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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda  
and Public Hearing  
Wednesday, February 24, 2016, 5:30 PM  
Port Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Hearing:  
Surplus of “Westerly New Day Fisheries Buildings”, Located at 2427 Washington Street,  
Port Townsend
- IV. Consent Agenda
  - A. Approval of Special Meeting Minutes – February 5, 2016.....1
  - Approval of Public Workshop Minutes – February 10, 2016.....2-3
  - Approval of Meeting Minutes – February 10, 2016, 2016.....4-6
  - Approval of Special Meeting Minutes – February 17, 2016.....7-8
  - B. Resolution No. 642-16 – Surplus of “Westerly New Day Fisheries Buildings” .....9-11
  - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
  - A. Job Qualification Packet for Executive Director Position.....12
- VI. First Reading (discussion only)
- VII. Potential Immediate Action Items (unanimous Commission approval required)
  - A. Professional Services Contract – Quilcene Wastewater Feasibility Study.....13-34
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Public Workshop/Meeting: Wednesday, March 9, 2016 – workshop at 9:30 AM,  
meeting at 1:00 PM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session (if called)
- XIII. Adjournment

**PORT COMMISSION SPECIAL MEETING-- February 5, 2016**

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker and Hanke  
Executive Director – Crockett  
Auditor – Berg

Present by Phone: Commissioner Clinefelter

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the special meeting to order at 9:00 AM.

II. EXECUTIVE SESSION:

A. Personnel - to evaluate the qualifications of an applicant, for public employment, pursuant to RCW 42.30.110 (g), duration one hour, with no action.

III. RECONVENING OF REGULAR SESSION:

The regular meeting reconvened at 10:01 AM.

III. NEXT PUBLIC WORKSHOP/MEETING: Wednesday, February 10, 2016 – Workshop at 9:30 AM, Meeting at 1:00 PM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

IV. ADJOURNMENT:

The Special Meeting adjourned at 10:01 AM with no further business to come before the commission.

ATTEST:

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

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

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

**PORT COMMISSION PUBLIC WORKSHOP – February 10, 2016**

The Port of Port Townsend Commission met for the Public Workshop session in the Commission Building, 333 Benedict Street, Port Townsend, WA.

Present: Commissioners Tucker, Clinefelter and Hanke  
Executive Director - Crockett  
Deputy Director – Pivarnik  
Auditor – Berg  
Attorney – O’Malley  
Minutes Nelson

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached workshop agenda for items discussed. (Representatives from the Shipwright’s Co-op were Martin Mills and Tim Lee.)

III. ADJOURNMENT:

The Workshop adjourned at 10:47 AM.

ATTEST:

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Peter W. Hanke, President

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Brad A. Clinefelter, Secretary

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

**Port of Port Townsend Public Workshop  
Wednesday, February 10, 2016, 9:30 AM  
Commission Building  
333 Benedict Street  
Port Townsend, WA**

**AGENDA**

➤ **Point Hudson Breakwater Project and Marine Habitat Preservation:**

Commissioner Tucker would like to discuss this topic and has invited marine biologist, Nam Siu and dive shop owner, Don Peterson to join in on the conversation. Possible changes/impacts to the permitting process will also be discussed.

➤ **Discussion with the Shipwright's Co-op regarding Port operations.**

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.

## PORT COMMISSION MEETING– February 10, 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 – Crockett  
Deputy Director - Pivarnik  
Auditor – Berg  
Planning Analyst – Toews  
Attorney – O'Malley  
Minutes – Nelson

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

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

### II. APPROVAL OF AGENDA:

Mr. Crockett recommended moving Item VII-A: Associate Development Organization (ADO) Services Agreement & Scope of Services to Item VI-A – First Reading. Commissioner Hanke stated the Executive Session duration would be thirty minutes with possible action.

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:14):

- A. Approval of Meeting Minutes – January 27, 2016
- B. Resolution No. 641-16 – Declaring Certain Items Surplus
- C. Operations Reports – January 2016
- D. Approval of Warrants

Warrant #055660 through #055670 in the amount of \$13,984.66 for Payroll & Benefits

Electronic Payment in the amount of \$55,952.74 for Payroll & Benefits

Warrant #055671 through #055713 in the amount of \$173,756.70 for Accounts Payable

Electronic Debit in the amount of \$3,663.14 for WA State Dept. of Revenue Combined

Excise Tax Return for December 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) (1:29):

Melinda Bryden briefed the commission on her handout titled, "Statement of Revenues & Expenses", which listed annual Port performance since 2005.

John Collins discussed his views on including the public throughout the Executive Director hiring process.

Jim Maupin agreed with Mr. Collins. He briefly discussed his views on airport development and marketing.

Bertram Levy said he "underscores" what John Collins said and gave his thoughts on the hiring of a new Director.

George Yount expressed his opinion on the hiring process of the Director.

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

#### A. Kayak Rack Storage Rates (12:17):

Commissioner Hanke reminded that the kayak rack rates were increased fairly aggressively, bringing them towards market rates.

Ms. Berg explained her worksheet handout titled, "Point Hudson Kayak Rack Cost Recovery Analysis". She added kayak rack revenues received over the years are considerably under where projected revenues should be, based on the cost of constructing kayak racks at Point Hudson.

Further discussions and suggestions included increasing kayak rack capacity; instituting a different rate structure for month-to-month tenants and guests; installing land-based kayak rates; RCW rules on charging Lease Hold Tax (LHT); rate comparisons within the area; whether the Port would consider leasing the racks to either Pygmy Kayak or the Maritime Center to manage; the upper kayak rack being harder to access due to its height; and more. Audience speakers included Phil Pilgrim, John Collins and Jim Maupin.

Commissioner Hanke reminded all, this is only about additional revenue collected of \$1000 for all kayak storage.

Commissioner Tucker suggested kayak rack rates be \$25/month + leasehold tax and building another rack for storage.

Commissioner Hanke suggested setting the rate at \$25/month with no LHT for a year.

Commissioner Clinefelter agreed with Commissioner Hanke. He added he does not agree with such a sudden, sharp increase.

Commissioner Tucker discussed bringing the rate to market rate.

Further discussion ensued on setting the rate.

**Commissioner Tucker moved to set the kayak rack storage rate at \$25/month plus LHT and add an additional rack.**

**Motion failed to carry.**

**Commissioner Clinefelter moved to set the kayak rack storage rate at \$25/month for a year (with the Port paying the LHT) "and at least look at some racks or build them inhouse".**

**Commissioner Hanke seconded the motion.**

**Motion carried by two votes for.**

VI. FIRST READING (Discussion Only):

A. Associate Development Organization (ADO) Services Agreement & Scope of Services (36:42):

Mr. Crockett explained the reason for moving this to First Reading is that by contract, Peter Quinn is to provide the commission with Team Jefferson's year-end briefing, which has not happened yet. He reminded that the commissioners approved in the 2016 budget, \$25K in support to Team Jefferson. Peter Quinn agreed to present a report to the commission at the next commission meeting.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

B. Windridge Solutions Professional Services Agreement (38:17):

**Commissioner Hanke moved to approve Immediate Action on the Windridge Agreement.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

Mr. Pivarnik discussed the excellent work Mr. Elliff has been providing the Port with public relations and website work. Staff and commission agreed.

**Commissioner Clinefelter moved to approve the Agreement as presented with Windridge Solutions.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

C. MW Hillman Consulting Professional Services Agreement (40:28):

**Commissioner Hanke moved to approve Immediate Action on the MW Hillman Consulting Agreement.**

**Commissioner Tucker seconded the motion.**

Commissioner Clinefelter asked counsel if this contract follows the letter of the law with competitive bidding. Attorney O'Malley answered that Attorney Lake had reviewed and approved.

**Motion carried by unanimous vote.**

**Commissioner Tucker moved to approve the Agreement with MW Hillman Consulting as presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

Commissioner Hanke discussed the value of Mr. Hillman's work he does for the Port. He added this is money well spent to have his service available.

Mr. Crockett added the next big project is the Point Hudson Breakwater and he recommends hiring a separate professional project manager for this project. He then reported to the commission that Maintenance Manager Larry Aase alerted him to beach erosion near the Commanders Beach House, at the end of the trail. He stated Mr. Hillman may be needed for consulting on a project such as this.

VIII. STAFF COMMENTS (47:30):

Ms. Nelson reported on the very large turnout at the Seattle Boat Show and presented the commission with the contest entries for 2 days moorage at Point Hudson and at Boat Haven and a gift basket made by moorage staff. Winners drawn:

Bev Heiszler of Bothell won two nights moorage at Point Hudson for her 28' boat.  
Mina Bacigalupi (sp?) of Lake Oswego, OR won two nights moorage at Boat Haven for her 30 boat.

Harley Sheffield of Seattle won the gift basket.

Mr. Crockett announced he would attend tomorrow's CEO breakfast meeting.

IX. PUBLIC COMMENTS (49:37):

Bill Putney suggested it would be a good idea for the commissioners to visit the Northwest Aviation show and conference in Puyallup February 20.

Ron Hayes stated he is glad for the boat ramp coming to completion and commented that the Port should see an increase in ramp users soon due to some upcoming fish closures in other areas.

John Collins stated he is pleased with the overwhelming support of the Port Townsend School bond and disappointed the Chimacum bond has failed.

Phil Pilgrim thanked the commission and staff for consideration of the kayak rates. He asked some questions and provided more comment on the rates.

Melinda Bryden provided her opinion on market rates.

