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**Port of Port Townsend  
1<sup>st</sup> Monthly Regular Meeting Agenda  
Wednesday, December 14, 2016, 1:00 p.m.  
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 22, 2016.....1-4
  - B. Operations Reports – November 2016.....5-7
  - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
- VI. First Reading
  - A. 2017 Meeting Procedures Resolution No. 654-17.....8-13
- VII. Potential Immediate Action Items
  - A. Olympic Peninsula Salmon Derby.....14
- VIII. Other Business
  - A. Commission Retreat.....15
  - B. Personnel Policy Amendments.....16-18
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Public Workshop and Regular Meeting:**  
Wednesday, January 11, 2017: workshop at 9:30 am, meeting at 1:00 pm in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XIII. Executive Session (if called)
- XIV. Adjournment

**PORT COMMISSION REGULAR MEETING – November 22, 2016**

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 – Gibboney  
Auditor - Berg  
Director of Planning – Toews  
Attorney – O'Malley  
Minutes – Nelson  
Excused: Director of Operations & Business Development - Englin

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Commissioner Hanke called the meeting to order at 1:00 p.m.

**II. APPROVAL OF AGENDA:**

- Commissioner Hanke proposed a revision of the agenda to place Item VIII, A) Boat Haven Breakwater Feasibility Study after Section IV – Public Comments, as a convenience to the out-of-town guest presenter. He also proposed to combine the 2017 Resolutions with the 2017 Budget under Item V (Second Reading), A, and to remove it from Potential Immediate Action.

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

**III. CONSENT AGENDA:**

- A. Approval of Meeting Minutes – November 9, 2016
- B. Approval of Warrants  
Warrant #056919 through #056927 in the amount of \$13,171.09 for Payroll & Benefits  
Electronic Payment in the amount of \$61,630.11 for Payroll & Benefits  
Warrant #056928 through #056980 in the amount of \$75,236.32 for Accounts Payable  
Electronic Debit in the amount of \$7,207.93 for WA State Dept. of Revenue Combined  
Excise Tax Return for October 2016

**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) (1:17):**

David Griswold, Port Townsend Shipwrights Co-op, asked for an update on the stormwater.

**VIII. OTHER BUSINESS:**

- A. Boat Haven Breakwater Prefeasibility Study (3:21):  
Engineer Shane Phillips of Mott MacDonald presented the Boat Haven Marina Breakwater Rehabilitation Project (November 2016) Condition Assessment. He discussed two rehabilitation alternatives and two replacement alternatives, estimates ranging from \$1.7M to \$3.7M. Mr. Phillips stated there is a definite need for short-term repair work (a 5 to 10-year fix), with an estimated cost of \$190K.

On another subject, Commissioner Hanke announced an Executive Session, (Item XIII, A) to discuss Potential Litigation (two items), fifteen minute duration, no action, pursuant to RCW 42.30.110 (i).

**V. SECOND READING (Action Items):**

- A. 2017 Operating and Capital Budget and 2017 Resolutions:  
Ms. Gibboney discussed in length, the 2017 Operating and Capital Budget. She discussed capital projections, capital funding opportunities, commission consideration of an IDD (Industrial Development District), mechanisms to have in place for project determination, remodeling of the Boat Haven restrooms. Ms. Gibboney provided some details on the stormwater treatment project. She spoke about the Point Hudson Admin Building (Fish & Wildlife office) and creosote mitigation. She briefed on cash flow projections. She discussed work plan and budgetary goals, undertaking of the rate study, leases that need attention, and master planning of the yard.

The commissioners asked questions on the availability of the rate structure, the marketing budget, the utilities budget, ramp usage, fuel figures.

Commissioner Tucker commented that he is pleased with the new budget format.

Ms. Gibboney commended Finance Director Berg for her work on the budget.  
Commissioner Clinefelter asked about the 57% increase in outside services.  
Commissioner Hanke commented that he would like to see some kind of detailed org chart that dovetails staff with outside services, along with a narrative on the increased use of outside services.

Ms. Berg then provided a synopsis of the following budget-related resolutions.

**Commissioner Tucker moved to adopt Resolution No. 651-16 - Establishing the Year 2017 Capital and Operating Budgets, as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Hanke moved to adopt Resolution No. 652-16 - Fixing the Amount of Tax to be Levied for the Year 2017, as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Clinefelter moved to adopt Resolution No. 653-16 - Adopting the Limit Factor for Property Tax Increases for the Year 2017, as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. (moved to Item V.)

VIII. OTHER BUSINESS:

A. (placed following Item IV.)

X. STAFF COMMENTS (1:18:39):

Ms. Gibboney reported:

- on her interview with the State Auditor, who is conducting their scheduled audit of the Port;
- on the WPPA Annual Meeting she attended and information she learned from Port of Camas-Washougal on their City partnership working towards waterfront redevelopment;
- on a Northwest School of Wooden Boat Building Advisory Group meeting she attended;
- on the Chamber lunch she attended yesterday where NMTA Director Peter Schrappen was the guest speaker;
- that staff continues to implement tracking management software;
- on a meeting planned for in early December with the Department of Agriculture;
- that she met with Representative Steve Tharinger where discussion included State capital funding programs and a partnership possibility with Representative Kilmer on Coastal Resiliency;
- follow-up with the Army Corps of Engineers on the breakwater projects,
- the stormwater draft design report received from Parametrix. She explained the reasons for the extension of report submittal to the Department of Ecology (DOE). She added this would be the subject of an upcoming commission workshop.

David Griswold commented on the importance of the Permit to their business, and inquired about DOE's willingness to work with the Port.

