



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

Administration: (360) 385-0656

Operations: (360) 385-2355

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**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, June 8, 2016, 1:00 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Meeting Minutes – May 25, 2016.....1-3
 - B. Operations Reports – May 2016.....4-6
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
- VI. First Reading
- VII. Potential Immediate Action Items
- VIII. Other Business
 - A. Public Workshops.....7
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Public Workshop/Regular Meeting:** Wednesday, June 22, 2016: Workshop at 3:00 pm, Meeting at 5:30 pm, Commission Building, 333 Benedict Street, Port Townsend, WA
- XIII. Executive Session:
 - A. Real Estate, pursuant to RCW 42.30.110 (c)
 - B. Litigation, pursuant to RCW 42.30.110 (i)
- XIV. Adjournment

PORT COMMISSION REGULAR MEETING– May 25, 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
Incoming Executive Director - Gibboney
Auditor – Berg
Director Planning, Properties & Environmental – Toews
Attorney – Goodstein
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA:

Proposed additions to agenda: XIII - Executive Session, A - Litigation, duration fifteen minutes, no action; and, VII - Potential Immediate Action, C - Legal Defense & Indemnification.

Commissioner Hanke moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:40):

- A. Approval of Special Meeting Minutes – May 6, 2016
Approval of Special Public Workshop Minutes – May 9, 2016
Approval of Special Meeting Minutes – May 9, 2016

B. Resolution No. 646-16 – Commission Code of Conduct

C. Approval of Warrants

Warrant #056159 through #056168 in the amount of \$13,984.30 for Payroll & Benefits

Electronic Payment in the amount of \$61,061.51 for Payroll & Benefits

Warrant #056169 through #056213 in the amount of \$57,425.89 for Accounts Payable

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. SECOND READING (Action Items):

A. Professional Services Contract – Boat Haven Boatyard Stormwater System Planning & Conceptual Design (1:56):

Mr. Crockett reminded of the RFQ for the Stormwater Feasibility Study and that four finalists were interviewed. Interview team, consisting of Mr. Toews, Mr. Cairns, Mr. Aase and him, selected Parametrix. The Scope of Work and Contract for \$115,574 are included in the packet. Mr. Toews stated the completed report is due in March of 2017.

(Commissioner Hanke noted that the Port's incoming Executive Director, Sam Gibboney is in attendance and this is Mr. Crockett's last commission meeting. Mr. Crockett then noted that he, Ms. Gibboney, Mr. Toews and Ms. Berg have been in work sessions today, and will continue to do so on Thursday and Friday.)

Commissioner Hanke moved to approve the Scope of Work and Contract with Parametrix as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. Gatheringplace Letter of Intent (6:11):

Mr. Crockett reminded that at a previous commission meeting, with unanimous approval, the commissioners authorized the Executive Director to draft a Letter of Intent (LOI) to the Gatheringplace. This letter allows them to move forward with plans to build a structure behind the duplex that would house a kitchen for their dog biscuit baking operations. Mr. Toews explained the LOI conforms to similar LOIs written in the past. He outlined the process required, which would then lead to the execution of a long-term lease. Mr. Toews explained the Port maintenance staff would assist with labor, stubbing in the water and wastewater hookups at the building site. He stated that this work is allowed, per Article 8, Section 8 of the State Constitution, authorizing governments to

help provide assistance to the indigent and infirmed, so it is not a Credit of the State. Mr. Toews added the cost should not exceed \$4,000 in Port labor. Mr. Crockett added that this facility becomes a capital improvement to the Port. Commissioner Hanke stated he would like to see the plans again, as he saw some issues with the first set.

Commissioner Clinefelter moved to authorize the Executive Director to execute the Gatheringplace Letter of Intent as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. Kimmel's Crab Shack Lease (14:57):

Commissioner Tucker announced he is not comfortable with approving a fifty-year lease, so would not vote to approve immediate action on this item. Mr. Crockett explained the long-term lease justifies Mr. Kimmel's financing. He explained fifty-year leases have been done at the airport. Commissioner Tucker said he also is apprehensive to approve the lease with spaces left blank in the Haz Mat Rider. Commissioner Hanke said he too, is not comfortable with approving a fifty-year lease on the waterfront. Commissioner Clinefelter said he found the lease to be quite thorough. Commissioner Tucker said he is comfortable moving ahead with Immediate Action for the other two items, but not this one. Mr. Toews stated he would bring back another draft of the lease at the next meeting as a second reading. Commissioner Clinefelter asked for clarification on certain sections of the LOI.