George Yount asked for confirmation on the retreat date and time. (Tuesday, February 23, 2016 from 9 AM to 3 PM at the Port Ludlow Resort.) He discussed the history of the origin of the State's Leasehold Tax.

X. COMMISSIONER COMMENTS (59:19):

Commissioner Hanke stated he appreciates the comments heard about the Executive Director job search. He added with large capital expenses, these are challenging times at the Port.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, February 24, 2016 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session (Commissioners, Executive Director Crockett, Auditor Berg and Ms. Nelson), at 2:00 PM to discuss Personnel-To Evaluate the Qualifications of an Applicant for Public Employment, pursuant to RCW 42.30.110 (g), duration of thirty minutes with possible action. (The Executive Session began at 2:07 PM, once the room had cleared of the public.)

At 2:31, 2:37 and 2:42 PM Ms. Nelson checked outside for any members of the public waiting for reconvening of the regular meeting, finding no one, the session continued.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened at 2:45 PM.

Commissioner Hanke announced a Special Meeting scheduled for Wednesday, February 17, 2016 at 9:30 AM, subject Job Qualification Packet for Executive Director Position. There being no further business to come before the Commission, the meeting adjourned at 2:45 PM.

ATTEST:

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Brad A. Clinefelter, Secretary

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Peter W. Hanke, President

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Stephen R. Tucker, Vice President

## PORT COMMISSION SPECIAL MEETING-- February 17, 2016

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Auditor – Berg  
Attorney – O'Malley  
Recorder - Nelson

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

Commissioner Tucker called the special meeting to order at 9:30 AM.

### II. JOB QUALIFICATION PACKET FOR EXECUTIVE DIRECTOR POSITION:

Mr. Crockett stated that based on commission guidance, the Port would not hire a "headhunter" and would advertise regionally, same as was done in 1999 when he was hired. He believes this will be about a 90-day process. Mr. Crockett asked the commission if they had any changes to the Executive Director (ED) job description. Once the job description has been finalized, the position can be advertised. He handed out a suggested application packet and asked for input and revisions. Mr. Crockett asked if the commission was content with the questionnaire.

Commissioner Hanke expressed concerns on a scenario where the commission fails to come to agreement on a candidate, and the fact that Mr. Pivarnik could leave, as other firms who have position openings have approached him. He suggested that possibly Mr. Toews could be moved into the position of Interim ED and find an Interim Deputy Director. He asked the other commissioners if they were comfortable with this.

Mr. Crockett discussed his strategy for choosing May 31 as his last day. He discussed the cons of hiring an Interim Director. Mr. Crockett urged the commission to select a director who will champion the Port with moving forward into the future.

Commissioner Tucker said he is here today to listen to input from the community.

Mr. Crockett began by reading the job description aloud. Suggestions, ideas and opinions were received from John Collins, Pete Langley, Bertram Levy, Pam Lanua Petranak, George Yount and Jim Maupin.

Commissioner Clinefelter invited Mr. Maupin and any other groups or individuals to communicate any input they might have to the commissioners.

The commission, staff and audience members discussed the matter of applicant confidentiality.

Next, Commissioner Hanke opened for discussion, the Job Description - "Major Duties and Responsibilities".

After discussion, the commissioners agreed on some modifications to this section.

Commissioner Hanke then opened discussion on the "Questions" included in the application packet.

After discussions, the commissioners agreed to make some changes to this document.

Bertram Levy voiced additional comments. Leah Kefghin asked if the Port would pay relocation fees and if so, would there be a cap on that fee. Ms. Berg replied \$10K is a typical dollar figure entities might pay for relocation fees, with backup documentation from the selected candidate.

Commissioner Hanke stated that once the discussed changes have been made to the documents in the packet, staff could begin advertising the position.

Mr. Crockett named the papers and organizations suggested for advertising the position.

Further discussions included whether to advertise the salary range; whether to add to the "Questions" - experience with long-term planning and project management, as suggested by Commissioner Clinefelter.

Bertram Levy and John Collins suggested adding experience with strategic planning to the questionnaire.

Mr. Crockett stated staff would make the changes agreed upon to the documents in the application packet for discussion and approval at the next commission meeting.

Further discussion included advertising the position with government and economic development agencies; when to announce the finalists; salary range; the grading matrix (which will be discussed at a later meeting), and other ideas from audience members, including John Collins, Bertram Levy and Vigo Anderson.

### III. STAFF COMMENTS:

(Received throughout meeting.)



IV. PUBLIC COMMENTS:

(Received throughout meeting.)

V. COMMISSIONER COMMENTS:

(Received throughout meeting.)

VI. NEXT MEETING: Wednesday, February 24, 2016, 5:30 PM, in the Port Commission Building, 333 Benedict Street, Port Townsend.

VII. ADJOURNMENT:

**Commissioner Hanke moved to adjourn the special meeting at 11:15 AM.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

ATTEST:

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Brad A. Clinefelter, Secretary

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Peter W. Hanke, President

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

## RESOLUTION NO. 642-16

**A Resolution of the Commission of the Port of Port Townsend, Washington, pursuant to RCW 53.08.090 and RCW 53.25.120 declaring the three adjoining "Westerly New Day Fisheries Buildings" located 2427 Washington Street in Port Townsend as surplus to its needs and amending its Comprehensive Scheme of Improvements to delete said buildings from its Comprehensive Scheme to allow a negotiated transfer for consideration.**

**WHEREAS**, pursuant to RCW 53.20.010, the Port of Townsend Washington has adopted a Comprehensive Scheme of Improvements for the development of capital improvements upon lands owned by the Port of Port Townsend, throughout Jefferson County, Washington.

**WHEREAS**, the Port's land ownership described within the Port's Comprehensive Scheme of Improvements includes three adjoining buildings (a concrete block structure, a freezer unit, and a wood framed/partially enclosed weight room) known collectively as the "Westerly New Day Fisheries Buildings", located on the spit south of the dock at 2427 Washington Street, Port Townsend, Washington, and generally identified in the current Comprehensive Scheme of Improvements as a fish processing facility.

**WHEREAS**, the subject buildings have housed a portion of New Day Fisheries, Incorporated, a seafood processing and sales business, since 1987 as tenants of the Port, and said buildings have now exceeded their anticipated useful lifespan;

**WHEREAS**, on January 19, 2016, the Port Commission, following proper notice and public hearing, voted to declare surplus to Port needs the 10,200 square foot "New Day Fisheries Building" lying adjacent and to the east of the "Westerly New Day Fisheries Building" described in this Resolution;

**WHEREAS**, the "Westerly New Day Fisheries Buildings" were not specifically identified in the resolution approved by the Port Commission on January 19, 2016;

**WHEREAS**, pursuant to RCW 53.08.090, the Port's Chief Executive Officer or designee has made written certification to the Commission that the Westerly New Day Fisheries Buildings (i.e., not the underlying real property, which is to be retained by the Port) are no longer needed for port district purposes;

**WHEREAS**, pursuant to RCW 53.08.090, property which is part of the Port's Comprehensive Scheme of Improvements shall not be disposed of until the Port's Comprehensive Scheme has been modified to find the property surplus to Port needs, after public notice and hearing as provided by RCW 53.20.010 and 020;

**WHEREAS**, proper public notice was given and a public hearing was held on February 24, 2016 as required by statute;

**WHEREAS**, the Port Commission, after hearing, and after duly considering all relevant evidence and testimony presented, believes that the Westerly New Day Fisheries Buildings are no longer needed for current or future Port operations; 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:

1. The Westerly New Day Fisheries Buildings be declared surplus, and that the Executive Director be authorized to sell or dispose of the property in the best manner which he, in his discretion, shall determine, including by negotiated transfer for consideration.

2. That the Port's Comprehensive Scheme shall be, and hereby is, amended to find the referenced Property surplus to Port needs and to remove the Property from the Port's Comprehensive Scheme of Harbor Improvements to permit the proposed transfer of same.

**ADOPTED this 24<sup>th</sup> day of February 2016 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:**

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Peter W. Hanke, President

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Stephen R. Tucker, Vice President

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Eric R. Toews, Port Attorney

**EXHIBIT "A":**

**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.

The "Westerly New Day Fisheries Buildings" – consisting of three adjoining buildings including: an approximately 1,240 square foot concrete block structure with a composition roof and concrete floor; an approximately 465 square foot attached freezer unit presently used for storage; and an approximately 156 square foot wood framed/partially enclosed weight room. All together the three attached structures comprise approximately 1,861 square feet of space, and are situated on the spit south of the loading pier at 2427 Washington Street, Port Townsend, Jefferson County, Washington, on underlying real property which is to be retained by the Port.

**DATED this 24<sup>th</sup> day of February, 2016**

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Larry C. Crockett, Executive Director

**PORT OF PORT TOWNSEND**

**MEETING OF:** February 24, 2016

**AGENDA ITEM:** V. Second Reading  
A. Job Qualification Packet for Executive Director  
Position

**BACKGROUND:**

Following the Special Meeting of February 17, 2016 changes were recommended by the commission to the application packet. Final packet to be presented.

**Executive Director's Recommendation:**

For commission approval.

## PORT OF PORT TOWNSEND

**MEETING OF:** February 24, 2016

**AGENDA ITEM:** VII. Potential Immediate Action  
A. Professional Services Contract – Quilcene  
Wastewater Feasibility Study

### **BACKGROUND:**

In 2012 Jefferson County awarded \$100,000 for analysis of the wastewater management needs in the Quilcene Village Center, a linear strip of 100 commercially zoned properties along Highway 101. The resources were awarded through the County's Public Infrastructure Fund (PIF), which is intended to support infrastructure important to the economic vitality of Jefferson County.