Bob Frank owner of Admiral Marine asked for a time line for stormwater compliance, which Ms. Gibboney provided.

Mr. Toews provided further detail on the stormwater report and meeting DOE's Administrative Order benchmarks.

- Ms. Gibboney explained the Boat Haven breakwater project awaits the Army Corp permit, which has been signed off by Fish & Wildlife and now needs only the National Marine Fisheries to sign off. Once the permit is received, a Notice to Proceed will be sent to American Construction.
- Last, Ms. Gibboney discussed the Port's participation at the Fish Expo (Pacific Marine Expo) in Seattle.

Commissioner Hanke explained the Port had a contest at the Expo for a chance to win either a 75-ton or 300-ton haulout. The commissioners drew raffle tickets and the winners drawn were: Mike Deach of Lopez winner of the 75-ton and Kevin Seabeck of Seattle winner of the 300-ton.

Mr. Toews discussed:

- the Parametrix engineering report expected next week, and upon Port staff review, would be submitted to DOE. He expects DOE comments to be received by the end of the year of early 2017;
- Point Hudson jetty permit progress. He informed he is seeking an amendment to the grant agreement with RCO/USFWL to extend the grant to 2018, as the demolition/reconstruction of the south wall is targeted to take place in the 2018/19. He added this extension would allow the Port to prepare financially.
- the Quilcene Wastewater Feasibility Study. He reported the final report is expected the first quarter of 2017;
- contact with the US Coast Guard on lease renewal progress;
- progress on in-house capability for GIS mapping of Port properties, and working with a City staffer. Mr. Toews will present to the commission, an Interlocal Agreement between the Port and City soon. He added mapping would be used for master planning and lease management.
- today, being the final day for prospective bidders on the John Cobb to submit their letters of interest. He hopes to award the winning bidder on December 7.

Ms. Berg reported the Audit is underway and anticipates its completion by Christmas. She added she is pleased with the budget work and said Ms. Gibboney, Mr. Toews and Mr. Englin are good solid team members to work with. She reported staff would soon move their attention towards policies and procedures, rules and regulations and lease enforcement – all combined work towards long-term sustainability for the Port.

X. PUBLIC COMMENTS (1:50:42):

Bertram Levy provided a suggestion to alleviate parking problems at the Boat Haven. Bill Putney informed that he offered to pay the exhibitor fee for the Port to participate in the next NW Aviation Conference.

XI. COMMISSIONER COMMENTS (1:55:14):

Commissioner Clinefelter discussed information he gathered from the WPPA Annual Meeting. He mentioned a map presented there of cruise ship stops in WA and that Port Townsend was not listed. He reported that all of Puget Sound would soon become a No Discharge Zone. He explained there is 75-100% grant funding available for pumpouts, and Point Hudson being a transient moorage facility, would qualify.

Commissioner Tucker reported on what he learned at the WPPA Annual Meeting. He reported on two items proposed for the next legislative agenda, 1) derelict vessels, and 2) modification of Broadband authority to include ports. He learned about “green bonds” for green projects. Last, he said he would like to have more communication with the tribes.

Commissioner Hanke discussed Broadband and “dark fiber”, a subject at the WPPA conference. He informed that he attended the WPPA Legal Committee session and there, he learned to appreciate even more, the Port of Port Townsend’s executive director panel interviewing process, which was open to the public. He listened to other ports discuss their search process for executive directors. Last, Commissioner Hanke stated he is excited about the new budget format and believes it is a more transparent document.

XIII. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Wednesday, December 14, 2016. Workshop at 9:30 a.m. and the Regular Meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XIV. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 3:04 p.m. to discuss two Potential Litigation matters, pursuant to RCW 42.30.110 (i), duration fifteen minutes with no action.

XV. ADJOURNMENT:

The meeting reconvened and adjourned at 3:20 p.m. there being no further business to come before the Commission.

ATTEST:

\_\_\_\_\_  
Brad A. Clinefelter, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

\_\_\_\_\_  
Stephen R. Tucker, Vice President

# BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: NOVEMBER 2016

DATE: 12/8/2016

MONTHLY PERMS: 360

MONTHLY GUESTS: 27

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <span style="float: right;">34</span>	32	3	94%
27' <span style="float: right;">11</span>	10	1	91%
30' <span style="float: right;">105</span>	102	3	97%
35' <span style="float: right;">24</span>	24	0	100%
40' <span style="float: right;">44</span>	44	0	100%
45' <span style="float: right;">41</span>	40	2	98%
50' <span style="float: right;">32</span>	30	2	94%
OVER 52' <span style="float: right;">7</span>	7	0	100%
TOTAL: <span style="float: right;">298</span>	287	11	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. <span style="float: right;">1455</span>	1406	97%
TOTAL: <span style="float: right;">3806</span>	3756	AVG: 100%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	156	211	4509
CREDIT SYSTEM:	13	16	332
TEMP TIE UP:	3	4	189
FREE NIGHTS:	0	0	2
PTYC:	2	8	202
RAMP/DAILY:	43	33	1191
RAMP/ANNUAL:	4	2	407
RAMP NOT PAID:	4	2	68

WAIT LISTS	
25' PLEA:	21
27' PLEA:	0
30' PLEA:	61
35' PLEA:	35
40' PLEA:	47
45' PLEA:	23
50' PLEA:	21
OVER 52':	9
OVERWID	0
30' COMM.	0
40' COMM.	0
50' COMM.	0

