



PORT OF KINGSTON

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**Port of Kingston Board of Commissioners
Regular Meeting**

May 22, 2019 – 1 p.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Regular Meeting
Location: Village Green Community Center, Windermere Room

Welcome to the May 22, 2019 Regular Meeting of the Kingston Port Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

This is a preliminary agenda and is subject to change.

Agenda Topics

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENT:** Citizens may address the Commission regarding any item related to Port business, including items on the agenda
- 5. CONSENT AGENDA:** These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner
 - a. Approval of Kitsap All Ports Meeting Minutes – April 22, 2019**
 - b. Approval of Regular Meeting Minutes – April 24, 2019**
 - c. Approval of Special Meeting Minutes – May 13, 2019**



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d. Approval of May Warrants

6. FINANCIAL REPORT: March & April 2019 – Prepared by Hearthstone CPA Group

7. ACTION ITEMS

- a. Present Awards to Kingston High School Art Students for Centennial Poster Contest**
- b. Approve Resolution No. 05-02-2019 Resolution to Set Vessel Liability Insurance**
- c. Approve Emergency Contract for Repair of Covered Moorage**
- d. Recognize Public Records Officer for Certification**

8. PUBLIC COMMENT: Citizens may address the Commission regarding any item related to Port business, including items on the agenda

9. COMMISSIONER REPORTS

10. STAFF REPORTS

11. NEXT REGULAR MEETING: Wednesday, June 26, 2019 at 6:30 p.m.

12. ADJOURN



PORT OF KINGSTON

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Regular Meeting

Meeting of: May 22, 2019

Agenda Item: 5a – Approval of Kitsap All Ports Meeting Minutes – April 22, 2018

Draft minutes* for
Quarterly Kitsap All Ports Meeting
April 22, 2019

At 6:37PM the meeting was called to order by Port of Brownsville Commissioner Jack Bailey. Also in attendance were Lary Coppola representing the Port of Allyn; Matt Appleton and Shaun Nye also representing the Port of Brownsville; James Aho representing the Port of Illahee; Greg Englin, Steve Heacock and Mary McClure all representing the Port of Kingston; Robert Ballard, Daniel Fallstrom and James Strode all representing the Port of Manchester; Henry Aus, Ed Scholfield, and Theresa Haaland all representing the Port of Silverdale; and Jeff Reynolds representing the Port of Waterman.

Commissioner Bailey welcomed everyone and thanked them for attending the meeting.

Pledge of Allegiance – everyone stood for the pledge.

Introductions were made.

Public Comment – None

Individual Port Updates

Port of Silverdale (<http://portofsilverdale.com>) – Commissioner Scholfield reported that a 25' sailboat has been moored without payment at the Port of Silverdale moorage facility for months. The owner had previously been trespassed from Port property and is currently in the Kitsap County jail. The boat was anchored out unattended when a concerned citizen ended up tying it to the Port's moorage facility. The Department of Natural Resources (DNR) has it listed as a derelict vessel and requested the Port to begin processing it. Phil has reviewed the law to determine the correct way to begin the process. The boat is in decent shape and individuals have inquired about it, so it may eventually be sold rather than disposed. Commissioner Scholfield said that according to the DNR, Yacht Fish Marine out of Port Orchard (<https://yachtfishmarine.com>) provides salvage services for derelict vessels. Matt said that you first must receive permission from the company. Commissioner Scholfield agreed and said that the DNR can help getting the company to accept derelict vessels. Commissioner Bailey said that he noticed several derelict-looking boats at the Port of Bremerton behind the Safe Boats building. Apparently, the Port of Bremerton has plans to scrap all those

