

*Port of Grapeview*  
**POLICY & PROCEDURE MANUAL**

**NOTE to the reader: This manual is NOT required by the Revised Code of Washington (RCW).**

**The purpose of this manual is to address numerous subjects for which the Commissioners are responsible and to serve present and future commissioners in their responsibilities to the public and Revised Code of Washington (RCW).**

**CHANGES**

Changes to this manual, once the final draft is approved, will be indicated by red text initially and changed to black at the next change.

<b>Date</b>	<b>Version</b>	<b>Change</b>
7/1/2016	Draft	
1/7/2021	20200107	Added Financial Policy
10/19/2021		Original draft version passed into final version
02/23/2023		Update to Agenda policy approved at Feb 2023 mtg.
03/05/2023		Added approved PCI Compliance Policy approved May 2022
06/20/2023	20230620	Added Duties of President; Meetings; Credit Card Policy;
		Agenda Format; approved June 2023

**FORMAT**

**TOPIC TITLES will be BOLD, CENTERED & UNDERLINED**

**RCW references will be in BLUE**

**MRSC references will be in ORANGE**

**WPPA references will be in PURPLE**

**RESOLUTION references will be in GREEN**

***SPECIFIED WORDING OF DRAFT DOCUMENTS WILL BE IN ITALICS.***

**HIGHLIGHTS: To emphasize certain obligations, the text will be highlighted in yellow.**

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**DEFINITIONS & CONTRACTIONS:**

**Action** - means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.

**Governing authority** - means the commission, council, or other body which directs the affairs of a special purpose district; [RCW 36.96.010](#) (2).

**Meeting** - means meetings at which action is taken. [RCW 42.30.020](#) (4)

**MRSC** - Municipal Research and Services Center. A free service to elected officials created by the State Legislature. They have advisors (attorneys and other subject matter experts) to assist the PoG in doing business properly.

**OPMA** - Open Public Meeting Act [RCW 42.30](#) **POG** – Port of Grapeview

**PRA** - Public Records Act. [RCW 42.42](#)

**Public Agency** - Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington. [RCW 42.30.020](#) (1)(b).

**RCW** - Revised Code of Washington. Washington Law.

**Special Purpose District** - means every municipal and quasi-municipal corporation other than counties, cities, and towns. Such special purpose districts shall include, but are not limited to, water-sewer districts, fire protection districts, port districts, public utility districts, county park and recreation service areas, flood control zone districts, diking districts, drainage improvement districts, and solid waste collection districts, but shall not include industrial development districts created by port districts, and shall not include local improvement districts, utility local improvement districts, and road improvement districts. [RCW 36.96.010\(1\)](#)

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**POLICY & PROCEDURE MANUAL STYLE:**

**CHANGES:** This manual is subject to change. The most current issue is on our website at [www.portofgrapeview.com](http://www.portofgrapeview.com).

**AUTHORITY:**

All Ports are a Special District. Washington State [RCW Title 53](#) is the controlling the law that applies to Port Districts. In addition, other RCWs apply to Ports and references are included.

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**HIERARCHY:**

Federal law trumps State law. State law trumps County law. Federal, State and County law trumps Port bylaws, Port policies and procedures.

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**RESOURCE:**

The Washington Legislature established the MUNICIPAL RESEARCH AND SERVICES CENTER (MRSC) which is staffed by lawyers, accountants and other professionals to assist citizens elected to office. It is a free service. Their website is [www.mrsc.org](http://www.mrsc.org). Their advice is repeated in many sections of this manual.

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**Organization of the Commission:**  
**ARTICLE II**

1. The Commission shall organize by election from its own members a president and secretary.
  2. In the event of a vacancy in the office of a Port Commissioner by death, written resignation or otherwise, such vacancy shall be filled pursuant to [RCW 53.12.140](#) and [RCW 42.12](#).
  3. The Commission may, from time to time, establish such Standing Committees by resolution as are necessary to conduct its more specialized work. The composition of Standing Committees shall be determined by the Commission. Commissioners may not be members of standing committees.
  4. The Commission shall abide by the Commission Policies and Procedures Manual which is incorporated into these Bylaws by this reference.
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**Duties of Officers**  
**ARTICLE III**

1. The president shall preside at all meetings, public hearings and at executive sessions of the Commission, and shall perform all such duties as are incident to the office or are properly required by the Commission. The president shall authorize the issuance of notices for regular and special meetings, work sessions and public hearings of the Commission as provided in ARTICLE IV hereof. In addition, notices for a special meeting will be in conformance with [RCW 42.30.080](#).
2. The president shall be the spokesperson for the Commission in expressing views held collectively by the Port of Grapeview that have been established by action taken in public session or that are consistent with

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the policies, statements, and actions of the port commission. The president may delegate this role on a case-by-case basis. However, an individual Commissioner shall have the right to voice personal opinions differing from decisions taken or under review by the Port Commission as a whole, as long as the views are stated to be personal opinions. When the president expresses his or her own individual opinions, he or she shall refrain from using the title of president. The president shall also review all port published content and messaging for accuracy of information and positive images that reflect the Port's values. Journalists wishing to reach a port spokesperson will be directed to the President of the Commission.

3. The secretary shall supervise the recording of the minutes of meetings. The secretary shall also supervise the retaining of a record of all motions and resolutions adopted by the Commission and shall supervise the safekeeping of the seal and the minutes and shall otherwise perform such further duties as are incident to the office and as are properly required by the Commission. For compliance with RCW 42.56, the secretary shall also act as the Public Records Officer and shall respond to requests accordingly.
4. [RCW Title 53.36.010](#) specifies that the Treasurer of Mason County be the Port of Grapeview's Treasurer.

All district funds shall be paid to the treasurer and shall be disbursed by him or her upon warrants signed by a port auditor appointed by the port commission, upon vouchers approved by the commission.

All district funds shall be paid to the treasurer and shall be disbursed by him or her upon warrants signed by a port auditor appointed by the port commission, upon vouchers approved by the commission.

The port auditor will prepare and deliver signed expense vouchers to the Mason County Financial Services office with a copy retained by the Port for its records and deposit Port funds with the Mason County Treasurer along with two (2) copies of the Transmittal form. Two (2) receipts will be required. To file, annually, the Port's B.A.R.S. report to the State Auditor's office as provided by law.

5. The Legal Contact for the Port is the port's attorney.
6. The Commission may delegate to the managing official of a port district such administrative powers and duties of the commission as it may deem proper for the efficient and proper management of the port district operations. Any such delegation shall be authorized by appropriate resolution of the commission, which resolution must also establish guidelines and procedures for the managing official to follow ([R.C.W. 53.12.270](#)).
7. All Commissioners or all of a Quorum of Commissioners shall sign the Minutes, Resolutions and each expense voucher.

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**MEETINGS, NOTICES & AGENDAS:**

In 1971, the state legislature enacted the Open Public Meetings Act (OPMA) to make the conduct of government more accessible and open to the public. See RCW Title 42.

The basic mandate of the Open Public Meetings Act is as follows:

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All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency.

It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly. The fundamental flaw of the OPMA is that "action" is defined as:

*"Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.*

Therefore, any "action" will only take place at a monthly meeting.

It is important to note that a meeting is a meeting of the commissioners and not the public. The public has a statutory right to attend but not to speak unless called upon by the Commission or in the time allotted at the end of the meeting.

The Washington Attorney General has an opinion of the law. See AGO 1971, No. 33. Available on the internet.

Meetings are held under a modified use of Robert's Rules. This parliamentary procedure is available to the Commissioners only and not the public.

From the MRSC:

*A member of the public cannot interject with a point of order. Only a member of the governing body can raise a point of order. For more information on this and related issues, please see the publication "CITIZEN'S GUIDE TO EFFECTIVE CONDUCT OF PUBLIC MEETINGS USING PARLIAMENTARY PROCEDURE AND ROBERT'S RULES OF ORDER IN WASHINGTON STATE."*

**ARTICLE IV**

1. Regular Meetings: No additional notice shall be required for Regular Meetings. Regular Meetings of the Commission shall be held at 7:00 p.m. on the third Tuesday of each month, as follows:

**January, February, March, May, June, July  
September, October, November**

**GRAPEVIEW COMMUNITY CENTER  
4350 E Grapeview Loop Road  
Grapeview, WA 98546**

**For the remaining months:  
April, August, December**

**MASON BENSON CENTER  
5971 E Mason Lake Drive West  
Grapeview, WA 98546**

If, at any time, any Regular Meeting falls on a holiday, such regular meeting shall be held on the next business day, or, in the event of a lack of a meeting place, such regular meeting shall be canceled until the next regular meeting.

2. Special Meetings: Special public meetings may be called for at any time either by the President or by a majority of the Commissioners by delivering personally or by mail written notice to each Commissioner;

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and to the newspaper of general circulation. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such a meeting by the Commission.

Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the secretary of the Commission a written waiver of notice. Such waiver may be given by email transmittal. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

3. Regular, Special, Emergency meetings and work sessions shall be open and public except as otherwise provided by law.
4. Executive Sessions: The Commission may meet in executive session which shall be closed to the public during a regular or special meeting or work session for all of the purposes permitted by the Open Public Meetings Act ([RCW 42.30](#)) and other laws.
5. Workshop Sessions: In addition to the regular meetings, the board may conduct workshop meetings at any designated time. No final action shall be taken at any workshop session meeting.
6. No action (as defined in [RCW 42.30.020](#)) shall occur in the absence of a quorum. The secretary will make an entry in the minutes stating that "No meeting took place, due to the lack of a quorum." The date of which shall be as that of the scheduled meeting.
7. Absences: Any absence by a Commissioner from a meeting because of attendance to other Port business shall be so recorded in the minutes of the meeting, provided for in ARTICLE VIII, and any such absence shall be automatically excused by the Commission.
8. Attendance by electronic means. Commissioners may attend meetings via electronic means as prescribed in Port resolution 2012-06.
9. Cancellation of Meeting: Any regular or special meeting or work session may be canceled by the president. The president shall advise the Commission by phone or email of such a cancellation.

Work sessions will be held as scheduled by the Commissioners. Announcements of the time and date will be posted on the door to the meeting location and posted on the Port's website home page at [www.portofgrapeview.com](http://www.portofgrapeview.com)

***(Publication Language):\_Notice is hereby given that on MM DD YYYY at TT:TT a.m./p.m. the Board of Commissioners of the Port of Grapeview will hold a Planning Workshop at the Location/Address/City/ZIP.***

*The principal purpose of the workshop is to allow the Board of Commissioners to communicate with each other, answer Commission questions, and get the Commission's opinions and input regarding agenda items here. No action on any agenda item will take place at the workshop. No public comment will be allowed at the workshop.*

The President is responsible for conducting the meeting.

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The governing body may require the removal of members of the public who disrupt the orderly conduct of a meeting. If order cannot be restored by removal of individuals, the governing body may order the meeting room cleared and may continue in session or it may adjourn and reconvene the meeting at another location, subject to the limitations in RCW 42.30.050.

Votes may not be taken by secret ballot.

Regular Meetings may be adjourned or continued subject to the procedures in RCW 42.30.090.

**REGULAR MEETING NOTICE:** Regular Meeting notices are subject to the above bylaw requirements. The RCW is silent on announcing Regular meeting dates.

**REGULAR MEETING PORT PROCEDURE:** The Port publishes Regular meeting dates on a calendar which is available on our website. In addition, the next meeting and location is announced on the homepage of the website.

**SPECIAL MEETINGS:** Notice of a special meeting called under subsection (1) of this section shall be:

1. Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;
2. Posted on the agency's web site. An agency is not required to post a special meeting notice on its web site if it: does not have a web site; employs fewer than ten full-time equivalent employees; does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.
3. Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.
4. The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.
5. ITEMS NOT ON THE AGENDA WILL NOT BE DISCUSSED.

**SPECIAL MEETING ORDER OF BUSINESS:** Basic Tenet - the Regular/Special Meeting is a meeting of the Commissioners, not the public. The public has a statutory right to attend a Regular/Special meeting. They do not have a right to speak.

- Call to Order (The President will direct the Recording Secretary to make the Roll Call)
- Roll Call (a quorum consists of a minimum of two Commissioners)
- Pledge of Allegiance
- Adjournment
- Specified items of business

**EMERGENCY MEETINGS:**

MRSC: Special meeting notice requirements may be dispensed with when a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when the time requirements of the notice would make notice impractical and



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increase the likelihood of such injury or damage. An emergency meeting must, nevertheless, be open to the public.

**REGULAR MEETING AGENDAS:**

**RCW 42.30.077 AGENDAS OF REGULAR MEETINGS — ONLINE AVAILABILITY.**

Public agencies with governing bodies must make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting. An agency subject to provisions of this section is not required to post an agenda if it does not have a web site or if it employs fewer than ten full-time equivalent employees.

**REGULAR MEETING ORDER OF BUSINESS:** Will be followed as outlined in Bylaw Article V

Basic Tenet: The Regular/Special Meeting is a meeting of the Commissioners, not the public. The public has a statutory right to attend a Regular/Special meeting. They do not have a right to speak. The RCW recommends setting a time for the Public to speak, which the PoG allows with an agenda item.

**See page 28 & 29 - Agenda Policy & Procedure Agendas Policy & Procedure**

**EXECUTIVE SESSION:**

Article IV, 1. Regular Meetings and Work Sessions: No additional notice shall be required for regular meetings and work sessions, the time and place of which are established by these Bylaws. Regular meetings of the Commission shall be held at 7:00 pm in the Grapeview Fire Station #31 on the third Tuesday of each month, provided, however, that if, in the event of an executive session is to be held, the regular meeting or work session shall immediately recess to an executive session, which shall be closed to the public. The open public meeting shall then reconvene within the estimated time announced to the public

The governing body may meet in executive session, but only for one of the reasons specified in and in accordance with the procedures identified in [RCW 42.30.110](#).

**[RCW 42.30.110 - Executive sessions](#)**

(1.) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

- (a) To consider matters affecting national security;
- (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- (e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

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- (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;
- (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

- (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
- (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or
- (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

**MRSC Notes:**

- The governing body may meet in executive session, but only for one of the reasons specified in and in accordance with the procedures identified in RCW 42.30.110.
- Must be held during a Regular/Special Meeting.
- Can invite whomever the Commissioners choose to attend the Executive Session.
- Must give Executive Session conclusion time to the audience.
- Final Action cannot be taken at an Executive Session, only discussion. Final Action at present or future meeting.
- Minutes are NOT required. Before beginning ES, President must publicly announce the Executive Session purpose and the time it will end.

Sample Regular/Special Meeting Executive Session Agenda Item:

"Executive Session per RCW 42.30.110 (As appropriate, e.g., 1.c. Real Estate Lease).

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MRSC: Can a resolution be passed in executive session? The short answer is no. RCW 42.30.060 states, in relevant part:

*No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void.*

*The Open Public Meetings Act allows for executive sessions only in certain circumstances as set forth at RCW 42.30.110. The governing body may do such things as "consider", "discuss", and "evaluate." Final action, such as adopting a resolution, must be done in an open public meeting.*

**MINUTES OF MEETINGS:**

RCW 42.32.030, requires that minutes be kept of all regular and special meetings, except executive sessions, and further required that those records be open.

Approval: Approval of a meeting's minutes will be at a subsequent meeting via motion.

Distribution: After approval, the approved minutes of a meeting the Managing Official will cause to have the minutes sent to the webmaster for posting.

MRSC:

Robert's Rules of Order offers a simple guideline: minutes should record what is done, not what is said. The minutes should include decisions made, postponements, referrals to committee. They may also include a note that discussion was held, if the group wants to have it clear that they did their due diligence on a given issue. By keeping the minutes to this core of essential facts, energy and effort can be devoted to the larger issues that face all our civic bodies today.

**See PG XX** Minutes P&P TBD

**RESOLUTIONS:**

Resolutions adopted by the Commissioners are available on the website. See By-Law Article VII

**PUBLIC HEARINGS:**

Public testimony is required on some subjects by the RCW. Public Hearings will be conducted at the Port's principal place of business. Public Hearing Notices will be:

Published in the Shelton Mason County Journal as directed by RCW.

Published on the website.

Emailed to the Port's email list.

Minutes are not required.

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**COMMISSIONER ATTENDANCE:**  
(see Port Resolution 2012-06)

A Commissioner may attend a meeting by electronic means (telephone, SKYPE, etc.) subject to the following conditions:

All persons participating in the meeting are able to hear each other by speaker phone or computer electronic conferencing.

The Commissioner participating electronically shall have reviewed all of the applicable material and participated in the relevant portion of the discussion related to the topic to which the Commissioner is voting on.

**COMMISSIONER COMPENSATION:**

**See page 30 - Compensation & Payroll Processing**

**COMMISSIONER VACANCY:**

In the event of a vacancy in the office of Port Commissioner by death, written resignation or otherwise, such vacancy shall be filled at the next general election, the vacancy in the interim to be filled by appointment by a majority of the remaining Commissioners within sixty (60) days of the creation of such vacancy. If there shall be at the same time such a number of vacancies that there are not in office a majority of the full number of Commissioners fixed by law, the Mason County Board of Commissioners shall within thirty (30) days of such vacancies appoint the number of Commissioners necessary to provide a majority. The Commissioners thus appointed shall then within sixty (60) days of their appointment meet and appoint the number of Commissioners needed to complete the Commission ad interim through the next general election as provided for in [RCW 53.12.150](#).

