

PORT COMMISSION PUBLIC WORKSHOP – May 11, 2022

The Port of Port Townsend Commission met for a Public Workshop
Port Townsend Yacht Club, 2503 Washington Street & online via Zoom

Present: Commissioner Petranek
Executive Director Berg
Deputy Director Toews
Finance Director Berg
Operations Manager Sparks
Harbormaster Ferrero
Recorder Erickson

*Present online via Zoom: Commissioners Hasse & Hanke
Director of Capital Projects & Port Engineer Klontz

I. CALL TO ORDER:

Commissioner Petranek opened the Workshop at 9:30 a.m.

II. AGENDA:

- Seasonal 70/75 ton Boatyard Rates
Commissioners and staff discussed the Seasonal Discount rates. In the end, it was decided to allow current rates to go forward without seasonal discount this coming fall. Staff will do a comparative rate & availability study to consider for the 2023 rates later this year.

III. ADJOURNMENT:

The Workshop adjourned at 10:28 a.m.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 11, 2022, 1:00 p.m.

The Port of Port Townsend Commission met for a regular business session at the Port Townsend Yacht Club, 2503 Washington Street, Port Townsend, and also online via Zoom.

Present: Commissioners Petranek
Deputy Director Toews
Director of Finance & Administration Berg
Harbormaster Ferrero
Operations Manager Sparks
Lease Administrator Nelson
Port Recorder Erickson

Present via Zoom online video: Commissioners Hanke & Hasse
Port Engineer & Director of Capital Projects Klontz
Port Attorney Woolson

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (00:00:14)
Commissioner Petranek called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (00:01:22)
Commissioner Petranek asked that the agenda be changed by adding an Executive Session per RCW 42.30.110 1B to consider the selection of a site or acquisition of real estate.
Agenda was approved as changed by unanimous consent.

III. PUBLIC COMMENTS (00:02:56)

Scott Walker commented that he had a boat at D dock, and can rarely get a parking space near the ramp to access his boat because ACI is using that area for employee parking, and also a crane and their trucks. He said he was willing to pay for parking, and asked the Commission to work on a parking solution, since currently the Port is giving away parking.

Ronnie O’Flaherty has a sailboat she is working on, and wonders what it takes to get a monthly rate as opposed to the nightly rate for moorage she has currently.

Pete Gillis asked whether background checks were really necessary for someone like him who’s lived and worked here in Port Townsend for many years. He asked if it was legal to require one for moorage tenants, and did Commissioners vote for it. He also requested that Commission meetings be held after work hours.

Commissioner Petranek asked the Commission what their understanding was for public comments. Is every letter written to the commission automatically a public comment? She said she has been checking with each person writing her to see if they want their comments posted as public comments for the next meeting, or just treated as correspondence. Commissioner Hanke said that all correspondence is public record, and acknowledge that their comments were read, and their letters are all on the Port’s website. Commissioner Hasse said if the commentator wants them to be read into the record, they can do that either via Zoom or in person, otherwise it will be posted on the website. Executive Director Berg said his policy has been that anything that comes to the Commission is either in the packet or posted as late materials on the website for transparency’s sake. Commissioners generally agreed that they would consider any letter written to them as a public comment for the next meeting, unless they asked for it not to be; and Commissioners can ask them to confirm that they want their correspondence as a public comment.

IV. CONSENT AGENDA (00:32:17)

- A. Approval of Regular Business Meeting Minutes from April 27, 2022.
- B. Approval & Ratification of Warrants
 - Warrant #065164 through #065166 in the amount of \$556.00 for Accounts Payable.
 - Warrant #065167 through #065173 in the amount of \$28,351.60 and Electronic Payment in the amount of \$174,636.39 for Payroll and Benefits.
 - Warrant #065174 in the amount of \$1,000.00 for Accounts Payable.
 - Warrant #065175 through #065237 in the amount of \$179,390.42 for Accounts Payable.

C. Accounts Receivable Write-off/Collection Register

Commissioner Hanke moved to approve the Consent Agenda, and it was approved by unanimous consent.