Commissioner Tucker moved for Immediate Action on Item B – Executive Director Contract, and Item C – Legal Defense & Indemnification.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Executive Director Contract:

Commissioner Clinefelter moved to approve the contract for the new Executive Director.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. Legal Defense & Indemnification Authorization Request Pursuant to Resolution No. 644-16:

Mr. Toews explained the resolution came about from the lawsuit filed by Mr. Marc Landry back in April. Resolution No. 644-16 authorizes the commission to approve the defense and indemnification of Port employees as individuals acting as employees of the Port. He explained Jim Pivarnik is named as an individual in the April lawsuit and Mr. Crockett is named on another filed in the past week.

Commissioner Clinefelter moved to approve the Legal Defense and Indemnification Authorization Request.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VIII. OTHER BUSINESS:

A. Changes to the Liveaboard Rules and Regulations (30:19):

Mr. Crockett explained that at the WA Public Ports winter meeting, the Port of Anacortes presented their marinas updated liveaboard rules. He explained the reason for the change to our Port's policy is that a recently evicted liveaboard sold his vessel to an individual who is requesting to be a liveaboard. He noted that this person happens to be well known to our local police. Mr. Crockett stated the new liveaboard application would require a background and credit check, the same as when a person applies to rent a home. He added current liveabords would be grandfathered in. Mr. Crockett stated this comes under his Delegation of Authority. He informed that the marina cannot exceed 10% in liveaboard slips. In response to questions posed by Commissioner Hanke, Attorney Goodstein said criteria would be required to determine the acceptance/denial of a liveaboard. He added this is a workable policy. Mr. Crockett stated staff would develop a form and have the legal team review it. Both Commissioners Hanke and Clinefelter felt this policy is a good idea.

B. Personnel Policy Manual (37:17):

Ms. Berg explained she has been updating and revising the manual for the past six months. She added she is updating the 2013 version, as the 2014 policy was never memorialized at a commission meeting. She stated staff and Enduris have both reviewed the manual. She discussed some of the changes and explained she is presenting the manual to the commission to provide them an opportunity to review.

VIII. STAFF COMMENTS (40:27):

Ms. Berg thanked Mr. Crockett for the past year she has worked with him and welcomed Ms. Gibboney.

Ms. Nelson thanked Mr. Crockett for keeping her employed as his assistant the past fifteen years.

Mr. Toews gave his thanks to Mr. Crockett.

Mr. Crockett welcomed Sam Gibboney and thanked Port staff and the commission. He added he has attended 1,111 meetings directly related to Port business.

IX. PUBLIC COMMENTS (43:36):

Bill Putney welcomed Ms. Gibboney.

X. COMMISSIONER COMMENTS (43:54):

Commissioner Tucker thanked Mr. Crockett for his service and accomplishments.

Commissioner Clinefelter asked for an update on the meeting with Coast & Harbor (now Mott McDonald). Mr. Crockett explained they have six options for a band aid fix to the Point Hudson breakwater, which they would present at the June 8 Commission Workshop. (Some of the options were discussed briefly by commission and staff.)

Commissioner Clinefelter asked for an update on the "Cobb" boat abandoned in the marina. Mr. Crockett answered the owner has responded to our letter to remove the vessel. Mr. Crockett said that if the owner removes the vessel from our marina, the Port would forego his charges. He explained the boat is too large, too heavy and rotten for the Port's 300-ton Travelift.

Mr. Toews announced that if the owner fails to remove the vessel by June 13, the Port gets custody of the vessel. He has already spoken with one potential buyer.

Attorney Goodstein added there are two backup plans if all else fails. Mr. Goodstein then thanked Mr. Crockett for his service.

Commissioner Hanke stated that Mr. Crockett has done an excellent job in guiding the Port for seventeen years. He went on to discuss his successes.

XI. NEXT PUBLIC WORKSHOP/REGULAR MEETING: Wednesday, June 8, 2016:

Workshop at 9:30 AM, meeting at 1:00 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:28 PM to discuss Litigation, pursuant to RCW 42.30.110 (i), duration of fifteen minutes with no action.