TOTAL OCCUPANCY %: 98%

# Port of Port Townsend

## POINT HUDSON MARINA & RV PARK

### MONTHLY OCCUPANCY REPORT

2016

### & 5 YEAR COMPARISON

<b>MARINA NIGHTLY GUEST NIGHTS</b>											
	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	28	28	58	58	53	53	83	83	70	70	JAN
FEB	96	124	80	138	57	110	104	187	92	162	FEB
MAR	73	197	95	233	77	187	101	288	56	218	MAR
APRIL	240	437	159	392	209	396	163	451	235	453	APRIL
MAY	541	978	605	997	585	981	619	1070	594	1047	MAY
JUNE	749	1727	606	1603	520	1501	537	1607	706	1753	JUNE
JULY	1035	2762	1089	2692	993	2494	1018	2625	1015	2768	JULY
AUG	1178	3940	1188	3880	996	3490	1033	3658	1026	3794	AUG
SEPT	831	4771	899	4779	778	4268	958	4616	950	4744	SEPT
OCT	175	4946	214	4993	120	4388	221	4837	122	4866	OCT
NOV	86	5032	138	5131	114	4502	73	4910	51	4917	NOV
DEC	65	5097	64	5195	52	4554	60	4970	0		DEC

<b>RV NIGHTLY GUEST NIGHTS</b>											
	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	176	176	180	180	285	285	304	304	286	286	JAN
FEB	221	397	261	441	150	435	291	595	281	567	FEB
MAR	229	626	359	800	249	684	244	839	392	959	MAR
APRIL	445	1071	209	1009	546	1230	652	1491	634	1593	APRIL
MAY	638	1709	637	1646	706	1936	955	2446	806	2399	MAY
JUNE	645	2354	910	2556	1015	2951	1036	3482	963	3362	JUNE
JULY	1247	3601	1275	3831	1169	4120	1202	4684	1256	4618	JULY
AUG	1300	4901	1293	5124	1228	5348	1287	5971	1276	5894	AUG
SEPT	1076	5977	1079	6203	1120	6468	1072	7043	1137	7031	SEPT
OCT	580	6557	694	6897	796	7264	771	7814	645	7676	OCT
NOV	290	6847	352	7249	432	7696	403	8217	492	8168	NOV
DEC	246	7093	165	7414	269	7965	269	8486	0		DEC

<b>PERMANENT &amp; SEASONAL TENANT SUMMARY</b>				
	AVAIL/GOAL	OCCUPIED		%
LTD ACCESS MOORAGE	40 SLIPS	35	35	88%
COMMERCIAL MOORAGE	850 FEET	817	817	96%
SEASONAL MOORAGE	32 SLIPS	27	27	84%
SEASONAL RV'S	10 SITES	9	9	90%
UNDESIRABLE	3 SLIPS	1	1	33%

<b>STORAGE OPERATIONS REPORT</b>									DATE:	12/8/2016
	NOV 2013	NOV 2014	NOV 2015	NOV 2016	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	2016 YEAR TO DATE	REMARKS	
<b>HAUL-OUT</b>										
BOAT YARD - OUT	28	25	34	32	709	730	714	684		
BOAT YARD - IN	26	26	29	29	675	719	707	616		
67% RE-BLOCK	5	1	2	10	59	63	52	91		
40% INSPECTION	4	4	1	3	36	36	26	38		
OTHER	0	0	3	0	22	37	45	33		
<b>SUB TOTAL</b>	66	56	69	74	1501	1585	1544	1462		
SHIP - OUT	10	7	6	3	151	124	119	129		
SHIP - IN	7	4	7	10	130	127	114	124		
SHIP - RE-BLOCK	2	2	1	0	4	13	10	6		
SHIP - INSPECTION	0	0	0	2	6	4	4	6		
SHIP - OTHER	0	0	0	0	6	4	2	3		
<b>SUB TOTAL</b>	19	13	14	15	294	268	249	268		
<b>TOTAL</b>	82	69	83	104	1795	1853	1793	1730		
<b>STORAGE</b>										
PTBH - START	70	71	53	67						
PTBH - END	72	65	60	74						
PTBH-O.P.P.	22	31	20	37						
SHIP-START	20	16	16	18						
SHIP-END	22	18	14	11						
SHIP-O.P.P.	1	3	3	2						
					<b>OFF PORT PROPERTY</b>					
Longterm (Boats)	24	21	29	24	GOLD STAR - 10					
					STEPHENS - 0					
					FRY - 1					
					HAVEN - 0					
					PT CO-OP - SHIP - 2					
					PT CO-OP - SMALL - 24					
					CRAFTMAN - 0					
					STEELHEAD - 1					
					CUNNINGHAM -SHIP - 1					
<b>JCIA OPERATIONS REPORT</b>										
HANGERS	13	13	13	12						
TIE DN - PAVED	2	2	2	2						
TIE DN - GRASS	0	0	0	0						
TIE DN - NIGHTLY	4	0	0	0						
W/L - HANGERS	0	0	0	1						



**PORT OF PORT TOWNSEND**

**MEETING OF:** December 14, 2016

**AGENDA ITEM:** VI. First Reading  
A. 2017 Meeting Procedures - Resolution No 654-17

**BACKGROUND:**

Discuss changes to current policy such as meeting format, date, time, and place.  
Possible adoption of resolution and policy at January 11, 2017 commission meeting.

**Executive Director's Recommendation:**

For discussion.