V. SPECIAL PRESENTATION: RECOGNITION OF 20 YEARS AT THE PORT FOR JEAN JAMESON (00:32:52)

Director of Finance & Administration Berg said that Jean had worked the entire 20 years in the same position—Accounts Receivable / Billings Accountant—and words to describe her are dedicated, precise, reliable, humble, kind, and generous. She’s a woman who loves decorating for Christmas, provides chocolate for anyone coming to see her, and many of her customers stop to chat, bring their dogs (who get treats, too). She has moved to three new locations, worked under 4 Executive Directors, 3 Finance directors, and used 3 different brands of marina software. Ms. Berg thanked Ms. Jameson for her unwavering, dedicated work and her generous, gracious attitude to our customers.

Lease & Contracts Administrator Nelson said that she had enjoyed working with Jean all those twenty years together and Jean had helped her a lot with leases.

Executive Director Berg said that Ms. Jameson was a pillar of the Port—a backbone whose work we may not see, but we see the results of her work, which is critical to the Port.

Deputy Director Toews said that Jean is an absolute rock—one of the foundation stones of this organization—and he enjoyed working with her.

Harbormaster Ferrero said that much of where he is today is because of how Ms. Jameson had helped connect the Marina Office with the Accounting Office, and he appreciated all the time she’d spent with him to do this.

Jean Jameson said she didn’t know where she’d be if the Port hadn’t hired her and would never be able to thank the Port for all it has given her. She said she has loved her job all these years.

Commissioner Hasse thanked Jean for modeling kindness, thoughtfulness, and perseverance in her work, and said and she was sorry she didn’t get to work with her more than 20 years.

Commissioner Hanke said that he was often tempted to stop by Jean’s desk for the candy and enjoyed their conversations. He commended her for her consistency through the years, her accuracy and dedication, and for dealing so calmly with irate customers having to pay their bills.

VI. SECOND READING ~ none

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (00:42:02)

A. QUILCENE MEETING REPORT (00:43:56)

Executive Director Berg commented that the Commissioners’ meeting packet contained everything that was provided at the meeting with the community in Quilcene, including a model which staff developed as a tool. This tool is intended to look forward and help inform potential decisions about investments and revenues. He said ultimately staff hopes to use it as a tool with other port properties to imagine the shape of the future and make decisions. He described the Quilcene community meeting on May 3rd as a bit smaller than previous meetings,

but it was a positive discussion. He said Deputy Director Toews would give the overview of how the meeting concluded, followed by Ray Canterbury, who would describe the meeting.

Deputy Director Toews said that staff had a great experience meeting with the Quilcene community, starting with a community survey last summer, and almost monthly meetings starting last fall with three alternatives. After 5 meetings, he said that staff had heard the community's request to rehabilitate and maintain Port facilities before doing any substantial change or new developments. What they discussed at the May 3rd meeting was a draft of a preferred alternative, and if confirmed by the group, staff would do a cost estimate, draft a multi-year Capital Plan and present it to the Commission as the Quilcene community's preferred plan. To that end, staff plans to return to Quilcene on June 7th with a document like the draft presented on May 3rd, but augmented with further detail, costs, project timing; they will seek affirmation from the community, and then bring the resulting plan forward.

Ray Canterbury, resident of Quilcene, who attended the meeting gave a report from the community's perspective and said that Mr. Toews stated the situation very well. He said that the general consensus went over the details of the proposal, and Port staff had done a good job coming up with a middle ground on the alternatives. The details on the proposal were well presented and are something the community supports: maintenance of current facilities, dredging, making the boat launch safe and ergonomic, a dry campsite area for small RV's, a "Portland Lou*" type of plumbed outdoor toilet and an outdoor shower for people who use the beach. He said the community is hoping that the rural nature will be preserved along with public access. *Mr. Berg described the Portland Lou as a plumbed toilet facility that is unheated and lit, discourages camping out and resists graffiti, but is also easily cleaned & maintained with a hose. He said that this would be a great solution for the head of the Larry Scott Trail, too.

B. FUTURE MEETING FORMAT (00: 55:11)

Executive Director Berg asked what format the Commission would like to use for its meetings following the expiration of the Governor's emergency orders at the end of the month, when hybrid meetings are no longer required. He said that unless the Commission would like to have the Port's general counsel attend in person, the meetings would continue to have equipment and connections for remote attendance, so a hybrid option that is also open to the public will not be difficult for regular meetings and workshops. He noted that Port staff have heard from the community that they appreciate being able to participate in the meetings remotely. If the Commission desires to maintain this capability, staff will propose an amendment to Resolution 763-22 that includes remote attendance and participation by the public.