Only public agencies are eligible to apply for, and receive, PIF grants. In August of 2015, the Port agreed to serve as the "lead agency" for the project, and to advertise, select, contract with, and manage the consultant performing the Feasibility Study. In the late autumn of 2015, Port staff advertised the project and interviewed candidate firms. Tetra Tech Engineering and Consulting of Seattle, was selected as the most qualified firm for the project.

In conjunction with Port staff, Tetra Tech has developed a detailed scope of services and budget for the preparation of a wastewater feasibility study and conceptual design for the Quilcene Rural Village Center (RVC). The project involves the assessment of current wastewater infrastructure in the Quilcene RVC, development and evaluation of alternatives for a wastewater management system, and formulating recommendations regarding next steps. The planning effort will result in a Site Review Predesign Report for a Large On-Site System meeting State Department of Health requirements.

Because the project requires substantial public outreach and involvement, as well as technical wastewater planning and financial analysis, a final product is not anticipated until December of this year. An estimated \$5,000 will be necessary to compensate Port staff for contract management and administration. Accordingly, the upset limit for the contract has been established at \$95,000.

**Executive Director's Recommendation:** Approve the attached Contract, Scope of Services and Budget.

## Port of Port Townsend

### Professional Services Agreement For Quilcene Wastewater System Feasibility Study

THIS AGREEMENT is entered into between the Port of Port Townsend, hereinafter referred to as the "PORT," and Tetra Tech, Inc., hereinafter referred to as "CONSULTANT," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. CONSULTANT is retained by the PORT to prepare a wastewater feasibility study and conceptual design for the Quilcene Rural Village Center (RVC). The project involves the assessment of current wastewater infrastructure in the Quilcene RVC, development and evaluation of alternatives for a wastewater management system, and formulating recommendations regarding next steps. As detailed more fully Attachment "A", Scope of Services, this planning effort will result in a Site Review Predesign Report for a Large On-Site System meeting the requirements of WAC 246-272B-0300.
2. Consultant Qualification. CONSULTANT warrants that it has the required skills to perform the work specified in this agreement, and warrants and represents that it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to perform the work as set forth in this agreement.
3. Scope of Services. CONSULTANT shall provide the services as agreed upon with the PORT and detailed in Attachment "A" to this agreement.
4. Time and Duration of Agreement. This contract shall be for the period March 1, 2016 through December 31, 2016 unless otherwise terminated (see paragraph 13 below).
5. Reimbursement. CONSULTANT shall be compensated an amount not to exceed \$95,000 for the work performed hereunder. The PORT shall make no payments in advance or in anticipation of services or supplies to be provided under this agreement. A detailed Project Budget for which costs will be paid and expenses reimbursed is contained in Attachment "B".

Payment shall be made as follows:

CONSULTANT will provide either electronic or hard copy invoices to the PORT no more than once per month. Invoices should be sent to S. Abigail Berg, Director of Finance/Port Auditor. The PORT will pay invoices within 30 days of receipt, unless there is a question or need for additional documentation, in which case resolution will be sought expeditiously. The final invoice for payment under this agreement must be submitted to the Port no later than thirty (30) days from submission of the Final Feasibility Study to the PORT's project manager, subject to the PORT's approval of the Final Feasibility Study.

The PORT shall make no payments in advance or in anticipation of services to be provided under this agreement.

6. Compliance with laws. CONSULTANT shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations applicable to the services to be rendered under this agreement.

7. Hold Harmless and Indemnification. CONSULTANT shall indemnify, defend and hold harmless the PORT, its officers, agents and employees, from and against any and all claims, losses or liability, or any portion thereof, including attorney fees and costs, arising from injury, sickness, disease or death to persons, including injuries, sickness, disease or death to CONSULTANT or damage to property occasioned by a negligent act, omission or failure of the CONSULTANT.
  
8. Insurance Requirements. CONSULTANT shall obtain and keep in force during the entire term of this agreement, liability insurance against and all claims for damages to person or property which may arise out of the performance of this agreement, whether such work shall be by the CONSULTANT, sub-consultants, and/or their agents and/or employees. The CONSULTANT agrees to the following requirements relating to insurance coverage and shall provide evidence of all insurance required by submitting an insurance certificate to the PORT on a standard "ACORD" or comparable form:
  - a. Commercial General Liability – coverage on occurrence form CG0001 or equivalent with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - b. Automobile Liability – covering owned, non-owned and hired vehicles with minimum of \$1,000,000 combined single limit per accident; and
  - c. Professional Liability – a minimum of \$2,000,000 in the aggregate and \$1,000,000 per claim in professional liability insurance unless otherwise negotiated and confirmed in writing by both parties. Insurance coverage shall have a retroactive date before the date of notice to proceed and coverage shall remain in effect for the entire term of the agreement (plus three (3) years).

The insurance required by this agreement shall be issued by an insurance company authorized to do so in Washington State, and the policies shall name the PORT, its agents and employees as additional insured's; EXCEPT, however, that CONSULTANT is not required to add the PORT or its agents and employees as an additional insured on its professional liability policy or workers' compensation policy. All policies shall be primary to any other valid and collectable insurance and not contributory to any similar insurance carried by the PORT, and shall contain a severability of interest or cross liability clause. Such insurance shall not be canceled or materially altered without first giving thirty (30) days' written notice thereof to the PORT. The CONSULTANT shall submit renewal certificates as appropriate during the term of the agreement.

  - d. Excess Coverage – by requiring insurance herein, the PORT does not represent that coverage and limits will be adequate to protect CONSULTANT and such coverage and limits shall not limit CONSULTANT'S liability under paragraph 7, above.
  
9. Independent Contractor. CONSULTANT and the PORT agree that CONSULTANT is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. CONSULTANT shall not be entitled to any benefits accorded PORT employees by virtue of the services provided under this agreement. The PORT shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the State Industrial Insurance program, otherwise assuming the duties of an employer with respect to CONSULTANT.
  
10. Assignment. CONSULTANT shall not sublet or assign any of the services covered by this agreement without the expressed written consent of the PORT.



11. Ownership and Use of Documents. All documents and other materials produced by the CONSULTANT in connection with the services rendered under this agreement are the property of the PORT. The CONSULTANT shall be permitted to retain copies of such materials, as long as any use of such materials outside of work for the PORT is subject to written permission from the PORT. CONSULTANT shall not be held liable for reuse of documents or modifications thereof, including electronic data, by the PORT or its representatives for purposes other than the intent of this agreement.
12. Drug-Free Workplace Policy. The PORT has adopted a Drug-Free Workplace Policy that the workplace will be a drug free environment conducive to conducting the PORT's business free from unlawful manufacture, distribution, dispensing, possession or use of controlled substances. This policy applies to PORT Commissioners, PORT employees, and contractors conducting business on PORT property.
13. Equal Opportunity Policy. All persons or entities performing work for the PORT shall provide equal opportunity to all of its employees and applicants for employment and assure that there is no discrimination on the basis of race, color, region, national origin, sex, age, marital status, or physical disability unless based upon a bona fide occupational qualification. All persons or entities performing services for the PORT must insure that the foregoing extend to all areas of employment and to all relations with employees including recruitment, selection, placement, compensation, promotion and transfer, training, daily working conditions, awards and benefits, and all other terms and conditions of employment as provided for in state and national laws. CONSULTANT hereby agrees to abide by applicable regulations during the course of this agreement.
14. Termination. The PORT reserves the right to terminate this agreement at any time by giving ten (10) days written notice to CONSULTANT.
15. Integrated Agreement. This agreement together with attachments or addenda represents the entire and integrated agreement between the PORT and CONSULTANT and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both PORT and CONSULTANT.
16. Notices. All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

TO THE PORT:

Eric Toews, Planning Analyst/Project Manager  
Port of Port Townsend  
P.O. Box 1180  
Port Townsend, Washington 98368  
Phone: (360) 385-0656

TO THE CONSULTANT:

TETRA TECH Engineering & Consulting Services  
c/o Kevin J. Dour, Senior Project Manager  
1420 Fifth Avenue, Suite 600  
Seattle, WA 98101  
Phone: (206) 883-9326

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.

DATED this 24<sup>th</sup> day of February 2016.

CONSULTANT

PORT OF PORT TOWNSEND

\_\_\_\_\_  
Kevin J. Dour, P.E, PMP, Principal

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

Approved as to Form:

\_\_\_\_\_  
Eric Toews, Port Attorney

**ATTACHMENT A  
PORT OF PORT TOWNSEND  
WASTEWATER FEASIBILITY STUDY & PRELIMINARY  
DESIGN  
QUILCENE RURAL VILLAGE CENTER  
SCOPE OF SERVICES**

**GENERAL**

As part of Quilcene's desire to maintain and restore the economic viability of its Rural Village Center (RVC), this scope of services will assess the current wastewater infrastructure in Quilcene, develop & evaluate alternatives for a wastewater management system and make recommendations regarding next steps to implement a wastewater system, should it be concluded that such a system is feasible. This planning effort will produce a Site Review Predesign Report for a Large On-Site System meeting the requirements of WAC 246-272B-03000.

The scope of work lists the work actions and work products required of the Tetra Tech Team (Tt). In the following task descriptions, estimates have been made to describe a specific number of pages in a work product in order to define the level of effort that is the basis of the budget for the project.