boats once the Derelict Vessel Removal Account is funded. Commissioner Scholfield went on to report that ever since all the recreational vehicles (RV) were kicked out of the now vacant Toy's R Us parking lot, more and more are showing up in the Old Town area. The Port recently contacted grant writer, Kathleen Byrne-Barrantes of Grant Solutions (<http://grantsolutions.biz/>), as the Port's comp plan update is nearing completion. She advised expansion of the scope of the comp plan to include items/projects that aren't necessarily a priority or even on the radar but might be if the opportunity presented itself because items/projects not listed within the comp plan will not be eligible for Recreational Conservation Office (RCO) funding. The Port of Waterman had that issue when they wanted to use remaining funds from the pier project to add a covered shelter to the pier, but since that was not listed within Waterman's comp plan it was denied by the RCO. Commissioner Bailey said that the RCO is really looking for more of a site plan. Commissioner Aus reported that Port of Silverdale Commissioner Lawrence Greaves retired after nineteen years of service to the Port. Letters to both the CK Reporter and Kitsap Sun editors were submitted informing the public of the vacancy and encouraging anyone who lives within Port of Silverdale District 1 to apply. Five individuals applied, four of which actually lived within the district. At last week's Port meeting it was decided to appoint Caleb Reese. Commissioner Reese has shown an interest in the Port for many months now by attending regular meetings. He even attended an All Ports meeting last year.

Commissioner Strode asked how Manchester can get a copy of their comp plan as they can't seem to find one. It was suggested they contact the RCO as one would have had to be submitted when they last applied for grant funding. Commissioner Bailey said that the RCO will also accept the budget in place of a comp plan because essentially it lists everything that is planned for the year.

Port of Waterman – Commissioner Reynolds reported that when the power went out during the major snow storm in February and then it was restored it fried the Port's electrical system. It is believed the cause was organic. Kitsap Industrial Electric, Inc (<http://kitsapindustrialelectric.com>) was hired and repaired the electrical. Commissioner Reynolds said that it was a challenge finding a local electrician that could make the repair in a timely fashion for a reasonable rate. Thankfully, Enduris is covering the costs of the repair. The stair project should be completed this week. Commissioner Reynolds said that the Port of Waterman recently adopted a Small Works Policy.

Port of Illahee (<http://www.portofillahee.com>) – Commissioner Aho explained that the Port of Illahee ranked number sixteen on the Pollution Liability Insurance

Agency (PLIA) 2018 funding list to clean up the contaminated soil at the Illahee Store property. PLIA is expected to be funded ten million for 2019, which is the same amount as last year. Last year PLIA distributed all the funds before reaching the Port of Illahee's number sixteen spot, so the Port will be higher on the list for this year. It is anticipated that PLIA will contact the Port giving the green light to begin the clean up once the State budget is finalized. The Port does not officially own the property yet as a sheriff sale is necessary so that all of the judgements and liens are dropped. The Port has been in the process of acquiring the store for many years and there has been concern that PLIA will contact the Port to fund the project prior to the Port actually owning the property, but just last week the Port's attorney, Ken Bagwell, informed Commissioner Aho that the sheriff sale is proceeding. It is not exactly sure when it will take place, but it is moving forward. PLIA estimates the cleanup costs to be \$539,000, so additional bidders are not expected, but if the public is not informed about the contamination there could be additional bidders. Commissioner Aho said that the contamination also continues into the County right-of-way and the County has agreed to work with the Port to clean up that area as well. It is unknown if the County would be willing or could partner with a private entity to clean up that area. Greg Englin suggested a Notice to Title be filed that includes the PLIA report confirming the contamination. Commissioner Heacock agreed that a document informing about the contamination can be filed with the County Auditor and then it would show up on the title report. Unfortunately, bidders may not pre-order a title report. Commissioner Strode said that is what happened to a lady in South Colby who purchased a property at a very reasonable price only later to find out it was contaminated and now she cannot do anything with the property. Commissioner Ballard suggested the PLIA report be posted directly on the building. Everyone thought that was a really good idea and encouraged Commissioner Aho to do that because more than likely interested parties would at least drive by the property to look at it prior to bidding on it at a sheriff sale and if they see something posted on it, they would probably get out and read it. Commissioner Aho explained that the Port of Illahee is also considering contacting grant writer, Kathleen Byrne-Barrantes for the upcoming grant cycle. Illahee applied for an Aquatic Lands Enhancement Account (ALEA) grant last cycle, but the scope of the project was limited because the Port would have to come up with the fifty percent matching funds. At that time the RCO personnel suggested the Port expand the scope of the project and apply for Washington Wildlife and Recreation Program (WWRP) water access grant to use as matching funds, similar to what the Port of Waterman did for their Fishing Pier and Seawall Renovation project. Commissioner Aho immediately applied for the WWRP grant and all was looking good until the RCO denied it because they concluded that it wasn't fair to the other WWRP applicants to accept the Port's WWRP grant application after the due date. Needless to say, Illahee is