Commissioner Hasse would like to stay with the remote option because it is not only safer during times of illness, but greener as no commuting using fossil fuels would be necessary.

Commissioner Petranek said she was in favor of the Port Commission meetings being held in hybrid with an online option.

C. INTERGOVERNMENTAL COLLABORATIVE GROUP (ICG) MEETING PREPARATION:
CAPITAL PROJECT LIST (01:01:05)

Executive Director Berg said he had forwarded a letter from Jefferson County Commissioner Kate Dean regarding capital projects in preparation for the ICG meeting on Thursday, May 19, 2022. He said the agenda for that meeting is matching infrastructure priorities to funding, and non-ICG member governmental agencies had been invited to participate. He asked for a consensus of key priority projects to send to ICG which we would consider for federal funding or partner funding opportunities.

Commissioner Hanke asked if there were a funding amount staff was seeking for each project, for instance the Point Hudson Jetty project. Mr. Berg reminded Commission that no funds would be distributed at the ICG meeting. This is more about educating each other about our critical projects (currently unfunded), how they affect the community and their costs, and hopefully there might be a matching of potential funding, and the ICG would help support its individual members in seeking those dollars.

Commissioner Petranek listed her top five priority projects:

- Anything unfunded for the Point Hudson Jetty
- Northwest Boatyard expansion
- Quilcene – focusing on recreational community-wide projects)
- 300-ton lift backup and replacement
- JCIA Industrial Park infrastructure for marine trades

Commissioner Hanke said he'd pick the same list as Commissioner Petranek.

Commissioner Hasse listed her top five priorities from the Capital Projects list, saying that she concentrated on joint projects.

- Quilcene - recreational park, building maintenance
- Point Hudson building preservation – historical preservation
- Cantilevered esplanade at Point Hudson
- 300-ton southwestern expansion of the Boat Haven boatyard
- Clean/green diesel from Cherry Point, adding a new tank at Boat Haven for this.
- Eco-industrial Park at JCIA, including the pilot terminal
- Climate Change Action Plan, affordable housing and other problems that are facing our community that require all of these government entities to work together.

Executive Director Berg said that the list needs to be whittled down a little. He suggested taking the Point Hudson Jetty off, under the theory that it cannot receive any further federal funding. He then commented on other projects on the list, in an attempt to whittle it down. He heard that Commissioners would like to focus on (1) western boatyard expansion, (2) Quilcene, (3) 300-ton lift, (4) JCIA eco-industrial park, (5) Point Hudson building preservation plan, (6) cantilevered esplanade at Point Hudson, and (7) green fuel facilities, which is 7 projects.

Commissioner Hanke agreed that the fuel needs to be upgraded at both the marina and airport. He felt that the esplanade is crucial in getting people off the road, which would be a great improvement.

Commissioner Petranek would prioritize fixing Port critical infrastructure like historical preservation at Point Hudson, which we've learned is expensive.

Commissioner Hanke asked what's easier to building with other funds, and there followed a discussion regarding what funds might be available for which projects. Commissioners agreed that the first 5 projects Mr. Berg had listed were the top 5 and after discussion and input from staff decided to add the esplanade as the 6th project.

IX. STAFF COMMENTS (01:28:47)

Executive Director Berg commented that the latest edition of the Port Report had just come out. He thanked Diana Talley who organized the photo piece and Lease and Contracts Administrator Nelson for coming up with the initial idea to interview a woman captain, which lead to the theme of women in maritime. He noted that the Port Retreat would be on May 18th & 19th from

10:00 a.m. to 3:00 p.m. each day. He also reported that he had attended the WPPA Spring meeting where he learned quite a bit, including a course on records' management.

