro				
			11302015	11/30/2015	238.86	0.00	238.86
							Check Entry Number: 001
055477	12/9/2015	FAM001	Ferguson Enterprises #3007				
			3840833	11/23/2015	1,608.94	0.00	1,608.94
							Check Entry Number: 001
055478	12/9/2015	FER030	Kristian Ferrero				
			11/30/2015	11/30/2015	70.43	0.00	70.43
							Check Entry Number: 001
055479	12/9/2015	GOO002	Good Man Inc.				
			84236	12/1/2015	561.96	0.00	561.96
							Check Entry Number: 001
055480	12/9/2015	GOO020	Goodstein Law Group				
			1201511	12/1/2015	2,411.95	0.00	2,411.95
							Check Entry Number: 001
055481	12/9/2015	HAB030	Philip Habegger				
			11/16/2015	11/16/2015	43.00	0.00	43.00
							Check Entry Number: 001
055482	12/9/2015	HAD001	Hadlock Building Supply				
			11/25/2015S	11/25/2015	185.39	0.00	185.39
							Check Entry Number: 001
055483	12/9/2015	HAN040	Pete Hanke				
			11/30/2015	11/30/2015	695.70	0.00	695.70
							Check Entry Number: 001
055484	12/9/2015	HEN002	Henery Hardware				
			227120	11/25/2015	43.12	0.00	43.12
			554525	10/26/2015	20.69	0.00	20.69
			554710	10/28/2015	36.17	0.00	36.17
			554778	10/28/2015	23.52	0.00	23.52
			554820	10/29/2015	7.39	0.00	7.39
			554879	10/29/2015	25.00	0.00	25.00
			554892	10/29/2015	9.80	0.00	9.80
			554902	10/29/2015	41.68	0.00	41.68
			554964	10/30/2015	29.41	0.00	29.41
			555163	11/2/2015	51.27	0.00	51.27
			555308	11/4/2015	13.49	0.00	13.49
			555319	11/4/2015	40.58	0.00	40.58
			555352	11/4/2015	26.13	0.00	26.13
			555408	11/5/2015	44.61	0.00	44.61
			555719	11/9/2015	61.01	0.00	61.01
			555747	11/9/2015	37.69	0.00	37.69
			555762	11/9/2015	385.36	0.00	385.36
			555814	11/10/2015	38.14	0.00	38.14
			555822	11/10/2015	15.50	0.00	15.50
			555858	11/10/2015	32.68	0.00	32.68
			556030	11/12/2015	33.09	0.00	33.09

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			556050	11/12/2015	7.37	0.00	7.37
			556109	11/13/2015	102.73	0.00	102.73
			556366	11/16/2015	2.17	0.00	2.17
			556372	11/16/2015	74.96	0.00	74.96
			556440	11/17/2015	40.94	0.00	40.94
			556492	11/18/2015	37.67	0.00	37.67
			556542	11/18/2015	21.79	0.00	21.79
			556568	11/18/2015	31.50	0.00	31.50
			556606	11/19/2015	18.72	0.00	18.72
			556619	11/19/2015	5.44	0.00	5.44
			556664	11/19/2015	4.35	0.00	4.35
			556704	11/20/2015	15.24	0.00	15.24
			556725	11/20/2015	20.36	0.00	20.36
			556776	11/20/2015	10.88	0.00	10.88
			556898	11/23/2015	91.43	0.00	91.43
			556901	11/23/2015	17.43	0.00	17.43
			557014	11/24/2015	23.96	0.00	23.96
			557051	11/24/2015	82.28	0.00	82.28
			Check 055484 Total:		1,625.55	0.00	1,625.55
055485	12/9/2015	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			11/25/2015S	11/25/2015	13.61	0.00	13.61
055486	12/9/2015	HIL010	M. W. Hillman Consulting				Check Entry Number: 001
			12/01/201	12/1/2015	1,530.00	0.00	1,530.00
055487	12/9/2015	JC1008	Jefferson County Public Works				Check Entry Number: 001
			12/02/2015	12/2/2015	600.78	0.00	600.78
055488	12/9/2015	KAE008	Kaeser & Blair Inc.				Check Entry Number: 001
			51104144	11/25/2015	382.17	0.00	382.17
055489	12/9/2015	KEN010	Kendrick Equipment				Check Entry Number: 001
			U2744	11/6/2015	192.22	0.00	192.22
055490	12/9/2015	KHI001	Terry Khile				Check Entry Number: 001
			11/30/2015	11/30/2015	307.60	0.00	307.60
055491	12/9/2015	M&P010	M&P Overhead Garage Doors				Check Entry Number: 001
			3603	11/19/2015	212.50	0.00	212.50
055492	12/9/2015	MAS020	Mascott Equipment				Check Entry Number: 001
			352289	11/25/2015	430.64	0.00	430.64
055493	12/9/2015	NEL001	Sue Nelson				Check Entry Number: 001
			11/30/2015	11/30/2015	20.70	0.00	20.70
055494	12/9/2015	NEP050	Neptune Marine LLC				Check Entry Number: 001
			75234	12/3/2015	160,945.26	0.00	160,945.26