**RESOLUTION NO. 654-17**  
**A Resolution of the Commission of the Port of Port Townsend**

**RESOLUTION AFFIRMING RESOLUTION No. 639-16,**  
**READOPTING COMMISSION MEETING PROCEDURES**

**DRAFT**

**WHEREAS**, The Port of Port Townsend did establish and approve, in public session, "Commission Meeting Procedures" by Resolution No. 42-87 dated November 18, 1987, and;

**WHEREAS**, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, by Resolution No. 487-07 on April 25, 2007, by Resolution No. 532-10 on January 27, 2010, by Resolution No. 553-11 on January 12, 2011, by Resolution No. 558-11 on March 23, 2011, by Resolution No. 561-11 on June 8, 2011; by Resolution No. 594-13 on May 8, 2013; Resolution No. 604-14 on January 22, 2014; by Resolution 624-15 on January 14, 2015; and by Resolution No. 639-16 on January 27, 2016, and

**WHEREAS**, the Port Commission wishes to affirm the meeting procedures established on January 27, 2016 via Resolution No. 639-16.

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend, that Resolution No. 639-16 adopted on January 27, 2016 shall be affirmed and the Commission Meeting Procedures, as shown in the attached "Appendix A" shall be readopted, with minor amendments concerning meeting times, order of business, and voucher approval.

**ADOPTED** this 11<sup>th</sup> day of January 2017, 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:**

\_\_\_\_\_  
Brad A. Clinefelter, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

\_\_\_\_\_  
Stephen R. Tucker, Vice President

**APPROVED AS TO FORM:**

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

## APPENDIX A

The Policy and Procedures on pages 1-4 have been adopted by Resolution 654-17, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, and 639-16. Any changes or deletions will require an amendment to the Resolution.

## COMMISSION MEETINGS

### TIME AND LOCATION OF MEETINGS

1. With the exception of the dates and meetings times specifically outlined in paragraph 2 immediately below, regular meetings of the Port of Port Townsend will be held on the second Wednesday of each month at 1:00 p.m. and the fourth Wednesday of each month at 5:30 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, Washington. The workshop, will precede the first regular meeting on the second Wednesday of each month at 9:30 a.m.
2.
  - a. A June meeting will be held at a site to be determined in District 2.
  - b. An October meeting will be held at a site to be determined in District 3.
  - c. The second regular meeting in November will be held on Tuesday, the 22nd at 1 or 5 p.m.
  - d. Regularly scheduled meetings and workshops may be changed at the discretion of the Chair.

### RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
  - I Call to Order
  - II Approval of Agenda
  - III Consent Agenda
  - IV Public Comments (Not related to Agenda items and or Guest Presentations.  
If applicable)
  - V Second Reading (Action Items)
  - VI First Reading (Discussion Only)
  - VII Potential Immediate Action
  - VIII Other Business
  - IX Staff Comments
  - X Public Comments
  - XI Commissioner Comments
  - XII Next Meeting
  - XIII Executive Session, (If called)
  - XIV Adjournment
2. All matters which, in the judgment of the Commission, are of a legislative character and shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and

the original copy shall be signed by the President and Vice President and attested by the Secretary in open session. Resolutions shall be filed by the Secretary Executive Assistant and shall be recorded in a book or books kept for such purpose, which shall be public records.

3. Organization of Workshops:
  - a. Shall have an agenda approved at the beginning of the workshop.
  - b. Will have minutes recording topics discussed either in written and/or audio format.
  - c. Will be used for discussion only, with no binding decisions made by the Commissioners.
  - d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops.
4. Organization of Regular Business Meetings:
  - a. Shall have an agenda approved at the beginning of the meeting.
  - b. Will begin with the Pledge of Allegiance.
  - c. Will have minutes recording topics discussed and actions taken either in written and/or audio format.
  - d. Will allow presentations by each member of the public indicating a desire to address the Commission, of no more than 3 minutes, on any topic not related to the agenda.
  - e. Will allow presentations by each member of the public indicating a desire to address the Commission on any agenda item. Such presentations shall be heard during discussion of the subject agenda item, at a point in the discussion determined by the presiding officer, for a uniform maximum length of time announced by the presiding officer, at his or her discretion, to make additional presentations once all who want to be heard have made their presentation.
  - f. Public presentations shall adhere to common norms of civility and may be cut off by the presiding officer if in his or her judgment these norms are violated.
5. Conduct of Regular Business Meetings:
  - a. The Port Commission, as a governing body, is charged with making decisions that advances the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
  - b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be

followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.

- c. Some fundamental principles for conducting Commission meetings include (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis):
    - i. All Commissioners have equal rights, privileges, and obligations.
    - ii. The majority vote decides.
    - iii. The rights of the minority must be protected.
    - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
    - v. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
    - vi. All meetings must be characterized by fairness and by good faith.
  - d. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies which impact members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal in the form of a motion moved by a Commissioner. The introduction of a proposal is the “first reading” and the vote is the “second reading”. This requirement may be waived by a unanimous vote of the Commission.
    - i. A policy proposal, once moved as a motion, may be discussed at subsequent Commission meetings without a vote required and may be amended at subsequent meetings.
    - ii. At any subsequent Commission meeting, and Commissioner may move “To vote immediately” on the policy proposal. This motion is not debatable and requires a two-thirds affirmative vote.
    - iii. The chair may call for a vote on the policy proposal at any subsequent Commission meeting and may proceed with a vote in the absence of any objections by other Commissioners.
  - e. All motions require a second. In the absence of a second, the motion is declared dead.
  - f. Minor amendments to a motion may be accepted as a “friendly amendment” by the maker of the original motion without a vote on the amendment.
  - g. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
  - h. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
6. The draft agenda may be available by Friday of the week previous.
  7. The Executive Director or his designee would be responsible for keeping track of each issue.
  8. All public comments and questions should be directed to the Commissioners. If the Commissioners so desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

## **SMOKING**

Smoking is prohibited during the Commission meetings.