Deputy Director Toews commented that he had good news: (1) the EDA grant is signed and delivered to the US Dept. of Commerce Economic Development Administration (EDA) for the Point Hudson Jetty for \$7.031 million; and (2) the Port was successful on a Boating Infrastructure Grant (BIG) Tier II for Boat Haven's linear dock—one of twelve projects funded in the nation, and the only one in Washington. He thanked Lisa Wilson and Ross Widener for their help in putting the BIG grant together. He reported that he and Executive Director Berg had attended a constructive meeting with the local community at the Gardiner Community Center, along with County Commissioner Brotherton and Sheriff Nole discussing a wide range of issues, including the Port's boat ramp project there. He said approximately 60 people attended, and staff received great comments about how to refine the project—they are concerned about parking and scope of the project; the consensus was to do the minimum necessary to repair the boat ramp.

Director of Finance and Administration Berg said the Port had hired a replacement for Karen Erickson; Joanna Sanders (current City clerk) will start at the beginning of June. She said Jean Jameson's replacement, Jeanine Johanson, had started working with Jean and things are going well. She was happy to convey that she had finished the Annual Report (part of today's meeting packet) on time. She said she plans to attend the WPPA Finance Directors' meeting in June where she will be giving a presentation on reporting to the Commission and the public.

Port Engineer Klontz commented that the contractor open house for the Point Hudson Jetty project had been rescheduled to Friday, May 13. The Port will advertise for bids later this month. He reported the evening before he had attended the second Sims Way Gateway and Boatyard Expansion project stakeholders meeting. It was a fruitful discussion; attendees were cordial and civil despite not agreeing on the project, they were willing to listen to other points of view. That group will be meeting about every 3 weeks until late August when they hope to present out, starting with the City Parks & Recreation Department.

Harbormaster Ferrero said that the work yard was still at 101% occupancy through April and staff is doing weekly check-ins on the haul-out schedule, making sure everyone is on schedule to be hauled. He reported that the Point Hudson Marina guest monthly boats had moved to Boat Haven, and that the cruise ships have started coming to Union Dock every Thursday and sometimes on Saturday, carrying 60-80 people.

Operations Manager Sparks said that the Pavilion building would be ready for the Port retreat next week. As for the old Coast Guard building / new Boat Haven Marina Office, the inside was done, and maintenance teams were working on the outside. The current marina office will become the airport terminal, and the project is in septic design phase now. He said he was hoping it would be moved in the fall with occupancy possibly in early 2023. He said that the 300-ton Travelift had a main bearing that may be going out, which was discovered after scheduling down time for routine maintenance this summer.

Lease Administrator Nelson reviewed her lease brief starting with new leases: SEA Marine will begin leasing the Armory Building sail loft space on May 1st, Station Prairie, LLC (Seton) will start a 50-year lease at JCIA Hangar site #5, and Sail Port Townsend, a woman-owned business will begin a month-to-month agreement on May 1, 2022, for an office in the Nomura Building. She said there were at least two more office spaces available in the Nomura building. She relayed that Best Coast Canvas had exercised option 2 of 3 for another year through July 31, 2023. She noted that Key City Public Theater is licensed to use a 1600 sq ft parcel of land at Point Hudson for an annual fundraising event June 24 & 25. She said that staff would bring a proposed Lease

Assignment of Dave’s Mobile Welding to Armstrong Consolidated, LLC to the May 25, 2022, commission meeting.

Port Counsel Woolson said he had attended the Washington Airport Manager Association meeting.

X. COMMISSIONER COMMENTS (01:49:09)

Commissioner Hasse thanked former Commissioner Steve Tucker who volunteered to help the MRC set the eel grass buoys using the Port’s boat. She commented that the WPPA Spring Meeting was held in Skamania, near where she grew up, and she thought their classes and speakers were excellent; she learned that the Port of Camas / Washougal has their energy use assessed and dialed in, and she’d like to bring those ideas to our Port.

Commissioner Hanke commented that the WPPA had lost three top people to retirement, one of whom was a lobbyist, and he noted that WPPA’s greatest asset is their lobbying capability. He reminded everyone present that the Port’s lease policy was formed with the input from a lot of stakeholders throughout the Port in addition to staff; the big message is “fair market value” and “transparency” – it reflects the desire of tenants and doesn’t need a complete overhaul.