**RCW 53.12.140**

Vacancies. A vacancy in the office of port commissioner shall occur as provided in chapter 42.12 RCW or by nonattendance at meetings of the port commission for a period of sixty days unless excused by the port commission. A vacancy on a port commission shall be filled as provided in chapter 42.12 RCW.

**RCW 42.12.010**

Causes of vacancy. Every elective office shall become vacant on the happening of any of the following events:

1. The death of the incumbent;
2. His or her resignation. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation;

**RCW 42.12.020**

Resignations, to whom made. Resignations shall be made as follows: By the state officers and members of the legislature, to the governor; by all county officers, to the county commissioners of their respective counties; by all other officers, holding their offices by appointment, to the body, board or officer that appointed them.

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**RCW 42.12.030**

Term of person elected to fill vacancy. Whenever any officer resigns his or her office before the expiration of his or her term, or the office becomes vacant from any other cause, and at a subsequent special election such vacancy is filled, the person so elected to fill such vacancy shall hold office for the remainder of the unexpired term.

**RCW 42.12.070**

Filling nonpartisan vacancies. A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

1. Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position,
2. Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant position is filled with each of the new appointees participating in each appointment that is made after his or her appointment,
3. If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members,
4. If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.
5. If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.
6. As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

MRSC: For a port commissioner vacancy where there is a "commissioner district," the appointee must be a registered voter residing in the commissioner district. RCW 53.12.010 provides:

Commissioner districts shall be used as follows:

- (a) Only a registered voter who resides in a commissioner district may be a candidate for, or hold office as, a commissioner of the commissioner district; and
- (b) only the voters of a commissioner district may vote at a primary to nominate candidates for a commissioner of the commissioner district.

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Voters of the entire port district may vote at a general election to elect a person as a commissioner of the commissioner district. [emphasis added]. This requirement would apply both to elections and appointments to fill vacancies.

From the MC Auditor When Legas Resigned:

To follow up on our conversation this morning - if no one files for the office of Port of Grapeview Commissioner, District 3, during the candidate filing period (May 13 - 17) the Auditor's office will open a 3-day special candidate filing period. If again, nobody files for this office, the incumbent (Legas) occupying this position shall remain in office and continue to serve until a successor is elected at the next election (2015) or until he submits a letter of resignation. In the event he resigns, the two remaining Port of Grapeview Commissioners can appoint someone to serve until the 2015 election. The person they appoint must live in District 3. If they do not appoint someone, I believe within 90 days, the County Commissioners can appoint someone to serve - and that person must also live in District. 3.

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**FINANCIAL POLICIES & BUDGETS:**

The Financial Policies and Procedures section is intended to provide guidance to the Port of Grapeview Commissioners in properly discharging their financial responsibilities.

Per RCW Title 53, the Mason County Treasurer is the treasurer of the Port of Grapeview. All financial transactions are accomplished by that office.

The Port will create the position of Port Auditor per [RCW 53.36.010](#) to attend to all financial obligations of the Port.

**BUDGETS:**

**Purpose:** The budget serves a number of functions. At the most basic level it is a legal document that gives Port Commissioners the authority to incur obligations and pay expenses.

**Operating Budget:** The operating budget is the central financial planning document that encompasses all operating revenue and expenditure decisions. It establishes the level of services to be provided by the Port within the restrictions of anticipated Port revenues.

Current expenditures will be paid for with current revenues. One-time expenditures, or revenues of a limited or indefinite term, should be used for capital projects or one time operating expenditures to ensure that no core services are lost when such revenues are reduced or discontinued. No operating deficits in any fund balance shall be incurred at year end.

High priority will be given to expenditures that will reduce future operating costs, such as increased utilization of technology and equipment and prudent business methods. If expenditure reductions are necessary, complete elimination of a specific, non-mandatory service is preferable to lowering the quality of existing programs.

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**Capital Budget:** A Comprehensive Scheme of Harbor Improvement for capital improvements is prepared per RCW Title 53 updated and included in the yearly budget. Capital project proposals should include cost estimates that are complete, reliable, and attainable. Cost estimates should be based on a thorough analysis of the project and are expected to be reliable and complete. Funding sources should also be reliable and complete, and the capital project will not be budgeted unless there are reasonable expectations that revenues will be available to pay for them.

**See page 75 - 78 for IDD information & sample resolution.**

**See page 31 - 32 for Monthly Budget Reconciliation Policy.**

**See page 33 - 45 for example documents referred to within policy.**

**Accounting Policy:** The Port of Grapeview will establish and maintain the highest standard of accounting practices. Accounting and budgetary systems will conform to the State of Washington Budgeting Accounting Reporting System (BARS) and local regulations.

**See page 46 for Monthly Financial Paperwork policy.**

**See pages 35-45 & 47 for example documents referred to within policy.**

**Financial Systems:** The Port will strive to provide the technological tools, information systems support and uninterrupted level of information systems service to sustain the successful implementation and maintenance of a sound, reliable and efficient financial management system.

**Financial Reporting:** Full disclosure will be provided in all financial reports and bond representations. Reports outlining the status of revenues and expenditures shall be prepared monthly on cash basis by the Port Auditor. It will be distributed to the Board. Annual financial report will be prepared by the Port Auditor on a timely basis to meet or exceed the State Auditor's Office standards.

**See page 48 for Warrant Process procedure. Example documents pages 49-51**

**See page 52 for Kitsap Bank Loan/Bond Payment Procedure. Example document on page 52-57.**

**See Pg XX** Fund transfers & Investment Account P&P TBD

**State Audits:** An annual audit will be performed by the State Auditor's office and include the issuance of a financial opinion.

**Bank Accounts:** The use of bank or other financial institution accounts for the purpose of depositing or maintaining public funds is forbidden without the prior consent and knowledge of the Mason County Treasurer, his/ her office and staff.

The Port Auditor through the Port Commissioners has responsibility for the investment of public funds under RCW Title 53. Investments are carried at book value and investments are made by fund.

**See page 58 for Check Acceptance policy & procedure. Example document on page 59.**

**Credit Cards:** The Board of Commissioners of the Port of Grapeview has authorized the use of Port issued credit cards for official government purchases and acquisitions.

Personal charges (e.g., travel, lodging, food) may not be made with a Port credit card.

Credit Card statements will be retained by the Port Auditor with credit card receipts detailing purchases. Once the credit card statement is received, the Port Auditor will reconcile receipts to the

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statement and prepare a warrant for payment. The Port Auditor will forward the warrant request to Mason County Auditor's Financial Services Office for payment.

**See page 60 for the Credit Card policy & procedure.**

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## **RCW ON BUDGETS**

### **RCW:**

#### **Chapter 53.35 PORT DISTRICTS - BUDGETS**

##### **Sections**

- 53.35.010 Preliminary budget.
- 53.35.020 Publication of notice of preliminary budget and hearing.
- 53.35.030 Hearing—Final budget.
- 53.35.040 Final budget to be filed with county commissioners.
- 53.35.045 Alternate date for filing final budget.
- 53.35.050 Supplemental budgets. 53.35.060 Fiscal year.
- 53.35.070 Chapter exclusive method for budgets.
- 53.35.900 Severability—1959 c 159.

#### **53.35.010**

**53.35.010 Preliminary budget.** On or before the 15<sup>th</sup> day of September of each year each port commission shall prepare a preliminary budget of the port district for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid. [1959 c 159 § 1.]

**53.35.020 Publication of notice of preliminary budget and hearing.** Following the preparation of the preliminary budget, the port commission shall publish a notice stating that the preliminary budget of the port district has been prepared and placed on file at the office of the port district; that a copy thereof may be obtained by any taxpayer at an address set forth in the notice; that the commission will meet at a date, hour and place set forth in the notice, such date to be not earlier than September 15<sup>th</sup> and not later than the first Tuesday following the first Monday in October, for the purpose of fixing and adopting the final budget of the port district for the ensuing year. The notice shall be published once each week for two consecutive weeks in a legal newspaper of the district, or if there is none, in any newspaper of general circulation in the county, the first publication to be not less than nine days nor more than twenty days prior to the date of the hearing. [1959 c 159 § 2.]



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**53.35.030 Hearing—Final budget.** On the day set by the notice provided for in RCW 53.35.020 the commission shall meet at the place and hour designated for the purpose of a hearing on the budget and adoption of a final budget. Any person may present objections to the preliminary budget following which the commission shall, by resolution, adopt a final budget. [1959 c 159 § 3.]

**53.35.040 Final budget to be filed with county commissioners.** It shall be the duty of the commissioners of port districts, for the purpose of levying port district taxes, to file with the clerk of the board of county commissioners on or before the Wednesday next following the first Monday in October in each year a certified copy of such final budget which shall specify the amounts to be raised by taxation on the assessed valuation of the property in the port district. [1959 c 159 § 4.]

**53.35.045 Alternate date for filing final budget.** Notwithstanding any provision of law to the contrary, the board of commissioners of a port district may file with the clerk of the county legislative authority a certified copy of the port district final budget, provided for in RCW 53.35.040, on the first Monday in December. The board of port commissioners may also set other dates relating to the budget process, including but not limited to the dates set in RCW 53.35.010 and 53.35.020 to conform to the alternate date for final budget filing. [1974 ex.s. c 19 § 1.]

**53.35.050 Supplemental budgets.** A port commission may adopt by resolution one or more supplemental budgets at any time during the fiscal year. Such supplemental budget shall be adopted only after public hearing. Notice of such hearing shall be given by a single publication of notice of the date, place and hour of the hearing in a legal newspaper of the district, or if there is none, in any newspaper of general circulation in the county, the publication of such notice to be at least five days and not more than fifteen days prior to the hearing date. [1959 c 159 § 5.]

**53.35.060 Fiscal year.** The fiscal year for a port district shall be the calendar year. [1959 c 159 § 6.]

**53.35.070 Chapter exclusive method for budgets.** The provisions of this chapter shall constitute the exclusive requirement and authority for the preparation, adoption, certification and filing of port district budgets. [1959 c 159 § 7.]

**53.35.900 Severability—1959 c 159.** Should any section or parts of sections of this chapter be declared unconstitutional it shall in no case affect the validity of other provisions of this chapter. [1959 c 159 § 8.]

**MRSC:**

All port districts are required to adopt an annual calendar year budget under chapter 53.35 RCW, with the following deadlines:

- **\*September 15:** Preliminary budget filed (RCW 53.35.010)
- **Between September 15 and the adoption of the budget:** Districts that collect regular property taxes – which is to say, almost all port districts – must hold a public hearing on revenue sources for the upcoming year's budget (RCW 84.55.120)
- **\*Between September 15 and the first Tuesday following the first Monday in October:** Public hearing on final budget, with public notice once per week for two consecutive weeks beginning 9 to 20 days before the hearing; budget adoption (RCW 53.35.020-.030)

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- **\*First Wednesday following first Monday in October:** Final budget filed with county commissioners, stating amount of property taxes to be raised (RCW 53.35.040)
- **November 30:** Deadline to certify next year's levy rates to the county (RCW 84.52.070, see below)

However, RCW 53.35.045 allows port districts to adopt alternate dates for some of these steps, marked with asterisks above, culminating with final budget filing by the first Monday in December. All port districts must certify to the county assessor the amount of property taxes to be levied upon the property within their jurisdiction for the coming fiscal year no later than November 30 (RCW 84.52.070). This deadline may not be altered. **If your jurisdiction misses the November 30 deadline, you may not increase the levy amount above the prior year's level.**

In addition, any port commission may adopt one or more supplemental budgets (budget amendments) during the fiscal year. A public hearing is required, with a single public notice required 5 to 15 days before the hearing (RCW 53.35.050).

**Port District Requirements:** The statutes governing budgets for port districts (RCW 53.35.020) state that the commissioners must publish notice that the preliminary budget has been prepared, filed, and is available to the public. Note that there is no requirement to hold a public hearing on the preliminary budget.

**Port Procedure:** The Managing Official will prepare a preliminary budget and present it to the Commissioners at a Regular or Special Meeting on or prior to September 15.

The President will cause a notice of the preliminary budget to be published in the ~~Mason County Journal~~ Public Notices section prior to the Public Hearing for two consecutive publication dates.

The wording will be as follows:

**PUBLIC NOTICE**

*(Publication Language): The Port of Grapeview will hold a Public Hearing to adopt the YYYY Budget on MMDDYYYY at TTTT P.M. at the GRAPEVIEW COMMUNITY CENTER, 4350 E. Grapeview Loop Road. The Preliminary Budget is available by writing the Port at PO Box 3, Grapeview, WA 98546 or visiting their website at [www.portofgrapeview.com](http://www.portofgrapeview.com).*

The Port Auditor will present a draft resolution to accept the next year's budget at the Regular Meeting in September.

The President will direct the Port Auditor to file the budget with the Mason County Auditor and State Auditor's Office.

The President will direct the webmaster to post the Preliminary Budget on the website.

DRAFT Annual Resolution to adopt final budget.

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**PORT OF GRAPEVIEW**  
**RESOLUTION OF THE COMMISSIONERS**

**RESOLUTION NO: YYYY-##**

**A RESOLUTION OF THE PORT OF GRAPEVIEW** authorizing the Commissioners to adopt the YYYY budget.

**WHEREAS**, the Revised Code of Washington (RCW) Title 53, Chapter 35 specifies the requirements, dates of compliance and procedures for adopting an annual budget, and,

**WHEREAS**, the Port of Grapeview has announced, advertised the availability of and posted their Preliminary Budget on their website on September 15, YYYY, and,

**WHEREAS**, the time and date of the PUBLIC HEARING to adopt the YYYY budget was published as a Public Notice in the ~~Star Tribune~~ *Star Tribune* MMDDYYYY and MMDDYYYY in compliance with RCW 53, therefore,

**BE IT RESOLVED**, that the Port of Grapeview hereby adopts the **YYYY** Final Budget.

**FURTHER RESOLVED**, pursuant to RCW 53.35.040, this Final Budget will be filed with the Clerk of the Board of Mason County Commissioners on MMDDYYYY a certified copy of such Final Budget. This date is in compliance with RCW 53.35.045.

**PASSED BY THE PORT OF GRAPEVIEW COMMISSIONERS THIS ## DAY OF MM, YYYY.**

The Port of Grapeview, a Washington municipal corporation

\_\_\_\_\_  
/s/  
Enter name  
Commissioner, District 1

\_\_\_\_\_  
/s/  
Enter name  
Commissioner, District 2

\_\_\_\_\_  
/s/  
Enter name  
Commissioner, District 3

File Ordinance/Resolution will be made to the State Auditor's Office.

**Budget Adjustments:** If it becomes necessary during a calendar year to shift appropriations from one line item to another, the treasurer will make a recommendation by motion at a Regular or Special Meeting.

**MRSC** recommends that the commissioners discuss the line-item adjustments in their regularly scheduled meeting so that these adjustments are recorded within the minutes of the district. This will assure the State Auditor's Office that there has been oversight by the commissioners on this budget adjustment.

**Supplemental Budgets:** The district will only need a supplemental budget when it is going to exceed the budget limits set in the adopted budget. A port commission may adopt by resolution one or more supplemental budgets at any time during the fiscal year. Chapter 53.35 RCW budgets for Port Districts is silent on the type of budget adopted by the District. Therefore, the district may adopt its budget at the "fund level" meaning that the allocations to individual line items within the budget may be modified as long as the district doesn't have an adopted budget policy to the contrary. Such a supplemental budget shall be adopted only after a public hearing.

The applicable statute is RCW 53.35.050, which requires a public hearing. However, the notice is only a single publication notice that must be at least five days before the hearing date and not more than fifteen days prior to the hearing date. Notice shall include the date, place, and hour of the hearing in a legal newspaper of the district, or if there is none, in any newspaper of general circulation in the county.

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**COMPREHENSIVE SCHEME:**

From WPPA: CURRENT STATUTORY PORT COMPREHENSIVE PLANNING REQUIREMENTS: In planning jargon, "comprehensive planning" and "comprehensive scheme" are often used interchangeably to describe a complex land use planning process.

Port districts, however, need to differentiate because statutory references address "scheme," as opposed to "plan." Scheme, as a planning term, generally connotes a conceptual emphasis, while plan connotes a more detailed effort that would include many elements that tend to be of greater concern to general purpose municipalities (i.e., housing, recreation, police enforcement, schools, street improvements, etc.).

The scheme/plan differentiation is important to port districts because a comprehensive scheme not only provides for greater flexibility but is the current statutory requirement.

RCW: 53.20.010 Adoption of Harbor Improvement Plan.