At 6:43 PM, Ms. Nelson announced to the public outside the session is being extended another fifteen minutes.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 6:48 PM there being no further business to come before the Commission.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: MAY 2016

DATE: 6/2/2016

MONTHLY PERMS: 359

MONTHLY GUESTS: 27

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <u>34</u>	<u>32</u>	2	94%
27' <u>11</u>	<u>10</u>	1	91%
30' <u>105</u>	<u>103</u>	2	98%
35' <u>24</u>	<u>24</u>	0	100%
40' <u>44</u>	<u>43</u>	1	98%
45' <u>41</u>	<u>40</u>	1	98%
50' <u>32</u>	<u>31</u>	1	97%
OVER 52' <u>7</u>	<u>7</u>	0	100%
TOTAL: <u>298</u>	<u>290</u>	8	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. <u>1455</u>	<u>1440</u>	99%
TOTAL: <u>3806</u>	<u>3626</u>	AVG: 99%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	548	261	1356
CREDIT SYSTEM:	40	25	137
TEMP TIE UP:	15	16	35
FREE NIGHTS:	0	0	0
PTYC:	20	12	47
RAMP/DAILY:	263	49	424
RAMP/ANNUAL:	49	44	251
RAMP NOT PAID:	10	3	25

WAIT LISTS	
25' PLEA:	<u>21</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>57</u>
35' PLEA:	<u>34</u>
40' PLEA:	<u>45</u>
45' PLEA:	<u>22</u>
50' PLEA:	<u>22</u>
OVER 52':	<u>9</u>
OVERWID:	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM:	<u>0</u>

TOTAL OCCUPANCY %: 97%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2016

& 5 YEAR COMPARISON

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

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

PERMANENT & SEASONAL TENANT SUMMARY					
	AVAIL/GOAL		OCCUPIED		%
LTD ACCESS MOORAGE	40	SLIPS	39	39	98%
COMMERCIAL MOORAGE	850	FEET	745	745	88%
SEASONAL MOORAGE	32	SLIPS	0	0	0%
SEASONAL RV'S	10	SITES	5	5	50%
UNDESIRABLE	3	SLIPS	1	1	33%

STORAGE OPERATIONS REPORT									DATE:	6/2/2016
	MAY 2013	MAY 2014	MAY 2015	MAY 2016	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	2016 YEAR TO DATE	REMARKS	
HAUL-OUT										
BOAT YARD - OUT	97	92	95	87	291	298	323	278		
BOAT YARD - IN	103	90	77	99	271	286	286	270		
67% RE-BLOCK	4	10	0	4	32	36	22	43		
40% INSPECTION	3	1	3	4	14	8	6	17		
OTHER	5	4	9	6	13	22	24	17		
SUB TOTAL	212	197	184	200	622	650	661	625		
SHIP - OUT										
SHIP - OUT	23	18	16	16	76	63	55	64		
SHIP - IN	29	23	17	13	65	68	54	58		
SHIP - RE-BLOCK	0	1	1	0	1	5	4	3		
SHIP - INSPECTION	0	0	0	0	3	3	1	4		
SHIP - OTHER	0	0	0	0	3	0	0	2		
SUB TOTAL	52	42	33	29	147	139	114	131		
TOTAL	264	239	217	229	769	789	775	756		
STORAGE										
PTBH - START	78	76	79	74						
PTBH - END	80	85	86	70						
PTBH-O.P.P.	22	25	34	26						
SHIP-START	22	22	18	14						
SHIP-END	17	17	14	15						
SHIP-O.P.P.	1	2	3	4						
PERM/FREE FREE DAYS									PERMS PAID R/T	
						OFF PORT PROPERTY				
Longterm (Boats)	21	24	20	18		GOLD STAR - 4 STEPHENS - 0 FLY - 1 HAVEN - 3 PT CO-OP - SHIP - 4 PT CO-OP - SMALL - 14 CRAFTMAN - 1 STEELHEAD - 2 CUNNINGHAM - SM - 1				
JCIA OPERATIONS REPORT										
HANGERS	13	12	12	12						
TIE DN - PAVED	2	2	2	2						
TIE DN - GRASS	1	0	0	0						
TIE DN - NIGHTLY	5	2	13	11						
W/L - HANGERS	0	0	0	0						

PORT OF PORT TOWNSEND

MEETING OF: June 8, 2016

AGENDA ITEM: VIII. Other Business
A. Public Workshops

BACKGROUND:

Ms. Gibboney has requested public workshops to be held prior to each meeting for the next three months on the schedule listed below. This corresponds with Resolution No. 639-16 – "...workshops called at the sole discretion of the Commission President".