Where "Port staff" is referenced, it is assumed that the Port will invite designated parties to meetings as it deems necessary. These parties could include key Community Stakeholders involved in the planning and implementation of this project, Port staff, Jefferson County PUD staff, Jefferson County Commissioners, Quilcene Businesses, Jefferson County Public Works staff, interest groups that have formed regarding the Quilcene RVC, and members of the public. Thus, all meetings described in this scope may become public meetings at the discretion of the Port. The Port will be responsible for public notification before public meetings.

The work products from this project will be submitted in hard copy and electronic format. Report files will be produced in Microsoft Word. CAD files will be produced in AutoCAD. GIS files will be produced in ESRI's ArcGIS in data formats compatible with the Port's (and Jefferson County's) existing GIS system.

This scope assumes that no new surveying will be conducted. Existing contour maps and GIS data will be used. Existing GIS data for this project will be acquired through Jefferson County's GIS system.

**TASK 1 – PROJECT MANAGEMENT**

This task includes all necessary work to plan and manage the project resulting in a quality product on time and within budget. Task items include:

## 1.1 Project Plan

A project plan will be developed to describe and document the work plan and management of this project.

### **Assumptions:**

- The project plan will be completed within 10 days after Notice to Proceed.
- The plan will identify project scope, individual work elements, budget for each element, responsible individuals for each work element, and schedule requirements incorporating both internal and external milestones.

### **Deliverable:**

- Project Plan.

## 1.2 Startup Meeting

It will conduct a startup meeting with Port staff.

### **Activities:**

- Conduct a startup meeting to introduce all significant members of the project team, concur on goals and milestones for the project, and agree on the project schedule and work products.

### **Assumptions:**

- A two-hour meeting will be held by conference call.
- Team members attending include project manager, project engineer, public involvement lead, on-site design lead, funding & finance lead.

### **Deliverables:**

- Agenda and Meeting Minutes.

## 1.3 Progress Meetings

Progress meetings will be held periodically to coordinate work activities and keep the Port informed of progress to date.

### **Activities:**

- Prepare for and conduct progress meetings with Port Staff. It will prepare agendas and meeting minutes from all meetings for distribution to the project team.

**Assumptions:**

- It is anticipated this project will be completed over a 9 month period.
- Meetings are anticipated to be 30 minutes, approximately every two to three weeks, by conference call; however, meetings may be held more or less frequently, depending on the project requirements at the time.

**Deliverables:**

- Agendas and Meeting Minutes.

**1.4 Progress Reports and Billings**

Provide progress reports and billings for the project.

**Activities:**

- Coordinate work activities with the Port and the subconsultants and ensure that work products are delivered on time and meet team quality standards.
- Include brief monthly progress reports along with monthly invoices.

**Assumptions**

- Progress reports will contain information on major activities, anticipated actions, and outstanding issues to be resolved.
- Progress reports to be provided over the anticipated 9 month period for this project.

**Deliverables:**

- Monthly Progress Reports and invoices.

**1.5 Quality Assurance Reviews**

Quality Assurance (QA) will provide an independent review of all documents at the 90% draft level.

**Activities:**

- All comments will be incorporated into the documents or will be documented as to why comments are not included.
- The QA task leader will schedule all reviews and assign reviewers independent of the project team. The QA task leader will coordinate all of the review comments for incorporation.

**Assumption:**

- All task memos, reports, and other significant work products will be reviewed prior to 90% draft submittal.

**Deliverables:**

- QA/QC review logs and response forms.

**1.6 Meeting with the WA State Department of Health (DOH)**

The purpose of the meeting will be to solicit DOH's input into the process and approach for alternatives development.

**Activities:**

- Tt will arrange for and conduct one teleconference with DOH.
- For the meeting Tt will establish phone contact with participants, prepare an agenda, attend the meeting, and prepare a follow-up meeting summary.

**Assumptions:**

- The meeting will serve as all required interaction with DOH.
- The Port will be invited to attend the meeting.

**Deliverables:**

- Agenda and Meeting Minutes.

**TASK 2 - PUBLIC PARTICIPATION**

**Task 2.1: Public Outreach Organizational Workshop**

Triangle will prepare for, lead, and facilitate an early workshop with Port of Port Townsend (Port) staff, key stakeholders, and key Consultant Team members to develop common levels of understanding and agreed-to approaches for moving forward with community outreach, including development of an initial list of stakeholders to contact.

**Assumptions**

- One, 3 hour project meeting
- Workshop in Port Townsend at Port office
- Triangle will facilitate this Workshop and produce a Workshop summary

**Activities**

- Establish date, invite attendees, and draft agenda for Workshop
- Prepare draft approach for Community Outreach effort, draft interview script and questions, and provide property map
- Facilitate Workshop with intent to determine and agree on:

- Goals and Objectives of public outreach
- Principles of public outreach
- Initial list of outreach participants
- Script and interview questions
- Approaches for public outreach
- Schedule of activities, including timing of activities within context of technical activities
- And any other necessary public outreach activities

**Deliverables**

- Agenda
- Appropriate materials for meeting, including property map/picture of Quilcene area provided by Tetra Tech, script and interview questions, approach document
- Meeting summary

**Task 2.2: Stakeholder Identification, Situation Assessment, Stakeholder Interviews, and Public Involvement Plan**

From the initial list of participants from Task 2.1 above, and with fine-tuning of the interview script and questions, Triangle will conduct up to 15 interviews, prepare a situational assessment based on these interviews, and prepare a draft and final Public Involvement Plan.

**Assumptions**

- Most interviews will occur in Quilcene live, but a few interviews may be performed via phone call
- Conduct up to 15 interviews

**Activities**

- Further develop and refine the stakeholder contact list and the script and questions
- Conduct up to 15 interviews with identified stakeholders
- Develop one draft and one final Public Involvement Plan that includes a Situational Assessment

**Deliverables**

- Stakeholder Master Contact List
- Script and interview questions
- Public Involvement Plan and Situational Assessment – one draft, one final

**Task 2.3: Public Outreach Materials and Approaches**

This task includes the implementation of the public outreach plan developed under Task 2.2 focused on public outreach materials, website information development, and implementation of approaches. Triangle will craft language for documents, website, mailings and email materials and updates. Triangle will write content, edit, create graphics, and communicate with the project team.

**Assumptions**

- Port will post materials and website content on its webpage, and maintain the website
- Port will be responsible for all printing and mailing of mailed documents
- It is anticipated that there will be 3 documents prepared and 1 update to those documents through the life of this project
- It is anticipated there will be 1 website content developed and 2 updates during the life of this project
- It is assumed there will be 2 email efforts and 1 mailing

### **Activities**

- Triangle will develop an early Frequently Asked Questions Document (FAQ) and maintain that document with updates as appropriate
- Triangle will develop other materials and documents as determined through the Public Involvement Plan and maintain those, assume a total of 3 total documents including the FAQ document
- Triangle will develop website content specific to this project, such as an online version of the FAQ
- Triangle will develop mailings and email content and materials

### **Deliverables**

- A draft and final of up to 2 total documents and up to 1 updates for each document
- 1 website content and up to 2 updates
- 2 email communications and 1 hard copy mailing documents

## **Task 2.4: Public Outreach Meetings and/or Workshops**

This task includes the implementation of the public outreach plan developed under Task 2.2 focused on public outreach meetings and workshops. Based on the understanding of the project and findings from the Public Involvement Plan that might change the approach, it is anticipated that public outreach will include 2 meetings: 1 open house type public forum and 1 small coffee or open house.

### **Assumptions**

- Two 2.5-3 hour meetings in Quilcene, with 1 hour of pre-meeting set up and 0.5 hour of clean up
- Meeting spaces will be free or minimal cost
- Triangle will facilitate meetings and take notes
- Consultant team will present at public meetings
- Consultant team will provide exhibits, Power Point, and other materials as appropriate for public meetings

### **Activities**

- Working with Port staff, publicize and prepare for up to 2 total public meetings/workshops, including addressing logistical aspects for each meeting



- Conduct 1 pre-meeting organizing meeting with Port staff
- Conduct 1 practice session for each meeting
- Facilitate each meeting and take notes from meeting

**Deliverables**

- 3 meeting agendas and materials, and meeting notes

**Task 2.5: Public Outreach Communications and Coordination**

In order to coordinate the project team and share stakeholder feedback, Triangle will develop a contact list for the public and a public comment response form to be used by the project team. Triangle will participate in ongoing email and phone communication with the stakeholders, the Port and consultant team, as appropriate, throughout the duration of the project.

**Assumptions**

- Primary contact for the project will be Port of Port Townsend staff.
- Triangle will act as a secondary point of contact and backup to the Port of Port Townsend.

**Activities**

- Preparation of public comment response form and contact list.
- Intake and organization of public feedback and input.
- Email and phone communication with stakeholders

**Deliverables**

- public comment response form for Port staff and the consultant team to document communications
- Contact list for the public to reach the Port staff and consultant team as appropriate

**Task 2.6: Status and Progress Reports**

Triangle will track expenses, budget and invoicing for the project, and produce a progress report with each invoice.

**Assumptions**

- Triangle will invoice monthly

**Activities**

- Preparation of monthly invoices and progress reports

**Deliverables**

- Monthly invoices and progress reports

## TASK 3 – BACKGROUND INFORMATION & DATA

A thorough review of any previous work related to sewer planning in Quilcene, establishment of population to be served, and planning criteria is critical to the initiation of this planning effort. It provides the framework necessary to understand existing conditions and plan for improvements.

### 3.1 Review Existing Information

#### **Activities:**

- It will review any historical reports and data, including all pertinent GIS files, Jefferson County PUD AutoCAD files (water/utility maps), previously completed reports, available environmental studies related to the project area, available copies of electronic topographic maps (Jefferson County), and electronic copies of individual aerial photographs (Jefferson County).