It shall be the duty of the port commission of any port district, before creating any improvements hereunder, to adopt a comprehensive scheme of harbor improvement in the port district, after a public hearing thereon, of which notice shall be published once a week for two consecutive weeks in a newspaper of general circulation in the port district, and no expenditure for the carrying out of any harbor improvement shall be made by the port commission other than necessary salaries, including engineers, clerical and office expenses of the port district, and the cost of engineering, surveying, preparation and collection of data necessary for the making and adoption of the general scheme of harbor improvements in the port district, unless and until the comprehensive scheme of harbor improvements has been so officially adopted by the port commission.

It is lost to history the adoption of the Port's first Comprehensive Scheme. Therefore, the above regulation is no longer applicable.

RCW 53.20.020 Improvement to Follow Plans Adopted.

When such general plans shall have been adopted or approved, as aforesaid, every improvement to be made by said commission shall be made substantially in accordance therewith unless and until such general plans shall have been officially changed by the port commission after a public hearing thereon, of which at least ten days' notice shall be published in a newspaper in general circulation in such port district.

Amendments to the Comp Scheme require a public hearing with 10 DAY NOTICE in the newspaper.

RCW 53.25.090 Conditions precedent to making improvements.

No expenditure for improvement of property in an industrial development district, other than the expense of preparing and submitting a plan of improvement shall be made by a port district, and no property shall be acquired by it therefore except as provided for hereinbefore until it has been made a part of the comprehensive scheme of harbor improvement and industrial developments or amendments thereto. That said comprehensive scheme or amendments thereto shall provide for the development or redevelopment of those marginal lands acquired and a provision for the continuing of the land uses which are hereby declared to constitute public uses and the purposes for which public moneys may be advanced and provide property acquired.

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**Port Procedure:** Prior to allocating funds for a specific infrastructure project, the project must be identified in a Comprehensive Scheme of Harbor Improvement. The Port has established by resolution an advisory committee titled Strategic Planning Advisory Committee to address changes and make recommendations to the Commissioners at a public hearing.

**Public Participation Plan:** The CSHI is primarily written for and with guidance from the public. It contains their preferences, ideas, and policy objectives. During the update is important to retain the public's interest by making citizen participation as accessible as possible. The process is driven by the community. It is vital to involve public participation. This will be accomplished through advertising, outreach, stakeholder involvement, and numerous public events.

The benefits of including citizens in the process:

- Enhances the quality of planning by incorporating a wide variety of information and perspectives.
- Allows communities to make decisions based on shared values.
- Engage citizens in the ownership of local land use challenges and solutions.
- Educates and empowers citizens.
- Supports swift and efficient project implementation.
- Ensures that good plans remain relevant over time.
- Fosters a sense of community, and trust in government.

The Port's current CSHI is located on the Port's website.

CHSI's are amended from time to time but at a minimum every five years.

The President will cause a notice of the draft/amended CSHI to be published in the Mason County Journal Public Notices section for two consecutive publication dates.

*The wording will be as follows:*

*PUBLIC HEARING NOTICE: The Port of Grapeview has prepared a draft amended Comprehensive Scheme of Harbor Improvement and published it on our website [www.portofgrapeview.com](http://www.portofgrapeview.com) or a copy may be obtained by calling the Port at 425-610-6552 or by writing the Port at PO Box 3, Grapeview, WA 98546. The Port Commission will meet at (date of Regular Meeting) at 7:15 PM at the Horton Community Center, 4350 Grapeview Loop Road, Grapeview, WA. to take public testimony.*

**WEBSITE, EMAIL & MISC DIGITAL COMMUNICATIONS:**

The Port Commission maintains a website at [www.portofgrapeview.com](http://www.portofgrapeview.com). The contents of the website is at the discretion of the Commission.

Commissioners & Port Administrator must authorize the posting of any material on the website by email to the Webmaster.

**Website Hosting:** The website will be hosted by WIX. It is through the WIX website that the Port's website will be edited by the webmaster and the Port Administrator. Website hosting fee must be paid manually and will be billed via Port credit card.

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**Website Domain:** The Domain name [www.portofgrapeview.com](http://www.portofgrapeview.com) is through WIX. The domain name must be registered and paid for annually. The Domain hosting fee will be billed to and paid by the Port credit card.

**Email Policy:** Emails are subject to the Public Records Act and must be maintained according to the retention schedule published by the State of Washington. To facilitate archiving of emails, the Port uses Microsoft Outlook as an email client. DO NOT DELETE EMAILS!

The Port maintains five email addresses:

[portofgrapeview@gmail.com](mailto:portofgrapeview@gmail.com) (Received by all Commissioners, administrator and the webmaster)  
[admin@portofgrapeview.com](mailto:admin@portofgrapeview.com)  
[portofgrapeview1@gmail.com](mailto:portofgrapeview1@gmail.com)  
[portofgrapeview2@gmail.com](mailto:portofgrapeview2@gmail.com)  
[portofgrapeview3@gmail.com](mailto:portofgrapeview3@gmail.com)

Each Commissioner is assigned an email address by District and is to be used for one on one conversations between Commissioners and individuals. These emails will not be shared with the other Commissioners.

**Email Retention:** The Port uses Microsoft OUTLOOK as an email client. To maintain continuity for record keeping requirements, commissioners should not use the Gmail client to read/respond to emails.

Outlook retains all email transactions in a file labeled xxxx.PST, i.e., [portofgrapeview@gmail.com](mailto:portofgrapeview@gmail.com).pst. Each commissioner has a .PST file on their laptop. That file should be backed up from time to time.

**See page 61 for Email & Voicemail Policy & Procedure**

**Port Calendar:** The Port webmaster maintains a calendar on the Port's website.

### **PUBLIC RECORDS REQUESTS:**

#### **RESOLUTION: 2012-003**

A resolution of the Commission of the Port of Grapeview; (1) establishing rules for compliance with the Public Records Act; (2) issuing a formal order exempting the Port of Grapeview from maintaining an index under RCW 42.56.070; (3) appointing the Secretary of the Port of Grapeview as the Public Information Officer; (4) setting public records request copy fee at \$.15 per page.

**WHEREAS**, RCW Sections 42.56.040, 42.56.070 and 42.56.100 of the Public Records Act ("the Act") collectively require that state and local agencies provide, publish and prominently display certain information, exemptions and rules governing disclosure of public records; and

**WHEREAS**, the Port of Grapeview ("the Port") is a local agency as defined in the Act and must therefore comply with its provisions; and

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**WHEREAS**, the attached Public Records Act Rules ("the Rules") fulfill one of these requirements and were developed using the Attorney General's Office advisory Model Rules for disclosure of public records; and

**WHEREAS**, RCW 42.56.070(3) requires an agency to maintain an index of records therein described unless the local agency determines that it would be unduly burdensome to do so and in that event it must issue and publish a formal order specifying why it would be unduly burdensome; and

**WHEREAS**, RCW 42.56.120 allows for a per page copy charge of \$.15 when fulfilling Public Records Requests; and

**WHEREAS**, RCW 42.56.580 requires that each agency appoint and publicly identify a Public Records Officer and provide contact information for that Officer.

**NOW THEREFORE**, be it resolved by the Port of Grapeview Commission as follows:

**Section 1.** The attached Rules are adopted as the rules the Port will follow in handling public records requests. The Public Information Officer is hereby directed to propose amendments to the Rules by resolution as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Rules as facts may require.

**Section 2.** The Port of Grapeview is a small Port with a small base of land and a small property tax revenue stream. Currently, the Commission has no administrative support other than a recording secretary who assists in the development of the Port Commission meeting minutes. Under the current business and administrative structure, it is impractical for the Port Commission to review, identify and document the entire archive of Port records and develop and maintain a central index of records and does not provide an adequate cost benefit to the taxpayers to warrant the expenditure of Port funds. Therefore, the Commission finds that maintaining the index required by RCW 42 .56.070(3) would be unduly burdensome. For these reasons, the Commission hereby formally orders that such an index does not have to be maintained as allowed under RCW 42.56.070(4) so long as all other records are available for public inspection and copying in conformity with applicable law.

**Section 3.** The Secretary is appointed as the Port's Public Information Officer and the contact information is provided in the attached Rules. The Public Information Officer is directed to post and maintain the rules on the Port's website and otherwise post, prominently display or publish the Rules as required by law and make the Rules available for inspection and copying.

**Section 4.** The Port is hereby authorized to charge \$.15 per copy when fulfilling a Public Records Act Request.

**Per Resolution 2012-03:** Pursuant to the Washington State Public Records Act, RCW 42 .56 et. seq. (the Act), the Port of Grapeview is required to make available for inspection and copying public documents as defined by the Act. The following policy will govern the compliance of the Port with respect to the provisions of the Act. To the extent that this policy is in any way inconsistent with the referenced RCW, the RCW will be deemed to prevail.

All public records of the Port are deemed to be available for public inspection and copying pursuant to this policy except as otherwise provided by the Act, or other statute, which exempts or prohibits disclosure of specific information or records.



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A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. A public record also includes photographs or recordings taken by Port of Grapeview Commissioners or designated staff in the performance of their duties.

**Role of Public Information Officer in Relation to Public Records Requests:** The Secretary for the Port shall be the Port's Public Information Officer. The Public Information Officer shall be responsible for the following: processing requests for access to public records; the implementation of the Port's rules and regulations regarding the release of public records; coordinating with other Port staff in this regard; and generally ensuring compliance by the Port of Grapeview Commission or designated staff with the public records disclosure requirements of the Act. Should the Public Information Officer be temporarily unable to fulfill the duties as Public Information Officer the Port of Grapeview Commission President shall temporarily assign those duties to a qualified designee to fulfill the duties as Public Information Officer.

**Index of Public Records Unavailable:** The Commission has determined that it would be unduly burdensome to maintain an itemized index of all Port records, except as set forth herein, due to fiscal and personnel limitations. This determination was made in Port of Grapeview Resolution 2012-003.

**Request for Public Records:** In accordance with requirements of the Act, public records may be inspected and/or copies of such records may be obtained by members of the public, upon compliance with the following procedures: All requests for records should be made in writing or by mail. To facilitate timely processing and accountability, a "Public Records Request" form should be completed and submitted to the Public Information Officer when requesting records. Forms are available upon request from the Port's Public Information Officer or on the Port's website. The request shall be made by mail or e-mail to the Public Information Officer.

[RCW 42.56.520](#)

[Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a public record request that is unclear, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives need not respond to it.](#)

**Port Records forwarded to the State Archivist for retention:**

If the Port cannot locate a requested document in local files, it will direct the requestor to contact the State Archivist.

- ❖ Port related text messages on a personal cell phone are also subject to public records requests.
- ❖ Port related emails on a private email account held by an employee or volunteer of the Port are also subject to public records requests.



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**Public Records Reporting:** In 2017, the state legislature adopted ESHB 1594, which made significant amendments to public records laws. One of those changes is a new reporting requirement in RCW 40.14.026(5). It requires each agency with actual staff and legal costs associated with fulfilling public records request of at \$100,000 during the prior fiscal year to report to the Joint Legislative Audit and Review Committee (JLARC)

**See Pg XX** JLARC Reporting TBD

From MRSC:

I am sure my agency did not meet the \$100,000 threshold. Are we in the clear?

No, your agency must still respond. Even if an agency did not meet the spending threshold, it must still log onto the JLARC public records reporting system and attest to that fact. Agencies will not submit their calculations in this regard. Also, an agency may choose to voluntarily report even if it does not meet the \$100,000 threshold.

The deadline is July 1 every year. A notification has been added to the Port Calendar.

**See Pg XX** Records/Archiving/Digital Documents TBD

**ANNUAL PASSES, KIOSK, FACILITIES & MAINTENANCE:**

**See page 62-63 for Annual Pass Policy & Procedure. Example documents on page 64-66**

**See page 67-68 for Kiosk Operations, Management, Maintenance & Usage.**

**See page 69 for Restroom Maintenance & Supplies.**

**See page 70-72 for Restroom Locks, Policies, Software & Programming**

**See page 73 for Parking, Parking Lot & Parking Lot Rules**

**See Pg XX** Grounds, Ramp and Gangway Maintenance TBD

**See Pg XX** Trash TBD

**MISCELLANEOUS:**

**Elections:** The cost of holding an election is a cost that is the responsibility of the district. While the individual filing for the position has to pay for their own filing fees, the actual cost of the election is the responsibility of the individual jurisdictions that are holding the election.

**Grants:** MRSC has consistently advised that absent a written city policy to the contrary, the administration can apply for a grant without council approval. However, under RCW 35A.11.040, acceptance of any grant requires council approval. In addition, a grant is a contract, and under RCW 35A.11.010, the city council is the contracting authority for the city.

**See Pg XX** RCO Reimbursement Process & Accountability TBD

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

**Strategic Planning Advisory Committee (SPAC):** The Port, by resolution, will appoint members to the SPAC. Each Port district may name two members to the Committee.

The Committee will address any subject requiring study to the SPAC.

The SPAC is advisory only and will make recommendations to the Commissioners for disposition.

**Committee Meetings:** MRSC: If a committee is purely advisory, must its meeting be advertised and open?

No. Under RCW 42.30.020(2), if the committee does not have a majority of the council included in its membership, and it merely provides advice, and the council can take action without the advice, it is not covered by the OPMA. Of course, nothing prohibits the city from treating the committee as if it is covered by the OPMA.

**Mail & PO Box:**

**See page 74 for Mail & PO Box policy & procedure**

**Holiday Parties:**

MRSC: May a jurisdiction hold a holiday party, offering cookies, cake, punch, and other light refreshments? Maybe. Use of public funds to provide food and drink to others may be considered a “gift” in violation of article 8 section 7 of the state constitution. However, the Auditor’s Office has in recent years looked more favorably on such expenditures.

Limited expenditures for community celebrations may be permissible if the legislative body passes a resolution, declaring the holiday party to be a public event with a public purpose and authorizing expenditures for it. Municipal funds can be spent for advertising and light refreshments for the public and government employees and officials, as well as other necessary items for the celebration. All expenditures need to be reasonable and properly documented. For additional information, see Eating and Drinking at Public Expense, an informal article issued by the Attorney General’s Office.

In contrast, a party or celebration only for agency employees may be possible if the governing body first adopts a policy providing for one. If such a policy is adopted, then the party becomes part of the employees’ compensation and would not be considered a gift of public funds implicating article 8 section 7 of the state constitution.

RCW: 53.36.120 Expenditures for industrial development, trade promotion, or promotional hosting— Budgeting required. Under the authority of Article VIII, section 8, of the state Constitution, port district expenditures for industrial development, trade promotion or promotional hosting shall be pursuant to specific budget items as approved by the port commission at the annual public hearings on the port district budget. [1967 c 136 § 1.]

RCW 53.36.130 Expenditures for industrial development, trade promotion, or promotional hosting—Source and amount of funds. Funds for promotional hosting expenditures shall be expended only from gross operating revenues and shall not exceed one percent thereof upon the first two million five hundred thousand dollars of such gross operating revenues, one-half of one percent

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

upon the next two million five hundred thousand dollars of such gross operating revenues, and one-fourth of one percent on the excess over five million dollars of such operating revenues: PROVIDED, HOWEVER, That in no case shall these limitations restrict a port district to less than twenty-five hundred dollars per year from any funds available to the port. [1967 c 136 § 2.]

RCW 53.36.140 For industrial development, trade promotion, or promotional hosting—Rules and regulations— Authorizations—Vouchers. Expenditures for industrial development, trade promotion, or promotional hosting— Rules and regulations— Authorizations—Vouchers. Port commissions shall adopt, in writing, rules and regulations governing promotional hosting expenditures by port employees or agents. Such rules shall identify officials and agents authorized to make such expenditures and the approved objectives of such spending. Port commissioners shall not personally make such expenditures, or seek reimbursement therefor, except where specific authorization of such expenditures has been approved by the port commission. All payments and reimbursements shall be identified and supported on vouchers approved by the port auditor. [1967 c 136 § 3.]

Pass a resolution at a Port meeting. Charge the Budget Misc. account. See Resolution 2017-12 on the port website.

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

**Agenda policy:**

- The board will select a specific individual to assemble the agendas. This individual may be a Commissioner, staff member or volunteer.
- Agenda items due to the admin or Commissioner assigned to draft meeting agendas by the end of day on the Friday before a meeting.
- Draft agenda will be compiled and emailed out for initial approval by 2pm on the Saturday before the meeting.
- Any changes to the draft agenda will be sent in response by 5pm Saturday. With or without changes, the draft agenda will be sent to the webmaster for posting to the website by the Sunday before the meeting will take place.
- After the draft agenda is approved by the Commissioners at said meeting via motion, the agenda becomes finalized.
- A FINAL version of the agenda will be written and sent to the webmaster for posting to the archived documents on the website.
- Items NOT on the final agenda will NOT be discussed.

**Regular meeting agenda format:**

- Agendas will have a consistent format for regular meetings from month to month.
- The agreed upon agenda format shown below.
- The financial report must include the format shown below per the state auditor.