gearing up for the next grant cycle. The Port is also considering applying for an RCO Waiver of Retroactivity for the purchase of the Illahee Store. If granted the money spent to purchase the store may also be used as matching funds. Commissioner Bailey cautioned Commissioner Aho because when Brownsville purchased the old fire station property the County pulled the permit, which caused a big issue requiring any new tenant to be a water dependent business. Commissioner Scholfield said that an Occupancy Permit is necessary for any business that goes in there. If there is no previous Occupancy Permit it can be daunting as they require electrical diagrams and other details of the building. All of the Port of Silverdale's tenants are required to obtain an Occupancy Permit prior to doing business. Commissioner Aho requested a copy of Waterman's Small Works Policy as this is something Illahee needs to do. Matt suggested Commissioner Aho look into Municipal Research and Services Center (MRSC) (<http://mrsc.org>) to obtain Small Works Roster policies and anything else related to the Small Works process. Matt said that Ports that are members of the Washington Public Ports Association (WPPA) are considered MRSC members as well.

Port of Kingston (<http://portofkingston.org>) – Commissioner Heacock said that there is a lot going on at the Port of Kingston especially with the parking problems that are unique to the Kingston area. Mr. Englin explained that the Port of Kingston has been insured by Enduris for many years, but the rates are continually rising, so they are considering changing insurance companies. He encouraged others to watch a YouTube presentation.

(<https://www.youtube.com/watch?v=m1Uct9dX4fo>). It was generated by the Port of Bellingham and is regarding new State insurance requirements for vessels. Mr. Englin found it to be very informative as there is a lot to learn with the new laws. He would like to see a standardized system for all public marinas. Matt reported that Brownsville has been dealing with insurance companies since there was a recent fire at the facility. Apparently Geico and State Farm will not add public port facilities as additionally insured to their policies. This puts the public facilities at risk. Commissioner Bailey said that the Port's attorney informed him that the Port may not want to be listed as additionally insured because if it is it can become liable if the owner defaults on paying the insurance. Mr. Englin disagreed as it should actually provide the Port with more coverage. Matt added that if you are listed as additionally insured on a policy the insurance company is required to provide you notice if the policy goes unpaid. Commissioner Scholfield said that State law requires notification via mail and until the notification is received the additionally insured entity is covered. It was agreed that if the policy goes unpaid and the additional insured is not notified the insurance company can be held responsible. Matt explained that he called one insurance company about a sunk

boat and was told that the boat hasn't been insured for eight months. It was thought that both the boat owner and the insurance company may be held liable. The boat owner since he wasn't insured and the insurance company since they didn't notify the Port about the default on the policy payment. Commissioner Ballard said that he is involved in a personal lawsuit and his insurer has informed him they will not cover him on a cross-claim; just something to keep in mind. Commissioner Bailey suggested the WPPA Marina Committee be asked to further discuss insurance issues. Mr. Englin reported that the County is working on projects in the Kingston area and are requesting right-of-way and construction easements from the Port. The County will actually pay the Port for the property affected by the right-of-way easements. Mr. Englin said some of the proposed easement property is paid parking spots so that will need to be considered in determining the value. Commissioner Scholfield explained that Silverdale recently went through this with the County. He urged others to review the final plans before implementation as there have been a few items that the Port and the County decided to change on the plans, but those items didn't show up on the final plan.

Commissioner McClure explained that twenty years ago the Washington State Ferries (WSF) purchased a 10-acre holding lot, but at that time decided that traffic wasn't bad enough to do anything with the property. Thankfully at that time they decided to hang onto it. The traffic in Kingston is pretty extraordinary and now a five-agency partnership between the Port, the County, WSF, Kitsap Transit and the Department of Transportation (DOT) has formed to determine what can/should be done to alleviate the traffic issues and the 10-acre lot is key. The Memorandum of Understanding should be signed off by all five entities this week. The Port will be managing a feasibility study, which is the first phase. Commissioner McClure said that it's nice that all five agencies recognize the problem and are willing to work together on a solution. Just five years ago the backup of ferry traffic was basically limited to Saturday and Sunday. Now there is backup from Thursday through Sunday and it seems to only be growing. Unfortunately, with all the traffic it has a negative effect on the local businesses as customers don't want to fight the traffic. Commissioner Fallstrom said that the transportation fund in Olympia isn't looking too good this year. Commissioner McClure said that they aren't looking for funding this year, but will be in the future and she would like to further discuss this with Commissioner Fallstrom.