#### **Assumptions:**

- Available information to be provided by the Port or readily available by Jefferson County IDMS or Jefferson County PUD.

#### **Deliverable:**

- Up to 2-page summary memorandum to be directly included into the Predesign Report.

### 3.2 Establish Planning Boundaries

#### **Activities:**

- It and the Port will determine/confirm the study area boundary.
- Flows and loads will be estimated for currently zoned and anticipated future uses.

#### **Assumptions:**

- Available information to be provided by the Port or readily available by Jefferson County IDMS or Jefferson County PUD.
- There could possibly be more than one phase/sub-area to implement wastewater management service area boundary.

#### **Deliverable:**

- Study area boundary and sewer service boundaries to be included in the Predesign Report.

### 3.3 Population, Flow and Loading Projections

Future (design) flows and loads will be determined using population projections, unit flow and loading rates, and peaking factors.

#### **Activities:**

- Tt will develop projected domestic flows, loads, and peaking factors anticipated for the Quilcene RVC.
- Flows will be estimated for residential and commercial sources. The basis for these projections will be forecasted current and future connections and uses informed by the Public Outreach effort in Task 2 and land use/zoning information provided by the Port in Task 2.1.

#### **Assumptions:**

- Flows and loads will be projected using peaking factors based on previous Tt experience and Department of Health guidelines.
- Since the flows, loads, and peaking factors will vary depending on the type of collection system chosen in Task 4, this task will not be finalized until the Task 4 – Collection System Alternatives task is completed.

#### **Deliverable:**

- Up to 5-page Technical Memorandum to be directly incorporated into the Predesign Report.

## TASK 4 – ALTERNATIVES DEVELOPMENT AND SCREENING

In this task Tt will develop alternatives for effluent discharge, sewage collection, and treatment of Quilcene RVC's sewage. Once a type of collection system is defined, a single set of flow and load projections can be used on which to base the discharge and treatment analyses.

Where cost estimates are prepared, they will be based on estimates of unit cost from bid tabs or costs curves, or where that is not available, estimates of equipment and structural cost with other costs estimated by percentage allowance. Present worth costs will be conducted using a present worth analysis. Specific tasks will include:

### 4.1 Discharge Alternatives

#### **Activities:**

- Tt will evaluate the following dispersal alternatives to be used with typical on-site treatment systems: trench system, bed system, and sub-surface irrigation system.

- Tt will perform a review of available geologic and hydrogeologic data, including geologic maps, boring logs, well logs, published, and in-house data.
- A visual reconnaissance of potential infiltration or irrigation sites will be conducted.
- Preliminary explorations of candidate sites will be conducted in order to confirm the likelihood that land based discharge will be viable. This will include site explorations, grain size analyses, and location of functioning water wells.
- A technical memorandum will be prepared that includes results of data review, an opinion regarding the feasibility of land application or infiltration, issues associated with various wastewater disposal methods, rough estimates of infiltration rates based on expected soil types, and planning level cost estimates for equipment installation for each alternative.
- The regulatory requirements for these alternatives will be described, along with an analysis of the regulatory feasibility of each alternative.

**Assumptions:**

- This scope of work does not include analysis and evaluation of a marine outfall alternative.
- In conjunction with the Port, Tt will evaluate alternatives for land based discharge (geographic location and type) and select three shortlisted sites analysis. Present worth costs will be estimated for each alternative.
- The budget assumes two days of a backhoe at \$1,000/day.
- This scope of work does not include land appraisal. An allowance for the value of parcels will be estimated at a budgetary planning level, based on assessor's records.
- Parcel availability will also be estimated at a preliminary planning level. A discussion of qualitative factors will also be included.
- If required, the Port will be responsible for obtaining right-of-entry permits.

**Deliverable:**

- Up to 5-page Technical Memorandum to be directly incorporated into the Predesign Report.

## 4.2 Collection System Evaluation

**Activities:**

- The project team will evaluate two different types of collection systems: a conventional gravity system, and a septic tank effluent pumping (STEP) system.
- These alternatives will be developed to a planning level concept.

- The evaluation will compare planning level capital costs, service connection costs, construction sequence/implementation, and life cycle costs.
- The present worth cost of each alternative will be estimated in addition to a discussion of qualitative factors.

**Assumptions:**

- Likely candidate treatment/drainfield site(s) will be identified in Task 4.1 before the evaluation and workshop. This will inform the distance and route of conveyance system piping from the RVC service area to the treatment site(s).
- At the end of the workshop, the group will recommend a collection system strategy.

**Deliverables:**

- Up to 5-page Technical Memorandum to be directly incorporated into the Design Report.
- Agenda and Meeting Minutes for the Workshop.

### 4.3 Treatment Alternatives

**Activities:**

- It will evaluate several types of on-site wastewater treatment strategies. These may include septic tank, aerobic treatment unit, and possibly in combination with advanced filtration systems (single pass/multi-pass sand/peat/media filters).
- These alternatives will be developed to a planning level concept.
- It will develop up to three viable preliminary alternatives. These alternatives will be evaluated based on technical features, qualitative factors and estimated present worth costs.

**Assumptions:**

- Any solids handling strategies to be evaluated will include pumping, transportation, and disposal at a wastewater treatment facility in the Puget Sound area.
- It is assumed that treatment facilities will be located on or adjacent to dispersion/disposal sites identified in Task 4.1. A separate siting effort for treatment sites will not be conducted.

**Deliverable:**

- Up to 10-page Technical Memorandum to be directly incorporated into the Predesign Report.

#### **4.4 Combined Alternatives Screening Workshop**

A one-day facilitated alternatives screening workshop will be conducted to review, evaluate and confirm selection for collection, treatment, and discharge.

##### **Activities:**

- Tt and Port staff will participate in a review workshop. In the workshop, the results of the collection system, treatment system, and disposal analysis will be presented and the group will discuss the evaluation and provide additional input.
- Facilitated discussion will focus on the criteria evaluating the system components to be selected and implemented.
- Evaluation criteria will be discussed and evaluation criteria will be set at the workshop.

##### **Assumptions:**

- Workshop will be conducted one day and will occur at the Tetra Tech offices.
- A single recommended option for collection, treatment, and disposal will be selected and confirmed as a result of the workshop.

##### **Deliverables:**

- Agenda and Meeting Minutes.

#### **TASK 5 – RECOMMENDED ALTERNATIVE**

In this task the recommended alternative from Task 4 will be developed to further refine the design concepts.

##### **5.1 Refine Recommended Alternative, Process Diagram, Site Plan, and Design Data**

##### **Activities:**

- Based on the results of the Alternatives Screening Workshop, Tt will develop the selected alternative to a conceptual-design level, including preliminary layout and sizing.
- An overall process flow diagram will be developed from the collection system to the treatment system to the discharge location.
- A site plan will be developed to depict the central elements of the selected alternative.

- A table summarizing design criteria for the alternative will be developed. Possibilities for staged expansion of the alternative will be discussed and shown.

**Assumption:**

- No archaeological survey of the selected project site(s) will be conducted.

**Deliverables:**

- Up to 10-page Technical Memorandum describing the developed alternative and design data to be directly included in the Predesign Report.
- Site plan including a preliminary layout drawing.
- Process schematic drawing.

## 5.2 Cost Estimate

**Activities:**

- It will develop conceptual-design-level AACE Class 4 cost estimate for the recommended alternative. Cost estimates will include budget number for land and appropriate contingencies, including contractor's overhead and profit and sales tax.
- Cost estimates will include appropriate contingencies in accordance with AACE Class 4 cost estimate standards, including contractor's overhead and profit and sales tax.
- The cost of land acquisition will be included (if applicable). Cost estimates will also be provided for staged implementation of the alternative.

**Assumptions:**

- This scope of work does not include land appraisal.
- An allowance for the value of parcels will be estimated at a budgetary planning level, based on assessor's records.

**Deliverable:**

- AACE Class 4 Planning level Opinion of Probable Cost.

## **TASK 6 – FUNDING AND FINANCE**

### **6.1 Funding Options**

Alternative sources of funding for capital costs (such as design, construction, equipment installation and system start-up) will be identified.

#### **Activities:**

- It will help the Port to identify financial strategies that will assist with the evaluation of several funding options.
- A plan summarizing the funding alternatives will be submitted to the Port for review prior to completing the Draft Plan.
- Recommendations will be made on the most appropriate least-cost funding methods available to the Port.

#### **Deliverable:**

- Up to a 5-page Technical Memorandum outlining funding mix scenarios, including a draft funding strategy.

### **6.2 Financial Impacts**

The financial impact of constructing and operating the proposed facilities will be developed and compared for up to three scenarios. Planning level cost estimates will be added where specific costs have not been estimated, including the additional cost of financing the improvements, operations & maintenance, administration, system replacement and reserves.

#### **Activities:**

- Up to three alternative “funding mix” scenarios will be developed to analyze how implementation of the wastewater system can be achieved and what impacts the funding mix, as well as the assumptions, will have on current and future customers.
- The financial analysis will evaluate the cost impact per equivalent residential unit and also cost impacts on several typical commercial customers.
- It will summarize the cost per ERU impact of the recommended alternative based on the “funding mix” scenario selected by the Port.

#### **Assumptions:**

- The financial impact analysis for this project is provided for general planning purposes.