Commissioner Petranek said that she had attended the monthly EDC Board meeting and reported that the confidentiality rules were still unresolved. The Board is looking at getting Transit on the EDC board to promote Park & Ride and have fewer cars downtown. EDC Director, Cindy Brooks is setting up financial accountability, a small business advisory service. She did a walk-about with representative Derek Kilmer and Port staff at Boat Haven and looked at the Point Hudson Jetty. Executive Director Berg, Deputy Director Toews and she participated in another KPTZ “Our Working Waterfront” interview to be aired Friday 5/13 at noon, with a general theme of community, staff and ‘electeds’ working together. She attended another EDC meeting “the Area Sector Analysis Work Group”, which aims to get economic data for all of Jefferson County.

XI. Next Meeting of the Commission (01:57:47): Commission Retreat on Wednesday & Thursday, May 18 & 19 from 10:00 a.m. to 3:00 p.m. at the Point Hudson Pavilion, 355 Hudson Street, Port Townsend & via Zoom. The next Regular Business Meeting: Wednesday, May 25, 2022; 5:30 p.m., at the Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION (01:58:28): per RCW 42.30.110 1B to consider the selection of a site or acquisition of real estate. Commissioner Petranek went into Executive Session at 2:58 p.m. for approximately 30 minutes with no action likely afterwards.

XIII. ADJOURNMENT: the meeting was reopened and adjourned at 3:21 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol L. Hasse, Vice President



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656
3988

Operations: (360) 385-2355

Fax: (360) 385-

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 services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 065238 through No. 065240 generated on April 15th, 2022 in the amount of \$5,970.85 and Electronic Payment in the amount of \$103,196.12, for a total amount of \$109,166.97 is **ratified.**

Signed and Authenticated on this 25th day of May, 2022.

For: **Payroll and Benefits**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



PO Box 1180 • Port Townsend, WA 98368

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 services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 065241 through No. 065289, are approved for payment in the amount of \$56,988.19 on this 25th day of May, 2022.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Check Register
Journal Posting Date: 5/25/2022
Register Number: CD-000927

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000065241	5/25/2022	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			4/2022 STATEMENT	4/30/2022	496.04	0.00	496.04
0000065242	5/25/2022	AIR010	Air Flo Heating Co.				Check Entry Number: 001
			75713448	5/6/2022	11,987.91	0.00	11,987.91
0000065243	5/25/2022	AVC050	Avcom Company				Check Entry Number: 001
			05010122	5/11/2022	794.41	0.00	794.41
0000065244	5/25/2022	AWC001	Assoc. Of Washington Cities				Check Entry Number: 001
			97670	5/6/2022	560.66	0.00	560.66
0000065245	5/25/2022	BAN005	Bank of America				Check Entry Number: 001
			5/5/22 STATEMENT	5/5/2022	6,741.58	0.00	6,741.58
0000065246	5/25/2022	BOT040	Botero & Son Electrical LLC				Check Entry Number: 001
			22-2388	4/27/2022	3,318.37	0.00	3,318.37
			22-2389	5/11/2022	4,511.59	0.00	4,511.59
			Check 0000065246 Total:		7,829.96	0.00	7,829.96
0000065247	5/25/2022	CAM015	Craig Campbell				Check Entry Number: 001
			REFUND 5/4/22	5/4/2022	32.21	0.00	32.21
0000065248	5/25/2022	CED005	CED				Check Entry Number: 001
			59481019582	5/5/2022	58.91	0.00	58.91
0000065249	5/25/2022	CEN030	CenturyLink				Check Entry Number: 001
			5/1/22 STATEMENT	5/1/2022	200.00	0.00	200.00
0000065250	5/25/2022	CEN035	CenturyLink				Check Entry Number: 001
			5/8/22 STATEMENTS	5/8/2022	454.07	0.00	454.07
0000065251	5/25/2022	CIT001	City Of Port Townsend				Check Entry Number: 001
			4/30/22 STATEMENT	4/30/2022	333.45	0.00	333.45
0000065252	5/25/2022	DAI001	Daily Journal of Commerce				Check Entry Number: 001
			3378091	5/4/2022	137.80	0.00	137.80
0000065253	5/25/2022	DEL070	Delta Water Technologies, LLC				Check Entry Number: 001
			171185	5/5/2022	643.55	0.00	643.55
0000065254	5/25/2022	DLL010	D L Logos				Check Entry Number: 001
			3962	5/5/2022	57.28	0.00	57.28
0000065255	5/25/2022	EGN030	Jim & Ana Egnew				Check Entry Number: 001
			REFUND 5/13/22	5/13/2022	34.76	0.00	34.76
0000065256	5/25/2022	FER001	Ferrellgas				Check Entry Number: 001
			5006995801	4/26/2022	599.61	0.00	599.61
0000065257	5/25/2022	FIS020	Fish N Hole				Check Entry Number: 001
			5604815	5/4/2022	59.59	0.00	59.59
0000065258	5/25/2022	FLO025	Curt Florcke				Check Entry Number: 001
			REFUND 4/27/22	4/27/2022	126.47	0.00	126.47
0000065259	5/25/2022	HIG020	Highway Specialties LLC				Check Entry Number: 001
			0001739-IN	5/6/2022	283.66	0.00	283.66
0000065260	5/25/2022	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
			3977	4/30/2022	3,250.00	0.00	3,250.00
0000065261	5/25/2022	JEF030	Jefferson Healthcare				Check Entry Number: 001
			M PHIPPS 2/7/22	2/7/2022	314.18	0.00	314.18
0000065262	5/25/2022	JOH025	Johnson Controls Fire Protection LP				Check Entry Number: 001
			41539217	3/28/2022	576.27	0.00	576.27
0000065263	5/25/2022	KEN010	Kendrick Equipment				Check Entry Number: 001
			U50668	4/28/2022	161.33	0.00	161.33
0000065264	5/25/2022	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4744883S185	5/1/2022	13.65	0.00	13.65