## **MINUTES**

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to **RCW 42.32.030**

## **VOUCHER APPROVAL**

It shall be the policy of the Port of Port Townsend Commissioners to approve vouchers for payment and authorize the issuance of warrants by signing a list which will indicate the voucher number, to whom paid, amount and purpose of the payment. Voucher approval is incorporated under "Consent Agenda".

## **COMMISSIONER'S COMPENSATION**

Each Commissioner shall be reimbursed or compensated for actual attendance at general meetings and for performance of other services in behalf of the Commission up to the maximum rate allowed in accordance with **RCW 53.12.260**.

## PORT OF PORT TOWNSEND

**MEETING OF:** December 14, 2016

**AGENDA ITEM:** VII. Potential Immediate Action  
A. Olympic Peninsula Salmon Derby

### **BACKGROUND:**

The Olympic Peninsula Salmon Derby will take place February 17, 18 and 19, 2017. We received a request from the Gardiner Fire Department asking for consideration to waive the fees for the Port-owned ramps for derby participants, as has been done in past years.

### **Executive Director's Recommendation:**

Waive fees for Port-owned ramps for the 2017 Olympic Peninsula Salmon Derby participants.

**PORT OF PORT TOWNSEND**

**MEETING OF:** December 14, 2016

**AGENDA ITEM:** VIII. Other Business  
A. Commission Retreat

**BACKGROUND:**

The Commission Retreat has been set for January 4 & 5, 2017, 9 am – 4 pm, at the Resort at Port Ludlow. Details will be discussed.

**Executive Director's Recommendation:**

For discussion.



**PORT OF PORT TOWNSEND**

**MEETING OF:** December 14, 2016

**AGENDA ITEM:** VIII. Other Business  
B. Personnel Policy Amendments

**BACKGROUND:**

The Port's Personnel Handbook was last updated May 2016. Attached we have a policy amendment regarding Port cell phones and a policy amendment for Meals with Meetings or Trainings. These are minor revisions for clarity as well as compliance with WA State RCWs.

**Executive Director's Recommendation:**

For information and presentation to the Commission.

## TELEPHONE/INTERNET POLICY

Port Owned Cellular Telephones: The Port has purchased cellular phones for key staff. Port owned cellular telephone usage is limited to official Port business only and are not to be used for personal or private business. This includes phone calls, texts, pictures, etc.

The Finance Director, or designee, shall review monthly cellular billing to insure compliance with the provisions of this Policy.

Employee-Owned Cellular Telephones: Employee owned cellular telephones are the sole responsibility of the Employee and any Port business calls are not chargeable to the Port.

If the Employee elects to use his/her cellular telephone for Port business, the cost for such use shall be the sole responsibility of the Employee and not reimbursable by the Port. Employees are cautioned that use of their personal cell phone for Port business may subject the record of usage to public disclosure. In the event of a request, employees shall cooperate with the Port in responding to such records request.

## **Meals with Meetings or Trainings Policy**

### **Purpose**

This policy establishes guidelines for eligibility and payment of expenditures for meals or snacks not related to business travel. The Port recognizes that in certain circumstances, it is reasonable to provide food, beverages or light snacks during official Port meetings and/or trainings. The Port also recognizes that the provision of food and beverage is justified by the benefits derived from the work of the employees in conducting the business of the Port.

### **Policy /Conditions**

The intent of this policy is to allow for reasonable food and non-alcoholic beverage consumption at Port expense, provided that the purpose of the meeting is to conduct official Port business or to provide training, and the meals are an integral part of the business meeting or training.

In accordance with RCW 53.08.175, payment for meals shall be made only upon delivery of the following documentation: an itemized, detailed receipt including individual meals and gratuity (if applicable), list of attendees, nature of the business being conducted, and an Expense Reimbursement Form signed and approved by the appropriate supervisor, manager or director.



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 services rendered or the labor performed as described herein, and that the claims are just due and unpaid obligation against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that these claims, in Warrant No 056981 through No. 056994 in the amount of \$63,457.17 and Electronic Payment in the amount of \$94,666.01, are approved for payment for a total amount of \$158,123.18 on this 14th day of December, 2016.

For: **Payroll and Benefits**

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

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

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

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

Manual Check and Payment Register  
 Journal Posting Date: 12/2/2016  
 Register Number: MC-000101

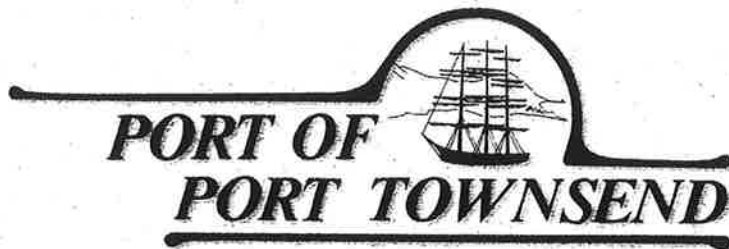
Port of Port Townsend (PTA)