- A more detailed analysis of revenues, on-going operating costs, allocation of costs among customers and required customer rates and charges should also be completed prior to project implementation.
- Final development and adoption of a sewer system funding program that will provide the means and methods by which funding will be generated to implement the final plan recommendations is not included within this scope of work.
- Assistance by Tt in implementing the funding program is not included in this scope of work.
- Discussion of financial analysis will be presented and discussed in the second public meeting described in Task 2.4.

**Deliverable:**

- Up to 5-page Technical Memorandum outlining the financial impact analysis.

## **TASK 7 – REPORT**

Tt will prepare a report meeting the requirements of WAC 246-272B-0300. The report will summarize information developed in the previous tasks and would address the question of the overall feasibility, cost & financing, community support, operation and maintenance.

### **7.1 Draft Report**

**Activities:**

- Tt will prepare a single document meeting the requirements of a Site Review Predesign Report in accordance with WAC 246-272B-03000.
- Appendices and supplemental documents will be prepared regarding community outreach, cost & financing, operation and maintenance.
- Upon receipt of comments on the preliminary draft report, Tt will revise the document, incorporating the Port's comments as appropriate.

**Assumptions:**

- A single set of consolidated comments will be received by the Port representing the comments of all reviewers.
- The Port will work with reviewers and Tt to resolve comments that have opposing/conflicting direction (if any).
- Five copies of a preliminary draft report will be submitted to the Port for review and comment.

- Ten copies of the revised draft report will be submitted to the Port and two copies to WA State Department of Health for review and comment.

**Deliverables:**

- Preliminary Draft Report
- Revised Draft Report

**7.2 Final Report**

**Activities:**

- Upon receipt of comments from the Port and DOH, Tt will revise the document, incorporating the Port and Health's comments as appropriate.

**Assumptions:**

- Ten copies of the final report will be submitted to the Port, and two copies will be submitted to Health.

**Deliverable:**

- Final Report

Price Proposal  
 Wastewater Feasibility Study and Redesign Report in accordance with WAC 246-272B-05000  
 Submitted to: Port of Port Townsend (Attn: Eric Toews)  
 Contract Type: T&M

| Labor Plan   |        |        |        |        | Price Summary / Totals |        |
|--|--------|--------|--------|--------|------------------------|--------|
| 7 Resource   |        |        |        |        | Task Pricing Totals    |        |
| Bill Rate  | 322.86 | 149.30 | 109.50 | 181.62 | 75.80                  | 124.32 |
| Technology Use Fee (143 hrs) = \$385               |        |        |        |        |                        |        |
| Fee Reduction for Billing Generated over Cap (244) |        |        |        |        |                        |        |
|  |        |        |        |        | Total Price            |        |
|  |        |        |        |        | 95,244                 |        |

| Project Phases / Tasks                                   | Schedule |      | Work Days | Work Days | Total Labor Hrs | Unit Rate Qty's |        |      |      |      |      |      | Labor Rate Est. | Labor | Subs | Travel | Mats & Equip | ODCs | Task Pricing Totals |
|--|----------|------|-----------|-----------|-----------------|-----------------|--------|------|------|------|------|------|-----------------|-------|------|--------|--------------|------|---------------------|
|  | From     | Thru |           |           |                 | Items >         |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
|  |          |      |           |           |                 | Month           | Quants | Unit | Hour | Hour | Hour | Hour |                 |       |      |        |              |      |                     |
| <b>Task 1 - Project Management</b>                       |          |      |           |           | 143             |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 1.1 Project Plan   |          |      |           |           | 38              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 1.2 Startup Meeting                                      |          |      |           |           | 4               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 1.3 Progress Meetings                                    |          |      |           |           | 6               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 1.4 Progress Reports & Billing                           |          |      |           |           | 10              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 1.5 Quality Assurance Reviews                            |          |      |           |           | 14              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Task 2 - Public Participation</b>                     |          |      |           |           | 24              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 2.1 Public Outreach Organizational MS                    |          |      |           |           | 8               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 2.2 Stakeholder Ident. Situation Assess.                 |          |      |           |           | 8               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 2.3 Public Outreach Materials & Approaches               |          |      |           |           | 8               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 2.4 Public Outreach Meetings &/or Workshops              |          |      |           |           | 16              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 2.5 Public Outreach Communications & Coord               |          |      |           |           | 16              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 2.6 Status and Progress Reporting                        |          |      |           |           | 16              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Task 3 - Background Information</b>                   |          |      |           |           | 9               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 3.1 Review Existing Information                          |          |      |           |           | 2               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 3.2 Establish Planning Boundaries                        |          |      |           |           | 2               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 3.3 Population, Flow & Loadin Projections                |          |      |           |           | 5               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Task 4 - Alternatives Development &amp; Screening</b> |          |      |           |           | 14              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 4.1 Discharge Alternatives                               |          |      |           |           | 3               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 4.2 Collection System Evaluation                         |          |      |           |           | 17              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 4.3 Treatment Alternatives                               |          |      |           |           | 5               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 4.4 Combined Alternatives Screening WS                   |          |      |           |           | 10              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Task 5 - Recommended Alternative</b>                  |          |      |           |           | 16              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 5.1 Refine Alt. Process Diagram, Site Plan, Design Data  |          |      |           |           | 16              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 5.2 Cost Estimate  |          |      |           |           | 11              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Task 6 - Funding and Finance</b>                      |          |      |           |           | 2               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 6.1 Funding Options                                      |          |      |           |           | 1               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 6.2 Financial Impacts                                    |          |      |           |           | 1               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Task 7 - Report</b>                                   |          |      |           |           | 21              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 7.1 Draft Report   |          |      |           |           | 13              |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| 7.2 Final Report   |          |      |           |           | 9               |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |
| <b>Totals</b>  |          |      |           |           | 143             |                 |        |      |      |      |      |      |                 |       |      |        |              |      |                     |



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. 055792 through No. 055802 in the amount of \$14,310.56 and Electronic Payment in the amount of \$60,138.39, are approved for payment for a total amount of \$74,448.95 on this 24th day of February, 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

Bank Code: W - WARRANTS PAYABLE

| Check Number | Check Date | Vendor | Invoice Number         | Invoice Date | Invoice Amount | Discount Applied | Payment Amount          |
|--------------|------------|--------|------------------------|--------------|----------------|------------------|-------------------------|
| 055801       | 2/16/2016  | PEJ001 | Peninsula Credit Union | 2/15/2016    | 250.00         | 0.00             | 250.00                  |
|              |            |        | 02/15/2016             |              |                |                  | Check Entry Number: 001 |
| 055802       | 2/16/2016  | SPE010 | James Speer            | 2/15/2016    | 250.00         | 0.00             | 250.00                  |
|              |            |        | 02/15/2016             |              |                |                  | Check Entry Number: 001 |
|              |            |        | <b>Report Total:</b>   |              | <u>500.00</u>  | <u>0.00</u>      | <u>500.00</u>           |

Manual Check and Payment Register  
 Journal Posting Date: 2/16/2016  
 Register Number: MC-000078

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

| Check Number/<br>Invoice Number     | Check Date<br>Invoice Date            | Vendor Number        | Invoice Amount                       | Discount    | Distribution<br>Amount | Check Amount     |
|-------------------------------------|---------------------------------------|----------------------|--------------------------------------|-------------|------------------------|------------------|
| W00053<br>Check Comment: CKW0005301 | 2/16/2016<br>Payroll Taxes 2/15/16    | INT030               | Internal Revenue Service             |             |                        | 19,386.13        |
|                                     | 2/16/2016<br>G/L Account: 213-6000-00 |                      | 19,386.13<br>PAYROLL TAXES PAYABLE   | 0.00        | 19,386.13              |                  |
| W00054<br>Check Comment: CKW0005401 | 2/16/2016<br>DOR DC 2/15/16           | WA0302               | State of Washington                  |             |                        | 1,240.00         |
|                                     | 2/16/2016<br>G/L Account: 213-5500-00 |                      | 1,240.00<br>EE DEFERRED COMP PAYABLE | 0.00        | 1,240.00               |                  |
|                                     |                                       | <b>Bank K Total:</b> | <u>20,626.13</u>                     | <u>0.00</u> | <u>20,626.13</u>       | <u>20,626.13</u> |
|                                     |                                       | <b>Report Total:</b> | <u>20,626.13</u>                     | <u>0.00</u> | <u>20,626.13</u>       | <u>20,626.13</u> |



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. 055803 through No. 055849, are approved for payment in the amount of \$191,281.09 on this 24th day of February, 2016.

