



1st Monthly Meeting Agenda
Wednesday, July 13, 2022, 1:00 p.m.

Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom
<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887

I.	Call to Order & Pledge of Allegiance	
II.	Approval of Agenda	
III.	Public Comments	
IV.	Consent Agenda	
	A. Approval of Regular Business Meeting Minutes from June 22, 2022	2-3
	B. Approval & Ratification of Warrants.....	4-10
	C. Lease Amendment No. 2 – Daniel J. Kulin and Lisa D. Vizzini Port Townsend Rigging, Inc. d/b/a Port Townsend Rigging Services.....	11-17
	D. Authorization of Legal Defense and Payment of Costs in a Proceeding Against a Port Employee	18-19
V.	Second Reading ~ none	
VI.	First Reading ~ none	
VII.	Regular Business	
	A. Commission Authorization to Award Bid and Execute Contract for Point Hudson Marina Jetty Restoration	20-25
VIII.	Staff Comments	
IX.	Commissioner Comments	
X.	Next Meeting of the Commission:	
	Regular Business Meeting: Wednesday, July 27, 2022; 5:30 p.m. Cancelled	
	Public Workshop & Regular Business Meeting: Wednesday, August 10, 2022, at Pavilion Bldg. & via Zoom, with Public Workshop at 9:30 a.m. and Regular Meeting at 1:00 p.m.	
XI.	Executive Session ~ none as of 7/8/22	
XII.	Adjournment	
	Informational Items	26
	• Port Contracts Update	27
	• Port Lease Brief & Lease List	28-34
	• Northwest School of Wooden Boatbuilding Letter of Thanks	35
	• Draft Port Logo	36

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 22, 2022

The Port of Port Townsend Commission met for a regular business session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Hanke, Hasse & Petranek (virtually)
Executive Director Berg
Deputy Director Toews (absent)
Director of Finance & Administration Berg
Director of Capital Projects & Port Engineer Klontz
Port Recorder Sanders

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 1 00:00:00)
Commissioner Hasse called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 1 00:00:33)
Agenda was approved as written by unanimous consent.

III. PUBLIC COMMENTS (Rec. 1 00:01:00)
There was no public comment.

IV. CONSENT AGENDA (Rec. 1 00:03:00)
A. Approval of Workshop & Regular Business Meeting Minutes from June 8, 2022.
B. Approval & Ratification of Warrants
Warrant #065159 – #065334 in the amount of \$3,109.39
Warrant #065364 - #065415 in the amount of \$52,444.85
Warrant #065416 - #065419 in the amount of \$6,108.78 and Electronic Payment in the amount of \$112,122.64 for Payroll & Benefits.

Commissioner Hanke moved to accept the Consent Agenda as written; motion passed unanimously.

V. SECOND READING ~ none

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 2, 00:04:00)

A. APRIL YEAR-TO-DATE FINANCIAL REPORT (Rec. 2, 00:04:06)

Finance Director Berg referred to the informational memorandum noting the year-to-date numbers reflect the ramping up of projects. One correction was noted to page 42 which should read total debt service for the “current year” versus “2021.” Financial statement reports reflect revenue outperforming the budget by 14%. Expenditures are up but continue to be under budget year to date. Berg responded to a question about what expenses are reflected under the legal and auditing line item.

B. 2023 BUDGET SCHEDULE AND PROCESS (Rec. 2, 00:12:00)

Finance Director Berg presented the draft schedule.

Commissioners: There were positive comments regarding the 2022 budget, control of expenses, and good revenues. Given the unprecedented year economically across the nation, there was a brief discussion about what the potential impacts might be of inflation, cost-of-living adjustments, and increased rates. There was a desire to broadly communicate any rate impacts.

Executive Director Berg stated that this will be discussed in full during the 2023 budget process this fall.

Commission Hanke moved to adopt the 2023 Budget Schedule as presented; motion passed unanimously.

C. Quilcene Five-Year Capital Improvement Program (Rec. 2, 00:19:00)

Executive Director Berg reviewed the Capital Improvement Program summary noting the program is heavy toward maintenance projects. The sixth year is the most uncertain and depending on the Recreation Conservation Office (RCO) grant, it may be possible to bring 2027 projects into year 2024.

Commissioner Hanke moved to approve the Capital Improvement Program as submitted.

Commissioner discussion ensued about hesitancy in approving the CIP listing potential projects in the 6th year if they are contingent on grant funding. There was also a question about the cost of the landscape screening. Berg responded that the Landscape Screening project would likely be addressed with a combination of funding from Coast Seafood, the RCO grant, as well as community groups/partners. Working with the Public Utility District on water service may also be possible. Staff reassured that the document is not a budget commitment for the sixth year, so the Commission is approving just the five-year projects.

The motion passed unanimously.

VIII. STAFF COMMENTS (Rec. 2, 00:28:00)

Executive Director Berg announced the Rules and Regulations as well as the Comprehensive Scheme, which will soon be posted and keyword searchable on the website. The Executive Director and Attorney can authorize revisions through written directives. The Pavilion Building will soon be usable for business purposes of other public entities for no charge. Staff would monitor impacts of facility setup and cleaning for this intergovernmental use. Although revenue could be enhanced by making the facility available for weddings and other special events, that coordination and marketing is not quite ready. A commissioner suggestion was to work with wedding planners. An Insight Strategy partnership contract amendment of \$50,000 will come before the Commission to assist with federal lobbying associated with dredging and breakwater replacement project initiatives. Last week, the Port worked on a 3D representation of the breakwater. When asked if the Army Corps of Engineers would be involved, Berg noted authorized funding would be needed for the Corps to become involved.

Director of Capital Projects Klontz reported that on June 9 at 4 p.m., there would be a bid opening for the Point Hudson Breakwater Replacement project. The cost for repair of Tailspin Tommy's roof would be \$89,000 versus \$80,000, as first estimated. There was no Commissioner objection to the increase in this expenditure. A suggestion was to explore a colored foam rather than white and there was a brief discussion of cost options for the demolition versus hangar reconstruction.

Director of Finance and Administration Berg spoke about attending the 2022 WPPA Finance and Administration Seminar meeting following a vacation. The Quilcene Marina Host position is being readvertised as well as securing a replacement for the Quilcene Facility Attendant.

IX. COMMISSIONER COMMENTS (Rec. 2, 00:40:00)

Commissioner Hanke complimented Staff for keeping the grounds maintained at the airport. He also witnessed staff reacting quickly to assist 65-foot yacht *Grand Bank Alaskan* as it limped into Point Hudson. Having spoken with Robin Mills, he is in favor of Point Hudson dock attendants using a kiosk space at Puget Sound Express.

Commissioner Petranek expressed gratitude for Commissioner Hasse chairing today's meeting. The *Working Waterfront* interview is scheduled for July with Pete Langley.

Commissioner Hasse. After cruising in a boat up north, there is much to appreciate about the good care of the Port's marina restrooms. Point Hudson restrooms are the best.

X. Next Public Workshop & Regular Business Meeting (Rec. 2, 00:50:22): Wednesday, July 13, 2022, Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom.

XI. EXECUTIVE SESSION (Rec. 2, 00:51:00) ~ none

XII. ADJOURNMENT: meeting adjourned at 6:21 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol L. Hasse, Vice President



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656
3988

Operations: (360) 385-2355

Fax: (360) 385-

WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 065420 through No. 065426 generated on June 30th, 2022 in the amount of \$25,887.39 and Electronic Payment in the amount of \$181,804.68, for a total amount of \$207,692.07 is ratified.

Signed and Authenticated on this 13th day of July, 2022.

For: **Payroll and Benefits**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 065427 through No. 065514, are approved for payment in the amount of \$295,219.89 on this 13th day of July, **2022**.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Check Register
Journal Posting Date: 7/13/2022
Register Number: CD-000934

Port of Port Townsend (PTA)