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W00110 Check Comment: PR 11/16/16 - 11/30/16 CKW0011001	12/2/2016	INT030 Internal Revenue Service			20,691.34
	12/2/2016	20,691.34 PAYROLL TAXES PAYABLE	0.00	20,691.34	
W00111 Check Comment: 11/2016 CKW0011101	12/2/2016	AFL010 AFLAC			572.70
	12/2/2016	572.70 EMPLOYEE DEDUCTION - INSURANCE	0.00	572.70	
W00112 Check Comment: DRS DC 11/30/16 CKW0011201	12/2/2016	WA0302 State of Washington			2,115.00
	12/2/2016	2,115.00 EE DEFERRED COMP PAYABLE	0.00	2,115.00	
W00113 Check Comment: DRS 11/2016 CKW0011301	12/2/2016	WA1801 State of Washington			28,550.33
	12/2/2016	28,550.33 PERS PLAN II PAYABLE	0.00	7,789.48	
				2,960.90	
				17,799.95	
		<b>Check W00113 Total:</b>			
		28,550.33			
		<b>Bank K Total:</b>	0.00	28,550.33	28,550.33
		51,929.37	0.00	51,929.37	51,929.37
		<b>Report Total:</b>	0.00	51,929.37	51,929.37
		51,929.37			

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
056990	12/2/2016	NOR020	Northwest Administrators, Inc.				
			NWA 11/30/2016	11/30/2016	30,399.10	0.00	30,399.10
			Peninsula Credit Union				Check Entry Number: 001
056991	12/2/2016	PEJ001	11/30/2016	11/30/2016	250.00	0.00	250.00
			James Speer				Check Entry Number: 001
056992	12/2/2016	SPE010	11/30/2016	11/30/2016	250.00	0.00	250.00
			Teamsters Local 589				Check Entry Number: 001
056993	12/2/2016	TEA001	11/30/2016	11/30/2016	1,316.00	0.00	1,316.00
			State of Washington				Check Entry Number: 001
056994	12/2/2016	WA0801	HCA 11/30/16	11/30/2016	17,039.55	0.00	17,039.55
							Check Entry Number: 001
				<b>Report Total:</b>	<b>49,254.65</b>	<b>0.00</b>	<b>49,254.65</b>



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Administration: (360) 385-0656

Operations: (360) 385-2355

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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 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 056995 through No. 057064, are approved for payment in the amount of \$75,236.32 on this 14th day of December, 2016.

For: **Accounts Payable**

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

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Commissioner Stephen R. Tucker

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

\_\_\_\_\_  
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
056995	12/14/2016	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			43699-1	11/11/2016	472.65	0.00	472.65
056996	12/14/2016	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			11/30/2016 S	11/30/2016	114.75	0.00	114.75
056997	12/14/2016	ALL070	All Weather, Inc.				Check Entry Number: 001
			63233-1	11/4/2016	2,016.50	0.00	2,016.50
056998	12/14/2016	AQU020	AquaTest, Inc.				Check Entry Number: 001
			45974	11/23/2016	200.00	0.00	200.00
056999	12/14/2016	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			11/28/2016 S	11/28/2016	186.26	0.00	186.26
057000	12/14/2016	C&A040	C & A Investigations				Check Entry Number: 001
			11/30/2016	11/30/2016	65.00	0.00	65.00
057001	12/14/2016	CAR001	Carl's Building Supply				Check Entry Number: 001
			11/30/2016 S	11/30/2016	1,144.16	0.00	1,144.16
057002	12/14/2016	CAR006	Carrot-Top Industries				Check Entry Number: 001
			32144700	9/29/2016	133.20	0.00	133.20
057003	12/14/2016	CEN040	CENTURYLINK				Check Entry Number: 001
			1393728279	11/19/2016	5,499.19	0.00	5,499.19
057004	12/14/2016	CIT001	City Of Port Townsend				Check Entry Number: 001
			11/30/2016 S	11/30/2016	7,553.81	0.00	7,553.81
057005	12/14/2016	CLI070	Brad Clinefelter				Check Entry Number: 001
			11/30/2016	11/30/2016	366.80	0.00	366.80
057006	12/14/2016	COO050	Cooper Fuel & Auto Repair				Check Entry Number: 001
			12/01/2016 S	12/1/2016	2,658.88	0.00	2,658.88
057007	12/14/2016	COU020	Shannon Counsellor				Check Entry Number: 001
			11/30/2016	11/30/2016	78.28	0.00	78.28
057008	12/14/2016	DAH030	Dahll's Upholstery				Check Entry Number: 001
			12/06/2016	12/6/2016	265.58	0.00	265.58
057009	12/14/2016	DMD005	DM Disposal Co. Inc.				Check Entry Number: 001
			12/01/2016 S	12/1/2016	6,378.71	0.00	6,378.71
057010	12/14/2016	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			00349907-001	12/5/2016	33.35	0.00	33.35
057011	12/14/2016	FER001	Ferrellgas				Check Entry Number: 001
			11/27/2016 S	11/27/2016	232.85	0.00	232.85
057012	12/14/2016	FER060	Nancy Ferguson				Check Entry Number: 001
			11/15/2016	11/15/2016	507.78	0.00	507.78
057013	12/14/2016	FIS020	Fish N Hole				Check Entry Number: 001
			11/23/2016	11/23/2016	29.60	0.00	29.60
057014	12/14/2016	GIB020	Sam Gibboney				Check Entry Number: 001
			11/30/2016	11/30/2016	865.59	0.00	865.59
057015	12/14/2016	GOO002	Good Man Inc.				Check Entry Number: 001
			88746	12/1/2016	561.96	0.00	561.96
057016	12/14/2016	GOO020	Goodstein Law Group				Check Entry Number: 001
			1201611	12/2/2016	9,091.36	0.00	9,091.36
057017	12/14/2016	GOS050	Jason Goss				Check Entry Number: 001
			11/30/2016	11/30/2016	52.60	0.00	52.60
057018	12/14/2016	HAD001	Hadlock Building Supply				Check Entry Number: 001
			11/25/2016 S	11/25/2016	436.21	0.00	436.21
057019	12/14/2016	HAN040	Pete Hanke				Check Entry Number: 001
			11/30/2016	11/30/2016	548.00	0.00	548.00
057020	12/14/2016	HAV050	Haven Boatworks LLC				Check Entry Number: 001
			989	11/22/2016	18.64	0.00	18.64
057021	12/14/2016	HEN002	Henery Hardware				Check Entry Number: 001
			586440	10/26/2016	0.01	0.00	0.01
			586450	10/26/2016	11.92	0.00	11.92
			586452	10/26/2016	29.40	0.00	29.40
			586453	10/26/2016	19.60	0.00	19.60
			586464	10/26/2016	52.31	0.00	52.31
			586465	10/26/2016	81.74	0.00	81.74
			586570	10/27/2016	30.50	0.00	30.50
			586626	10/28/2016	265.84	0.00	265.84
			586828	10/31/2016	62.60	0.00	62.60
			586840	10/31/2016	14.16	0.00	14.16
			586843	10/31/2016	10.89	0.00	10.89
			586890	11/1/2016	20.88	0.00	20.88
			587008	11/2/2016	39.77	0.00	39.77
			587237	11/4/2016	17.43	0.00	17.43
			587406	11/7/2016	15.69	0.00	15.69
			587488	11/8/2016	28.94	0.00	28.94
			587496	11/8/2016	19.35	0.00	19.35
			587499	11/8/2016	14.50	0.00	14.50
			587514	11/8/2016	5.21	0.00	5.21
			587563	11/8/2016	28.09	0.00	28.09
			587689	11/10/2016	23.04	0.00	23.04
			587695	11/10/2016	9.36	0.00	9.36
			587973	11/14/2016	15.45	0.00	15.45
			588103	11/15/2016	39.20	0.00	39.20
			588167	11/16/2016	35.00	0.00	35.00
			588235	11/16/2016	57.06	0.00	57.06
			588236	11/16/2016	53.58	0.00	53.58
			588301	11/17/2016	6.98	0.00	6.98
			588353	11/17/2016	7.18	0.00	7.18
			588363	11/17/2016	10.88	0.00	10.88
			588370	11/17/2016	66.01	0.00	66.01
			588476	11/18/2016	17.43	0.00	17.43



Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			588626	11/21/2016	91.52	0.00	91.52
			588777	11/22/2016	176.38	0.00	176.38
			588825	11/23/2016	42.46	0.00	42.46
			<b>Check 057021 Total:</b>		<b>1,420.34</b>	<b>0.00</b>	<b>1,420.34</b>
057022	12/14/2016	ICS001	ICS Support, Inc.				<b>Check Entry Number: 001</b>
			2486	11/30/2016	97.50	0.00	97.50
			2547	12/8/2016	87.50	0.00	87.50
			<b>Check 057022 Total:</b>		<b>185.00</b>	<b>0.00</b>	<b>185.00</b>
057023	12/14/2016	JC0003	Jefferson County - Public Work				<b>Check Entry Number: 001</b>
			12/02/2016 S	12/2/2016	853.31	0.00	853.31
057024	12/14/2016	KAE008	Kaesser & Blair Inc.				<b>Check Entry Number: 001</b>
			61103163	11/22/2016	747.33	0.00	747.33
057025	12/14/2016	KHI001	Terry Khile				<b>Check Entry Number: 001</b>
			11/30/2016	11/30/2016	281.52	0.00	281.52
057026	12/14/2016	LES050	Les Schwab				<b>Check Entry Number: 001</b>
			11/30/2016	11/30/2016	138.62	0.00	138.62
057027	12/14/2016	MAS020	Mascott Equipment				<b>Check Entry Number: 001</b>
			383635	11/22/2016	435.12	0.00	435.12
057028	12/14/2016	MUR002	Murrey's Disposal Co. Inc.				<b>Check Entry Number: 001</b>
			4563234	12/1/2016	34.57	0.00	34.57
			4563300	12/1/2016	97.97	0.00	97.97
			4563378	12/1/2016	396.01	0.00	396.01
			<b>Check 057028 Total:</b>		<b>528.55</b>	<b>0.00</b>	<b>528.55</b>
057029	12/14/2016	NEL001	Sue Nelson				<b>Check Entry Number: 001</b>
			11/30/2016	11/30/2016	22.14	0.00	22.14
057030	12/14/2016	OLY002	SupplyWorks				<b>Check Entry Number: 001</b>
			382317675	10/26/2016	184.26	0.00	184.26
			382959120	11/2/2016	242.92	0.00	242.92
			382959138	11/2/2016	229.98	0.00	229.98
			383647070	11/9/2016	23.90	0.00	23.90
			383647088	11/9/2016	156.77	0.00	156.77
			384303368	11/16/2016	102.75	0.00	102.75
			384455358	11/17/2016	198.91	0.00	198.91
			<b>Check 057030 Total:</b>		<b>1,139.49</b>	<b>0.00</b>	<b>1,139.49</b>
057031	12/14/2016	OLY003	Olympic Springs, Inc.				<b>Check Entry Number: 001</b>
			11/30/2016 S	11/30/2016	18.35	0.00	18.35
057032	12/14/2016	OLY004	Olympic Art and Office				<b>Check Entry Number: 001</b>
			11/28/2016 S	11/28/2016	54.26	0.00	54.26
057033	12/14/2016	PAC004	Pacific Office Equipment Co				<b>Check Entry Number: 001</b>
			11/30/2016 S	11/30/2016	453.87	0.00	453.87
057034	12/14/2016	PAC006	Pacific Coast Congress				<b>Check Entry Number: 001</b>
			2011890	12/1/2016	225.00	0.00	225.00
057035	12/14/2016	PAP020	Pape Material Handling Exchang				<b>Check Entry Number: 001</b>
			7745737	12/1/2016	120.23	0.00	120.23
057036	12/14/2016	PAR003	Harlan Parrish				<b>Check Entry Number: 001</b>
			11/30/2016	11/30/2016	249.95	0.00	249.95
057037	12/14/2016	PAR060	Parametrix				<b>Check Entry Number: 001</b>
			01-77950	11/17/2016	27,489.15	0.00	27,489.15
057038	12/14/2016	PEN004	Peninsula Floors & Furnishings				<b>Check Entry Number: 001</b>
			600018	11/28/2016	90.25	0.00	90.25
057039	12/14/2016	PEN050	Peninsula Heat, Inc.				<b>Check Entry Number: 001</b>
			38384	11/17/2016	7,251.77	0.00	7,251.77
057040	12/14/2016	PLA040	PLATT				<b>Check Entry Number: 001</b>
			K839296	11/22/2016	194.92	0.00	194.92
057041	12/14/2016	POR014	Port of Kingston				<b>Check Entry Number: 001</b>
			11/21/2016	11/21/2016	1,236.96	0.00	1,236.96
057042	12/14/2016	POR025	Port Townsend Muffler & Fab.				<b>Check Entry Number: 001</b>
			12345	11/28/2016	24.06	0.00	24.06
057043	12/14/2016	PUD001	Pud District #1				<b>Check Entry Number: 001</b>
			11/23/2016	11/23/2016	471.50	0.00	471.50
			12/02/2016	12/2/2016	451.22	0.00	451.22
			<b>Check 057043 Total:</b>		<b>922.72</b>	<b>0.00</b>	<b>922.72</b>
057044	12/14/2016	QUA040	Quadra Engineering, SP				<b>Check Entry Number: 001</b>
			2	12/1/2016	3,650.00	0.00	3,650.00
057045	12/14/2016	QUA060	Timothy Quandt				<b>Check Entry Number: 001</b>
			11/30/2016	11/30/2016	162.34	0.00	162.34
057046	12/14/2016	QUI001	Quill Corporation				<b>Check Entry Number: 001</b>
			1727126	11/9/2016	297.07	0.00	297.07
			2043719	11/21/2016	137.03	0.00	137.03
			<b>Check 057046 Total:</b>		<b>434.10</b>	<b>0.00</b>	<b>434.10</b>
057047	12/14/2016	QUI010	Quimper Mercantile				<b>Check Entry Number: 001</b>
			220542	11/28/2016	165.05	0.00	165.05
			221000	11/30/2016	204.85	0.00	204.85
			221550	12/2/2016	195.98	0.00	195.98
			222361	12/5/2016	132.26	0.00	132.26
			222428	12/5/2016	112.74	0.00	112.74
			<b>Check 057047 Total:</b>		<b>810.88</b>	<b>0.00</b>	<b>810.88</b>
057048	12/14/2016	SEC010	Security Services				<b>Check Entry Number: 001</b>
			95613	12/1/2016	173.50	0.00	173.50
057049	12/14/2016	SKO000	Skookum Contract Services				<b>Check Entry Number: 001</b>
			CI-10006102	11/30/2016	6,606.08	0.00	6,606.08
057050	12/14/2016	STU008	Stusser Electric Co				<b>Check Entry Number: 001</b>

