



**Port of Port Townsend  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, December 8, 2021, 1:00 p.m.**

Via <https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887  
*This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.*

**Agenda**

- I. Call to Order
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Business Meeting Minutes from November 23, 2021
  - B. Approval & Ratification of Warrants
- V. Special Presentations:
  - A. Outgoing Commissioner William W. Putney III
  - B. 20-year anniversary for Port staff: Sue Nelson, Lease & Contracts Administrator
- VI. Second Reading: none
- VII. First Reading: none
- VIII. Regular Business
  - A. October Year-to-date Financial Report
  - B. Quilcene Report Out
  - C. Potential Award of HVAC Contract for Point Hudson Pavilion Building
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Public Workshop & Regular Business Meeting: January 12, 2022, Workshop at 9:30 a.m. and Meeting at 1:00 p.m.
- XII. Executive Session – *none as of 12/3/21*
- XIII. Adjournment

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Informational Items:

- Lease Briefing
- Detailed October year-to-date Financials