Check Register
Journal Posting Date: 5/25/2022
Register Number: CD-000927

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000065265	5/25/2022	MAN085	Trevor Manners				Check Entry Number: 001
			UNIFORM EXP 5/22	5/25/2022	130.55	0.00	130.55
0000065266	5/25/2022	NOR002	Northwest Marine Trade Assn				Check Entry Number: 001
			221010	5/2/2022	515.00	0.00	515.00
0000065267	5/25/2022	OES001	OESD 114				Check Entry Number: 001
			2122001388	5/15/2022	4,029.00	0.00	4,029.00
0000065268	5/25/2022	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			673239646	3/9/2022	87.78	0.00	87.78
			675863328	3/23/2022	150.99	0.00	150.99
			680094539	4/14/2022	24.25	0.00	24.25
			680815529	4/19/2022	2.69	0.00	2.69
			Check 0000065268 Total:		265.71	0.00	265.71
0000065269	5/25/2022	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			347505	4/7/2022	9.76	0.00	9.76
0000065270	5/25/2022	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			79568	5/16/2022	48.35	0.00	48.35
0000065271	5/25/2022	POR005	Port Townsend Leader				Check Entry Number: 001
			109696	5/1/2022	65.50	0.00	65.50
0000065272	5/25/2022	POR065	Port of Port Townsend				Check Entry Number: 001
			CAMPBELL REFUND	5/4/2022	965.86	0.00	965.86
0000065273	5/25/2022	PUD001	Pud District #1				Check Entry Number: 001
			5/11/22 STATEMENTS	5/11/2022	41.82	0.00	41.82
0000065274	5/25/2022	QUI001	Quill Corporation				Check Entry Number: 001
			24964493	5/5/2022	430.13	0.00	430.13
0000065275	5/25/2022	REI002	Reid Middleton Co				Check Entry Number: 001
			2205035	5/13/2022	3,500.00	0.00	3,500.00
0000065276	5/25/2022	ROD030	Rodda Paint				Check Entry Number: 001
			44169419	4/28/2022	568.76	0.00	568.76
			44169538	5/4/2022	207.56	0.00	207.56
			44169698	5/11/2022	156.67	0.00	156.67
			Check 0000065276 Total:		932.99	0.00	932.99
0000065277	5/25/2022	ROT030	Dane Roth				Check Entry Number: 001
			REFUND 5/3/2022	5/3/2022	31.73	0.00	31.73
0000065278	5/25/2022	SEC010	Security Services				Check Entry Number: 001
			122107	5/1/2022	190.85	0.00	190.85
0000065279	5/25/2022	SHO010	Shold Excavating Inc				Check Entry Number: 001
			67713	5/9/2022	748.97	0.00	748.97
0000065280	5/25/2022	SNO030	Laura Snodgrass				Check Entry Number: 001
			UNIFORM EXPENSE 5/22	5/10/2022	183.14	0.00	183.14
0000065281	5/25/2022	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8062084	4/30/2022	1,623.30	0.00	1,623.30
0000065282	5/25/2022	STE085	Shane Stewart				Check Entry Number: 001
			REFUND 05/11/22	5/11/2022	786.85	0.00	786.85
0000065283	5/25/2022	TAC001	Tacoma Screw Products, Inc				Check Entry Number: 001
			140043148-00	5/11/2022	150.72	0.00	150.72
0000065284	5/25/2022	TER030	Terrapin Architecture PC				Check Entry Number: 001
			22-162	5/4/2022	900.00	0.00	900.00
0000065285	5/25/2022	ULI040	ULINE				Check Entry Number: 001
			146483599	3/17/2022	177.69	0.00	177.69
			148251156	4/28/2022	3,438.22	0.00	3,438.22