For: **Accounts Payable**

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

\_\_\_\_\_  
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   |                         |
|--------------|------------|--------|--|--------------|------------------|------------------|------------------|-------------------------|
| 055803       | 2/24/2016  | AIR070 | Airside Solutions, Inc                 |              |                  |                  |                  | Check Entry Number: 001 |
|              |            |        | 24516                                  | 2/9/2016     | 234.10           | 0.00             | 234.10           |                         |
|              |            |        | 24666                                  | 1/28/2016    | 682.11           | 0.00             | 682.11           |                         |
|              |            |        | 24692                                  | 2/3/2016     | 507.79           | 0.00             | 507.79           |                         |
|              |            |        | <b>Check 055803 Total:</b>             |              | <b>1,424.00</b>  | <b>0.00</b>      | <b>1,424.00</b>  |                         |
| 055804       | 2/24/2016  | BAN005 | Bank of America                        | 2/5/2016     | 3,807.41         | 0.00             | 3,807.41         | Check Entry Number: 001 |
| 055805       | 2/24/2016  | CEN010 | Central Welding Supply                 | 1/29/2016    | 9.98             | 0.00             | 9.98             | Check Entry Number: 001 |
| 055806       | 2/24/2016  | CEN030 | CenturyLink                            | 2/1/2016     | 240.00           | 0.00             | 240.00           | Check Entry Number: 001 |
| 055807       | 2/24/2016  | CEN035 | CenturyLink                            | 2/8/2016     | 1,027.19         | 0.00             | 1,027.19         | Check Entry Number: 001 |
| 055808       | 2/24/2016  | COO050 | Cooper Fuel & Auto Repair              |              |                  |                  |                  | Check Entry Number: 001 |
|              |            |        | 107008                                 | 2/6/2016     | 209.02           | 0.00             | 209.02           |                         |
|              |            |        | 107048                                 | 2/6/2016     | 430.11           | 0.00             | 430.11           |                         |
|              |            |        | 112610                                 | 2/10/2016    | 650.34           | 0.00             | 650.34           |                         |
|              |            |        | <b>Check 055808 Total:</b>             |              | <b>1,289.47</b>  | <b>0.00</b>      | <b>1,289.47</b>  |                         |
| 055809       | 2/24/2016  | COU020 | Shannon Counsellor                     | 2/9/2016     | 102.90           | 0.00             | 102.90           | Check Entry Number: 001 |
| 055810       | 2/24/2016  | FER001 | Ferrellgas                             | 1/26/2016    | 478.83           | 0.00             | 478.83           | Check Entry Number: 001 |
| 055811       | 2/24/2016  | FER030 | Kristian Ferrero                       | 2/18/2016    | 68.20            | 0.00             | 68.20            | Check Entry Number: 001 |
| 055812       | 2/24/2016  | FRY030 | Jerauld Fry                            | 10/30/2015   | 8.25             | 0.00             | 8.25             | Check Entry Number: 001 |
| 055813       | 2/24/2016  | GRA005 | Grainger                               |              |                  |                  |                  | Check Entry Number: 001 |
|              |            |        | 9010363522                             | 1/27/2016    | 174.38           | 0.00             | 174.38           |                         |
|              |            |        | 9018892670                             | 2/5/2016     | 8.96             | 0.00             | 8.96             |                         |
|              |            |        | 9018899519                             | 2/5/2016     | 443.23           | 0.00             | 443.23           |                         |
|              |            |        | 9019934067                             | 2/8/2016     | 119.34           | 0.00             | 119.34           |                         |
|              |            |        | <b>Check 055813 Total:</b>             |              | <b>745.91</b>    | <b>0.00</b>      | <b>745.91</b>    |                         |
| 055814       | 2/24/2016  | GRE050 | Robert Greenway                        | 2/10/2016    | 40.00            | 0.00             | 40.00            | Check Entry Number: 001 |
| 055815       | 2/24/2016  | HAY050 | Julie Hayes                            | 2/8/2016     | 319.93           | 0.00             | 319.93           | Check Entry Number: 001 |
| 055816       | 2/24/2016  | HIL010 | M. W. Hillman Consulting               | 1/31/2016    | 1,105.00         | 0.00             | 1,105.00         | Check Entry Number: 001 |
|              |            |        | 02/10/2016                             | 12/31/2015   | 3,185.00         | 0.00             | 3,185.00         |                         |
|              |            |        | <b>Check 055816 Total:</b>             |              | <b>4,290.00</b>  | <b>0.00</b>      | <b>4,290.00</b>  |                         |
| 055817       | 2/24/2016  | JC0003 | Jefferson County - Public Work         | 2/2/2016     | 587.96           | 0.00             | 587.96           | Check Entry Number: 001 |
| 055818       | 2/24/2016  | JC1003 | Jefferson Co Treasurer                 | 2/15/2016    | 559.34           | 0.00             | 559.34           | Check Entry Number: 001 |
| 055819       | 2/24/2016  | KHI001 | Terry Khile                            | 2/8/2016     | 350.40           | 0.00             | 350.40           | Check Entry Number: 001 |
| 055820       | 2/24/2016  | KLA010 | Klaass Images                          | 2/16/2016    | 381.50           | 0.00             | 381.50           | Check Entry Number: 001 |
| 055821       | 2/24/2016  | LAN010 | Landrum's Flotation Tires, Inc         | 1/28/2016    | 2,246.00         | 0.00             | 2,246.00         | Check Entry Number: 001 |
| 055822       | 2/24/2016  | LES050 | Les Schwab                             | 2/11/2016    | 213.64           | 0.00             | 213.64           | Check Entry Number: 001 |
| 055823       | 2/24/2016  | MAR031 | Marine Vacuum Service, Inc.            | 1/30/2016    | 1,828.48         | 0.00             | 1,828.48         | Check Entry Number: 001 |
| 055824       | 2/24/2016  | NEP050 | Neptune Marine LLC                     | 2/15/2016    | 118,925.46       | 0.00             | 118,925.46       | Check Entry Number: 001 |
| 055825       | 2/24/2016  | NOR018 | Northwest Asbestos Consultants         | 2/2/2016     | 1,885.00         | 0.00             | 1,885.00         | Check Entry Number: 001 |
| 055826       | 2/24/2016  | OLY001 | Olympic Equipment Rentals Inc          | 2/3/2016     | 28.23            | 0.00             | 28.23            | Check Entry Number: 001 |
| 055827       | 2/24/2016  | OLY003 | Olympic Springs, Inc.                  | 1/31/2016    | 10.85            | 0.00             | 10.85            | Check Entry Number: 001 |
| 055828       | 2/24/2016  | PEN025 | Peninsula Fire Inc                     |              |                  |                  |                  | Check Entry Number: 001 |
|              |            |        | 48205                                  | 2/10/2016    | 95.38            | 0.00             | 95.38            |                         |
|              |            |        | 48206                                  | 2/10/2016    | 1,424.03         | 0.00             | 1,424.03         |                         |
|              |            |        | 48207                                  | 2/10/2016    | 252.34           | 0.00             | 252.34           |                         |
|              |            |        | <b>Check 055828 Total:</b>             |              | <b>1,771.75</b>  | <b>0.00</b>      | <b>1,771.75</b>  |                         |
| 055829       | 2/24/2016  | POR002 | Auditor's Revolving Fund - Kitsap Bank | 2/16/2016    | 178.05           | 0.00             | 178.05           | Check Entry Number: 001 |
| 055830       | 2/24/2016  | POR005 | Port Townsend Leader                   | 2/10/2016    | 39.19            | 0.00             | 39.19            | Check Entry Number: 001 |
| 055831       | 2/24/2016  | PUD001 | Pud District #1                        |              |                  |                  |                  | Check Entry Number: 001 |
|              |            |        | 02/11/2016                             | 2/11/2016    | 21.50            | 0.00             | 21.50            |                         |
|              |            |        | 02/11/2016.2                           | 2/11/2016    | 23,008.49        | 0.00             | 23,008.49        |                         |
|              |            |        | 39                                     | 2/11/2016    | 337.12           | 0.00             | 337.12           |                         |
|              |            |        | <b>Check 055831 Total:</b>             |              | <b>23,367.11</b> | <b>0.00</b>      | <b>23,367.11</b> |                         |
| 055832       | 2/24/2016  | QUI001 | Quill Corporation                      | 2/5/2016     | 178.05           | 0.00             | 178.05           | Check Entry Number: 001 |
|              |            |        | 3076967                                | 2/3/2016     | 71.26            | 0.00             | 71.26            |                         |
|              |            |        | 3114045                                |              |                  |                  |                  |                         |
|              |            |        | <b>Check 055832 Total:</b>             |              | <b>249.31</b>    | <b>0.00</b>      | <b>249.31</b>    |                         |
| 055833       | 2/24/2016  | RUB001 | Tami G Ruby                            | 2/8/2016     | 66.90            | 0.00             | 66.90            | Check Entry Number: 001 |