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			103062	6/30/2022	1,686.00	0.00	1,686.00
0000065428	7/13/2022	ABE050	Abel Scott				Check Entry Number: 001
			REFUND 6/15/22	6/15/2022	11.00	0.00	11.00
0000065429	7/13/2022	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4601982	6/30/2022	2,259.02	0.00	2,259.02
0000065430	7/13/2022	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			6/30/22 STATMENT	6/30/2022	419.70	0.00	419.70
0000065431	7/13/2022	ARN080	Steve Arnold				Check Entry Number: 001
			REFUND 06/28/22	6/28/2022	11.00	0.00	11.00
0000065432	7/13/2022	BER010	William Beminger				Check Entry Number: 001
			6/2022 EXPENSE	6/30/2022	16.32	0.00	16.32
0000065433	7/13/2022	BER045	Eron Berg				Check Entry Number: 001
			6/2022 EXPENSE	6/30/2022	333.11	0.00	333.11
0000065434	7/13/2022	BOT040	Botero & Son Electrical LLC				Check Entry Number: 001
			22-2409	6/29/2022	1,682.45	0.00	1,682.45
0000065435	7/13/2022	BYR060	Patrick Byrne				Check Entry Number: 001
			REFUND 6/16/22	6/16/2022	298.26	0.00	298.26
0000065436	7/13/2022	CAL070	Tim Callister				Check Entry Number: 001
			REFUND 6/16/22	6/16/2022	25.00	0.00	25.00
0000065437	7/13/2022	CAR001	Carl's Building Supply				Check Entry Number: 001
			6/30/22 STATEMENT	6/30/2022	15,235.05	0.00	15,235.05
0000065438	7/13/2022	CAR080	Sandra Carlton				Check Entry Number: 001
			REFUND 6/29/22	6/29/2022	464.18	0.00	464.18
0000065439	7/13/2022	CED005	CED				Check Entry Number: 001
			5948-1021152	6/17/2022	267.30	0.00	267.30
0000065440	7/13/2022	CEN035	CenturyLink				Check Entry Number: 001
			6/5/22 STATEMENTS	6/5/2022	427.41	0.00	427.41
0000065441	7/13/2022	CER040	Certified Laboratories				Check Entry Number: 001
			7797806	5/17/2022	3,850.08	0.00	3,850.08
0000065442	7/13/2022	CHM030	Chmelik Sitkin & Davis P.S.				Check Entry Number: 001
			5/2022 STATEMENT	6/21/2022	5,842.48	0.00	5,842.48
0000065443	7/13/2022	CIT001	City Of Port Townsend				Check Entry Number: 001
			6/2022 STATEMENTS	6/30/2022	12,422.06	0.00	12,422.06
0000065444	7/13/2022	CLA003	Clark Land Office				Check Entry Number: 001
			5/31/22 STATEMENT	5/31/2022	715.00	0.00	715.00
0000065445	7/13/2022	COA050	Mott MacDonald				Check Entry Number: 001
			100339-32	6/15/2022	22,876.37	0.00	22,876.37
0000065446	7/13/2022	COH050	Coho Printing				Check Entry Number: 001
			4756	6/22/2022	521.62	0.00	521.62
			5/4/22 INV	5/4/2022	84.01	0.00	84.01
Check 0000065446 Total:					605.63	0.00	605.63
0000065447	7/13/2022	COL055	Pamela Collins				Check Entry Number: 001
			REFUND 6/27/2022	6/27/2022	155.00	0.00	155.00
0000065448	7/13/2022	COM040	Geoffrey Compeau				Check Entry Number: 001
			REFUND 6/30/22	6/30/2022	109.24	0.00	109.24
0000065449	7/13/2022	COO050	Cooper Fuel				Check Entry Number: 001
			7/1/2022 STATEMENT	7/1/2022	4,341.90	0.00	4,341.90
0000065450	7/13/2022	DIR070	DirecTV				Check Entry Number: 001
			075436554X220628	6/28/2022	855.25	0.00	855.25

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0000065451	7/13/2022	DLL010	D L Logos				Check Entry Number: 001
			4022	6/24/2022	60.01	0.00	60.01
0000065452	7/13/2022	EVE010	Brian Eversole				Check Entry Number: 001
			UNIFORM EXP	6/30/2022	300.00	0.00	300.00
0000065453	7/13/2022	EXA030	Examintetics, Inc				Check Entry Number: 001
			356799	6/15/2022	1,850.00	0.00	1,850.00
0000065454	7/13/2022	FAR040	Nancy Farrelly				Check Entry Number: 001
			REFUND 6/28/22	6/28/2022	29.50	0.00	29.50
0000065455	7/13/2022	FER001	Ferrellgas				Check Entry Number: 001
			5007116575	6/26/2022	622.35	0.00	622.35
0000065456	7/13/2022	FIS020	Fish N Hole				Check Entry Number: 001
			5604847	6/16/2022	30.15	0.00	30.15
0000065457	7/13/2022	GAN040	John Gannon				Check Entry Number: 001
			REFUND 06/24/22	6/24/2022	6.00	0.00	6.00
0000065458	7/13/2022	GEN020	General Code				Check Entry Number: 001
			GC0008036	6/30/2022	1,479.00	0.00	1,479.00
			GC00117340	6/30/2022	480.00	0.00	480.00
Check 0000065458 Total:					1,959.00	0.00	1,959.00
0000065459	7/13/2022	GIL055	Phoebe Gilday				Check Entry Number: 001
			REFUND 6/24/22	6/24/2022	24.00	0.00	24.00
0000065460	7/13/2022	GLA075	Glavin Moving				Check Entry Number: 001
			1153-7	6/23/2022	320.00	0.00	320.00
0000065461	7/13/2022	GOO002	Good Man Sanitation				Check Entry Number: 001
			6/20/22 STATEMENT	6/20/2022	2,665.13	0.00	2,665.13
0000065462	7/13/2022	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1264143	7/1/2022	162.01	0.00	162.01
			1264144	7/1/2022	114.56	0.00	114.56
			1264145	7/1/2022	130.92	0.00	130.92
			1264146	7/1/2022	218.20	0.00	218.20
Check 0000065462 Total:					625.69	0.00	625.69
0000065463	7/13/2022	HAL085	Richard Hale				Check Entry Number: 001
			REFUND 6/28/22	6/28/2022	35.75	0.00	35.75
0000065464	7/13/2022	HEN002	Henery Hardware				Check Entry Number: 001
			732742	5/26/2022	61.05	0.00	61.05
			733032	5/31/2022	32.66	0.00	32.66
			733043	5/31/2022	109.01	0.00	109.01
			733090	6/1/2022	16.30	0.00	16.30
			733109	6/1/2022	40.33	0.00	40.33
			733120	6/1/2022	56.67	0.00	56.67
			733158	6/2/2022	8.27	0.00	8.27
			733174	6/2/2022	10.89	0.00	10.89
			733187	6/2/2022	23.11	0.00	23.11
			733207	6/2/2022	29.45	0.00	29.45
			733285	6/3/2022	49.08	0.00	49.08
			733370	6/6/2022	35.99	0.00	35.99
			733374	6/6/2022	136.30	0.00	136.30
			733458	6/7/2022	226.84	0.00	226.84
			733490	6/7/2022	92.72	0.00	92.72
			733513	6/7/2022	57.53	0.00	57.53
			733516	6/7/2022	3.56	0.00	3.56

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Bank Code: W - WARRANTS PAYABLE						
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			733679	6/10/2022	9.82	0.00 9.82
			733682	6/10/2022	44.67	0.00 44.67
			733693	6/10/2022	4.41	0.00 4.41
			733812	6/13/2022	92.72	0.00 92.72
			733838	6/13/2022	14.60	0.00 14.60
			733851	6/13/2022	26.21	0.00 26.21
			733877	6/14/2022	20.77	0.00 20.77
			733878	6/14/2022	28.32	0.00 28.32
			733886	6/14/2022	98.38	0.00 98.38
			733897	6/14/2022	60.61	0.00 60.61
			733969	6/15/2022	30.68	0.00 30.68
			734018	6/15/2022	41.44	0.00 41.44
			734052	6/16/2022	75.25	0.00 75.25
			734067	6/16/2022	15.47	0.00 15.47
			734136	6/17/2022	452.60	0.00 452.60
			734143	6/17/2022	19.63	0.00 19.63
			734167	6/17/2022	39.85	0.00 39.85
			734277	6/20/2022	25.03	0.00 25.03
			734297	6/20/2022	59.98	0.00 59.98
			734437	6/22/2022	102.52	0.00 102.52
			734618	6/24/2022	42.72	0.00 42.72
			734620	6/24/2022	62.10	0.00 62.10
			Check 0000065464 Total:		2,130.56	0.00 2,130.56
0000065465	7/13/2022	HEN004	Port Townsend Garden Center			Check Entry Number: 001
			6/29/22 STATEMENT	6/29/2022	376.77	0.00 376.77
0000065466	7/13/2022	HEN006	Quilcene Henery's Hardware			Check Entry Number: 001
			6/25/22 STATEMENT	6/25/2022	23.31	0.00 23.31
0000065467	7/13/2022	HRA030	HRA VEBA Trust			Check Entry Number: 001
			J JAMESON INS C/O	7/13/2022	8,375.00	0.00 8,375.00
			M KLONTZ 6/22 INS	7/13/2022	637.39	0.00 637.39
			Check 0000065467 Total:		9,012.39	0.00 9,012.39
0000065468	7/13/2022	HUN030	David Huntsman			Check Entry Number: 001
			REFUND 06/13/2022	6/13/2022	11.00	0.00 11.00
0000065469	7/13/2022	INS070	Insight Strategic Partners, LLC			Check Entry Number: 001
			4028	5/31/2022	3,250.00	0.00 3,250.00
0000065470	7/13/2022	JAM040	Jamestown Networks			Check Entry Number: 001
			7096	7/1/2022	530.00	0.00 530.00
0000065471	7/13/2022	JEF002	Jefferson Title Company			Check Entry Number: 001
			100625	6/6/2022	654.60	0.00 654.60
0000065472	7/13/2022	JOH005	David Johnson			Check Entry Number: 001
			6/22 EXPENSE	6/22/2022	78.52	0.00 78.52
0000065473	7/13/2022	KEN010	Kendrick Equipment			Check Entry Number: 001
			U50777	7/9/2022	11,739.18	0.00 11,739.18
			U50822	7/5/2022	7,388.22	0.00 7,388.22
			Check 0000065473 Total:		19,127.40	0.00 19,127.40
0000065474	7/13/2022	KLO050	Matthew Klontz			Check Entry Number: 001
			6/2022 EXPENSE	6/21/2022	116.00	0.00 116.00
0000065475	7/13/2022	LAN001	Landau Associates			Check Entry Number: 001
			0050444	3/22/2022	607.50	0.00 607.50
			0051287	6/24/2022	1,113.75	0.00 1,113.75