055495	12/9/2015	OLY002	SupplyWorks				Check Entry Number: 001
			350790895	10/28/2015	181.86	0.00	181.86
			350790903	10/28/2015	610.65	0.00	610.65
			351371042	11/4/2015	384.16	0.00	384.16
			351951058	11/11/2015	431.71	0.00	431.71
			351951066	11/11/2015	164.01	0.00	164.01
			352514962	11/18/2015	174.15	0.00	174.15
			352514970	11/18/2015	253.01	0.00	253.01
			352514988	11/18/2015	294.02	0.00	294.02
			Check 055495 Total:		2,493.57	0.00	2,493.57
055496	12/9/2015	OLY004	Olympic Art and Office				Check Entry Number: 001
			5294	11/25/2015	30.07	0.00	30.07
055497	12/9/2015	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			11/30/2015	11/30/2015	400.78	0.00	400.78
055498	12/9/2015	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			49335	11/20/2015	84.75	0.00	84.75
055499	12/9/2015	POR006	Port Supply				Check Entry Number: 001
			4656	12/2/2015	4.34	0.00	4.34
055500	12/9/2015	POR019	Port Gamble S'kallam Tribe				Check Entry Number: 001
			11192015	11/19/2015	212.70	0.00	212.70
055501	12/9/2015	PUD001	Pud District #1				Check Entry Number: 001
			11252015	11/25/2015	307.05	0.00	307.05
055502	12/9/2015	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			11/18/2015	11/18/2015	471.25	0.00	471.25
055503	12/9/2015	QUE030	Queensboro Shirt Co				Check Entry Number: 001
			1280844	10/16/2015	539.45	0.00	539.45
055504	12/9/2015	QUI001	Quill Corporation				Check Entry Number: 001
			9623163	11/13/2015	274.60	0.00	274.60
			9623367	11/13/2015	68.55	0.00	68.55
			9749742	11/17/2015	322.41	0.00	322.41
			Check 055504 Total:		665.56	0.00	665.56
055505	12/9/2015	QUI010	Quimper Mercantile				Check Entry Number: 001
			146461	11/13/2015	127.40	0.00	127.40
			147399	11/19/2015	45.04	0.00	45.04
			Check 055505 Total:		172.44	0.00	172.44
055506	12/9/2015	SAF001	Safeway, Inc.				Check Entry Number: 001
			11/28/2015S	11/28/2015	841.16	0.00	841.16
055507	12/9/2015	SEC010	Security Services				Check Entry Number: 001
			91715	12/1/2015	164.00	0.00	164.00
055508	12/9/2015	SMI010	Sean Smith				Check Entry Number: 001
			11/30/2015	11/30/2015	71.35	0.00	71.35
055509	12/9/2015	SOU002	Southeast Publications USA, Inc				Check Entry Number: 001
			10/14/2015	10/14/2015	350.00	0.00	350.00
055510	12/9/2015	SPE001	SOS Printing				Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
055511	12/9/2015	STA005	53125 Staples Credit Plan	11/30/2015	73.25	0.00	73.25
			11/15/2015	11/15/2015	96.98	0.00	96.98
055512	12/9/2015	STA030	The Station				Check Entry Number: 001
055513	12/9/2015	SUN003	1512003 Sunshine Propane	12/2/2015	87.20	0.00	87.20
			00730	11/23/2015	76.30	0.00	76.30
			86408	11/17/2015	122.15	0.00	122.15
				<b>Check 055513 Total:</b>	<b>198.45</b>	<b>0.00</b>	<b>198.45</b>
055514	12/9/2015	TUC050	Stephen Tucker				Check Entry Number: 001
055515	12/9/2015	TWI001	11/30/2015 Spectra Laboratories - Kitsap	11/30/2015	703.04	0.00	703.04
			15-05470	11/30/2015	276.00	0.00	276.00
			15-08465	11/30/2015	276.00	0.00	276.00
				<b>Check 055515 Total:</b>	<b>552.00</b>	<b>0.00</b>	<b>552.00</b>
055516	12/9/2015	UPS020	The UPS Store				Check Entry Number: 001
			11/30/2015	11/30/2015	9.23	0.00	9.23
055517	12/9/2015	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			11/15/2015	11/15/2015	234.54	0.00	234.54
055518	12/9/2015	WAM010	WAMA				Check Entry Number: 002
			00336	11/23/2015	150.00	0.00	150.00
055519	12/9/2015	WAS027	Washington Tourism Alliance				Check Entry Number: 001
			1601.2	6/29/2015	1,000.00	0.00	1,000.00
055520	12/9/2015	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			11/25/2015	11/25/2015	175.51	0.00	175.51
				<b>Report Total:</b>	<b>205,768.83</b>	<b>0.00</b>	<b>205,768.83</b>