Check Register
Journal Posting Date: 5/25/2022
Register Number: CD-000927

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 0000065285 Total:					3,615.91	0.00	3,615.91
0000065286	5/25/2022	UPS070	UPS Supply Chain Solutions, Inc				Check Entry Number: 001
			1571286391	5/11/2022	208.55	0.00	208.55
0000065287	5/25/2022	US0001	United States Postal Service				Check Entry Number: 001
			QTR2 2022 30612675	5/25/2022	1,500.00	0.00	1,500.00
0000065288	5/25/2022	VEN070	VenTek International				Check Entry Number: 001
			132139	5/1/2022	103.65	0.00	103.65
0000065289	5/25/2022	WIN003	Windridge Solutions				Check Entry Number: 001
			563	5/11/2022	262.50	0.00	262.50
Report Total:					<u>56,988.19</u>	<u>0.00</u>	<u>56,988.19</u>



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap 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 materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$9,469.11 is ratified.**

Signed and Authenticated on this **25th** day of **May**, **2022**.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***April, 2022*** in the amount of ***\$9,469.11.***

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-026-572-513**

Below is information from your Monthly Return for the period ending April 30, 2022

Filing Date	May 9, 2022
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	May 11, 2022
Total Tax	11,824.21
Total Credits	2,355.10
Total Due	9,469.11



Combined Excise Tax Return

161-000-044
 BOAT HAVEN FUEL DOCK
 PORT OF PORT TOWNSEND

Filing Period: April 30, 2022

Due Date: May 25, 2022

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	97,950.02	0.00	97,950.02	0.004710	461.34
Service and Other Activities (\$1 million or greater in prior year)	94,661.49	0.00	94,661.49	0.017500	1,656.58
Total Business & Occupation					2,117.92

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	97,950.02	0.00	97,950.02	0.065000	6,366.75
Total State Sales and Use					6,366.75

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Water Distribution	1,668.17	0.00	1,668.17	0.050290	83.89
Other Public Service Business	7,958.88	0.00	7,958.88	0.019260	153.29
Total Public Utility Tax					237.18

Deductions

Tax Classification	Deduction	Amount
Business & Occupation		
Retailing	Motor Vehicle Fuel Tax	0.00
State Sales and Use		
Retail Sales	Motor Vehicle Fuel Sales	0.00

Credits

	Amount
Main Street Credit	2,117.92
Main Street Credit	237.18
Total Credits	2,355.10

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	97,950.02	0.026000	2,546.70
	Total Local City and/or County Sales Tax		2,546.70

Transient Rental Income

Location	Income	
1601 - PORT TOWNSEND	27,782.80	
	Total Transient Rental Income	27,782.80

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	27,782.80	0.020000	555.66
	Total Special Hotel/Motel		555.66

Total Tax	11,824.21
Total Credits	2,355.10
Subtotal	9,469.11
Total Amount Owed	9,469.11

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	5/9/2022
Confirmation #:	0-026-572-513

Payment Type:	ACH Debit/E-Check
Amount:	\$9,469.11
Effective Date:	5/11/2022



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ELECTRONIC DEBIT – Kitsap 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 materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$526.58 is ratified.**

Signed and Authenticated on this 25th day of May, 2021.