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Bank Code: W - WARRANTS PAYABLE							
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Check 0000065475 Total:					1,721.25	0.00	1,721.25
0000065476	7/13/2022	LEA020	Austin Leach				Check Entry Number: 001
			REFUND 6/16/22	6/16/2022	390.17	0.00	390.17
0000065477	7/13/2022	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4752782S185	7/1/2022	13.65	0.00	13.65
0000065478	7/13/2022	LIE045	Jon Liebling				Check Entry Number: 001
			REFUND 06042022	6/4/2022	11.00	0.00	11.00
0000065479	7/13/2022	MAR096	Marian Roh				Check Entry Number: 001
			220701	6/30/2022	212.50	0.00	212.50
0000065480	7/13/2022	MCA070	Sharon McAllister				Check Entry Number: 001
			REFUND 06302022	6/30/2022	55.66	0.00	55.66
0000065481	7/13/2022	MCC030	David McConaghy				Check Entry Number: 001
			REFUND 6/28/22	6/28/2022	11.00	0.00	11.00
0000065482	7/13/2022	MIL090	Miller Sheetmetal, Inc				Check Entry Number: 001
			3045	5/31/2022	99,700.00	0.00	99,700.00
0000065483	7/13/2022	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			7/1/22 STATEMENTS	7/1/2022	14,890.13	0.00	14,890.13
0000065484	7/13/2022	NEL001	Sue Nelson				Check Entry Number: 001
			4/ - 6/2022 EXPENSE	6/30/2022	28.67	0.00	28.67
0000065485	7/13/2022	OES001	OESD 114				Check Entry Number: 001
			2022001532	6/15/2022	4,029.00	0.00	4,029.00
0000065486	7/13/2022	OLY075	Olympic Garage Door				Check Entry Number: 001
			19072	6/16/2022	2,784.23	0.00	2,784.23
0000065487	7/13/2022	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			7/1/2022 STATEMENT	7/1/2022	384.45	0.00	384.45
0000065488	7/13/2022	PAC007	Pacific Marine Expo				Check Entry Number: 001
			PME3508	6/23/2022	3,200.00	0.00	3,200.00
0000065489	7/13/2022	PAR040	Nicholas Paradis				Check Entry Number: 001
			REFUND 6/24/2022	6/23/2022	205.53	0.00	205.53
0000065490	7/13/2022	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0206988	6/21/2022	156.58	0.00	156.58
			F0207243	6/27/2022	21.14	0.00	21.14
Check 0000065490 Total:					177.72	0.00	177.72
0000065491	7/13/2022	PET025	Petrick Lock & Safe				Check Entry Number: 001
			06282022	6/28/2022	120.01	0.00	120.01
			20908	6/15/2022	1,507.85	0.00	1,507.85
Check 0000065491 Total:					1,627.86	0.00	1,627.86
0000065492	7/13/2022	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			80215	7/1/2022	52.00	0.00	52.00
0000065493	7/13/2022	POR005	Port Townsend Leader				Check Entry Number: 001
			110212	7/1/2022	189.25	0.00	189.25
0000065494	7/13/2022	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			6/10/22 STATEMENTS	6/10/2022	18,383.70	0.00	18,383.70
			6/17/22 STATEMENTS	6/17/2022	629.60	0.00	629.60
Check 0000065494 Total:					19,013.30	0.00	19,013.30
0000065495	7/13/2022	REI002	Reid Middleton Co				Check Entry Number: 001
			2206065	6/14/2022	18,951.80	0.00	18,951.80
0000065496	7/13/2022	ROB035	Gloria Roberts				Check Entry Number: 001
			REFUND 06/14/2022	6/14/2022	11.00	0.00	11.00

Run Date: 7/7/2022 10:41:14AM
A/P Date: 7/13/2022

Page: 4
User Logon: DLF

Check Register
Journal Posting Date: 7/13/2022
Register Number: CD-000934

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000065497	7/13/2022	ROD020	Liza Rodriguez				Check Entry Number: 001
			REFUND 06/15/22	6/15/2022	333.30	0.00	333.30
0000065498	7/13/2022	ROG030	Donald Rogers				Check Entry Number: 001
			REFUND 6/25/22	6/25/2022	97.24	0.00	97.24
0000065499	7/13/2022	SAF001	Safeway, Inc.				Check Entry Number: 001
			6/21/22 STATEMENT	6/21/2022	2,966.92	0.00	2,966.92
0000065500	7/13/2022	SCH010	Karlheinz Schwab				Check Entry Number: 001
			REFUND 6/23/22	6/23/2022	285.57	0.00	285.57
0000065501	7/13/2022	SCH096	William Schickler				Check Entry Number: 001
			REFUND 6/25/22	6/25/2022	108.80	0.00	108.80
0000065502	7/13/2022	SEC010	Security Services				Check Entry Number: 001
			123331	7/1/2022	194.10	0.00	194.10
0000065503	7/13/2022	SHO010	Shold Excavating Inc				Check Entry Number: 001
			06/23/2022	6/23/2022	40.37	0.00	40.37
0000065504	7/13/2022	SNE020	S-Net Communications				Check Entry Number: 001
			138448	7/1/2022	606.79	0.00	606.79
0000065505	7/13/2022	SPA070	Chris Sparks				Check Entry Number: 001
			6/2022 EXPENSE	6/30/2022	108.66	0.00	108.66
0000065506	7/13/2022	SUM040	Summit Law Group PLLC				Check Entry Number: 001
			137664	6/23/2022	280.00	0.00	280.00
0000065507	7/13/2022	SUR030	Hemant Surendran				Check Entry Number: 001
			REFUND 6/28/22	6/28/2022	76.78	0.00	76.78
0000065508	7/13/2022	TAC001	Tacoma Screw Products, Inc				Check Entry Number: 001
			140046849-00	6/16/2022	204.53	0.00	204.53
0000065509	7/13/2022	TRU080	William Truitt				Check Entry Number: 001
			REFUND 6/16/22	6/16/2022	11.00	0.00	11.00
0000065510	7/13/2022	TUC030	Kerry & Diane Tuck				Check Entry Number: 001
			REFUND 6/29/22	6/29/2022	11.00	0.00	11.00
0000065511	7/13/2022	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9908922264	6/15/2022	560.81	0.00	560.81
0000065512	7/13/2022	VIR060	Virtower				Check Entry Number: 001
			1443	7/1/2022	500.00	0.00	500.00
0000065513	7/13/2022	WAV040	Wave Broadband				Check Entry Number: 001
			0433289010009568	6/23/2022	154.72	0.00	154.72
0000065514	7/13/2022	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			6/25/22 STATEMENT	6/25/2022	2,272.19	0.00	2,272.19
Report Total:					295,219.89	0.00	295,219.89

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 13, 2022
AGENDA ITEM	<input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	IV. C . Lease Amendment No. 2 – Daniel J. Kulin and Lisa D. Vizzini Port Townsend Rigging, Inc. d/b/a Port Townsend Rigging Services
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Info Memo B. Lease Amendment No. 2

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/13/2022
TO: Port Commission
FROM: Eric Toews, Deputy Director and Sue Nelson, Lease & Contracts Administrator
SUBJECT: Port Townsend Rigging - Lease Amendment No. 2

ISSUE: Should the permissible use of PT Rigging's leased premises be amended to allow limited marine-related office uses as well as marine light manufacturing?

BACKGROUND/DISCUSSION: Paragraph #5 of the original ground lease agreement between the Port and PT Rigging restricts use of the leased premises to "marine light manufacturing". The building constructed upon the premises is two story and includes an 800 square foot office space on the upper floor. For many months, lessees Dan Kulin and Lisa Vizzini have attempted to sublet the upper floor space to a business that conforms to the use limitation of the original (current) lease, without success. Proposed Lease Amendment No. 2 (see attached) would permit marine-related office uses on the upper floor of the building and facilitate beneficial use of the entire premises, without undermining the primary marine-related manufacturing use of the structure, which takes place on the ground floor.