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
057051	12/14/2016	SUN003	11/25/2016 Sunshine Propane	11/25/2016	801.98	0.00	801.98
			70894	11/29/2016	76.30	0.00	76.30
057052	12/14/2016	TER005	Terry's Lock & Safe	12/1/2016	1,207.72	0.00	1,207.72
057053	12/14/2016	THE020	Thermo Fluids, Inc.	11/9/2016	245.00	0.00	245.00
057054	12/14/2016	TUC050	Stephen Tucker	11/30/2016	696.47	0.00	696.47
057055	12/14/2016	UPS020	The UPS Store	11/30/2016	3.50	0.00	3.50
057056	12/14/2016	US0001	United States Postal Service	11/30/2016	1,500.00	0.00	1,500.00
057057	12/14/2016	VER001	Verizon Wireless, Bellevue	11/15/2016	701.42	0.00	701.42
057058	12/14/2016	VER020	Vernon Publications, LLC	11/18/2016	835.00	0.00	835.00
			INV01926	11/18/2016	420.00	0.00	420.00
			INV01927				
			<b>Check 057058 Total:</b>		<b>1,255.00</b>	<b>0.00</b>	<b>1,255.00</b>
057059	12/14/2016	WAS003	Washington Public Ports Assn.	11/21/2016	330.00	0.00	330.00
057060	12/14/2016	WAS017	Marc Horton - Washington Project Consultants	12/1/2016	1,757.50	0.00	1,757.50
057061	12/14/2016	WAV040	Wave Broadband	11/21/2016	672.75	0.00	672.75
057062	12/14/2016	WEN070	Wennstrom Services	11/27/2016	2,400.00	0.00	2,400.00
057063	12/14/2016	WES006	Westbay Auto Parts, Inc.	11/25/2016	217.33	0.00	217.33
057064	12/14/2016	WIM001	Wimactel, Inc	11/1/2016	59.18	0.00	59.18
			000157572				
			<b>Report Total:</b>		<b>107,355.67</b>	<b>0.00</b>	<b>107,355.67</b>