June 22, 3 PM (regular meeting at 5:30)

July 13, 9:30 AM (regular meeting at 1)

July 27, 3 PM (regular meeting at 5:30)

August 10, 9:30 AM (regular meeting at 1)

August 24, 3 PM (regular meeting at 5:30)

Executive Director's Recommendation:

For discussion and direction.



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WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No. 056214 through No. 056229 in the amount of \$84,657.87 and Electronic Payment in the amount of \$107,859.97, are approved for payment for a total amount of \$192,517.84 on this 8th day of June, 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	
056225	6/2/2016	NOR020	Northwest Administrators, Inc. 5/31/2016	5/31/2016	27,755.70	0.00	27,755.70	Check Entry Number: 001
056226	6/2/2016	PEJ001	Peninsula Credit Union 05/31/2016	5/31/2016	250.00	0.00	250.00	Check Entry Number: 001
056227	6/2/2016	SPE010	James Speer 05/31/2016	5/31/2016	250.00	0.00	250.00	Check Entry Number: 001
056228	6/2/2016	TEA001	Teamsters Local 589 05/31/2016	5/31/2016	1,327.00	0.00	1,327.00	Check Entry Number: 001
056229	6/2/2016	WA0801	State of Washington 05/31/2016 HCA	5/31/2016	14,897.81	0.00	14,897.81	Check Entry Number: 001
Report Total:					<u>44,480.51</u>	<u>0.00</u>	<u>44,480.51</u>	

Manual Check and Payment Register
 Journal Posting Date: 6/2/2016
 Register Number: MC-000085

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
W00073 Check Comment: DRS DC CKW0007301	6/2/2016	WA0302	State of Washington			1,115.00
	6/2/2016		1,115.00	0.00		
G/L Account: 213-5500-00			EE DEFERRED COMP PAYABLE		1,115.00	
W00074 Check Comment: DRS Retirement CKW0007401	6/2/2016	WA1801	State of Washington			26,049.24
	6/2/2016		26,049.24	0.00		
G/L Account: 213-5400-00			PERS PLAN II PAYABLE		7,651.06	
G/L Account: 213-5450-00			PERS PLAN III PAYABLE		1,582.12	
G/L Account: 781-2400-30			EE BENEFITS - HCA / DRS		16,816.06	
Check W00074 Total:			26,049.24	0.00	26,049.24	26,049.24
W00075 Check Comment: Aflac CKW0007501	6/2/2016	AFL010	AFLAC			723.55
	6/2/2016		723.55	0.00		
G/L Account: 213-6200-00			EMPLOYEE DEDUCTION - INSURANCE		723.55	
W00076 Check Comment: Payroll Taxes 5/16-5/31/16 CKW0007601	6/2/2016	INT030	Internal Revenue Service			37,325.07
	6/2/2016		37,325.07	0.00		
G/L Account: 213-6000-00			PAYROLL TAXES PAYABLE		37,325.07	
Bank K Total:			65,212.86	0.00	65,212.86	65,212.86
Report Total:			65,212.86	0.00	65,212.86	65,212.86



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No. 056230 through No. 056287, are approved for payment in the amount of \$59,574.56