The proposed lease amendment would also update and correct the name of the business, from "Daniel J. Kulin and Lisa D. Vizzini" to "Port Townsend Rigging, Inc." d/b/a "Port Townsend Rigging Services".

FISCAL IMPACT: None.

RECOMMENDATION: Authorize the Executive Director to execute the attached Lease Amendment No. 2 with Port Townsend Rigging, Inc.

MOTION: No separate motion required. This request for authorization is placed on the Commission's Consent Agenda for the regular meeting of July 13, 2022. Adoption of the Consent Agenda by the Commission operates to authorize the Executive Director to execute the attached lease amendment.

ATTACHMENTS: Port Townsend Rigging Services Lease Amendment No. 2.

LEASE AMENDMENT NO. 2

THIS LEASE AMENDMENT No. 2 is made this ____ day of July 2022, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and **PORT TOWNSEND RIGGING, INC.**, a Washington corporation, hereinafter referred to as "Lessee."

WITNESSETH:

1. On March 24, 2000, the parties entered into a Lease Agreement concerning certain premises situated at the Port of Port Townsend's Boat Haven facility, in Port Townsend, WA 98368, hereinafter referred to as the "Original Lease."
2. On June 12, 2000, the Original Lease was amended (Amendment No. 1) to reflect a change to the Lessor's name and address, modify Article 18, and to include a new Article 39.
3. Article 5 of the Original Lease limited the use of the leased premises to "Marine Light Manufacturing" and prohibited their use for other purposes unless otherwise consented to by the Port in writing.
4. The parties are now agreed that the Original Lease should again be amended to:
 - a. Change the name of the Lessee from Daniel J. Kulin and Lisa D. Vizzini, to PORT TOWNSEND RIGGING, INC. d/b/a PORT TOWNSEND RIGGING SERVICES; and to
 - b. Modify Article 5, "Use of Premises", to permit marine-related office uses on the upper floor of the building constructed upon the premises.

NOW, THEREFORE: Effective on July __, 2022, the Original Lease as previously amended (*attached Exhibit 'A'*) shall again be amended as set forth below (note: deleted text shown in strikeouts; new/amended language show with double-underlining):

A. Paragraph 1 of the Original Lease, "Leased Premises," shall be amended to read as follows:

1. **THIS LEASE AGREEMENT** made this 24th day of March 2000, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port", and ~~KULIN/VIZZINI SERVICES, INC.~~, and ~~DANIEL J. KULIN AND LISA D. VIZZINI (Amendment No. 1)~~ PORT TOWNSEND RIGGING, INC., d/b/a PORT TOWNSEND RIGGING SERVICES, hereinafter referred to as "Lessee".

B. Article 5 of the Original Lease, "USE OF PREMISES," shall be amended to read as follows:

5. **USE OF PREMISES:** Lessee shall principally use the premises for ~~Marine Light Manufacturing,~~ marine-related fabrication, repair, and maintenance, together with

ancillary marine-related office uses associated with boating, marine research, or similar activities, and shall not use them for any other purpose without the written consent of the Port. Lessee shall use the entire premises for the conduct of said ~~business~~ uses in a first-class manner continuously during the entire term of this lease, with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration, or other condition on or in the premises. Lessee further agrees that ancillary marine-related office uses will be restricted to the upper floor of the building constructed upon the premises.

All other terms and conditions of the Original Lease dated March 24, 2000, as previously modified by Lease Amendment No. 1 on June 12, 2000, shall remain unchanged and in effect.

LEASE AMENDMENT NO. 2 approved by the Port of Port Townsend Commission on the 13th day of July 2022, and duly authenticated by the signature of the Executive Director on this ____ day of July 2022.

LESSEE:

PORT OF PORT TOWNSEND

Daniel J. Kulin, Governing Party
PORT TOWNSEND RIGGING, INC. d/b/a
PORT TOWNSEND RIGGING SERVICES

Eron Berg, Executive Director

Lisa D. Vizzini, Governing Party
PORT TOWNSEND RIGGING, INC. d/b/a
PORT TOWNSEND RIGGING SERVICES

APPROVED AS TO FORM:

Port Attorney

STATE OF WASHINGTON

COUNTY OF JEFFERSON

I certify that I know or have satisfactory evidence that DANIEL J. KULIN signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of

Notary Public: _____

My Appointment Expires: _____

STATE OF WASHINGTON

COUNTY OF JEFFERSON

I certify that I know or have satisfactory evidence that LISA D. VIZZINI signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of

Notary Public: _____

My Appointment Expires: _____

STATE OF WASHINGTON

COUNTY OF JEFFERSON

I certify that I know or have satisfactory evidence that ERON BERG signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of

Notary Public: _____

My Appointment Expires: _____

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	July 13, 2022
AGENDA ITEM	<input checked="" type="checkbox"/> Consent Agenda
AGENDA TITLE	VII. D. Authorization of Legal Defense and Payment of Costs in a Proceeding Against a Port Employee
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Info Memo

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/7/2022
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Authorization of the Legal Defense and Payment of Costs in a Proceeding Against a Port Employee.

ISSUE: Should the Port Commission authorize a request by Port Deputy Director, Eric Toews, to appoint the law firm of Talmadge/Fitzpatrick, to defend him against a legal ethics grievance filed with the Washington State Bar Association?

BACKGROUND & DISCUSSION: On June 28, 2022, a Mr. George Sarhanis filed a grievance with the Washington State Bar Association (WSBA), Office of Disciplinary Counsel (ODC), against Deputy Director Toews.¹ The meeting which gave rise to the grievance occurred on March 22, 2022; Mr. Toews participated in this meeting in the regular course of performing his duties on behalf of the Port.

RCW 53.08.208 provides that the Port Commission may authorize a request by a Port employee to retain legal counsel to defend said employee in a proceeding arising out of the performance (or failure of performance) of duties on behalf of the Port. Here, an ethics grievance has been filed with a professional licensing regulatory body, the WSBA, against Mr. Toews.

Port General Counsel (Chmelik, Sitkin, & Davis (CSD)) represent the Port Commission, and the Port District as a special purpose government. However, they do not represent individual Port employees absent express Commission authorization under RCW 53.08.208, and in any event, do not represent clients in legal ethics proceedings. Instead, CSD routinely refers ethics matters to other qualified legal professionals, including the Seattle law firm of Talmadge/Fitzpatrick.

FISCAL IMPACT: While the costs associated with Mr. Toews's representation in this proceeding cannot be fixed with certainty at this time, they are not presently anticipated to exceed \$5,000.

RECOMMENDATION: Authorize the law firm of Talmadge/Fitzpatrick to defend Mr. Toews in the instant proceeding before the WSBA-ODC, and the payment of his defense costs, attorney's fees and any other obligations arising from said proceeding from the Port district's funds.

MOTION: No separate motion required. This request is placed on the Commission's Consent Agenda for the regular meeting of July 13, 2022. Adoption of the Consent Agenda by the Commission operates to authorize the defense and payment of costs as outlined above.

ATTACHMENTS: None.

¹ Note: Mr. Toews is also an attorney at law, authorized to practice in the State of Washington.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 13, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. A. Commission Authorization to Award Bid and Execute Contract for Point Hudson Marina Jetty
STAFF LEAD	Matt Klontz, Director of Capital Projects and Port Engineer
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Informational Memorandum 2. Official Bid Tabulation 3. Bid Verification

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 7/13/2022
TO: Commissioners
FROM: Matt Klontz
CC: Eron Berg, Eric Toews, Abigail Berg
SUBJECT: Commission Authorization to Award Bid and Execute Contract for the Point Hudson Marina Breakwater Replacement Project

ISSUE: Should the Port Commission award the construction contract for the Point Hudson Breakwater Replacement project to Orion Marine Constructors, Inc. ("Orion") of Tacoma, Washington?

BACKGROUND: The Port published a Call for Bids for the breakwater replacement project as required by law. The Port advertised the project in the Daily Journal of Commerce beginning May 20, 2022. Three (3) sealed bids were received by the Port on or before the published deadline of 4:00 p.m. on June 23, 2022. The three bids were opened in public and read aloud shortly after 4:00 pm. Port staff evaluated the responsiveness and responsibility of all bidders and determined that Orion had submitted the lowest bid price in the amount of \$10,662,321.18 and was also a responsive and responsible bidder. The engineer's estimate for the project was \$14,378,125.00.

DISCUSSION: Award of the project to Orion allows the replacement of the breakwaters protecting the Point Hudson Marina to proceed, with the first phase of the project (demolition and replacement of the north breakwater) to commence in September following the Wooden Boat Festival. It is important to note that the Port is still awaiting formal authorization to award this project from the US Department of Commerce, Economic Development Administration (EDA). EDA is providing 50% of the overall project funding. Consequently, award of the project by the Port in advance of formal EDA authorization is "at risk". Thus, in the unlikely event that EDA failed to authorize the award, the Port would be responsible for all contract costs. Port staff have closely coordinated with EDA staff and gauge the likelihood of EDA declining to authorize project award is *extremely low*. In order to maintain the very tight project schedule, including materials procurement, Port staff have concluded that it is in the best interest of the Port to proceed with award "at risk".