**Port of Grapeview**  
**Date @ Time**  
**Location**

**Regular Meeting Agenda - DRAFT/FINAL**

- 1. Call to Order**
- 2. Roll Call**
- 3. Meeting Agenda**
  - a. Commissioner comments, adjustments, approval of agenda for xxxdatexxx (motion)**
- 4. First Public Comment Session – (At this time, citizens have three minutes to address the Commission on matters not scheduled for public hearing or Commissioner Consideration. State Law prohibits the use of this forum to promote or oppose any candidate for public office or ballot measure. Public comments are limited to three minutes. Please provide your name and address for the record.)**
- 5. Minutes:**
  - a. Commissioner input and approval on previous meeting's minutes from xxxdatexxx. (motion)**
- 6. Essential Correspondence: Any**
- 7. Commissioner Reports:**
- 8. Committee Reports**
- 9. Port Auditors**

Month/Year

Operations .10: Unencumbered cash - \$AMT (before vouchers)

Operations: Investment balance - \$AM

**Warrants for 6700020010 – Operations**

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

(Funds) Voucher(warrant)	
Numbers:430000xxx through 430000xxx	<b>\$AMT</b>
<b>Payroll warrant</b>	
Numbers:_____through_____	<b>N/A</b>
<b>Electronic Payments</b>	
Dates: N/A	<b>N/A</b>

Balance for 6700020010 - after vouchers – \$AMT

Capital Construction .30: Unencumbered cash - \$AMT

Capital Construction: Investment balance - \$AMT

**Warrants for 6700020030 – Cap. Const.**

(Funds) Voucher(warrant)	
Numbers:438000xxx through 438000xxx	<b>\$AMT</b>
<b>Electronic Payments</b>	
Dates: N/A	<b>N/A</b>

**Approve the vouchers (motion)**

**10. New Business:**

a.

**11. Old Business:**

a.

**12. Second Public Comment Session**

**13. Adjourn the meeting:**

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**POLICY & PROCEDURE MANUAL**

## **Compensation & Payroll Processing**

Port Commissioners are paid in terms of "per diems". The rate of the per diem is decided by the state. A commissioner may collect a per diem per each regular meeting, special meeting, etc.

An additional per diem may be claimed per month by each commissioner holding an additional job, i.e... President, Secretary, Port Auditor. For example: the commissioner that holds the position of President would collect 1 per diem for attending the regular monthly meeting and a 1 per diem for doing the job of President equaling 2 per diems per month.

Please see the by-laws and other policies related to rules pertaining to decisions on holding positions, waiving per diems, etc.

The Recording Secretary receives a designated flat fee per month as decided by the board for each meeting (Regular, Special, etc.) for taking and typing up the minutes. If the job of Recording Secretary is done by someone other than the Commissioners or the Port Administrator, they are considered an independent contractor.

The Port Administrator (if there is one) receives an hourly rate as decided by the board including the number of hours expected. The Port Administrator is an employee of the Port.

Twice a year the number of per diems per Commissioner is collected as well as the payroll hours worked by the Port Administrator and Recording Secretary and submitted to the accountant, Wittenberg, for processing. Payroll for January 1 - the regular meeting in June, should be submitted (estimated numbers accepted) by the 5<sup>th</sup> of June in order to be processed for approval at the June Regular Meeting of any given year. Payroll for the remainder of June through December 31<sup>st</sup>, (estimated numbers accepted) should be submitted to the accountant by the 5<sup>th</sup> of December for approval at the December Regular Meeting of any given year.

The accountant will provide the payroll totals for each person to be vouchered in June and December. The accountant will provide the complete payroll tax/tax voucher sheets & envelopes by the end of the fiscal quarter the following month.

L&I, PFML and Employment Security Tax will each have their own payment coupon and envelope. The 941/FICA/SS tax will require a separate voucher. This voucher must be entered on to a deposit slip and deposited into the County account at Columbia Bank by or before the due date. The county automatically sweeps the account for payroll taxes on the designated date and will alert anyone that has not properly deposited their funds immediately. Once the deposit is made, a photograph or scan of the receipt must be sent to the Chief Deputy at the Mason County Treasurer's Office. The physical receipt will be filed with the warrant receipt tab and is to be filed with the rest of the monthly voucher paperwork.

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**POLICY & PROCEDURE MANUAL**

### **Monthly Budget Reconciliation**

Using Excel, Google Sheets, Apple Numbers or some other spreadsheet software, the first tab should be set up for a running total and reconciliation of the account.

The second tab should be a copy of the current year's budget for that same account. The third tab should be a breakdown of the annual budget's expenditures by month.

The fourth tab should be a "budgeted vs. actual" per month tabulation.

Every entry on the first tab should include the following:

- Date
- BARS code or Warrant number
- Description
- Pay or Received amount
- Running total
- Separate columns for each individual source of funds including:
  - Property tax revenue
  - Excise tax revenue
  - Kiosk revenue
  - Investment income
  - Other

The second tab should remain unchanged as this is the final approved budget.

The third tab should include each line item from the budget and the appx. anticipated expenditure per each calendar month. These are best estimates-based on previous years expenses. Some items are monthly and will be entered as such. Other items may be evenly divided throughout the year. And other items still may be entered more sporadically, quarterly, or once if it's an annual fee.

The fourth tab should illustrate the monthly difference between the third tab and the actual monthly expenses to ensure proper reporting on budgetary concerns, over usage of funds in a certain area, under budgeted items in other areas, etc.

Proper documentation of the monthly budget and finances is necessary to ensure the Port is meeting its financial obligations, maintaining proper use of funds and also helping to provide accurate information for future budgeting.

Each month the County releases a series of reports for the month prior. The Sub fund & Financial reports will list monthly income and expenses, which will be logged in tab 1. The District Financial report will list the starting balance, which should align with the figure listed in

***Port of Grapeview***  
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tab 1 running total at the start of said month and the final total should align with the figure listed in tab 1 running total at the end of said month. These numbers must match exactly.

Warrants are distributed monthly and once received with official warrant numbers, will be entered as well into tab 1.

Receipts for miscellaneous incomes are sent by the County sometimes weekly. These amounts must also be entered into tab 1.

In this fashion, the budget must be reconciled monthly with all totals in agreement with the provided County reports.



## Port of Grapeview POLICY & PROCEDURE MANUAL

**Tab 1 example**

PoG Operations Account 2021

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Operations						Source of Funds				
Date	Warrant No or Item Code	Pay Referred from	Pay Amount	Referred Amount	Operation Account	Property Tax Revenue	Anticipated Sales & Development Tax	Kiosk Revenue	Investment Income	Other
1/1/2021		2021 Beginning Balances			\$5,542.34					
1/1/2021	361.00	Monthly Investment Interest/Fee - net	\$ -	\$ 0.33	\$5,542.57				\$ 0.33	
1/14/2021	362.40	Short term space & facilities rentals	\$ -	\$ 165.00	\$5,707.57			\$ 165.00		
1/14/2021	304.20	Merchant Fees	\$ 23.90	\$ -	\$3,683.67					
1/14/2021	311.10	January property tax income	\$ -	\$ 97.17	\$5,780.84	\$ 97.17				
1/14/2021	362.40	Short term space & facilities rentals	\$ -	\$ 181.00	\$3,961.84			\$ 181.00		
1/15/2021	589.40	November 1, 2020 General elec cost	\$ 1,066.50	\$ -	\$2,895.34					
1/15/2021	589.40	Annual election costs	\$ 604.55	\$ -	\$2,290.79					
1/15/2021	430000508	WPPA annual dues	\$ 300.00	\$ -	\$1,990.79					
1/15/2021	430000601	Investment monthly fee	\$ 103.08	\$ -	\$1,887.71					
1/15/2021	430000602	AAA audits & portable restroom	\$ 90.00	\$ -	\$1,797.71					
1/15/2021	430000903	K-Box Bank credit card	\$ 154.16	\$ -	\$1,643.55					
1/15/2021	430000504	L&I fee	\$ 29.70	\$ -	\$1,613.85					
1/15/2021	430000505	PLU 1	\$ 98.47	\$ -	\$1,515.38					
1/16/2021	362.40	Short term space & facilities rentals	\$ -	\$ 18.00	\$1,533.38			\$ 18.00		
1/17/2021	362.40	Chargeback & refund account	\$ -	\$ (215.00)	\$1,318.38					
1/17/2021	304.20	Merchant Services return charge	\$ -	\$ (35.00)	\$1,283.38					
2/1/2021	361.10	Gross monthly investment interest	\$ -	\$ 0.31	\$1,283.69				\$ 0.31	
2/1/2021	361.10	Treasurer's investment fee	\$ 0.02	\$ -	\$1,283.67					
2/8/2021	362.40	Short term space & facilities rentals	\$ -	\$ 85.00	\$1,368.67			\$ 85.00		
3/15/2021	311.10	February Tax Revenue	\$ -	\$ 434.91	\$1,803.58	\$ 434.91				
3/18/2021		Transfer	\$ -	\$ 1,809.60	\$3,613.18					\$ 1,809.60
3/18/2021	430000506	AAA Audits & Portable Restrooms	\$ (90.00)	\$ -	\$3,523.18					

Operations Running Bal-Source of Funds 2021 Budget Budget By Month Budget vs Actual 2021 Budget vs Actual

**Tab 2 example**

PoG Operations Account 2021

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FINAL BUDGET - OPERATIONS					
		Year 2020	Year 2021		
300.00	Operating Investment Account Opening Balance	\$ 1,150.00	\$ 2,646.22		
300.00	General Cash Account Opening Balance	\$ 5,703.00	\$ 2,309.78		
362.40	Anticipated Kiosk Revenue	\$ -	\$ 9,750.00		
311.30	General Property Taxes	\$27,000.00	\$27,302.79		
317.40	Reforest/Open Spaces	\$ 50.00	\$ 50.00		
337.00	Forest Excise Tax	\$ 450.00	\$ 450.00		
361.30	Interest Income	\$ 180.00	\$ 60.00		
	<b>2021 OPERATING REVENUE</b>	<b>\$34,533.00</b>	<b>\$42,368.79</b>		
	<b>SALARIES &amp; WAGES</b>				
546 0010	Commissioner, Per - Diem, President	\$ 3,072.00	\$ 3,072.00		
546 0010	Commissioner, Per - Diem, Secretary	\$ 3,072.00	\$ 3,072.00		
546 0010	Commissioner, Per - Diem, Treasurer	\$ 3,072.00	\$ 3,072.00		
546 0010	Administrator	\$ 5,280.00	\$ 5,670.00		
546 0010	Industrial Insurance (L&I)	\$ 80.00	\$ 90.00		
546 0010	Employment Security tax	\$ -	\$ 80.00		
546 0010	Paid Family Medical Leave	\$ -	\$ 75.00		
546 0010	Social Security/FICA/941	\$ 2,400.00	\$ 2,800.00		
	<b>TOTAL</b>	<b>\$16,976.00</b>	<b>\$17,931.00</b>		
	<b>Intergovernmental Expenses</b>				
546 0050	Property Taxes	\$ 17.90	\$ 36.00		

Operations Running Bal-Source of Funds 2021 Budget Budget By Month Budget vs Actual 2021 Budget vs Actual

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## Tab 3 example

PoG Operations Account 2021 ☆ ⓘ

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Operations Running Bal-Source of Funds 2021 Budget Budget By Month Budget vs Actual 2021 Budget vs Actual

## Tab 4 example

PoG Operations Account 2021 ☆ ⓘ

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Operations Running Bal-Source of Funds 2021 Budget Budget By Month Budget vs Actual 2021 Budget vs Actual

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

**District Financial Report Example**



Mason County Treasurer  
Elisabeth (Lisa) Frazier  
PO Box 429, 411 N 5th Street  
Shelton, WA 98584  
360-427-9670 ext 475

Financial Statement  
June 2021

670.020010.000.000 PORT OF GRAPEVIEW

Beginning Cash Balance	\$18,271.39
------------------------	-------------

Tax Collections	\$306.20	
Accounts Receivable/Misc Receipts	\$2,418.09	
Transfers In	\$0.00	
Total Revenue		\$2,724.29
Accounts Payable/Warrants	\$8,457.91	
Transfers Out	\$0.00	
Total Expense		\$8,457.91

Ending Cash Balance	\$12,537.77
---------------------	-------------

**Warrant Activity**

6/1/2021	Beginning Warrants Outstanding	\$749.38
	Total Warrants Issued	\$8,542.91
	Total Warrants Cleared	\$8,569.79
	Total Warrants Voided/Canceled	\$85.00
6/30/2021	Ending Warrants Outstanding	\$637.50

**Investment Activity**

6/1/2021	Beginning Investments Balance	\$836.62
	Investments Acquired	\$0.00
	Investments Sold	\$0.00
6/30/2021	Ending Investments Balance	\$836.62

Total Cash and Investments	\$13,374.39
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**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



360-427-9670 ext 475

670.020030.000.000 PORT OF GRAPEVIEW CAPL. CONST

<b>Beginning Cash Balance</b>	<b>\$30,745.56</b>
-------------------------------	--------------------

Tax Collections	\$0.00	
Accounts Receivable/Misc Receipts	\$1.58	
Transfers In	\$0.00	
<b>Total Revenue</b>		<b>\$1.58</b>
Accounts Payable/Warrants	\$764.00	
Transfers Out	\$0.00	
<b>Total Expense</b>		<b>\$764.00</b>

<b>Ending Cash Balance</b>	<b>\$29,983.14</b>
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**Warrant Activity**

6/1/2021	Beginning Warrants Outstanding	\$1,472.55
	Total Warrants Issued	\$764.00
	Total Warrants Cleared	\$1,472.55
	Total Warrants Voided/Canceled	\$0.00
6/30/2021	Ending Warrants Outstanding	\$764.00

**Investment Activity**

6/1/2021	Beginning Investments Balance	\$25,470.00
	Investments Acquired	\$0.00
	Investments Sold	\$0.00
6/30/2021	Ending Investments Balance	\$25,470.00

<b>Total Cash and Investments</b>	<b>\$55,453.14</b>
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**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



Mason County Treasurer  
 Elisabeth (Lisa) Frazier  
 PO Box 429, 411 N 5th Street  
 Shelton, WA 98584  
 360-427-9670 ext 475

Financial Statement  
 June 2021

670.020060.000.000 PORT OF GRAPEVIEW

**Beginning Cash Balance** **\$35,007.50**

Tax Collections	\$0.00	
Accounts Receivable/Misc Receipts	-\$35,007.50	
Transfers In	\$0.00	
<b>Total Revenue</b>		<b>-\$35,007.50</b>
Accounts Payable/Warrants	\$0.00	
Transfers Out	\$0.00	
<b>Total Expense</b>		<b>\$0.00</b>

**Ending Cash Balance** **\$0.00**

**Warrant Activity**

6/1/2021	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	\$0.00
	Total Warrants Cleared	\$0.00
	Total Warrants Voided/Canceled	\$0.00
6/30/2021	Ending Warrants Outstanding	\$0.00

**Investment Activity**

6/1/2021	Beginning Investments Balance	\$0.00
	Investments Acquired	\$0.00
	Investments Sold	\$0.00
6/30/2021	Ending Investments Balance	\$0.00

**Total Cash and Investments** **\$0.00**



**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



PO Box 429, 411 N 5th Street  
 Shelton, WA 98584  
 360-427-9670 ext 475

670.025010.000.000 PORT OF GRAPEVIEW IND DEV

<b>Beginning Cash Balance</b>	<b>\$1,413.65</b>
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Tax Collections	\$674.92	
Accounts Receivable/Misc Receipts	\$0.00	
Transfers In	\$0.00	
Total Revenue		\$674.92
Accounts Payable/Warrants	\$0.00	
Transfers Out	\$0.00	
Total Expense		\$0.00

<b>Ending Cash Balance</b>	<b>\$2,088.57</b>
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**Warrant Activity**

6/1/2021	Beginning Warrants Outstanding	\$0.00
	Total Warrants Issued	\$0.00
	Total Warrants Cleared	\$0.00
	Total Warrants Voided/Canceled	\$0.00
6/30/2021	Ending Warrants Outstanding	\$0.00

**Investment Activity**

6/1/2021	Beginning Investments Balance	\$0.00
	Investments Acquired	\$0.00
	Investments Sold	\$0.00
6/30/2021	Ending Investments Balance	\$0.00

<b>Total Cash and Investments</b>	<b>\$2,088.57</b>
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*Port of Grapeview*  
**POLICY & PROCEDURE MANUAL**



Mason County Treasurer  
Elisabeth (Lisa) Frazier  
PO Box 429, 411 N 5th Street  
Shelton, WA 98584  
360-427-9670 ext 475

Financial Statement  
June 2021

**Grand Totals:**

Beginning Cash Balance	\$85,438.10
Total Revenue	-\$31,606.71
Ending Cash Balances	\$44,609.48
Transfers In	\$0.00
Transfers Out	\$0.00
Beginning Warrants Outstanding	\$2,221.93
Total Warrants Cleared	\$10,042.34
Total Warrants Issued	\$9,306.91
Beginning Investment Balance	\$26,306.62
Ending Investment Balance	\$26,306.62

# **Port of Grapeview** **POLICY & PROCEDURE MANUAL**



**Elisabeth Frazier**  
Mason County Treasurer  
411 N 5th Street, Building 1  
P.O. Box 429  
Shelton, WA 98584  
360-427-8670 Ext. 475

**Financial Statement**  
6/1/2021 - 6/30/2021

Post Type: Real Property, Personal Property, State Assessed, Excise, Mobile Home, Misc Receipt, Journal Entry, Compensation

All Funds Total:		3,400.79	241,730.05	-35,007.50	-136,693.93			
PactID	Bars #	Ob	Ln	MTD Receipts	YTD Receipts	MTD Disb	YTD Disb	Account Desc
670.020010.000.000 - PORT OF GRAPEVIEW								
	300000000.							
311.10	0 00.			306.20	15,774.76	0.00	0.00	PORT OF GRAPEVIEW
	301000000.							LOCAL GRANTS, ENTITLEMENTS, OTHER
337.00	0 00.			0.00	5.46	0.00	0.00	PAYMENTS-LEASEHOLD EXCISE TAX
	302000000.							LOCAL GRANTS, ENTITLEMENTS, OTHER
337.00	0 00.			0.00	117.34	0.00	0.00	PAYMENTS-TIMBER EXCISE TAX
	300000000.							
361.10	0 00.			0.05	1.01	0.00	0.00	INVESTMENT EARNINGS
	301000000.							
361.40	0 00.			0.02	0.07	0.00	0.00	LEASEHOLD EXCISE TAX INTEREST
	302000000.							SPACE AND FACILITIES RENTALS-
362.40	0 00.			2,510.00	7,104.00	0.00	0.00	SHORT TERM
	500000000.							
514.20	0 00.			-91.98	-341.90	0.00	0.00	FINANCIAL SERVICES
	500000000.							
589.40	0 00.			0.00	0.00	0.00	-1,671.43	AGENCY TYPE DISBURSEMENTS
Fund Totals:				2,724.29	22,660.74	0.00	-1,671.43	

Beginning Balance: 302,753.24  
Ending Balance: 305,477.53

<b>670.020030.000.000 - PORT OF GRAPEVIEW CAPITAL CONSTRUCTION</b>								
	370000000.							
334.02	0 00.			0.00	183,817.54	0.00	0.00	STATE GRANT RCO
	300000000.							
361.10	0 00.			1.58	9.64	0.00	0.00	INVESTMENT EARNINGS
<b>Fund Totals:</b>				1.58	183,827.18	0.00	0.00	

Beginning Balance: 2,085,516.23  
Ending Balance: 2,085,517.81

901111\_FinancialStatement

www.tenascan.com

Financial Statement

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Page 1

Copy of Grapeview-10 June 20...