For: Washington State, Department of Revenue
Business License Update in the amount of **\$526.58**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Washington State Department of Revenue

Your request has been submitted and your confirmation number is **0-026-758-118**

Below is information from your renewal

Filing Date and Time	5/17/2022 1:58:36 PM
Legal Entity Name	PORT OF PORT TOWNSEND
Location Name	BOAT HAVEN MARINA AND YARD OFFICE
Account number	161000044-001-0004
Physical Address	2790 WASHINGTON ST PORT TOWNSEND WA 98368-4615
Mailing Address	PO BOX 1180 PORT TOWNSEND WA 98368-0980
Payment Method	ACH Debit/E-Check
Payment Amount	\$85.00

For easy reference, you can print this page and retain it with your records.

To check the status of your request, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Washington State Department of Revenue

Your request has been submitted and your confirmation number is **0-026-733-053**

Below is information from your renewal

Filing Date and Time 5/17/2022 2:00:33 PM

Legal Entity Name PORT OF PORT TOWNSEND

Location Name PORT OF PORT TOWNSEND

Account number 161000044-001-0005

Physical Address 2701 JEFFERSON ST PORT TOWNSEND WA 98368-4636

Mailing Address PO BOX 1180 PORT TOWNSEND WA 98368-0980

Payment Method ACH Debit/E-Check

Payment Amount \$40.00

For easy reference, you can print this page and retain it with your records.

To check the status of your request, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Washington State Department of Revenue

Your request has been submitted and your confirmation number is **0-026-797-753**

Below is information from your renewal

Filing Date and Time 5/17/2022 2:02:16 PM
Legal Entity Name PORT OF PORT TOWNSEND
Location Name PORT OF PORT TOWNSEND
Account number 161000044-001-0007
Physical Address 809 8TH ST PORT TOWNSEND WA 98368-2944
Mailing Address PO BOX 1180 PORT TOWNSEND WA 98368-0980
Payment Method ACH Debit/E-Check
Payment Amount \$40.00

For easy reference, you can print this page and retain it with your records.

To check the status of your request, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Washington State Department of Revenue

Your request has been submitted and your confirmation number is **0-026-787-796**

Below is information from your renewal

Filing Date and Time 5/17/2022 12:09:40 PM
Legal Entity Name PORT OF PORT TOWNSEND
Location Name JEFFERSON COUNTY INTERNATIONAL AIRPORT
Account number 161000044-001-0001
Physical Address 310 AIRPORT RD PORT TOWNSEND WA 98368-9709
Mailing Address PO BOX 1180 PORT TOWNSEND WA 98368-0980
Payment Method ACH Debit/E-Check
Payment Amount \$234.58

For easy reference, you can print this page and retain it with your records.

To check the status of your request, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Washington State Department of Revenue

Your request has been submitted and your confirmation number is **0-026-803-065**

Below is information from your renewal

Filing Date and Time	5/17/2022 12:11:39 PM
Legal Entity Name	PORT OF PORT TOWNSEND
Location Name	PORT OF PORT TOWNSEND
Account number	161000044-001-0002
Physical Address	199 BENEDICT ST PORT TOWNSEND WA 98368-4638
Mailing Address	PO BOX 1180 PORT TOWNSEND WA 98368-0980
Payment Method	ACH Debit/E-Check
Payment Amount	\$42.00

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To check the status of your request, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Washington State Department of Revenue

Your request has been submitted and your confirmation number is **0-026-773-654**

Below is information from your renewal

Filing Date and Time	5/17/2022 12:21:06 PM
Legal Entity Name	PORT OF PORT TOWNSEND
Location Name	POINT HUDSON MARINA & RV PARK
Account number	161000044-001-0003
Physical Address	103 HUDSON ST PORT TOWNSEND WA 98368-5630
Mailing Address	PO BOX 1180 PORT TOWNSEND WA 98368-0980
Payment Method	ACH Debit/E-Check
Payment Amount	\$85.00

For easy reference, you can print this page and retain it with your records.

To check the status of your request, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.