EDA staff have communicated to us that award authorization is awaiting review of the Port's "site certification" by EDA's legal team. In essence, EDA's attorneys must review a "limited liability report" (a species of title report), as well as the Port Management Agreement (PMA) governing the State-owned tidelands upon which a portion of the breakwater is to be constructed to confirm that the Port has "good title" and legal control and tenure of the project site over the anticipated useful life of the improvements to be funded by the federal government. EDA legal staff preliminarily reviewed the Port's PMA in late 2021 and indicated that it provided adequate assurance of the Port's "good title" to the project site. Port staff are confident that evidence of good title has been provided and that EDA will agree that the Port's property rights are sufficient to proceed with authorization to award the project.

Finally, to maintain the very tight project schedule, a "Limited Notice to Proceed" was provided to Orion authorizing them to order the steel piles for the project. Procurement of these custom-made piles requires a long lead time. Having these piles in the manufacturing queue now is critical to ensure they are available when needed in the fall. The availability and price of steel has been uncertain and volatile the last several years. Following the standard award process (i.e., EDA authorization to award, followed by Port bid award, followed by materials procurement) would make it impossible to complete the north breakwater during the in-water work window and reopen the marina in March of 2023. Instead, delaying the pile order would almost certainly require waiting until the summer of 2023 to commence construction such that the mid-July 2023 to January 2024 in-water work window could be used.

FISCAL IMPACT: The 2022 Capital Improvement Budget planned for \$14,100,000 to complete this project. Staff anticipates this amount to be sufficient to pay for construction, construction administration, and environmental monitoring while providing reserve funds for a Port-held construction contingency.

Finally, it is worth noting that the Port secured additional funding anticipating that the project cost would be considerably higher (\$16,244,000). A detailed breakdown of the available funding for the project is provided in the table below.

Non-State Funds	Amount	Total
U.S. Department of Commerce Economic Dev. Admin.	\$7,031,300.00	
Industrial Development District Levy	\$5,398,700.00	
2021 Line of Credit-Limited Tax General Obligation	\$1,379,000.00	
Total Non-State Funds		\$13,809,000.00
State Funds		
State Capital Budget	\$980,000.00	
2022 Supplemental Ports Infrastructure Grant	\$1,455,000.00	
		\$2,435,000.00
Total Non-State and State Sources		\$16,244,000.00

Port staff foresee fully utilizing the \$2,425,000 in state funding to offset the Port's share of the EDA grant which has a 50% match requirement. Depending on the final project cost, this will likely result in a reduction in the Industrial Development District (IDD) funds needed for the project. Additionally, the Port intends to request that the EDA participation ratio be increased to fully use their original

\$7,031,300 funding commitment. If successful, this would also result in a reduction in the IDD funds needed for the project.

RECOMMENDATION: Motion to award the contract in the amount of \$10,662,321 to Orion Marine Constructors. Additionally, motion to authorize the Port Director, to enter to into a contract with Orion Marine Constructors and execute any necessary change orders above the award amount up to amount budgeted for this project.

ATTACHMENTS

1. Official Bid Tabulation
2. Bid Verification

BID TABULATION - POINT HUDSON BREAKWATER REPLACEMENT
EDA PROJECT NO. 07-79-07724

SCHEDULE N, S, W				ENGINEERS ESTIMATE		ORION		AMERICAN		MANSON	
NO.	ITEM	QUANTITY		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
N1	Mobilization/Demobilization	1	LS	\$416,000	\$416,000	\$525,000	\$525,000	\$440,000	\$440,000	\$1,200,000	\$1,200,000
N2	Demolition - Material Removal and Disposal	1	LS	\$420,000	\$420,000	\$600,000	\$600,000	\$450,000	\$450,000	\$820,000	\$820,000
N3	Demolition - Pile/Structure Removal and Disposal	480	TON	\$650	\$312,000	\$500	\$240,000	\$825	\$396,000	\$480	\$230,400
N4	Construction Surveying	1	LS	\$25,000	\$25,000	\$95,000	\$95,000	\$65,000	\$65,000	\$200,000	\$200,000
N5	Environmental Protection and Site Restoration	1	LS	\$35,000	\$35,000	\$30,000	\$30,000	\$50,000	\$50,000	\$100,000	\$100,000
N6	12.75" Ø Steel Pipe Pile	178	EA	\$13,400	\$2,385,200	\$8,500	\$1,513,000	\$9,000	\$1,602,000	\$12,000	\$2,136,000
N7	Walers and Tie Rods	1	LS	\$241,000	\$241,000	\$215,000	\$215,000	\$350,000	\$350,000	\$300,000	\$300,000
N8	Armor Stone	4550	TON	\$280	\$1,274,000	\$140	\$637,000	\$112	\$509,600	\$127	\$577,850
N9	Shoreline Protection Stone	110	TON	\$150	\$16,500	\$140	\$15,400	\$112	\$12,320	\$850	\$93,500
N10	Bedding Stone	840	TON	\$100	\$84,000	\$100	\$84,000	\$80	\$67,200	\$116	\$97,440
N11	Beach Compatible Material	420	TON	\$100	\$42,000	\$120	\$50,400	\$80	\$33,600	\$145	\$60,900
N12	Navigation Aids and Signs	1	LS	\$25,000	\$25,000	\$8,000	\$8,000	\$9,000	\$9,000	\$20,000	\$20,000
N13	Habitat Rock Nursery	1	LS	\$90,000	\$90,000	\$50,000	\$50,000	\$40,000	\$40,000	\$65,000	\$65,000
S1	Mobilization/Demobilization	1	LS	\$905,000	\$905,000	\$525,000	\$525,000	\$428,000	\$428,000	\$750,000	\$750,000
S2	Demolition - Material Removal and Disposal	1	LS	\$932,000	\$932,000	\$950,000	\$950,000	\$885,000	\$885,000	\$1,270,000	\$1,270,000
S3	Demolition - Pile Removal and Disposal	630	TON	\$650	\$409,500	\$550	\$346,500	\$950	\$598,500	\$480	\$302,400
S4	Construction Surveying	1	LS	\$25,000	\$25,000	\$95,000	\$95,000	\$65,000	\$65,000	\$200,000	\$200,000
S5	Environmental Protection and Site Restoration	1	LS	\$30,000	\$30,000	\$30,000	\$30,000	\$15,000	\$15,000	\$50,000	\$50,000
S6	Temporary Shoring	1	LS	\$80,000	\$80,000	\$90,000	\$90,000	\$200,000	\$200,000	\$250,000	\$250,000
S7	12.75" Ø Steel Pipe Pile	148	EA	\$13,400	\$1,983,200	\$8,500	\$1,258,000	\$9,500	\$1,406,000	\$12,500	\$1,850,000
S8	16" Ø Steel Pipe Pile	39	EA	\$15,100	\$588,900	\$12,000	\$468,000	\$12,500	\$487,500	\$14,000	\$546,000
S9	Walers and Tie Rods	1	LS	\$234,000	\$234,000	\$215,000	\$215,000	\$360,000	\$360,000	\$300,000	\$300,000
S10	Geotextile Fabric	760	SY	\$20	\$15,200	\$8	\$6,080	\$30	\$22,800	\$30	\$22,800
S11	Armor Stone	4970	TON	\$280	\$1,391,600	\$140	\$695,800	\$120	\$596,400	\$127	\$631,190
S12	Shoreline Protection Stone	180	TON	\$150	\$27,000	\$140	\$25,200	\$120	\$21,600	\$700	\$126,000
S13	Bedding Stone	1830	TON	\$100	\$183,000	\$100	\$183,000	\$85	\$155,550	\$116	\$212,280
S14	Beach Compatible Material	440	TON	\$100	\$44,000	\$120	\$52,800	\$85	\$37,400	\$145	\$63,800
S15	Revetment Stone	390	TON	\$150	\$58,500	\$120	\$46,800	\$120	\$46,800	\$310	\$120,900
S16	Navigation Aids and Signs	1	LS	\$30,000	\$30,000	\$8,000	\$8,000	\$9,000	\$9,000	\$20,000	\$20,000
W1	Timber Walkway	1	LS	\$420,000	\$420,000	\$350,000	\$350,000	\$375,000	\$375,000	\$550,000	\$550,000
SUBTOTAL				\$12,722,600		\$9,407,980		\$9,734,270		\$13,166,460	
TAX (9.1%)				\$1,157,757		\$856,126		\$885,819		\$1,198,148	
TOTAL CONSTRUCTION COST SCHEDULES N, S, W				\$13,880,357		\$10,264,106		\$10,620,089		\$14,364,608	
SCHEDULE A											
NO.	ITEM	QUANTITY		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A1	Aluminum Anodes	365	EA	\$1,250	\$456,250	\$1,000.00	\$365,000.00	\$1,165.00	\$425,225.00	\$913.00	\$333,245.00
SUBTOTAL				\$456,250		\$365,000		\$425,225		\$333,245	
TAX (9.1%)				\$41,519		\$33,215		\$38,695		\$30,325	
TOTAL CONSTRUCTION COST SCHEDULES N, S, W, A				\$14,378,125		\$10,662,321		\$11,084,009		\$14,728,178	