Needed items

Budget 180-4.png

PactID	Bars #	Ob	Ln	MTD Receipts	YTD Receipts	MTD Disb	YTD Disb	Account Desc
<b>670.020060.000.000 - PORT OF GRAPEVIEW BOND REDEMPTION FUND, 2019</b>								
	500000000.							
514.20	0 00.			0.00	0.00	-7.50	-22.50	FINANCIAL SERVICES-WIRE FEE
	500000000.							



# Port of Grapeview POLICY & PROCEDURE MANUAL

101111\_FinancialStatement

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Financial Statement

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Page 1

FnctID	Bars #	Ob	Ln	MTD Receipts	YTD Receipts	MTD Disb	YTD Disb	Account Desc
<b>670.020060.000.000 - PORT OF GRAPEVIEW BOND REDEMPTION FUND, 2019</b>								
			500000000.					
	514.20	0	00.	0.00	0.00	-7.50	-22.50	FINANCIAL SERVICES-WIRE FEE
			500000000.					
	591.00	0	00.	0.00	0.00	-25,513.87	-125,513.87	PRINCIPAL AND OTHER DEBT SERVICE
			500000000.					
	592.00	0	00.	0.00	0.00	-9,486.13	-9,486.13	INTEREST AND OTHER DEBT SERVICE
<b>Fund Totals:</b>				0.00	0.00	-35,007.50	-135,022.50	

Beginning Balance: (178,408.91)

Ending Balance: (213,416.41)

<b>670.02060.000.000 - PORT OF GRAPEVIEW-BOND PAYMENT</b>								
				0.00	0.00	0.00	0.00	
<b>Fund Totals:</b>				0.00	0.00	0.00	0.00	

Beginning Balance: 0.00

Ending Balance: 0.00

<b>670.025010.000.000 - PORT OF GRAPEVIEW INDUSTRIAL DEVELOPMENT DISTRICT</b>								
			300000000.					
	311.10	0	00.	674.92	34,979.66	0.00	0.00	PORT OF GRAPEVIEW INDUSTRIAL DEVELOPMENT DISTRICT
			302000000.					
	337.00	0	00.	0.00	262.47	0.00	0.00	LOCAL GRANTS, ENTITLEMENTS, OTHER PAYMENTS-TIMBER EXCISE TAX
<b>Fund Totals:</b>				674.92	35,242.13	0.00	0.00	

Beginning Balance: 87,892.27

Ending Balance: 88,567.19

I hereby certify that the above statement is true

Elisabeth Frazier

County Treasurer

by Julie Richert

Deputy

101111\_FinancialStatement

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Financial Statement

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Page 2

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



**Elisabeth Frazier**  
Mason County Treasurer  
411 N 5th Street, Building 1  
P.O. Box 429  
Shelton, WA 98584  
360-427-9670 Ext. 475

**Misc Receipt**

2021-75074-MISC-06/01/21-Julie



★ 1 1 0 1 8 + 6 4 8 3 3 7 9 ★

Receipt #: **2021-75074-MISC-06/01/21-** Receipt Type: **Disbursement**  
Receipt Date: 6/1/2021  
Received By: Brittany  
Received From: PORT OF GRAPEVIEW - KITSAP BANK LTGO 2019 - LINE OF CREDIT

Fund	Bars	Obj	Line	Func	Description	Amount
670.020060.000.000	514.20	500000	0000.00		FINANCIAL SERVICES-WIRE FEE	(7.50)
670.020060.000.000	591.00	500000	0000.00		PRINCIPAL AND OTHER DEBT SERVICE LTGO 2019	(25,439.08)
670.020060.000.000	591.00	500000	0000.00		PRINCIPAL AND OTHER DEBT SERVICE	(74.79)
670.020060.000.000	592.00	500000	0000.00		INTEREST AND OTHER DEBT SERVICE - LTGO 2019	(9,486.13)
						(35,007.50)

PAYMENT ITEMS			
Paid By	Tender Type	Check #	Amount
PORT OF GRAPEVIEW-KITSAP BANK LTGO 2019- LINE OF CREDIT	Wire		(35,007.50)
			(35,007.50)

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



**Elisabeth Frazier**  
Mason County Treasurer  
411 N 5th Street, Building 1  
P.O. Box 429  
Shelton, WA 98584  
360-427-9676 Ext. 475

**Receipt Collection By SubFund**

Receipt Dates: 6/1/2021 - 6/30/2021  
Post Types: Misc Receipt  
Posting Status: All  
Receipt Type: All

						Total Receipt Count:	7 Receipts
						Grand Total:	(32,587.8300)
SubFund	Bars	Obj Line Function	Receipt Number	Receipt Date	Description	Amount	
670.020010.000.000	361.10	3000 0000.	2021-75207-MISC-06/04/21-Brittany	06/04/2021	GROSS MONTHLY INVESTMENT INTEREST	0.0500	
	361.40	3010 0000.	2021-75918-MISC-06/30/21-Heather	06/30/2021	LEASEHOLD EXCISE TAX INTEREST	0.0200	
	362.40	3020 0000.	2021-75147-MISC-06/03/21-Brittany	06/03/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	1,249.0000	
	362.40	3020 0000.	2021-75337-MISC-06/10/21-Brittany	06/10/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	266.0000	
	362.40	3020 0000.	2021-75521-MISC-06/17/21-Anna	06/17/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	59.0000	
	362.40	3020 0000.	2021-75690-MISC-06/24/21-Brittany	06/24/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	936.0000	
	514.20	5000 0000.	2021-75337-MISC-06/10/21-Brittany	06/10/2021	FINANCIAL SERVICES	(91.9800)	
	SubFund Total:					2,418.0900	
670.020030.000.000	361.10	3000 0000.	2021-75207-MISC-06/04/21-Brittany	06/04/2021	GROSS MONTHLY INVESTMENT INTEREST	1.6600	
	361.10	3000 0000.	2021-75207-MISC-06/04/21-Brittany	06/04/2021	TREASURER INVESTMENT FEE	(0.0800)	
SubFund Total:						1.5800	
670.020060.000.000	514.20	5000 0000.	2021-75074-MISC-06/01/21-Julie	06/01/2021	FINANCIAL SERVICES-WIRE FEE	(7.5000)	
	591.00	5000 0000.	2021-75074-MISC-06/01/21-Julie	06/01/2021	PRINCIPAL AND OTHER DEBT SERVICE LTGO 2019	(25,439.0800)	
	591.00	5000 0000.	2021-75074-MISC-06/01/21-Julie	06/01/2021	PRINCIPAL AND OTHER DEBT SERVICE	(74.7900)	
	592.00	5000 0000.	2021-75074-MISC-06/01/21-Julie	06/01/2021	INTEREST AND OTHER DEBT SERVICE - LTGO 2019	(9,486.1300)	
	SubFund Total:					(35,007.5000)	

100013\_ReceiptCollectionBySubfund

Receipt Collection By Subfund

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Page 1 of 2

Copy of Grapeview to June 2021

needed items

budget tab 4.png

**Grand Total: (32,587.8300)**

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



**Elisabeth Frazier**  
Mason County Treasurer  
411 N 5th Street, Building 1  
P.O. Box 429  
Shelton, WA 98584  
360-427-9676 Ext. 475

**Receipt Collection By SubFund**

Receipt Dates: 6/1/2021 - 6/30/2021  
Post Types: Mac Receipt  
Posting Status: All  
Receipt Type: All

Total Receipt Count: 7 Receipts						
Grand Total: (32,587.8300)						
SubFund	Bars	Obj Line Function	Receipt Number	Receipt Date	Description	Amount
670.020010.000.000	361.10	3000 0000. 00 00.	2021-75207-MISC-06/04/21-Brittany	06/04/2021	GROSS MONTHLY INVESTMENT INTEREST	0.0500
	361.40	3010 0000. 00 00.	2021-75918-MISC-06/30/21-Heather	06/30/2021	LEASEHOLD EXCISE TAX INTEREST	0.0200
	362.40	3020 0000. 00 00.	2021-75147-MISC-06/03/21-Brittany	06/03/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	1,249.0000
	362.40	3020 0000. 00 00.	2021-75337-MISC-06/10/21-Brittany	06/10/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	266.0000
	362.40	3020 0000. 00 00.	2021-75521-MISC-06/17/21-Anna	06/17/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	59.0000
	362.40	3020 0000. 00 00.	2021-75690-MISC-06/24/21-Brittany	06/24/2021	SPACE AND FACILITIES RENTALS-SHORT TERM	936.0000
	514.20	5000 0000. 00 00.	2021-75337-MISC-06/10/21-Brittany	06/10/2021	FINANCIAL SERVICES	(91.9800)
SubFund Total:						2,418.0900
670.020030.000.000	361.10	3000 0000. 00 00.	2021-75207-MISC-06/04/21-Brittany	06/04/2021	GROSS MONTHLY INVESTMENT INTEREST	1.6600
	361.10	3000 0000. 00 00.	2021-75207-MISC-06/04/21-Brittany	06/04/2021	TREASURER INVESTMENT FEE	(0.0800)
SubFund Total:						1.5800
670.020060.000.000	514.20	5000 0000. 00 00.	2021-75074-MISC-06/01/21-Julie	06/01/2021	FINANCIAL SERVICES-WIRE FEE	(7.5000)
	591.00	5000 0000. 00 00.	2021-75074-MISC-06/01/21-Julie	06/01/2021	PRINCIPAL AND OTHER DEBT SERVICE LTGO 2019	(25,439.0800)
	591.00	5000 0000. 00 00.	2021-75074-MISC-06/01/21-Julie	06/01/2021	PRINCIPAL AND OTHER DEBT SERVICE	(74.7900)
	592.00	5000 0000. 00 00.	2021-75074-MISC-06/01/21-Julie	06/01/2021	INTEREST AND OTHER DEBT SERVICE - LTGO 2019	(9,486.1300)
SubFund Total:						(35,007.5000)

100113\_ReceiptCollectionBySubfund

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Receipt Collection By Subfund

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Page 1 of 2

Copy to Grapeview for June 2021

Receipts Items

Budget tab 4.png

**Grand Total: (32,587.8300)**

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

10:29 AM

06/10/21

Accrual Basis

**Mason County Treasurer's Office**  
**Account QuickReport**  
As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>BONDS - PORT DISTRICTS</b>							349,533.91
<b>PORT OF GRAPEVIEW LTGO BD 2019</b>							349,533.91
General Journal	06/01/2021	WIRE	Kitsap Bank	M-75074 INT...	Bond Principal ...	-25,513.87	324,020.04
Total PORT OF GRAPEVIEW LTGO BD 2019							-25,513.87
Total BONDS - PORT DISTRICTS							-25,513.87
<b>TOTAL</b>							<b>-25,513.87</b>

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

## **Monthly Financial Paperwork**

Every month the County releases a series of reports needed for budget reconciliation.

The documents are retrieved via FTP site and are available sometime after the first of the month. FTP access: ftp://216.235.103.242 username: treasurer password: Tr3@sur3r!

Included documents are:

- District Financial Report (Monthly) (see page 35-39 for example)
- Financial Report - 101111 (Monthly) (see page 40-41 for example)
- Receipt Collection by SubFund - 100013 (Monthly) (see page 43-44 for example)
- Bond activity (When relevant activity takes place) (see pages 42 & 45 for example)
- Invest (Monthly) (see page 47 for example)

Miscellaneous receipts are received via email and are not included in the monthly FTP reports.

Occasionally other reports may be included on the FTP site.

These reports will be used to reconcile the annual budget(s).

All of these files must be downloaded, saved and printed. Printed copies need to be kept with the monthly financial information including the monthly warrant paperwork. See examples on pages noted above.

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

1:20 PM  
06/30/21  
Accrual Basis

**Mason County Treasurer's Office**  
**MONTHLY INVESTMENTS - PORT OF GRAPEVIEW**  
As of June 30, 2021

Date	Num	Name	Memo	Split	Amount	Balance
STATE POOL INVESTMENT LEDGER						26,306.62
670020010 - PORT OF GRAPEVIEW						836.62
Total 670020010 - PORT OF GRAPEVIEW						836.62
670020030 -PORT OF GRAPEVIEW CC						25,470.00
Total 670020030 -PORT OF GRAPEVIEW CC						25,470.00
Total STATE POOL INVESTMENT LEDGER						26,306.62
<b>TOTAL</b>						<b>26,306.62</b>

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

**Warrant Procedures:**

- The county treasurer's office provides specific forms for submitting warrants/vouchers that cannot be adjusted or changed, the format MUST remain in-tact or the county will not accept.
- There is a specified sheet for Operations and for Capital Construction
- When invoices, bills or receipts are received, they must be appropriately entered. The information is as follows:
  - Fund (cannot change)
  - Invoice number (not required - simple month/year can be used)
  - Invoice date (not required - simple month/year can be used if no date is available)
  - Invoice description (what is the invoice for)
  - Invoice amount
  - Name & address - required in the form format. This is how the information will be printed on the check.
- A voucher signature sheet must also be included with the voucher spreadsheet. The total amount must match the spreadsheet and include the date the vouchers were approved. All Commissioner signatures must be included.
- The completed voucher spreadsheet and signature must be emailed to [FinService@masoncountywa.gov](mailto:FinService@masoncountywa.gov)
- Once received the financial services office will respond confirming the totals match and will ask if the vouchers will be picked up or mailed.
- If mailed, the Port is required to provide stamps in advance to financial services.
- When the vouchers are ready for pick up or will be mailed, the county will send a confirmation email to the Port Auditor.
- Once the vouchers are received, each voucher and voucher number will be entered into the financial tracking spreadsheet for the Port to keep a current balance.
- Each warrant/voucher will be a check and a receipt stub.
- The receipt stub will be attached to the corresponding receipt/invoice
- The check will be placed into an envelope with a copy of the original receipt if applicable and mailed to the appropriate recipient.
- The county will include a record of all the included vouchers. The voucher record will be filed along with the voucher receipts & invoices and kept on file, available upon request.
- If a voucher is lost, the county has a process including a lost warrant affidavit that must be completed by the intended recipient in order to void the original voucher. A new form must be completed and sent in for a replacement voucher.
- If a voucher needs to be voided, the original voucher must have VOID written on it and must be sent back to financial services to be voided. An email notifying financial services of the incoming voucher is necessary.