Port of Allyn (<http://www.portofallyn.com>) – Lary Coppola said that a windstorm on January 4th destroyed part of the Port of Allyn's floating dock. Now about half of it needs to be replaced. Enduris was contacted about coverage and repair. They

state that structure has met its lifespan and refuse to cover it. Mr. Coppola said that the structure is just eighteen years old; whereas, the previous structure lasted forty-two years before it was replaced in 2001. The Port has hired a lawyer. Enduris requested all the maintenance paperwork from 2001. Mr. Coppola said it wasn't necessary to go back that far, but did provide several years' worth of records. He explained that Joe Davis with Enduris walked the facility with him just last year and didn't indicate that the facility was in bad shape or that it had met its lifespan. He did at that time request a few minor corrections to the facility but nothing major. Commissioner Scholfield suggested an independent marine survey company be hired to determine what needs to be done to fix it. He added that all of the Ports should have an independent survey conducted at least every five years. Commissioner Bailey said that some surveyors use hammers to test pilings, which isn't ideal. Brownsville found a private outfit that will actually conduct a scientific analysis of the pilings. It was explained that since Enduris deals with public entities all of their notes related to those entities are considered public records. In fact, they are subject to public records requests so the Port of Allyn could make such a request for any notes from the meeting/walk about with Mr. Davis. Mr. Englin said that he has talked with Mr. Davis and was told that one of the reasons for the skyrocketing insurance premiums is due to the many claims they have received and their reserves are being depleted. At this point they are trying to build up their cash reserves. Commissioner Coppola said that he talked with another entity that had a similar situation with Enduris and recommended the Port hire a lawyer. The Port of Allyn ranked number eight out of eighteen for an RCO grant to purchase a piece of property. According to RCO grant manager, Kim Sellars, it will be fully funded this year. The Oyster House project is moving forward. They will be receiving enough money to at least get it stabilized. There was a derelict vessel at the Port with a credit card number on file from years ago. It was decided to call the owner's number that was listed before processing the boat as a derelict. The owner's significant other answered and gave the green light to charge the credit card. It processed and the boat was then released to the owner.

Port of Manchester (<http://www.portomanchester.com>) – Commissioner Strode reported that the boat launch at Manchester will be seal coated and restriped next month. The Friends of the Manchester Library have set up a beautification day with the help of fifty cadets. The entire waterfront area will be re-barked and cleaned up. A big hole near the boat ramp is of concern. It seems the soft beach protection is failing there. Commissioner Scholfield said that soft beach protection is failing all over the county. Commissioner Bailey said that his son worked with the County on a project in Chico. They brought in huge rock, believed to be blasted from the Snoqualmie hillside. Holes were drilled into the rock and cables

were inserted into the holes. Large logs were secured to the cable and the large rock was buried quite deep. It seems to be working well as the logs can't wash away. Manchester Commissioners had considered changing the picnic shelter, but it was determined it would cost approximately \$8,000, so it was decided to keep it as is.