Sealed bids were opened at the Port of Port Townsend, 2701 Jefferson Street, Port Townsend, WA 98368 on Thursda

I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the ur

Matt Klontz, P.E., Port Engineer

Eron Berg, Executive Director



BID VERIFICATION SUMMARY

Project Title: Point Hudson Breakwater Replacement
Project Number: EDA Award No. 07-79-07724

Bid Due Date Thursday, June 23, 2022
Bid Due Time: 4 p.m.
Engineer's Estimate Base: \$13,880,357
Engineer's Estimate Base + Alt: \$14,378,125

LOW TO HIGH BID ORDER	CONTRACTOR (ORIGINAL BID AMOUNT)	BASE BID AMOUNT	BASE BID + ALT AMOUNT	APPARENT LOW BIDDER	BIDS ENTERED IN BID TABULATION SHEET	MATH VERIFIED	PROPOSAL FORMS CORRECTLY COMPLETED	SUBCONTACTOR LIST COMPLETE	NON-COLLUSION DECLARATION PROVIDED	CERTIFICATION REGARDING LOBBYING COMPLETE	CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT COMPLETE	BIDDER'S QUALIFICATIONS SATISFIED	FEDERAL I.D. NO.	PROPOSAL SIGNED	ADDENDUMS RECEIVED FORM COMPLETED	5% PROPOSAL BOND INCLUDED	L&I VERIFICATION CONTRACTOR'S LICENSE	CONTRACTOR'S LICENSE EXPIRATION DATE	L&I CLAIMS	Federal Excluded Parties List verified (www.sam.gov)	State L&I Debarred Contractors List verified	Public Works Training Requirement	D.B.E. CONTRACTOR STATUS (http://omwbe.wa.gov/)
	ENGINEER'S ESTIMATE	\$13,880,357.00	\$14,378,125.00																				
1	Orion	\$10,265,106.00	\$10,662,321.00	X	X	X	X	X	X	X	X	X	27-1333783	X	X	X	ORIONMC899N9	Nov. 2022	Account is active. No claims.	Not Listed	Not Listed	Exempt	Not Listed
2	American	\$10,620,089.00	\$11,084,009.00		X	X	X	X	X	X	X	X	91-0562492	X	X	X	AMERIC*372N0	Jul. 2022	Account is active. No claims.	Not Listed	Not Listed	Exempt	Not Listed
3	Manson	\$14,364,608.00	\$14,728,178.00		X	X	X	X	X	X	X	X	91-0306160	X	X	X	MANSOCC032M1	Mar. 2023	Account is active. No claims.	Not Listed	Not Listed	Exempt	Not Listed
	note 1:																						
	note 2:																						

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 13, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Port Contracts Update • Port Lease Brief & Lease List • Northwest School of Wooden Boatbuilding Letter of Thanks • Draft Port Logo

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: July 7, 2022

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **July 13, 2022 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 762-22

Name	Dates	Description	Amount Not to Exceed:
SCJ Alliance (consultant)	5/1/2022-12/31/2024	Sims Way Gateway & Boatyard expansion	\$50,000.00
CBRE, Inc.	5/19/2022-7/19/2022	Baird/Haven appraisal	\$9,500.00
Northwest Maritime Center	6/18/2022-9/5/2022	Dock attendants for Point Hudson	\$15/hr not to exceed \$39,450
Tara Dunford, CPA	7/7/2022-12/31/2022	Accounting support & projects	\$9,900.00

NOTES:

Facility Use Agreement executed with the Northwest Maritime Center for the 2022 Wooden Boat Festival. Use of Point Hudson facilities. The NWMC shall pay the Port 30% of festival's net profits, not to exceed \$26,000.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 7/7/2022
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: July 13, 2022, Lease Briefing

ISSUE

The purpose of this memo is to keep the Commission informed about existing, planned, and potential leases.

BACKGROUND

As of the beginning of this month the Port has **41** land leases, **39** building leases, **34** rentals.

Vacant properties include Point Hudson: Northern half of duplex; Main Building two water-view offices (*think I have rented both out*). Boat Haven: one north-facing office in the Nomura Building.

DISCUSSION

New Agreements:

Exercising Options:

- Marine Resource Consultants provided 90+ days' notice to exercise the 2-yr option 10/1/22 – 9/30/24

Assignments/Assumptions:

Terminated/Expired Agreements:

- Waterline Boats/Helmsman Trawlers vacated 6/30/22

Soon to Expire:

- Quilcene Village Store-kayak rack and land, expires 8/31/22. Will renew his 1-year lease 9/1/22.
- US Coast Guard (9/30/23) Spoke with US Coast Guard Real Property Specialist on 6/23. He will send me a proposal for a new lease proposal.

License & Use Agreement:

- Church of BuVu of Port Townsend, Sept 25, Fun Run for local charities, traversing portion of Port property

July Rent Increases:

- **CPI Increase (4.6%):** G-Hangar; H-Hangar; PT Aircraft Services; Hudson Point Café (café & 2 offices); NW Maritime Center (Landfall site); Shannon Partners (SEA Marine land lease); NW School of Wooden Boatbuilding;
- **Market Rate Increase:**

- **Step Increase:** Octopus Gardens Dive; J. Takaki (Marina Café)

Miscellaneous:

- Staff continues meeting with SEA Marine. Two drafts versions of a Letter of Intent (LOI) have been presented to negotiate in good faith the lease of additional land in the “back forty” at Point Hudson. The final version will be presented to the Commission for discussion and approval.
- Port staff met with Dept. of Fish & Wildlife staff to get a better idea of their parking and storage needs at Point Hudson. DES/WDFW will provide us with a list of desired building improvements for the Cupola Annex, and who would be responsible for what (Port/tenant). This will all be a consideration for the Annex lease terms. Storage in the Annex will eliminate their need for the Conex boxes in the back 40 area. They would like to stick with 20 parking spaces and their current 2 additional on the Admiralty Inlet side.
Later, I met with Chris Eardley of DFW and showed him the vacant Point Hudson Main Building space. DFW plans to increase staffing within a year or so and needs to expand. DFW will be discussing this option with DES.
- Port staff met with Dave Ward regarding assigning and amending the expired NW Hangars Lease for sites 2, 7, & 8. The amendment would state the premises as Site #2 (amendment will come before the commission at a later date).

ATTACHMENTS

1. 2022 Lease List

RECOMMENDATIONS

For information only.