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
056230	6/8/2016	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			41166	5/26/2016	468.97	0.00	468.97
056231	6/8/2016	AMB001	AMB Tools & Equipment Co				Check Entry Number: 001
			T307755	5/24/2016	754.16	0.00	754.16
056232	6/8/2016	ARM030	Armstrong Consolidated				Check Entry Number: 001
			201	4/14/2016	47.06	0.00	47.06
			249	6/2/2016	26.41	0.00	26.41
			Check 056232 Total:		73.47	0.00	73.47
056233	6/8/2016	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			05/28/2016 S	5/28/2016	838.93	0.00	838.93
056234	6/8/2016	BRA010	Brent Brant				Check Entry Number: 001
			05/20/2016	5/20/2016	150.00	0.00	150.00
056235	6/8/2016	BRO040	Brother's Plumbing, Inc				Check Entry Number: 001
			48631	5/12/2016	1,579.64	0.00	1,579.64
			48862	5/13/2016	276.62	0.00	276.62
			Check 056235 Total:		1,856.26	0.00	1,856.26
056236	6/8/2016	CAI040	AI Cairns				Check Entry Number: 001
			05/31/2016	5/31/2016	181.92	0.00	181.92
056237	6/8/2016	CAR001	Carl's Building Supply				Check Entry Number: 001
			05/31/2016 S	5/31/2016	228.74	0.00	228.74
056238	6/8/2016	CEN040	CENTURYLINK				Check Entry Number: 001
			1376313410	5/19/2016	3,831.38	0.00	3,831.38
056239	6/8/2016	CIT010	City of Port Townsend				Check Entry Number: 001
			05/31/20016 S	5/31/2016	9,264.46	0.00	9,264.46
056240	6/8/2016	CLI070	Brad Clinefelter				Check Entry Number: 001
			05/31/2016	5/31/2016	69.12	0.00	69.12
056241	6/8/2016	COA050	Coast & Harbor Engineering				Check Entry Number: 001
			344092-11	5/12/2016	464.00	0.00	464.00
056242	6/8/2016	COO050	Cooper Fuel & Auto Repair				Check Entry Number: 001
			06/01/2016 S	6/1/2016	1,732.01	0.00	1,732.01
056243	6/8/2016	CRO001	Lawrence C Crockett				Check Entry Number: 001
			05/31/2016	5/31/2016	74.98	0.00	74.98
056244	6/8/2016	DIN010	Peninsula Glass/The Ding Doctor				Check Entry Number: 001
			74116	5/23/2016	65.35	0.00	65.35
056245	6/8/2016	GOO002	Good Man Inc.				Check Entry Number: 001
			86110	6/1/2016	561.96	0.00	561.96
056246	6/8/2016	HAD001	Hadlock Building Supply				Check Entry Number: 001
			05/25/2016 S	5/25/2016	240.17	0.00	240.17
056247	6/8/2016	HAN040	Pete Hanke				Check Entry Number: 001
			05/31/2016	5/31/2016	498.96	0.00	498.96
056248	6/8/2016	HEN002	Henery Hardware				Check Entry Number: 001
			570101	4/26/2016	34.20	0.00	34.20
			570167	4/27/2016	57.85	0.00	57.85
			570180	4/27/2016	496.50	0.00	496.50
			570201	4/27/2016	9.50	0.00	9.50
			570314	4/28/2016	5.56	0.00	5.56
			570746	5/3/2016	46.65	0.00	46.65
			570807	5/4/2016	13.06	0.00	13.06
			571223	5/9/2016	13.03	0.00	13.03
			571313	5/10/2016	37.26	0.00	37.26
			571337	5/10/2016	7.18	0.00	7.18
			571617	5/12/2016	6.69	0.00	6.69
			571889	5/16/2016	22.21	0.00	22.21
			571959	5/16/2016	169.95	0.00	169.95
			571993	5/17/2016	48.36	0.00	48.36
			572047	5/17/2016	61.02	0.00	61.02
			572255	5/19/2016	14.81	0.00	14.81
			572429	5/20/2016	4.71	0.00	4.71
			572444	5/20/2016	42.49	0.00	42.49
			572447	5/20/2016	0.93	0.00	0.93
			572615	5/23/2016	7.39	0.00	7.39
			572756	5/24/2016	14.16	0.00	14.16
			572787	5/25/2016	30.47	0.00	30.47
			Check 056248 Total:		1,142.12	0.00	1,142.12
056249	6/8/2016	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			05/25/2016 S	5/25/2016	24.50	0.00	24.50
056250	6/8/2016	HOL040	John Holbert				Check Entry Number: 001
			05/26/2016	5/26/2016	235.66	0.00	235.66
056251	6/8/2016	JAC010	JACO Analytical, Inc				Check Entry Number: 001
			E6EQ97	5/26/2016	11.00	0.00	11.00
056252	6/8/2016	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			06/01/2016 S	6/1/2016	1,315.19	0.00	1,315.19
056253	6/8/2016	JEF045	Jefferson County Chamber				Check Entry Number: 001
			1851	11/20/2015	125.00	0.00	125.00
056254	6/8/2016	JEF100	Jefferson Solar Group				Check Entry Number: 001
			4	5/24/2016	2,174.78	0.00	2,174.78
056255	6/8/2016	KCB030	KCB - Certified Asbestos Cont.				Check Entry Number: 001
			03/24/2016	3/24/2016	2,773.00	0.00	2,773.00
056256	6/8/2016	KEN010	Kendrick Equipment				Check Entry Number: 001
			U2882	5/25/2016	3,086.98	0.00	3,086.98
			U2886	5/25/2016	2,710.51	0.00	2,710.51