Port of Brownsville (<https://portofbrownsville.org>) Commissioner Nye explained that a recent fire destroyed three boats. Thankfully no one was injured and the damages totaled under \$300,000, which is the minimum insurance amount the boat owners are required to hold. The Port of Brownsville's fire system was tested by this fire and it worked great. The fire department had some issues. Commissioner Bailey said that the fire department was on site before Matt arrived as he had to travel from Bremerton. They had 1500 feet of hose, but the fire was 1750 feet away so no water was put on the fire until Matt arrived. He basically took charge and played fireman. The Port trains all of the liveaboard boat owners on fire safety. The Sheriff Department was the first at the scene and wouldn't allow anyone to fight it. It was an extremely hot fire, which melted the aluminum dock and fiberglass grating. Matt plans to pick up the replacement tomorrow. Commissioner Bailey said that one lesson learned from the fire is that the Port needs to invest in a PA system that can withstand the marine environment. This will allow Port personnel to inform everyone on the docks and pier of what is happening and what is expected of them. Matt said that the Port also needs to continually make sure everyone's insurance is up-to-date. Thankfully Brownsville has been reviewing all the insurance policies and just five days prior to the fire it was determined that the boat that had the fire was under insured at \$100,000. The boat owner was contacted and informed of the problem. He immediately had his coverage increased to the minimal \$300,000 requirement. It is believed the fire started from a malfunctioning refrigerator condenser. When the boat owner realized there was a fire, he was able to get out of the boat and tell all the surrounding boat owners, so everyone was able to get to safety. Commissioners Bailey and Nye agreed that although it was an unfortunate event good came of it with no injuries and minimal damage; it could have been so much worse.

Commissioner Bailey reported that the new boat ramp is very popular, there is just a little learning curve for those using it. The Port acquired two pieces of real property the first part of the year. It was recently determined that the County has upper development runoff going through the properties, which has created a large rut. Brownsville has recently hired the services of a new accountant, Jan Fancher out of Vancouver, Washington. Commissioner Bailey said that it is getting pretty expensive and costs about four times the amount that he had anticipated.

Commissioner Nye said that Ms. Fancher comes highly recommended and is doing a great job, there is just a lot to dig through before things are straightened out. She has made a list of items that she wants changed. Matt has been putting an emphasis on enforcing the Port's rules with ticketing when/if necessary. The Port now owns a tugboat. It was questioned if the owner was Joe Webb as he apparently buys tugboats cheap and then dumps them. Mr. Webb was not the previous owner, but Commissioner Bailey said that he regularly uses Brownsville's facilities and anchors his boat out not too far from the facility. In fact, it may become an issue because many times he anchors in the traffic lane and when there is a low tide this will cause an issue for the bigger vessels coming into the Port especially if it is foggy. Mr. Webb's boat is within the Port's DNR lease boundary. Matt said that he called the Navy, the Coast Guard and the Sheriff's Department, but no one is willing to go out and discuss the situation with Mr. Webb. Matt said that he has Mr. Webb's number and calls him daily. Commissioner Scholfield said that vessels are not allowed to anchor in one area of DNR waters for more than thirty days at a time. Once the thirty days pass, they are required to be moved at least five air miles from that area. It was suggested that Matt contact Troy of the DNR and report it as well as the Kitsap County Health Department as there is concern as to where the sewage is being dumped.

The meeting adjourned at 8:22 PM.

Commissioner

Commissioner

Commissioner



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Regular Meeting

Meeting of: May 22, 2019

Agenda Item: 5b – Approval of Regular Meeting Minutes – April 24, 2018



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**Port of Kingston Board of Commissioners
Regular Meeting**

April 24, 2019 – 6:30 p.m.
Village Green Community Center
26159 Dulay Rd NE
Kingston WA 98346

Meeting called by: Port of Kingston Commissioners

Type of meeting: Regular Meeting

Meeting Minutes

Commissioners Present:
Commissioner Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure

Commissioners Excused:
N/A

Staff/Counsel Present:
Executive Director Greg Englin
Executive Assistant Lacey Gray
Harbormaster Ray Carpenter

Public Present:
Brian Anderson

1. Call to order: 6:32 p.m.

2. Pledge of Allegiance:

3. Approval of Agenda:

Motion: Approve Agenda

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

4. Public Comment:



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No public comment.

5. Consent Agenda:

- A. Approval of Special Meeting Minutes – February 14, 2019**
- B. Approval of Regular Meeting Minutes – March 27, 2019**
- C. Approval of Special Meeting Minutes – April 9, 2019**
- D. Approval of Special Meeting Minutes – April 12, 2019**
- E. Approval of April Warrants**

Motion: Approve Consent Agenda

Moved by: Commissioner Heacock

Seconded by: Commissioner McClure

Action: Passed 3-0

6. Financial Report:

Due to a change in staff, the Port does not yet have the financial report available to review.