PORT OF PORT TOWNSEND LEASE LISTING

Boat Haven - PROPERTY	JULY 2022			
	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Admiral Ship Supply	1,860.13	1/31/2025*	2/1/2023	*One 5-yr option available.
Andersen Machine Shop	269.06	9/30/2027	10/1/2022	Land lease.
Andersen Machine Shop	59.62	Mo/Mo	6/1/2023	228 sf additional land for storage adjacent shop. 30 day notice for rate increases.
Armstrong Consolidated LLC	9,041.51	Mo/Mo	30-day notice	30-day notice for rate increases.
Armstrong Consolidated LLC	445.83	Mo/Mo	30-day notice	Additional space upstairs.
Armstrong Consolidated LLC	3,002.19	8/31/2023*	9/1/2022	*One 1-yr option remains. Assignment of Dave's Mobile Welding Lease.
Armstrong Consolidated LLC	730.08	Mo/Mo	30-day notice	Land rental-ground in front of building.
Blue Moose Café	673.20	10/31/2026*	11/1/2022	*5-yr option available. 24-mo step to market. Step increase.
Blue Moose Café	117.00	Mo/Mo	30-day notice	Seasonal outdoor dining area. Plans to end in October.
Church of BuVu	100.04	License		Sept 25 Fun run charity event. Collected \$100 one-time fee.
Crown Castle (cell tower)	17,928.21/yr	6/30/2025*	6/1/2023	*One 5-yr option remains. Pay one mo in arrears..
Crown Castle - AT&T Sub-Lease	939.12		9/1/2022	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2022	Land rental. 30-day notice for rent increases.
EDC Team Jefferson	790.01	Mo/Mo	7/1/2022	2nd floor Nomura Bldg (767 sf). 30--day notice for rent increases.
Ernst R. Baird (Haven Boatworks)	900.88	2/28/2029	3/1/2023	Land lease. Includes 6' x 50' Lumber rack.
Fine Yacht Interiors	1,368.84	5/31/2025*	6/1/2023	*One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25.
Flye, Todd dba On The Flye	375.47	1/31/2025	2/1/2023	Land lease-temporary structure. No options remain.
Gatheringplace	185.95	10/31/2022	N/A	Nomura Bldg, ground floor. License Agrmnt- "Raven Room", Nomura Bldg-Disabled trainging-dog biscuits. License eff. April 1, 2021.
Goolden, Leo (Sampson Boat Co)	1,039.36	Mo/Mo	6/1/2023	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.) MR applied.
Haven Boatworks	1,269.22	Mo/Mo	1/1/2023	Former J&S Bldg., Haines St. 30-day notice for rent increases.
Jefferson County (Commission Bldg)	1,765.18	9/30/2026	10/1/2022	5-yr. 180 day termination notice-either party.
Jefferson County MRW	0.00	12/31/2024	N/A	Interlocal Agreement. Port to pay Jefferson Co. \$49,107.00 by 12/31/24 for depreciated capital improvements to MRW by the County.
Jochems Property Mgmt.	326.47	10/31/2026	1/1/2024	Land lease. CPI every two years, next 1/1/2024.
Johnson Fabrication	1,712.76	8/31/2022	6/1/2022	Port has 120-day option to terminate lease, due to building condition.
Katz, Alan	906.66	Mo/Mo	30-day notice	Land lease, business w/temporary shelters. Formerly Dave Thompson's space.
Key City Fish Co. (10th Street-seafood mrkt)	1,842.74	8/31/2023	9/1/2022	Seafood market.
Key City Fish Co. (Haines PL-refrigeration)	775.10	11/30/2024*	12/1/2022	*Two 5-yr options available.
Kimmel's Crab Shack	2,267.91	4/30/2049	5/1/2023	Land lease. MR.
Kulin/Vizzini Svcs, Inc. (PT Rigging)	511.33	3/31/2030	4/1/2023	Land lease. 4.6% CPI applied.
NW Maritime Center (Marine Thrift)	614.34	1/31/2023*	2/1/2023	*Two 1-yr options remain.
NW School of Wooden BoatBuilding	533.23	6/30/2026*	7/1/2023	*One 5-yr option available. 25% of prevailing rate. Lease supersedes rent agrmnt.
Octopus Gardens Diving	1,011.20	6/30/2026	1/1/2023	24 mo. stepped rent to achieve market rate.
Olympic Boat Transport LLC	51.68	Mo/Mo	2/1/2023	Relocated crane next to Pete's Marine w/new mo-mo agreement, smaller footprint.
Pete Stein & Compass Woodwork	5,282.40	5/31/2026*	12/1/2022	*One 5-yr option available. Amended lease includes Bldg 2 & 3. 18-mo step rent. Paying Bldg 3 dep in full, continuing with stepped dep for Bldg 2.
Pete Stein & Compass Woodwork	98.32	Mo/Mo	30-day notice	40'x8' land & 7'x8' land for equipment.
Pete's Marine Services	1,415.66	7/31/2023*	8/1/2022	*Two 1-yr options available.
Port Townsend Fuel Dock LLC	650.00	6/30/2024*	N/A	*One 5-yr term remains. 2% flowage fee pays rent. MR applies.
PT Furniture Clinic	616.99	1/31/2023*	2/1/2023	*Two 1-yr options remain.
PT Sailing Assoc. - License	412.80/yr	8/31/2023*	9/1/2022	*Zero options remain. Use of land near Octopus Dive for sailing activities. CPI.
PT Sailing Assoc.	114.67	Mo/Mo	9/1/2022	Use of land near Octopus Dive for storage container.
Port Townsend Shipwrights, Inc.	6,030.15	7/31/2050	8/1/2022	Land lease. Market rate incr 8/1/30-every 10 yrs.
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.
Revision Marine	2,020.22	12/31/2024	1/1/2023	Bldg/Land lease
Rubicon Yachts, LLC	1,515.00	11/30/2022	N/A	New 1-yr lease, effective December 1, 2021.
Sail Port Townsend	191.16	Mo/Mo	5/1/2023	2nd floor office #2-D, Nomura Bldg.
Sands, Guy & Kim (PT Brewing Co.)	3,436.78	5/31/2026*	6/1/2023	*Two 5-yr options remain. Bldg & Land.
Sands, Guy & Kim (PT Brewing Co)	150.00	Mo/Mo	10/1/2022	600 sf outdoor dining area.
Scow Bay Boats	498.41	9/30/2023*	10/1/2022	*One 3-yr option. Land lease-temporary structure.
Sea J's Café (Estate of Florence Jevne)	1,119.94	Mo/Mo	6/1/2023	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	160.23	Mo/Mo	6/1/2023	Mo/Mo building agreement for small office 2-H in Nomura Bldg..
Skookum Corporation	915.01	3/31/2026*	4/1/2023	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.
Sunrise Coffee	1,821.40	9/30/2031*	10/1/2022	*Two 5-yr options available. Deposit balance-6 installments.
Takaki, Jennifer (Marina Café)	576.00	12/31/2026	1/1/2023	5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full.
Takaki, Jennifer (Marina Café)	99.00	Mo/Mo	10/1/2022	396 sf outdoor dining ara. CPI applies.
Tree Ring, LLC	130.68	Mo/Mo	3/1/2023	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	224.64	Mo/Mo	4/1/2023	Office 2-E, Nomura Bldg. Tenancy begins 3/15/22-pro-rated rent.
U. S. Coast Guard	5,488.05	9/30/2023	10/1/2022	Annual lease renewal & step increases.

PORT OF PORT TOWNSEND LEASE LISTING

Point Hudson - PROPERTY		JULY 2022		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	1,890.00	7/31/2023*	8/1/2022	Armory Bldg. *Exercised 2nd of 3 1-yr options (8/1/22-7/31/23)
Brion Toss Yacht Rigging	812.28	8/31/2024	9/1/2022	Armory Bldg. 5-yr lease, no options.
Brooks, Cindy	37.80	Mo/Mo	N/A	54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race
Commanders Beach House	2,277.52	4/30/2025	5/1/2023	Assignment to D & N Dionne. CPI applied.
Doc's Marina Grill / TNT Restaurants LLC	3,074.53	4/30/2027	5/1/2023	Exercised last 5-yr option 5/1/22-4/30-27. Wants a new 10-yr lease.MR
GatheringPlace	N/A	7/31/2004	N/A	Southern half of duplex. Leasehold exempt - Non-profit
Hagen Designs	600.77	Mo/Mo	4/1/2023	Archive rm, Main Bldg. Short term. MR applied.
Hanson of Port Townsend Inc.	361.69	5/31/2023*	6/1/2023	Armory Bldg. *Two 1-yr options remain: 6/22 , 6/23, 6/24.
Hudson Point Café	1,584.53	6/30/2025*	7/1/2023	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	276.14	Mo/Mo	7/1/2023	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	248.53	Mo/Mo	7/1/2023	Main Bldg. Restaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Marine Resources Consultants Inc.	491.82	9/30/2024*	10/1/2022	Armory Bldg. *Used last option.
Marine Surveys & Assessments	1,548.94	3/31/2024	4/1/2023	Cupola House. Scheduled step increases.
Mark Kielty Design	264.00	Mo/Mo	11/1/2022	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,399.03	6/30/2051	7/1/2023	Former Landfall site-plan to build 3000 sf classroom.
Northwest Maritime Center (Swan Hotel)	516.00/yr	auto renew	6/1/2024	License-encroachment. MR every 3-yrs. Port may term w/180-day notice
Puget Sound Express	1,106.50	12/31/2025	1/1/2023	No options remain.
Schooner Martha Foundation	756.29	12/31/2024*	1/1/2023	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,301.15	4/30/2027*	5/1/2023	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	2,472.01	10/31/2026	11/1/2022	No options remain.
Shanghai Restaurant	174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	2,345.28	6/30/2027	7/1/2023	Ground lease for SEA Marine facility.
The Artful Sailor	503.50	11/30/2022*	12/1/2022	Armory Bldg. *Two 1-yr options remain.
The Artful Sailor	429.80	Mo/Mo	2/1/2023	Armory Bldg. Expanding shop to include small shop north. of current shop.
U.S. Customs	3,034.75	12/20/2027	GSA determines	Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027
Uptown Dental Clinic	260.00	Mo/Mo	11/1/2022	Northern half of duplex, second floor, 90 sf office.
Washington Dept. of Fish & Wildlife	8,430.97	3/21/2024*	N/A	Hospital Bldg. *One 5-yr option.