			Check 056256 Total:		5,797.49	0.00	5,797.49
056257	6/8/2016	LES050	Les Schwab				Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			37900172710	6/2/2016	25.09	0.00	25.09
056258	6/8/2016	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			57809	5/18/2016	1,829.02	0.00	1,829.02
056259	6/8/2016	MCB020	David McBride	5/17/2016	333.15	0.00	333.15
056260	6/8/2016	NEL001	Sue Nelson				Check Entry Number: 001
			05/31/2016	5/31/2016	42.80	0.00	42.80
056261	6/8/2016	OLY002	SupplyWorks				Check Entry Number: 001
			365466978	4/27/2016	565.40	0.00	565.40
			365466986	4/27/2016	243.41	0.00	243.41
			366106102	5/4/2016	373.92	0.00	373.92
			366106110	5/4/2016	184.12	0.00	184.12
			366759116	5/11/2016	494.29	0.00	494.29
			366759124	5/11/2016	257.24	0.00	257.24
			367390929	5/18/2016	424.50	0.00	424.50
			367390937	5/18/2016	362.55	0.00	362.55
			Check 056261 Total:		2,905.43	0.00	2,905.43
056262	6/8/2016	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			5/31/2016 S	5/31/2016	407.09	0.00	407.09
056263	6/8/2016	PAD080	Steven Padilla				Check Entry Number: 001
			06/01/2016	6/1/2016	40.00	0.00	40.00
056264	6/8/2016	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			05/25/2016	5/25/2016	159.84	0.00	159.84
056265	6/8/2016	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			51697	6/2/2016	143.50	0.00	143.50
056266	6/8/2016	POR002	Auditor's Revolving Fund - Kitsap Bank				Check Entry Number: 001
			05/23/2016	5/23/2016	92.00	0.00	92.00
056267	6/8/2016	POR005	Port Townsend Leader				Check Entry Number: 001
			153331	5/18/2016	132.00	0.00	132.00
056268	6/8/2016	PUD001	Pud District #1				Check Entry Number: 001
			05/18/2016 S	5/18/2016	471.50	0.00	471.50
			05/25/2016 S	5/25/2016	335.28	0.00	335.28
			Check 056268 Total:		806.78	0.00	806.78
056269	6/8/2016	QUI001	Quill Corporation				Check Entry Number: 001
			5532073 C	5/20/2016	74.11	0.00	74.11
			5851931	5/13/2016	64.84	0.00	64.84
			5890682	5/16/2016	74.12	0.00	74.12
			Check 056269 Total:		64.85	0.00	64.85
056270	6/8/2016	RED005	Reddaway				Check Entry Number: 001
			5039594267	5/9/2016	156.30	0.00	156.30
056271	6/8/2016	REI002	Reid Middleton Co				Check Entry Number: 001
			1603091	3/21/2016	3,798.42	0.00	3,798.42
056272	6/8/2016	SHO010	Shold Excavating Inc				Check Entry Number: 001
			35607	5/31/2016	292.12	0.00	292.12
056273	6/8/2016	SIT040	John & Cindy Sitton				Check Entry Number: 001
			05/25/2016	5/25/2016	35.00	0.00	35.00
056274	6/8/2016	SKO000	Skookum Contract Services				Check Entry Number: 001
			CI-10003182	5/31/2016	6,606.08	0.00	6,606.08
056275	6/8/2016	SMI003	Don Smith				Check Entry Number: 001
			05/31/2016	5/31/2016	50.00	0.00	50.00
056276	6/8/2016	SMI010	Sean Smith				Check Entry Number: 001
			05/31/2016	5/31/2016	81.00	0.00	81.00
056277	6/8/2016	SOU002	Southeast Publications USA, Inc				Check Entry Number: 001
			1018768	5/23/2016	419.00	0.00	419.00
056278	6/8/2016	SPE001	SOS Printing				Check Entry Number: 001
			54283	5/23/2016	197.19	0.00	197.19
			54330	5/30/2016	230.09	0.00	230.09
			Check 056278 Total:		427.28	0.00	427.28
056279	6/8/2016	STA005	Staples Credit Plan				Check Entry Number: 001
			05/15/2016 S	5/15/2016	330.21	0.00	330.21
056280	6/8/2016	TER005	Terry's Lock & Safe				Check Entry Number: 001
			052716-266	5/31/2016	26.16	0.00	26.16
056281	6/8/2016	THE020	Thermo Fluids, Inc.				Check Entry Number: 001
			70376907	5/25/2016	161.20	0.00	161.20
056282	6/8/2016	TUC050	Stephen Tucker				Check Entry Number: 001
			05/31/2016	5/31/2016	984.91	0.00	984.91
056283	6/8/2016	ULI040	ULINE				Check Entry Number: 001
			76988987	5/16/2016	2,132.63	0.00	2,132.63
056284	6/8/2016	UPS020	The UPS Store				Check Entry Number: 001
			05/31/2016 S	5/31/2016	6.89	0.00	6.89
056285	6/8/2016	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9765484144	5/15/2016	238.23	0.00	238.23
056286	6/8/2016	WAV040	Wave Broadband				Check Entry Number: 001
			05/21/2016	5/21/2016	672.30	0.00	672.30
056287	6/8/2016	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			05/25/2016 S	5/25/2016	1,221.70	0.00	1,221.70
			Report Total:		59,574.56	0.00	59,574.56