| Bank Code: W - WARRANTS PAYABLE |            |        |                               |                     |                |                  |                         |
|---------------------------------|------------|--------|-------------------------------|---------------------|----------------|------------------|-------------------------|
| Check Number                    | Check Date | Vendor | Invoice Number                | Invoice Date        | Invoice Amount | Discount Applied | Payment Amount          |
| 055834                          | 2/24/2016  | SAN040 | Tom Sangston                  |                     |                |                  |                         |
|                                 |            |        | 02/09/2016                    | 2/9/2016            | 42.08          | 0.00             | 42.08                   |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055835                          | 2/24/2016  | SEA010 | Sea-Run Consulting            |                     |                |                  |                         |
|                                 |            |        | 15-10                         | 12/22/2015          | 13,622.00      | 0.00             | 13,622.00               |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055836                          | 2/24/2016  | SKO000 | Skookum Contract Services     |                     |                |                  |                         |
|                                 |            |        | 9018009                       | 2/8/2016            | 6,606.08       | 0.00             | 6,606.08                |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055837                          | 2/24/2016  | SLA030 | Heather Slatin                |                     |                |                  |                         |
|                                 |            |        | 12/31/2015                    | 12/31/2015          | 5.93           | 0.00             | 5.93                    |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055838                          | 2/24/2016  | SNO030 | Laura Snodgrass               |                     |                |                  |                         |
|                                 |            |        | 02/08/2016                    | 2/8/2016            | 203.74         | 0.00             | 203.74                  |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055839                          | 2/24/2016  | SOE001 | Soehl Electronics             |                     |                |                  |                         |
|                                 |            |        | 10230619                      | 2/4/2016            | 76.29          | 0.00             | 76.29                   |
|                                 |            |        | 10230642                      | 2/5/2016            | 4.34           | 0.00             | 4.34                    |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
|                                 |            |        |                               | Check 055839 Total: | 80.63          | 0.00             | 80.63                   |
| 055840                          | 2/24/2016  | SPE010 | James Speer                   |                     |                |                  |                         |
|                                 |            |        | 2016 HOME INS                 | 2/16/2016           | 1,050.00       | 0.00             | 1,050.00                |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055841                          | 2/24/2016  | STA030 | The Station                   |                     |                |                  |                         |
|                                 |            |        | 160049                        | 2/4/2016            | 152.60         | 0.00             | 152.60                  |
|                                 |            |        | 160058                        | 2/12/2016           | 109.00         | 0.00             | 109.00                  |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
|                                 |            |        |                               | Check 055841 Total: | 261.60         | 0.00             | 261.60                  |
| 055842                          | 2/24/2016  | STR015 | Strait Floors Inc             |                     |                |                  |                         |
|                                 |            |        | ST002924                      | 2/18/2016           | 137.45         | 0.00             | 137.45                  |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055843                          | 2/24/2016  | STU008 | Slusser Electric Co           |                     |                |                  |                         |
|                                 |            |        | 929-470353                    | 1/28/2016           | 388.04         | 0.00             | 388.04                  |
|                                 |            |        | 929-470370                    | 1/28/2016           | 310.39         | 0.00             | 310.39                  |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
|                                 |            |        |                               | Check 055843 Total: | 698.43         | 0.00             | 698.43                  |
| 055844                          | 2/24/2016  | TER005 | Terry's Lock & Safe           |                     |                |                  |                         |
|                                 |            |        | 012016-1049                   | 1/20/2016           | 65.00          | 0.00             | 65.00                   |
|                                 |            |        | 012016-1050                   | 1/20/2016           | 95.92          | 0.00             | 95.92                   |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
|                                 |            |        |                               | Check 055844 Total: | 160.92         | 0.00             | 160.92                  |
| 055845                          | 2/24/2016  | THE020 | Thermo Fluids, Inc.           |                     |                |                  |                         |
|                                 |            |        | 69426942                      | 2/2/2016            | 80.00          | 0.00             | 80.00                   |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055846                          | 2/24/2016  | TWI001 | Spectra Laboratories - Kitsap |                     |                |                  |                         |
|                                 |            |        | 16-00793                      | 2/8/2016            | 966.00         | 0.00             | 966.00                  |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055847                          | 2/24/2016  | WAV040 | Wave Broadband                |                     |                |                  |                         |
|                                 |            |        | 01/30/2016                    | 1/30/2016           | 685.81         | 0.00             | 685.81                  |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055848                          | 2/24/2016  | WIG040 | Patrick Wiggins               |                     |                |                  |                         |
|                                 |            |        | 02052016                      | 2/5/2016            | 80.00          | 0.00             | 80.00                   |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
| 055849                          | 2/24/2016  | WIM001 | Wimactel, Inc                 |                     |                |                  |                         |
|                                 |            |        | 000147416                     | 2/1/2016            | 59.18          | 0.00             | 59.18                   |
|                                 |            |        |                               |                     |                |                  | Check Entry Number: 001 |
|                                 |            |        |                               | Report Total:       | 191,281.09     | 0.00             | 191,281.09              |



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

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 obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Union Bank is approved for payment in the amount of \$3,324.95 on this 24th day of February, 2016.


For: Washington State, Department of Revenue  
Combined Excise Tax Return – for **January, 2016** in the amount of **\$3,324.95**

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

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

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

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

|   |   |
|---|---|
|  <b>Electronic Filing – Washington State</b>                   | <b>E-file Time: 4:02 PM</b> <a href="#">help?</a> |
| <a href="#">My Account Home</a> <a href="#">Account Activity</a> <a href="#">List Server</a> <a href="#">Suggestions</a> <a href="#">Logout</a> |   |

**BOAT HAVEN FUEL DOCK 161-000-044**

**Confirmation**

|                            |                      |
|----------------------------|----------------------|
| Confirmation Number        | 17446177             |
| Tax Registration Number    | 161000044            |
| Reporting Period           | 01/2016              |
| Payment Type               | EFT Debit            |
| Date and Time Submitted    | 2/11/2016 4:02:08 PM |
| Date of Transfer           | 02/12/2016           |
| Payment Amount             | 3,324.95             |
| Person Completing Return   | Donna Frary          |
| Person Authorizing Payment | Donna Frary          |

Your return and payment have been submitted. For easy reference, print this page and retain it with your tax records.

|                        |                    |
|------------------------|--------------------|
| Return to Account List | Print Confirmation |
| View Printable Return  |                    |

**Confirmation**

**For Assistance Call:  
1-877-345-3353**



State of Washington  
 Department of Revenue  
 PO Box 47464  
 Olympia, WA 98504-7464

**January 2016  
 Combined Excise Tax Return**

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

**State Business and Occupation Section**

**Taxes**

| Line Code | Tax Classification  | Gross Amount     | Total Deductions | Taxable Amount   | Rate    | Tax Due       |
|-----------|---|------------------|------------------|------------------|---------|---------------|
| 0004      | Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year) | 35,846.96        | 0.00             | 35,846.96        | 0.0150  | 537.70        |
| 0002      | Retailing   | 26,590.04        | 51.75            | 26,538.29        | 0.00471 | 125.00        |
|           |   | <b>62,437.00</b> | <b>51.75</b>     | <b>62,385.25</b> |         | <b>662.70</b> |

**Deductions**

| Deduction Code | Tax Classification | Deduction Name         | Amount       |
|----------------|--------------------|------------------------|--------------|
| 000205         | Retailing          | Motor Vehicle Fuel Tax | 51.75        |
|                |                    |                        | <b>51.75</b> |

**State Sales and Use Section**

**Taxes**

| Line Code | Tax Classification | Gross Amount     | Total Deductions | Taxable Amount   | Rate   | Tax Due         |
|-----------|--------------------|------------------|------------------|------------------|--------|-----------------|
| 0001      | Retail Sales       | 26,590.04        | 395.38           | 26,194.66        | 0.0650 | 1,702.65        |
|           |                    | <b>26,590.04</b> | <b>395.38</b>    | <b>26,194.66</b> |        | <b>1,702.65</b> |

**Deductions**

| Deduction Code | Tax Classification | Deduction Name           | Amount        |
|----------------|--------------------|--------------------------|---------------|
| 000119         | Retail Sales       | Motor Vehicle Fuel Sales | 395.38        |
|                |                    |                          | <b>395.38</b> |

**Local Sales Section**

| Line Code | Location Code | Location Name    | Taxable Amount   | Rate   | Tax Due       |
|-----------|---------------|------------------|------------------|--------|---------------|
| 0045      | 1600          | JEFFERSON COUNTY | 209.44           | 0.0250 | 5.24          |
| 0045      | 1601          | PORT TOWNSEND    | 25,985.22        | 0.0250 | 649.63        |
|           |               |                  | <b>26,194.66</b> |        | <b>654.87</b> |

**Lodging Section**

**Transient Rental Income Information**

| Line Code | Location Code | Location Name | Income    |
|-----------|---------------|---------------|-----------|
| 0047      | 1601          | PORT TOWNSEND | 10,000.00 |
|           |               |               | 10,000.00 |

**Special Hotel/Motel Tax**

| Line Code | Location Code | Location Name | Taxable Amount | Rate   | Tax Due |
|-----------|---------------|---------------|----------------|--------|---------|
| 0070      | 1601          | PORT TOWNSEND | 10,000.00      | 0.0200 | 200.00  |
|           |               |               | 10,000.00      |        | 200.00  |

**Public Utilities Section**

**Taxes**

| Line Code | Tax Classification            | Gross Amount | Total Deductions | Taxable Amount | Rate    | Tax Due |
|-----------|-------------------------------|--------------|------------------|----------------|---------|---------|
| 0060      | Water Distribution            | 485.44       | 0.00             | 485.44         | 0.05029 | 24.41   |
| 0013      | Other Public Service Business | 4,170.50     | 0.00             | 4,170.50       | 0.01926 | 80.32   |
|           |                               | 4,655.94     | 0.00             | 4,655.94       |         | 104.73  |

**Summary Section**

|   | Amount          |
|---|-----------------|
| State Business and Occupation Tax Total | 662.70          |
| State Sales and Use Tax Total           | 1,702.65        |
| Local and Regional Tax Total            | 654.87          |
| Lodging Tax Total                       | 200.00          |
| Public Utilities Tax Total              | 104.73          |
| E911 Tax Total                          | 0.00            |
| Other Tax Total                         | 0.00            |
| <b>SubTotal</b>                         | <b>3,324.95</b> |
| Less Total Credits                      | 0.00            |
| <b>Total</b>                            | <b>3,324.95</b> |
| <b>Amount Paid</b>                      | <b>3,324.95</b> |
| <b>Balance</b>                          | <b>0.00</b>     |

**Additional Information**

|                            |                      |                          |                    |
|----------------------------|----------------------|--------------------------|--------------------|
| Confirmation Number        | 17446177             | Date Printed             | 2/11/2016          |
| Date and Time Submitted    | 2/11/2016 4:02:08 PM | Tax Registration Number  | 161-000-044        |
| Payment Type               | EFT Debit            | Person Completing Return | Donna Frary        |
| Total Amount Paid          | 3,324.95             | Phone Number             | (360)379-5217      |
| Date To Transfer Payment   | 2/12/2016            | E-Mail Address           | donna@portofpt.com |
| Person Authorizing Payment | Donna Frary          |                          |                    |

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