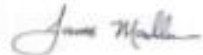
***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**


PORT OF GRAPEVIEW VOUCHER TOTAL CERTIFICATION

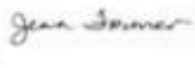
FUND 670-020-010  
6/15/21

TOTAL FOR SUBMITTED VOUCHERS FOR .010 \$8542.91

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED, OR THE LABOR PERFORMED AS DESCRIBED HEREIN, AND THAT THE CLAIM IS JUST DUE, AND UNPAID OBLIGATION AGAINST THE PORT OF GRAPEVIEW, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

COMMISSIONER #1\_ 

COMMISSIONER #2\_ 

COMMISSIONER #3\_ 

# Port of Grapeview

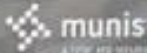
## POLICY & PROCEDURE MANUAL

← X Copy of Grapeview-10 June 2021.xlsx Open with ▼

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fund	Invoice	Invoice Date	Invoice Description	Amount	Name	Address 1	Address 2	City	state	Zip	
2	000	June 2021	6/18/21	Zoom, laptop, stamps	537.50	Kitsap Bank Credit Card	PO Box 6818		Canal Stream	IL	60197-6868	
3	000	26-5016	6/1/2021	Port o potty	100.00	AAA Septic	PO Box 1460		Shelton	WA	98584	
4	000	May 2021	5/15/2021	Electric	121.00	PUD 3	PO Box 2148		Shelton	WA	98584	
5	000	127253	6/1/2021	VenTek monthly fee	103.08	VenTek International	1260 Holm Rd	suite A	Petaluma	CA	94954	
6	000	24909	5/25/2021	Annual report services-partial	785.00	Wittenberg CPA	PO Box 1783		Shelton	WA	98584	
7	000	Q1&Q2	6/15/2021	Per diems	589.42	Jim Madden	2711 E Mason Lake Rd E		Grapeview	WA	98546	
8	000	Q1&Q2	6/15/2021	Per diems	1414.61	Glenn Carlson	PO Box 338		Grapeview	WA	98546	
9	000	Q1&Q2	6/15/2021	Per diems	1296.71	Jean Farmer	371 E Treasure Island Rd		Allyn	WA	98534	
10	000	Q1&Q2	6/15/2021	Bi-annual pay	2685.59	Amanda Montgomery	PO Box 592		Grapeview	WA	98546	
11		1&2	6/8/2021	Landscape maintenance	1010.00	Yard Work Service	4281 Grapeview Loop Rd		Grapeview	WA	98546	
12												
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**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

*Shape-10 430000553-564*

**Mason County** 

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 670.020010.000.000.111.10.111100.0000.00.  
CHECK NO. CHK DATE TYPE VENDOR NAME INVOICE CASH INV DATE PO DEPT BATCH NET

430000553	08/21/2021	PRTD	870201 AAA Septic	20-6418	INVOICE 011.0835	08/01/2021		GRAPE-10	100.00
			Invoice: 20-6418		Port o potty				
			100.00 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000553 TOTAL:				100.00
430000554	08/21/2021	PRTD	870201 AC3 Gardens	52022001	Loan mowing	07/11/2021		GRAPE-10	65.10
			Invoice: 52022001						
			65.10 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000554 TOTAL:				65.10
430000555	08/21/2021	PRTD	870201 Calley Beltran	1	Restroom maintenance	08/11/2021		GRAPE-10	84.20
			Invoice: 1						
			84.20 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000555 TOTAL:				84.20
430000556	08/21/2021	PRTD	870201 Enduris Washington	822-387-1	Insurance renewal	07/29/2021		GRAPE-10	4,823.00
			Invoice: 822-387-1						
			4,823.00 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000556 TOTAL:				4,823.00
430000557	08/21/2021	PRTD	870201 Glenn Carlson	-	Ink, keys, striping paint	08/11/2021		GRAPE-10	102.46
			Invoice: -						
			102.46 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000557 TOTAL:				102.46
430000558	08/21/2021	PRTD	870201 Kitsap Bank Credit Card	August	Zoom, website, postage	08/28/2021		GRAPE-10	181.92
			Invoice: August						
			181.92 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000558 TOTAL:				181.92
430000559	08/21/2021	PRTD	870201 PIO 3	August	Electric	08/15/2021		GRAPE-10	150.00
			Invoice: August						
			150.00 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				
					CHECK 430000559 TOTAL:				150.00
430000560	08/21/2021	PRTD	870201 ventek International	128191	ventek monthly fee	08/01/2021		GRAPE-10	103.08
			Invoice: 128191						
			103.08 670.020010.000.000.589.00.500000.0000.00.		EXPENDITURE				

Report generated: 08/21/2021 13:48  
User: michale  
Program ID: acctshub

Page 1

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

## **Kitsap Bank Loan/Bond Payments**

The Port must make biannual payments to Kitsap Bank for the limited obligation bond issued to help fund the Port's 25% match for a series of RCO grants.

Bond payments will be due in June and December of each year until the balance is paid in full.

Kitsap Bank will send an "invoice" 2-4 weeks before the payment is due. Payment must be scheduled and transferred by or before the due date.

The payment funding originates in the tax collection of the Port's IDD fund. Monthly IDD statements are issued by the Mason County Treasurer's Office.

To make a payment a letter must be drafted authorizing the Treasurer's office to transfer the appropriate amount of funds from the IDD account to the Bond Fund. The letter must include the amount of the payment that is going towards the principle and the amount of the payment that is going towards interest. If payments are only made per the schedule, the county will waive it's normal \$7.50 transfer fee. If an additional payment is made off-cycle, the \$7.50 fee will need to be included. The letter must include acknowledgement and authorization of a \$7.50 transfer fee charged by the county when necessary. Sample letter attached.

The appropriate transfer form (provided by the county) must be completed and signed by the authorized person. Both the letter and the form must be sent at least 48 hours in advance to:

- Julie Richert [Jar@masoncountywa.gov](mailto:Jar@masoncountywa.gov)
- Treastransmittals [Treastransmittals@masoncountywa.gov](mailto:Treastransmittals@masoncountywa.gov)
- Janet Hobson [JHobson@kitsapbank.com](mailto:JHobson@kitsapbank.com)
- KB-Finance [KB-Finance@kitsapbank.com](mailto:KB-Finance@kitsapbank.com)

See pages 53-57 for example documents.

*Port of Grapeview*  
POLICY & PROCEDURE MANUAL



Port of Grapeview  
PO Box 3  
Grapeview, WA 98546  
[www.PortofGrapeview.com](http://www.PortofGrapeview.com)

November 22, 2021

To whom it may concern,

The Port of Grapeview would like to authorize a wire transfer of \$24,11.02 to Kitsap Bank as payment toward our principal balance and interest 11/24/2021. \$21,460.08 will go towards the principal and \$3,350.93 will go towards interest. We understand that there is a fee of \$7.50 for this transfer and accept the fee. We would like the funds to be transferred out of our IDD account 670.025010.000.000 to the Bond Fund 670.02060.000.000 for payment to Kitsap Bank.

Sincerely,  
Amanda Montgomery  
Port Administrator

A handwritten signature in black ink, appearing to read 'A. Montgomery', is written below the typed name.

# INVOICE

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



619 Bay Street  
P.O Box 9  
Port Orchard, WA 98366  
PH: (360) 876-7819 Fax: (360) 876-7867

Invoice

Date	Invoice #
11/01/2021	POG2019-01

Bill To:

Port of Grapeview  
PO Box 3  
Grapeview, WA 98546-0003  
Attn: Amanda Montgomery  
[admin@portofgrapeview.com](mailto:admin@portofgrapeview.com)  
[Julie.Richert.Jar@masoncountywa.gov](mailto:Julie.Richert.Jar@masoncountywa.gov)

Terms	
Due 12/01/2021	
Description	Amount
Port of Grapeview, Mason County Limited Tax General Obligation, Bond, 2019	
Semi-Annual Interest Due:	\$3,350.93 ✓
Principal Due:	\$21,460.08 ✓
Remaining Bond Amount \$287,539.92	
Total	\$24,811.02
Payments/Credits	\$0.00
Balance Due:	\$24,811.02 ✓

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

**Kitsap Bank**  
Port of Grapeview  
Debt Service Schedule

**LTGO Bond, 2019**

Settle	7/29/2021
Principal	309,000.00
Interest Rate	3.20%
Amortization Term (y)	7
Payments per Year	2
Debt Service	(24,811.02)
Annual Debt Service	(49,622.03)

<u>Payment Period</u>	<u>Beginning</u>	<u>Principal</u>	<u>Interest</u>	<u>Ending</u>	<u>Cash flow</u>
07/29/21				309,000.00	309,000.00
12/01/21	309,000.00	(21,460.08)	(3,350.93)	287,539.92	(24,811.02)
06/01/22	287,539.92	(20,210.38)	(4,600.64)	267,329.54	(24,811.02)
12/01/22	267,329.54	(20,533.74)	(4,277.27)	246,795.80	(24,811.02)
06/01/23	246,795.80	(20,862.28)	(3,948.73)	225,933.52	(24,811.02)
12/01/23	225,933.52	(21,196.08)	(3,614.94)	204,737.44	(24,811.02)
06/01/24	204,737.44	(21,535.22)	(3,275.80)	183,202.22	(24,811.02)
12/01/24	183,202.22	(21,879.78)	(2,931.24)	161,322.44	(24,811.02)
06/01/25	161,322.44	(22,229.86)	(2,581.16)	139,092.59	(24,811.02)
12/01/25	139,092.59	(22,585.53)	(2,225.48)	116,507.05	(24,811.02)
06/01/26	116,507.05	(22,946.90)	(1,864.11)	93,560.15	(24,811.02)
12/01/26	93,560.15	(23,314.05)	(1,496.96)	70,246.10	(24,811.02)
06/01/27	70,246.10	(23,687.08)	(1,123.94)	46,559.02	(24,811.02)
12/01/27	46,559.02	(24,066.07)	(744.94)	22,492.95	(24,811.02)
06/01/28	22,492.95	(22,492.95)	(359.89)	-	(22,852.84)

**RECEIVED**

NOV 04 2021

TREASURER, MASON COUNTY



**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

**PRINT ON DEPARTMENT/DISTRICT LETTERHEAD**

DATE: 11/24/2021

TO: MASON COUNTY TREASURER'S OFFICE  
ATTENTION: CHIEF DEPUTY

**TRANSFER**

DATE: 11/24/2021

FROM: Port of Grapeview; Amanda Montgomery ADMIN

Please TRANSFER between the following funds:

	FUND NAME	FUND #	BARS LINE	C/D	AMOUNT
From	Port of Grapeview	670.002010.000.000	111.10.111100.0000.00.	C	
To	Port of Grapeview Capital Projects	670.002030.000.000.	111.10.111100.0000.00.	D	

	FUND NAME	FUND #	BARS LINE	C/D	AMOUNT
From	Port of Grapeview IDD Fund	670.025010.000.000	111.10.111100.0000.00.	C	\$24,811.02
To	Bond Fund	670.02060.000.000	111.10.111100.0000.00.	D	\$24,811.02

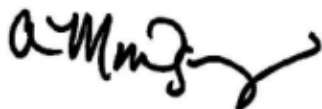
	FUND NAME	FUND #	BARS LINE	C/D	AMOUNT
From			111.10.111100.0000.00.	C	
To			111.10.111100.0000.00.	D	

	FUND NAME	FUND #	BARS LINE	C/D	AMOUNT
From			111.10.111100.0000.00.	C	
To			111.10.111100.0000.00.	D	

	FUND NAME	FUND #	BARS LINE	C/D	AMOUNT
From			111.10.111100.0000.00.	C	
To			111.10.111100.0000.00.	D	

REASON:

Kitsap Loan Paydown & Interest payment



SIGNATURE

11/24/2021

DATE

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

**Check acceptance policy:**

- The Port will accept personal checks as a form of payment for facility usage such as parking, annual pass, boat launch, etc.
- All checks must be made payable to the Port of Grapeview.
- The Port of Grapeview Template form provided by the Treasurer's Office must be filled out and submitted to the county with the check.
- Fill out the total of the check on this line:

670.020010.000.000	362.40	302000	0000.0 0	SHORT TERM/MOORAGE & PARKING
--------------------	--------	--------	-------------	------------------------------

- Print and sign the form.
- Do not endorse the check.
- Mail or drop of the check with the included form to:
  - Mason County Treasurer PO BOX 429 Shelton, WA 98584
- If the payment is physically dropped off, the cashier will issue a receipt.
- If the payment is mailed, the form will be received via email by the Port Auditor once the payment clears.
- The amount must be logged in the budgetary spreadsheet for the .010 account.

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**

**PORT OF GRAPEVIEW**

ACCOUNT				DESCRIPTION	AMOUNT
SubFund	BarID	ObjectID	LineID	AcctDesc	Amount
645.000000.000.000	389.00	300005	0000.00	TREASURER TRUST	
670020010.000.000	311.10	300000	0000.00	PORT OF GRAPEVIEW	
670.020010.000.000	337.00	301000	0000.00	LEASEHOLD EXCISE TAX	
670.020010.000.000	337.00	302000	0000.00	TIMBER EXCISE TAX	
670.020010.000.000	341.81	300000	0000.00	WORD PROCESSING, PRINTING, DUPLICATING SERVICES	
670.020010.000.000	362.60	300000	0000.00	HOUSING RENTALS AND LEASES	
670.020010.000.000	369.91	300000	0000.00	OTHER MISC REVENUE	
670.020010.000.000	361.11	300000	0000.00	INVESTMENT INTEREST	
670.020010.000.000	361.40	301000	0000.00	LEASEHOLD EXCISE TAX INTEREST	
670.020010.000.000	397.00	300000	0000.00	TRANSFERS IN	
670.020010.000.000	362.40	302000	0000.00	SHORT TERM/MOORAGE & PARKING	7.00
670.020010.000.000	362.50	300000	0000.00	SPACE AND FACILITIES LEASES - LONG TERM/DNR	
670.020010.000.000	367.11	300000	0000.00	GIFTS, PLEDGES, GRANTS FROM PRIVATE SOURCES	
670.020010.000.000	361.40	300000	0000.00	OTHER INTEREST EARNINGS	
670.020010.000.000	335.02	320000	0000.00	DNR OTHER TRUST 2	
670.020.010.000.000	514.20	500000	0000.00	FINANCIAL SERVICES-BANK FEES	
670.020030.000.000	334.02	370000	0000.00	STATE GRANT RCO	
670.020030.000.000	361.11	300000	0000.00	INVESTMENT INTEREST	
670.020030.000.000	362.40	300000	0000.00	SHORT TERM/MOORAGE & PARKING	
670.020030.000.000	367.00	300010	0000.00	CONTRIBUTIONS-TAYLOR SHELLFISH	
670.020030.000.000	369.91	300000	0000.00	OTHER MISC REVENUE	
670.020030.000.000	391.60	300000	0000.00	ANTICIPATION NOTES/KITSAP BANK LINE OF CREDIT	
670.020030.000.000	397.00	300000	0000.00	TRANSFERS IN	
670.020030.000.000	514.20	500000	0000.00	FINANCIAL SERVICES-BANK FEES	
670.020060.000.000	591.00	500000	0000.00	PORT OF GRAPEVIEW PRINCIPAL-DEBT PAYMENT	
670.020060.000.000	592.00	500000	0000.00	PORT OF GRAPEVIEW INTEREST-DEBT PAYMENT	
670.020010.000.000	389.10	300000	0000.00	NON-REVENUE, REIMBURSE	

TOTAL \$ 7.00

Date

8/6/2021

Prepared By:

Amanda Montgomery

Received By:

Checks \$ 7.00

Cash

Credit Card

Other

EFT

TOTAL \$ 7.00

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

## **Credit Card Policy**

**Purpose:** During the normal transaction of Port business, it may become necessary to use a Port issued credit card for Port authorized purchases. The Port Commission hereby establishes the following policy regarding the issuance and use of Port credit cards in accordance with RCW 43.09.2855.

### **Issuance of and limits on Port Credit Cards**

- The Port will hold credit cards with Kitsap Bank.
- The Port issued credit cards will have a limit that shall not exceed \$5,000.
- With approval via motion from the Board of Commissioners, credit cards may be issued to Staff and/or Commissioners who have job responsibilities that would benefit or otherwise be facilitated by the use of a credit card.

### **General Policies**

- Staff and/or Commissioners receiving a credit card must abide by the "use of credit card" policy (see below) and will be responsible for the usage and transactions of the issued credit card.
- Only the Staff and/or Commissioners to whom the card is issued are authorized to use the card.
- Card numbers will not be released to other Staff and/or Commissioners.
- Up to \$250 per month may be charged to the credit cards for supplies and sundries without special approval of the board.
- Any expenses incurred over the \$250 limit must have prior approval via motion from the Board of Commissioners.
- The balance of the card must be paid in full every month to avoid interest charges or fees.
- Credit Card statements will be retained by the Port Auditor with credit card receipts detailing purchases. Once the credit card statement is received, the Port Auditor will reconcile receipts to the statement and prepare a warrant for payment.
- The Port Auditor will ensure all purchases are accounted for and any questionable charges are investigated.
- All receipts must be saved and documented with the monthly warrants for review by the Port District Commissioners and be available upon request.

### **Use of Credit Card**

- Port issued credit cards may be used to procure ordinary and recurring needs of the Port, including on-line purchases (see below). Such charges shall be incurred and accounted for within the provisions of RCW 42.24.115.
- Personal charges (e.g., travel, lodging, food) may not be made with a Port credit card.