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 \$9,345.37 on this 8th day of June, 2016.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for April, 2016 in the amount of \$9,345.37

Commissioner Pete W. Hanke

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

S. Abigail Berg, Director of Finance
and Administration

 Electronic Filing – Washington State	E-file Time: 12:49 PM help?
	My Account Home Account Activity List Server Suggestions Logout

BOAT HAVEN FUEL DOCK 161-000-044

Confirmation

Confirmation Number	18181888
Tax Registration Number	161000044
Reporting Period	04/2016
Payment Type	EFT Debit
Date and Time Submitted	5/24/2016 12:49:05 PM
Date of Transfer	05/26/2016
Payment Amount	9,345.37
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

**April 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)	112,985.16	0.00	112,985.16	0.0150	1,694.78
0002	Retailing	73,085.69	58.40	73,027.29	0.00471	343.96
		186,070.85	58.40	186,012.45		2,038.74

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000205	Retailing	Motor Vehicle Fuel Tax	58.40
			58.40

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	73,085.69	381.54	72,704.15	0.0650	4,725.77
0005	Use Tax	1,529.00	0.00	1,529.00	0.0650	99.39
		74,614.69	381.54	74,233.15		4,825.16

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000119	Retail Sales	Motor Vehicle Fuel Sales	381.54
			381.54

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1600	JEFFERSON COUNTY	342.14	0.0250	8.55
0045	1601	PORT TOWNSEND	72,362.01	0.0250	1,809.05
			72,704.15		1,817.60

Local Use Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0046	1601	PORT TOWNSEND	1,529.00	0.0250	38.23
			1,529.00		38.23

Lodging Section

Transient Rental Income Information

Line Code	Location Code	Location Name	Income
0047	1601	PORT TOWNSEND	24,158.72
			24,158.72

Special Hotel/Motel Tax

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0070	1601	PORT TOWNSEND	24,158.72	0.0200	483.17
			24,158.72		483.17

Public Utilities Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0060	Water Distribution	621.64	0.00	621.64	0.05029	31.26
0013	Other Public Service Business	5,774.25	0.00	5,774.25	0.01926	111.21
		6,395.89	0.00	6,395.89		142.47

Summary Section

	Amount
State Business and Occupation Tax Total	2,038.74
State Sales and Use Tax Total	4,825.16
Local and Regional Tax Total	1,855.83
Lodging Tax Total	483.17
Public Utilities Tax Total	142.47
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	9,345.37
Less Total Credits	0.00
Total	9,345.37
Amount Paid	9,345.37
Balance	0.00

Additional Information

Confirmation Number	18181888	Date Printed	5/24/2016
Date and Time Submitted	5/24/2016 12:49:05 PM	Tax Registration Number	161-000-044
Payment Type	EFT Debit	Person Completing Return	Donna Frary
Total Amount Paid	9,345.37	Phone Number	(360)379-5217
Date To Transfer Payment	5/26/2016	E-Mail Address	donna@portofpt.com
Person Authorizing Payment	Donna Frary		

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