PORT OF PORT TOWNSEND LEASE LISTING

JCIA - PROPERTY			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.
A Hangar Condo Association	1,108.08	11/20/2045	12/1/2022
Aurora Aircraft Maint & Restoration	523.49	10/31/2026*	11/1/2022
Aurora Aircraft Maint & Restoration		12/31/2023	N/A
Broderson, Dennis	58.28	2/28/2016	3/1/2023
Dow Jeffery & Jorja	344.91	12/31/2028	8/1/2022
Eber, Lorenz	60.00	Mo/Mo	12/1/2022
Erickson, Warren & Karen	173.65	7/26/2057	3/1/2023
G Hangar Condo Assoc.	560.44	6/9/2047	7/1/2023
Grandy, Richard	174.16	7/26/2057	3/1/2023
H-Hangar Corp., Inc.	520.95	6/22/2049	7/1/2023
Hangar C Group LLC	518.78	4/30/2053	12/1/2022
Hangar J Lease (Holt)	244.56	10/1/2050	10/1/2022
Hood Canal Aviation LLC/Jim Piper	173.65	7/26/2057	3/1/2023
JEFFCO Hangar Assoc., Inc.	682.14	11/30/2041	12/1/2022
K-Hangar Assoc. @ JCIA	530.59	4/25/2049	5/1/2023
L Hangar Condo Assoc @JCIA	585.34	10/31/2048	10/1/2022
Lemanski, Tom & Linda	70.00	Mo/Mo	3/1/2023
Marlow, William (December Annual)	150.00/yr	N/A	N/A
Morrison, Neil/Lark Leasing	174.17	4/30/2053	5/1/2023
Morrison, Neil	174.17	4/30/2053	5/1/2023
Northrup, Mildred/Hopkins	70.00	Mo/Mo	3/1/2023
NW Hangars LLC	1,778.99	7/26/2057	3/1/2023
Port Townsend Aero Museum	395.39	7/31/2052*	5/1/2023
Port Townsend Aero Museum	338.90	7/31/2052*	5/1/2023
Port Townsend Aero Museum	582.92	7/31/2052*	5/1/2023
Port Townsend Aero Museum	231.78	4/30/2053	5/1/2023
Port Townsend Aero Museum	70.00	Mo/Mo	5/1/2023
Port Townsend Aircraft Services	293.09	6/30/2035*	7/1/2023
Pratt Sr., David	70.00	Mo/Mo	3/1/2023
Scheall, Daniel	58.28	2/28/2026	3/1/2023
Spruce Goose	218.57	9/30/2029*	10/1/2022
Station Prairie	525.00	4/30/2072	5/1/2023
Wexman, Scott & Diana Levin	252.48	3/31/2053	4/1/2023

PORT OF PORT TOWNSEND LEASE LISTING

JULY 2022
REMARKS
Land lease. Hangars 'E' & 'F'.
*One 5-yr option remains.
Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
T-hangar pad LEASE T-403(Q) '22 adopted rate appld (7¢/sf)
Land lease. Hangar 'D'.
T-hangar pad, #T-404(P)
Land lease. Hangar '4-B'.
Land lease.
Land lease. Hangar '4-A'.
Land lease.
Settled 2/25/21: Amend #6: Ext. term.
Land lease.
Land lease. Hangar '4-C'.
11,369 sf, hangar site 'I'.
Land lease. CPI applied.
Land lease.
T-hangar pad, T-405. 2022 adopted rate applied (7¢/sf)
Easement effective until terminated
Land lease. Hangar 'N-North'. CPI applied.
Land lease. Hangar 'N-South'. CPI applied.
T-hangar pad, T-406(M). 2022 adopted rate applied (7¢/sf)
Land lease. Hangars '7' & '8'.
*One 25-yr option. Museum bldg- land lease .
*One 25-yr opt. Museum bldg- land lease (expan.). CPI appl.
*One-25 yr option. Maintenance bldg- land lease . CPI appl.
M' Hangar. Separate land lease. CPI applied.
T-hangar pad, T-400(S). MR applied.
*Two 10-yr options.
T-hangar pad, T-401(N). 2022 adopted rate applied (7¢/sf)
T-hangar pad LEASE T-402(O)'22 adopted rate appld (7¢/sf)
*Two 5-yr options. CPI/MR apply.
Hangar site pad #5.
Land lease. Hangar 'O'. 4.6% CPI applied.

PORT OF PORT TOWNSEND LEASE LISTING

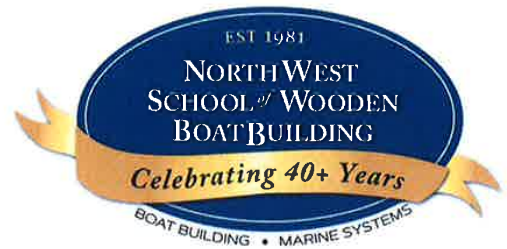
QUILCENE - PROPERTY	JULY 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$ 5,494.92	12/31/2039	1/1/2023	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 227.92	11/30/2019	12/1/2022	The fate of the building is a subject of the Quilcene planning process. Working twds new agreement.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>
Quilcene Village Store <i>(will renew 1-yr lease)</i>	\$ 110.92	Mo/Mo	9/1/2022	1 yr lease - kayak rack & ground it sits on



RECEIVED

JUL 01 2022

Port of Port Town
Administration
June 8, 2022



Dear Friend of the Boat School,

Thank you so much for your support at Hull Raiser: Boat School Bash & Fundraiser. **You helped us achieve something very special.** We've done the tally and with your support the Boat School community raised over \$130,000 for its education programs at the event!

It was a night filled with fun and laughter, great food and drinks, awesome music, old and new friends, and a deep community spirit. Funds raised at this event help students write their own scripts: from high school graduates just learning a new skill to career changers and veterans looking for a new path. Your gift allows students to craft their future.

Thank you for your donation of a boat haulout gift certificate.

The School's Tax ID #91-1122839.

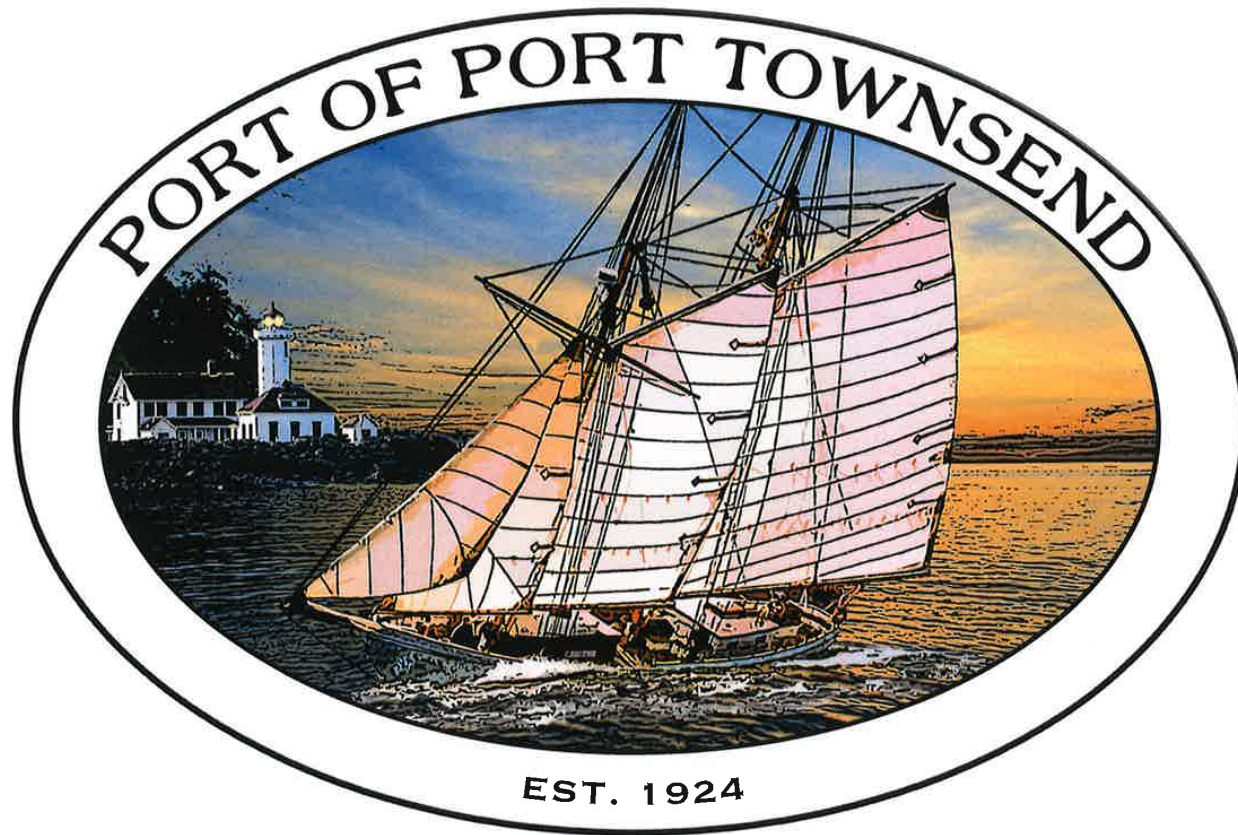
With deep appreciation for your commitment to our students, to craftsmanship, and to community.

Sincerely,

Betsy Davis,
Executive Director

Northwest School of
Wooden Boatbuilding
42 N. Water Street
Port Hadlock, WA





7/8/22