### **Disallowed charges**

- Any charges on a credit card that are not authorized, appropriately documented, or otherwise allowable according to state law and accompanying Port of Grapeview policy will be disallowed.
- Using the Port credit card for personal purchases, even if the purchase is reimbursed prior to the date that the bill becomes due is prohibited. Additionally, using the port credit card for cash advances, regardless of the purpose, is specifically prohibited by law (RCW 43.09.2855).
- If, for any reason, disallowed charges are not repaid before the credit card billing statement is due and payable, the Port of Grapeview shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the credit card user up to the amount of the disallowed charges and interest, at the same rate as charged by the company that issued the credit card.

### **Internet Purchasing**

- A credit card number should not be entered in a web browser to purchase items unless the vendor ensures the card number is encrypted. This can only be verified when transacting business on a secured server using Secured Socket Layering (SSL). On the bottom line (status bar) of the browser, the padlock should be "locked". If the padlock is not "locked", the transaction information is not secure.

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

**Policy & Procedure for commonly shared email account and voicemail account**

1. Emails and voicemails that are received by the Port that are specifically addressed to a singular Commissioner will be answered or returned by said Commissioner.
2. Emails or voicemails that are received by the Port that reference a specific job or position held by a Commissioner will be answered or returned by said Commissioner. I.E. A voicemail or email is received regarding a public records request, that message will be handled by the Public Records Officer.
3. Unless otherwise agreed upon by the Board for specific topics (i.e. Annual Pass questions) all other messages or voicemails will be returned by the President.
4. When an email or voicemail message is being returned, an email will be sent to the [PortofGrapview@gmail.com](mailto:PortofGrapview@gmail.com) informing all parties that the message has been handled, in an effort to avoid duplicate responses.

**Email policy**

1. The President, the Port Auditor and the Port Secretary will check their inboxes a minimum of three times per week unless on vacation in order to ensure items are being addressed in a timely manner.
2. Check spam box regularly for misfiled emails.
3. Aside from SPAM, emails should never be deleted.
4. Outlook emails will be backed up into .pst files and those files should be regularly back up on a provided external drive

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

## **Annual Passes**

The Port offers an option to purchase an annual launch pass for both individual households and commercial fishermen.

The cost of an annual pass will be reviewed every December with a vote on whether to keep the cost the same or increase the fee.

The annual pass is valid at the date of purchase through December 31st of a given calendar year. Whether a pass is purchased in January or October, a pass will always expire December 31st. The cost of a pass purchased at any point later in the year will not be prorated.

A user may purchase an annual pass in one of two ways. They may purchase the pass via the kiosk located at the launch facility. The user will select the appropriate options on the kiosk menu, insert their credit card and a ticket will be issued. The second option is to send a check for the appropriate amount made payable to the Port Of Grapeview for the current amount along with the required information to PO Box 3 Grapeview, WA 98546

The user will then fill out the Annual Pass form at [www.portofgrapeview.com/annual-pass-form](http://www.portofgrapeview.com/annual-pass-form) Very clear information and instructions are posted on this Port of Grapeview webpage.

Information required to receive the annual pass:

- First & Last Name
- Full mailing address
- Phone number
- Email address
- Date of purchase
- Authorization number (or check number if paying by check)
- Vehicle plate number(s)
- Trailer number(s)
- Vessel number(s)

Once a submission is received, the information will be verified and logged by the designated individual(s). An Annual Pass Table is maintained by the authorized parties where all the data is reviewed and maintained. The authorized parties will utilize the information to track sales, frequency, discrepancies and for general information. No user data will ever be shared or sold.

Authorization or proof of paid transaction and vehicle/trailer/vessel numbers will be verified.


Once confirmed, an annual pass is filled out by the Port representative, a restroom fob is assigned to the user and a letter of instruction is included with the fob and the pass. Sample letter attached. The included documents and items will be mailed to the purchaser via USPS within 10 days of the receipt of the submission.

***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

Annual passes will not be refunded. If a user requests a refund within one week of purchase, the board may decide to vote to issue a refund in the form of a warrant. If the pass has already been distributed, the pass must be returned to the Port before the warrant is mailed to the user.

In December of each calendar year, when the kiosk fee schedule is reviewed, the format of the annual pass will also be reviewed for changes or updates and the following years pass format will be approved and ordered through the Port's account at Vista Print.

**Port of Grapeview**  
**POLICY & PROCEDURE MANUAL**



# PORT OF GRAPEVIEW

[HOME](#) [ABOUT US](#) [BOAT & MARINA SERVICES](#) [PORT DOCUMENTS](#) [PORT CALENDAR](#) [PORT HISTORY](#) [LINKS](#) [CONTACT US](#)

## Annual Pass Form


**Credit Cards:**  
If you wish to purchase an annual parking and launch pass -non-commercial or commercial -with a credit card, please proceed to the kiosk at the boat ramp; pay and you will receive a ticket! Once you have your ticket, note the **6 digit AUTH #** on the form below. Please fill out the **entire** form, including your FULL mailing address and click the **SUBMIT** button. All trailer and vessel numbers must be registered to the applicants household.

**Personal Check:**  
Send a check for \$65 for non-commercial use passes or \$115 for commercial use passes made out to the Port of Grapeview. Please mail your check to Port of Grapeview P.O. Box 3, Grapeview, WA 98546. Fill out this digital form and include your check # in the Kiosk Auth # box below. There is no need to print or include this form when mailing your check. Simply fill out the entire form, including your FULL mailing address, then click the **SUBMIT** button. All trailer and vessel numbers must be registered to the applicants household.

**Receiving your pass:**  
Once your payment and submitted information are received and confirmed, a pass and restroom key fob will be mailed to the mailing address you provide. Passes and fobs will be mailed out one to two times per week, you should see the package in the mail within 14 days of purchase. If you do not, please contact the admin at [admin@portofgrapeview.com](mailto:admin@portofgrapeview.com). Do not be concerned with the 10 day annual pass expiration on the kiosk ticket, the annual pass kiosk tickets will be honored any time during the year of purchase.

<b>FIRST NAME</b>	<b>LAST NAME</b>
<input type="text"/>	<input type="text"/>
<b>FULL MAILING ADDRESS, INCLUDING CITY/STATE/ZIP</b>	
<input type="text"/>	
<b>PHONE NUMBER - A 10 DIGIT FORMAT REQUIRED</b>	<b>EMAIL ADDRESS</b>
<input type="text"/>	<input type="text"/>
<b>KIOSK 6 DIGIT AUTH CODE</b>	<b>DATE OF PURCHASE</b>
<input type="text"/>	<input type="text"/>
<b>VEHICLE #1 LICENSE PLATE</b>	<b>VEHICLE #2 LICENSE PLATE (OPT)</b>
<input type="text"/>	<input type="text"/>
<b>TRAILER LICENSE PLATE*</b>	<b>VESSEL NUMBER*</b>
<input type="text"/>	<input type="text"/>

\* If you have more than one vessel or trailer, please email additional information including your name to [admin@portofgrapeview.com](mailto:admin@portofgrapeview.com). Registrations are verified with the DOL.



[Puget Sound Marine Chart South](#) [Grapeview Weather](#)

[Puget Sound Marine Chart North](#) [Grapeview Tides](#)



# Port of Grapeview POLICY & PROCEDURE MANUAL

Dashboard

We just launched new features! [See Now](#)

Content Manager > Annual Pass submittals

Sort Filter

5 Hidden Fields

	T First Name	T Last Name	# Phone #	T Kiosk Ticket #	T Email address	T Vehicle 1 license plat
17	JUSTIN		360	092214		173wp
18	bill		360	06769d		b191672
19	anthony		253	084813		A0w8239
20	Michael		425	031012		B133557R
21	Dan		1360	99331D		B02670Y
22	Scott		360	H61300		c65919v
	Mika		206	08370D		AYA0141
24	ronald		509	03795A		B38803W
25	Kurtis		503	057138		CROM
26	Robert		360	03602Z		C95506R
27	mike		360	085019		c893661
28	Jarred		360	07324D		b40951G

Upgrade

PoG Annual Pass Table

File Edit View Insert Format Data Tools Add-ons Help Last edit was made 14 days ago by Amanda Montgomery

100% 123 Arial 8

	#	Last	First	Address	City/State	Email	Phone	Tax/Chk #	Purch Date	Veh 1	Veh 2	Titr	Vessel	Date Mailed	Pass Type
3	5	Betsy			Ocala 30359		360	000711	1/3/2021	C13170A	NA	NA	WN6405JB	2/18/2021	Private
4	30	Ron			Grapeview		509	03795A	1/4/2021	B30803W	NA	AG8825	WN3967E	6/1/2021	private
5	1	Jeremy			Shelton 90504		300	914638	1/12/2021	C19574M	CJ0572	2491-8	WN 8670 NJ	1/14/2021	Commercial
6	2	Steve			Alynn 90524		425	883186	1/14/2021	WN5U3992	NA	21487AC	WN 9738 ST	1/27/21	Private
7	3	Michael			Grapeview		360	CK 5265	1/28/2021	823140F	NA	4847QU	WN5874NP	2/2/2021	Private
8	4	Hal			Alynn 90524		253	000087	2/7/2021	C68998J	NA	34334AC	WN7598MD	2/9/2021	Private
9	11	Tom			Ocala		206	086644	2/7/2021	C08882P	NA	34003AC	WN 943 CW	3/18/2021	Private
10	9	Deag			Bellevue		293	CK 105267398	2/14/2021	DOUGS	NA	54123AC	WN 6245 ST	3/1/21	Private
11	6	Mark			Grapeview		253	CK 18842	2/15/2021	AKB4350	100-10L	22893AD	WN 1317-NL	02/16/2021	Private
12	7				Alynn 90524		707	881	2/17/2021	7804835	NA	29682W	WN 3550 NG	2/19/2021	Commercial
13	8	Rob			Woodville 90077		293	CK 5219	2/18/2021	C58544W	NA	62815AE	WN 1858 SY	delivered in person	Private
14	10	David			Grapeview		360	CK 1342	3/2/2021	AHT 2112	BJH6181	3294RA	WN 2222 LP	3/8/2021	Private
15	12	Garrett			Grapeview		360	00625D	3/11/2021	895493W	C3810L	2377-ZZ	WN 7489 NW	3/12/21	Private
16	13	John			Alynn 90524		360	880906	3/12/2021	C0381TD	0612MP		WN 5242 KU	3/13/2021	Private
17	14	Aaron			Alynn VIA 98524		360	735856	3/27/2021	C08332R	NA	1637-YM	WN 2188 MP	3/31/2021	Private
18	16	Matthew			Alynn		360	823790	4/18/2021	C2044v	NA	34291Ac	WN 3988 SP	4/15/21	Private
19	20	Alexander			Alynn		300	81480p	4/11/2021	BNJ8564	B19302L	01950Q	WN 6888 SS	4/18	Private
20	15	Michael			Gig Harbor		253	075488	4/13/2021	C50590J	NA	4485-yx	WN 9405 KU	4/14/2021	Private
21	17	Caylan			Grapeview		206	96282D	4/15/2021	B7367YT	NA	17075AE	WN 2348 SW	4/15/2021	Private
22	18	Ryan			Alynn		360	389511	4/15/2021	C154339J	NA	46938AA	WN 6568 SL	5/24/2021	Private
23	26	Timothy			Grapeview		360	05017D	4/16/2021	B58428V	AHT3882	1896-XA	WN 0234 NW	4/26/21	Private
24	19	David			Grapeview		360	02082D	4/16/2021	C85184D	NA	8553TH	WN 6048 NJ	4/28/21	Private
25	16	Michael			Burien		470	647	4/16/2021	C10706Q	NA	8817YND	WN 0717 J	4/28/21	Private

2021 2020

*Port of Grapeview*  
POLICY & PROCEDURE MANUAL



**Port of Grapeview**  
**Annual Pass**  
**VALID**  
**01/01/22 thru 12/31/22**  
**Vehicle #1 & #2 (plate no.)**  
\_\_\_\_\_  
**Trailer # or #'s**  
\_\_\_\_\_  
**Vessel # or #'s**  
\_\_\_\_\_  
**2021 ticket auth #**  
\_\_\_\_\_  
**www.PortofGrapeview.com**  
**425-610-6552**

\*pass includes launch & parking of listed vehicles

Thank you for using the  
Port of Grapeview ramp  
& launch.

**Usage Do's & Don't's:**

- \*Please be courteous to other users
- \*Please properly dispose of trash -  
pack it in, pack it out.
- \*Please do not leave vessels  
unattended
- \*Please do not swim, dive, etc. off or  
near ramp/float
- \*Please use north side of the float to  
temporarily tie up vessels
- \*Please, no overnight parking  
anywhere

**www.PortofGrapeview.com**  
**425-610-6552**



***Port of Grapeview***  
**POLICY & PROCEDURE MANUAL**

**Kiosk Operations, Management & Maintenance**

The kiosk refers to the VenTek International Revenue Collection system that is installed at the boat launch facility to collect fees for parking, launches, annual passes and other potential facility use revenue streams.

The kiosk operation software and mechanical components are installed and run by VenTek International. A monthly fee is billed to the Port for the monthly usage of the cellular data used to transmit data and fee collection information. The bill is to be paid monthly.

The Port of Grapeview purchased the kiosk and bears the financial responsibility of any repairs and/or maintenance to the machine, which is handled and processed by VenTek. For problems with the printer or other components, please contact VenTek at.....

There are 3 keys to access the internal components of the kiosk; 1 held by the Port Admin, 2 held by the closest Commissioners. The machine should only be opened to fix a receipt paper jam, check the status of the receipt paper or to change the receipt paper.

Receipt paper is ordered through the representative at VenTek at ..... One extra roll should be kept on hand at all times.

The kiosk processes data in and out of the machine hourly at what VenTek refers to as the "heartbeat". And new data entered (i.e., fee changes, menu options, restroom codes, etc.) will go live upon the next heartbeat after the change is entered.

One individual will be assigned login access to the VenTek Venvue software which allows the monitoring of kiosk purchases as well as updating restroom codes, proper hourly operation of the machine, etc. VenTek only permits one user per institution unless additional user fees are paid. The assignee of the login will regularly monitor the heartbeat and occasionally double verify transaction data (daily collection amount) vs. reported county data for any inconsistencies.

Per the email/voicemail policy, any messages received regarding the kiosk operation or in operation will be promptly returned by the assigned person/persons, followed by a check up on the kiosk and if necessary, a maintenance call to VenTek with a description of the problem.

**Kiosk usage:**

As previously stated, the kiosk is the sole source of revenue for the Port at this time. Users of the facility may purchase a ticket at the kiosk with a credit card for a boat launch, a kayak launch, parking, or an annual pass both household and commercial. The fees will be reviewed and updated when needed annually in December.

A user should select the appropriate options from the menu which includes a la cart options or combinations of launches and parking.

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One the credit card is processed; a ticket is issued through the drop slot at the bottom. The ticket should be displayed on the dashboard of the vehicle parked in the lot if parking, otherwise the user may keep the ticket on their person.

If a user makes an error during a purchase (i.e.. purchases a pass instead of a launch) follow the warrant process to issue the user a refund. Do not have the user contact their bank or credit card company.

The screenshot shows the 'Pay Stations' page for 'Port of Grapeview'. The left sidebar contains a navigation menu with options like Configuration, Lot Status, and Reports. The main content area displays details for a specific pay station, including its name, location, and model. Below this, there is a status summary and a detailed list of components and their operational status.

**Pay Station Name:** Port of Grapeview  
**Lot:** Lot 101-4884  
**Model:** VenStation  
**Manufacturer:** 114

Last Heartbeat Time: Aug 27, 2021 16:11:15  
Heartbeat Interval: 60 minutes  
Pay Station Time (Calculated): Aug 27, 2021 16:29:00 PST/PDT  
Today's Transaction Count: 3  
Today's Transaction Value: \$26.00

**Details for Paystation ID: 101-4884**

Component	Status
Battery	OK
Bill Acceptor	OK
Bill Dispenser	No Bill Dispenser
Card Dispenser	No Card Dispenser
Card Reader	OK
Cashbag	Present
Coin Acceptor	No Coin Acceptor
Configuration	OK
Controller	OK
Database	OK
Door	Closed
Hopper	No Hopper
Intrusion	No Intrusion
Keyboard	OK
Last Configuration	OK

**Legend:**

- In Service, Pay Station Normal
- In Service, Maintenance Required
- Out of Service/Error
- Out of Service, Intrusion Detected
- Offline
- Busy
- Unknown (Disabled, Insecure)

**Rate Table:** 2021\_PortOfGrapeview\_401

The screenshot shows the 'Reports' page for 'Port of Grapeview'. The left sidebar contains a navigation menu with options like Configuration, Lot Status, and Reports. The main content area displays a calendar for August 2021, allowing users to select a date range for the report. Below the calendar, there are filters for Pay Stations, Payment methods, Miscellaneous Filters, and Report Type.

**Start Date:** August 2021  
**End Date:** August 2021

**Start Time:** 0:00  
**End Time:** 23:59

**Pay Stations:**

- Port of Grapeview (Exchange)
- Port of Grapeview (Lot)

**Payment:**

- ☐ Cash
- ☐ Credit
- ☐ Loyalty Card
- ☐ Smart Card
- ☐ Cancelled
- ☐ Coupon
- ☐ Debit
- ☐ Cash Returned
- ☒ All

**Miscellaneous Filters:**

- Last 4 Digits:
- ☐ Include Failed Transactions
- ☐ Include Tax

**Report Type:**

- ☒ Standard Report
- ☐ Sample Report
- ☐ Standard Plate Report
- ☐ CC Totaled Standard Report
- ☐ CSV Report

**Amount Paid Filter (\$):**

Min:   
Max:

**Transaction ID Filter:**

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## **Restrooms**

The restrooms must be regularly cleaned and maintained by either a member of the board or an agreed upon cleaning person. If an individual is hired to do the maintenance, an assigned Commissioner should regularly follow up by physically visiting the restrooms and ensure that the Port standards are being met.

The Port Auditor will be responsible for purchasing the supplies for the restroom and well stocked and available for the person or persons maintaining them. This includes but is not limited to toilet paper, toilet seat covers, hand soap, urinal cakes, sanitary napkin bags, trash bags, mop heads, cleaners, etc.

The restrooms will be secured with coded locks. The restroom locks are operable by anyone with an assigned code or key fob. Daily codes will be available on each purchase launch or parking ticket. A portable restroom will be provided for other individuals.

The restroom hours will be determined by the board and may change seasonally. Commercial Pass fisherman (ie. Taylor Shellfish) will have 24/7/365 access. Annual Pass holders will have access 365 days a year but will be limited in hours based on the season and daylight. Port employees, volunteers and contractors' codes will work 24/7/365.

Daily Launch codes will be available for a limited duration based on the season. It is recommended that the board determine the Daily Launch codes access and the hours for the Annual Pass Holder access at the start of the calendar year and be revisited periodically, with another change at the end of the boating season.

Only Port employees, specified contractors and specified volunteers will be permitted access to the maintenance room.

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**Restroom locks: Policies, program, software, etc.**

Both Port facility restrooms use electronic coded locks purchased through TimePilot.

One assigned individual will have access to the software and be responsible for programming and updating the lock information. The software is not web based and must be assigned and downloaded to a specific computer. There will be one login ID and one password. The database can be transferred to a different computer at any time by contacting TimePilot.

The program is set up for a main database of users, both codes and fobs. Then each lock (Men's & Women's) is programmed separately.

All Port Commissioners, staff, designated volunteers, designated subcontractors, and the Sheriff's department will have assigned 4-digit access codes with 24/7/365 access. It is recommended in most cases that the 4-digit code be the last 4 digits of the user's telephone number unless otherwise requested.

All Annual Pass & Commercial Pass holders will be issued a fob.

A daily access code will print on purchase receipts and will be seasonally available per the board's discretion.

Help and assistance is available through TimePilot at [support@timepilot.com](mailto:support@timepilot.com). A copy of the manual/guide will be available as well.

Every individual needs to be added under the Set Up tab, then the "Add User" function.

- Enter the first and last name.
- Select one of the pre-assigned departments.
- The "display" name will automatically populate but can be changed manually if desired.
- For assignees receiving a 4-digit code, check the box "Enable Key Code" and enter the code.
- For assignees receiving a fob, click the "Enable Button" box, then the "Get ibutton" box. Selecting the appropriate color is optional. Place the blank fob into the reader, a number will pop up under the "ibutton number". Then click OK.
- Whether entering a code or fob, the option is to either click "OK" which will end the "Add User" function, saving the entered information OR click "Save and add another user" to add another user and follow the same instructions.

This will add the new user(s) to the column on the left. Double click each new user added to verify the information entered and to click the "active" button.

To add the new user information to each specific lock, double click the lock name and the user list will populate. Any name that does not have a green dot next it needs to be activated.

Clicking the blank box will add the green dot or remove the green dot. New users need to have the green dot clicked on. Click "Save & Close" . Two more options will appear - either "Transfer Lock Settings" or "Wait & Transfer Later". If transferring the lock settings, place the yellow management key assigned to the specific lock into the fob reader and follow the instructions.

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To load the updated information to each lock, hold the appropriate yellow management key over the fob scanner on the door lock. It will start beeping and the light will turn green. Continue holding in place until there are two final beeps at the end. Repeat this process for each lock.

To set or change the usage parameters of each lock, while the lock information is open, select the necessary tab at the top (ie. daily restrictions or date restrictions)

To deactivate a user, simply unclick the green button, load the saved data to the yellow management key, scan over lock and wait for the beeps.

To delete a user, first deactivate the user, then from the main menu on the left hover over the name, right click and click "delete profile".

Annual Pass holders need to be deactivated at the end of the year. Their data/information should be retained in the system. If/when the user renews their annual pass, their fob should then be reactivated. Annual pass holders have been asked to keep their initially issued fob. Replacement fobs may be purchased for \$20. Information contained in the "Annual Pass" policy/procedure.

Brand new annual pass purchasers will be issued a single fob included with their annual pass.

Daily seasonal launch codes should be changed regularly. Preprogramming the daily launch codes for weeks in advance is recommended. The code that prints on the kiosk receipt needs to be changed/updated through the VenVue software referenced in the Kiosk Operations policy/procedure.

The authorized VenVue user will login, select the appropriate rate table, click "sections" and update the code in both "layer 1" and "layer 2".

If assistance is needed, contact VenTek support at [support@ventek-intl.zendesk.com](mailto:support@ventek-intl.zendesk.com) or Roy Whipple Jr at [roynwp1@aol.com](mailto:roynwp1@aol.com). The code will update on the ticket within an hour.

Per the recommendation, the code should already be programmed into the lock for any users purchasing a ticket immediately following the update. Old daily codes should be deactivated by following the "deactivate a user" procedure above. This will eliminate the use of old codes. Each time a new daily launch code takes effect, the code should be emailed to the board.

If a code or fob is thought to be compromised, lost or stolen, deactivate it as soon as possible.

Activating or deactivating any fobs or codes must be done in person with the yellow management key. Only the printed kiosk code can be done remotely. A printed kiosk code should NEVER be updated before the code is available in the locks.

Additional fob supplies may be purchased on Amazon.com. Anything compatible with the DS1990A F5 will work.

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Additional yellow management keys must be purchased via TimePilot.

To retrieve the audit trail for each lock, the laptop with the TimePilot program must be present. No internet access is required to utilize it. Highlight the desired lock (one at a time only), click on the "Lock Operations", then click on "Get Audit Trail" and follow the instructions. After the first lock, do not click to view, follow the same instructions for the second lock audit, then all the current information will aggregate from both locks to view or review.



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**Parking/Parking Lot/Rules**

The Port currently possesses three parking areas: along the rock wall near the boat launch, near the restrooms and the gravel lot across the street.

The area along the rock wall is limited/temporary parking of 30 minutes or less and is available for customers of the Port. This parking area is free of charge. Board will revisit whether or not to leave this area as is at future meetings. Potential safety concerns and violations of extended parking by non-Port customers may require this area be reassessed.

The parking area near the restrooms is designated for 30-minute parking and is available for customers of the Port. This parking area is free of charge.

The gravel parking area across the Loop Rd is the main parking area for customers of the Port.

This is a fee lot and requires either a displayed Annual Pass or a paid ticket from the kiosk.

Vehicles with trailers may only park in the fee required gravel lot.

The parking fees will be determined by the board at the end of every calendar year per the Annual Pass policy, to be instituted by January 1 of the following year.

Overnight parking is not permitted under any circumstances.

Violators may be ticketed or towed. Towing requests will be handled by a Commissioner and will utilize an account with a local towing company. A towing agreement is in place and on file between the Port of Grapeview and North Shore Towing as of October of 2021.

It is recommended that the board review and update the parking time frames, fees and rules regularly in order to ensure the best use and accessibility of the facilities.

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**Mail & PO Box**

Up to two keys are available for the PO Box held by the Port - PO Box 3.

A specific person, preferably the Port Auditor or Secretary should be assigned to collect the mail.

Mail should be retrieved by the designated individual regularly, at least weekly, but preferably more often.

SPAM or junk mail may be disposed of.

Any invoices or bills should be handled per the Warrant policy.

Any mail addressed to a specific individual or Commissioner should be passed along or forwarded to that specific person.

Any time sensitive documents should be addressed immediately.

Any valid correspondence received via USPS should be listed/discussed during the "Correspondence" portion of the monthly agenda.

If the designated person collecting the mail is away or on vacation a secondary plan should be put in place beforehand to eliminate the possibility of missing time sensitive information.

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## **Industrial Development District Tax**

The IDD establishment law is contained in Title 53 Port Districts starting at 53.25. Law as it applies to financing IDD's is contained in Title 53 starting at 53.36.110 and ending at 53.36.160. Understand that it is a tax levied by the Port Commissioners.

53.36.160 was adopted by the legislature in 2015 effective in 2016. It was sponsored by the Port's lobbyists at the Washington Public Ports Association (WPPA). Additionally, the Commission contacted the Port's legislative representatives supporting the approval.

### **Pre 2016:**

53.36.100 was the operative law. It allowed \$2.70 to be collected over six years. This law still applies to Ports that installed an IDD prior to 2016. This law expires when the last Port IDD adopted under .100 expires.

### **2016 and beyond:**

53.36.160 is applicable to the Port of Grapeview's IDD. It is recommended that it be read by Commissioners.

It allows for:

\$2.70 per 1000 dollars of assessed to be collected over 20 years.

The Port put in place an IDD in 2018 through two resolutions: 2018-03 and 2018-04. In 2019, resolution 2019-04 was put in place to comply with IDD law.

### **Terms and Conditions of an IDD**

- Only two IDD's are allowed for eternity. The PoG is in its first Multi-Year period. Only one more is allowed after 2038. See 53.36.160.
- The \$2.70 allowed can be throttled annually from 0.0 to a maximum of 0.45 cents per thousand dollars of assessed value.
- If any of the allowed funds are not used, they disappear in 2038.
- IDD money can only be used for capital improvements, not maintenance.

### **Commission requirements**

The prospective IDD tax for the ensuing year is considered during the previous year's budget process. The proposed tax must be adopted by resolution, a copy of which follows this narrative. It was prepared by the Port's IDD attorney Cynthia Weed at K&L Gates. She is the IDD guru and assisted the WPPA in its passage.

It cannot be further stressed that the resolution must be in to the Mason County Assessor **on or before November 30**. It is very important to note that the last date for budget passage per Title 53.35.045 is the first Monday in December, therefore the Commission must have the resolution in to the Assessor **prior to the adoption of the budget**.

### **Income derived from an IDD**

The income is based on the value of all Assessor Parcel Numbers in the PoG boundaries which the Assessor publishes the value annually. Contact the Assessor to obtain the next year's value.

Effect of IDD tax on a property taxpayer:

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<b>Home Valuation per the Assessor</b>	<b>IDD assessment of .01/1000 Annual Cost to Property Owner</b>
\$100,000	\$1.00
\$200,000	\$2.00
\$300,000	\$3.00
\$500,000	\$5.00
\$1,000,000	\$10.00

When first adopted in 2018 the income was focused on paying down the Kitsap Bank loan which financed the Port's 25% match to the Recreation and Conservation Office grants to acquire property, build a turnaround and permanent restrooms.

For purposes of illustration, the 2022 assessed value is 1.2 billion dollars (in 2013 it was 638 million).

Therefore, each penny of IDD assessment is worth approximately 12K in 2022.

The Commission decided to pay down the loan with an annual IDD tax of .06/1000.

<b>Home Valuation per the Assessor</b>	<b>IDD assessment of .06/1000 Effect on Property Tax Payer</b>
100,000	6.00
200,000	12.00
300,000	18.00
500,000	30.00
1,000,000	60.00

As previously stated, the amount can be throttled annually. Quicker payoff (i.e., higher IDD assessment aimed at the Kitsap loan) results in less interest paid.

### **Bond Payments**

By law (53.36.010) the Port's treasurer is the Mason County Treasurer who handles all invoices on behalf of the Port as administered by the Port Auditor.

The amortization schedule follows:

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**NOTE: This resolution must submitted to the Mason County Assessor by Nov 30 of each year.**

**RESOLUTION NO. 20YY- ##**  
**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF GRAPEVIEW,**  
**MASON COUNTY, WASHINGTON, DECLARING ITS INTENTION TO LEVY THE**  
**Third/fourth, etc. YEAR OF THE PORT OF GRAPEVIEW DEVELOPMENT DISTRICT'S**  
**FIRST MULTIYEAR LEVY PERIOD.**

WHEREAS, pursuant to Resolution No. 2018-03, adopted on November 20, 2018, the Port of Grapeview, Mason County, Washington (the "Port") established an industrial development district designated as the Port of Grapeview Development District (the "PDD") and identified certain marginal lands within the Port; and

WHEREAS, the Port has adopted and approved a Comprehensive Scheme of Harbor Improvements, which may be amended, modified, and restated in the future (the "Comprehensive Scheme"); and

WHEREAS, the Port intends to provide for the redevelopment of marginal lands in the PDD in the accordance with the powers granted to the Port under RCW Ch. 53.25; and

WHEREAS, RCW 53.36.160 permits multiyear levy periods of up to twenty years, commencing with the date of the initial levy; and

WHEREAS, pursuant to Resolution No. 2018-04, adopted on November 20, 2018, the Port approved a first multiyear period pursuant to the provisions of RCW 53.36.160; and

WHEREAS, the Port established 2019 as the base year by submitting the first year of the PDD multiyear levy period,

**NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF GRAPEVIEW, MASON COUNTY, WASHINGTON, as follows:**

Section 1. The Port currently intends to (a) include in the Port's 20YY budget those projects to be funded by the PDD (the "PDD Projects") and plan for PDD revenues, (b) amend the Comprehensive Scheme as may be necessary to encompass the PDD Projects, and (c) submit the PDD Levy Amount (as defined below) to County Treasurer of Mason County (the "County") in 20YY for collection in 20YY.

As part of the Port's regular budgeting and submission process in 20YY, the Port intends to submit the PDD Levy at a levy rate of \$0.##

Section 2. This resolution shall take effect immediately upon its adoption.

ADOPTED AND APPROVED at an open public meeting of the Commission of the Port of Grapeview, Mason County, Washington held this DD day of MM, 20YY.

PORT OF GRAPEVIEW, MASON COUNTY, WASHINGTON

By  
Commissioner, District 1

By  
Commissioner, District 2

By  
Commissioner, District 3

Port seal added here.

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**CERTIFICATE**

I, the undersigned, Secretary of the Port Commission (the "Commission") of the Port of Grapeview, Mason County, Washington (the "Port"), DO HEREBY CERTIFY:

1. That the attached resolution numbered 20YY-# (the "Resolution"), is a true and correct copy of a resolution of the Port, as finally adopted at a regular meeting of the Commission held on the DD day of MM, 20YY and duly recorded in my office.
2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum of the Commission was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this DD th day of MM, 20YY.

Secretary, Port Commission

/s/

Port seal added here.

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**PCI COMPLIANCE POLICY**

**Purpose:** The credit card security policy is designed to address security of card holder data related to credit card payments taken by the Port of Grapeview. This policy is reviewed annually and updated as necessary to ensure compliance with Payment Card Industry (PCI) standards.

**Policy Statement:** This policy applies to all employees and/or volunteers of the Port of Grapeview who have access to or could impact security of payment card data. Each employee and/or volunteer with access should read, understand, and always ensure compliance with this policy to ensure the protection of cardholder data. Each employee and/or volunteer with access must acknowledge in writing that they have read and understood the policy.

In order to comply with Payment Card Industry Data Security Standards (PCI-DSS) as well as good business practices related to the handling of our customers' credit card information:

**Data Handling**

- Such data will be treated as confidential.
- Data that is not necessary in order to conduct business will not be retained in any format (e.g., paper or electronic).
- We will not accept, request, or retain such data via e-mail or other electronic means.
- We will not store any card-validation code (i.e., the three- or four-digit code) used to validate a card-not-present transaction, personal identification number (PIN) or encrypted PIN block.
- Account numbers will be masked when displayed (i.e., no more than the first six and last four digits of the credit card numbers).
- Physical access to records will be restricted to the admin staff with a "business-need-to-know". Means such as locked file cabinets and restricted file rooms as well as restricted distribution of such records will be used.
- We will retain such data for in accordance with State Records Retention schedules and, after this period, we will shred the data using a cross-cut shredder or otherwise dispose of this information in a PCI-DSS approved manner.

**System Configuration**

We will ensure, through working with the port administrator and others as needed, that:

- Anti-virus software will be implemented, updated, and run at regular intervals.
- Vendor patches and compliance updates will be installed on a timely basis.
- Access will be granted to systems only on a "business-need-to-know" basis.
- If external vendors need remote access to service our third-party software, their access will be granted only for the time needed to do the necessary task(s) and then immediately disabled.

**Processing Refunds**

- We will make our refund policy available to all customers.
- NO CASH OR CHECK REFUNDS are permitted on a credit card purchase. This also includes NO CASH BACK at the time of the original sale.