7. Action Items:

A. Approve OESD PSA

Annually, a new professional service agreement is signed with the IT vendor. This vendor specifically works with public sector agencies. They have been working with Executive Assistant Gray on migrating files and other IT projects. Executive Director Englin recommends we move forward with the agreement as is.

Motion: Approve OESD PSA

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

B. Approve Retroactively the 3.2 CPI Increase to Staff Wages

Last October the Commission approved a 3.0% cost of living increase; however, it was interpreted as a CPI increase of 3.2%, and staff want to acknowledge that the action taken



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was technically incorrect and anything in the future will be exactly as the Commission directs. Staff asked the Commission to retroactively approve the 3.2% CPI increase.

Motion: Approve Retroactive Correction of the 3.2% CPI Increase to Staff Wages

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

C. Approve Enduris Renewal Agreement

Annually, the Enduris insurance agreement is approved. The agreement runs from September to the end of August each year. The cost is going up this year. It will be \$79,000 this year and \$95,000 next year. Executive Director Englin recommends the Commission approve the agreement for this year, but that next year he will be taking a look at other insurance options. Port Staff are currently reviewing the Port's level of risk. Enduris did have a number of claims this year, which is a part of the reason why the cost is going up. About 4% of the increase is due to the Port's past public records claims.

Motion: Approve Renewal of Enduris Insurance Agreement September 1, 2019 through August 31, 2020

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

8. Public Comment:

No public comment.

9. Commissioner Reports:

Commissioner Heacock: Attended the Kitsap All Ports meeting. Something he learned at the meeting that was concerning to him is that Enduris denied a claim to the Port of Allyn during the last storm event.

Kitsap County has a transportation improvement program that is currently accepting applications. KCAC met with Mark Libby from the county to discuss potential projects that could fit the program.



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Commissioner McClure: Attended the Kitsap All Ports meeting and also found the insurance discussion very valuable. The conversation also moved to various port's liveaboard policies and she appreciated the varying perspectives. She would like to discuss this idea and the idea of a marina host program at a future date.

The MOU for the SR 104 Lindvog Holding Lot project has been signed by all agencies. The MOU focuses on the feasibility study. There are several complexities involved with the project, such as the slope of the ground and stormwater. These complexities have to be carefully coordinated as the project moves forward. Another issue is the projects relationship with the 104-realignment project. These two projects must be operationally simpatico. Something that is interesting is the strength of WSF's interest in a viable ferry holding lot. They are very supportive of our vision. Kitsap Transit wants to make sure there will be open access to the ferry terminals and are no longer interested in creating a full transit turnaround. The next step is a MOA between the Port and the partner agencies.

May 4th is the opening day for the Kingston Public Market.

Commissioner Gronnvoll: Talked about the many events that are coming up in Kingston. The Kingston Wine Walk is coming up and tickets go on sale May 1. She attended the Village Green Park District meeting for the first time and found it very interesting. She learned that roughly 8881 people came through the Village Green in March. The cold weather shelter was open for 49 nights in a row last winter.

10. Staff Reports:

Harbormaster Carpenter: Port is running on all cylinders right now. Reminded the Commission that May 11 is Kingston Almost Summer Fest and the opening day of shrimping. It will be a big day. The season is starting, lots of boaters and yacht clubs coming in. Staff are busy and are doing well. The Event Tent did get its permit for the season. It was more of a struggle this year with the new fire marshal, but the Port was able to make it work. Things are going really well with the tenants, though there have been some issues to work out with the new insurance requirements. He has been talking to someone in the community about donating a large amount of money for the improvement of the Port. The Port has until the end of August to come up with a plan. He also thanked Executive Assistant Gray for her work on coordinating the training program for staff later in the discussion.

Executive Assistant Gray: Mentioned the Port is putting on a Memorial Weekend Concert on May 25, 2019. The Storage unit looks really good, the new shelving has been put up, working on a last push on the records project. Training with the staff is moving forward.

Executive Director Englin: Commented more on the retroactive correction to the staff wages, talking about the magnitude of the 0.2% increase to staff wages. It is an increase of



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about \$9,500 for the year, though staff are doing a heavier load covering two positions the Port is not backfilling.

Also attended the Kitsap All Ports meeting and finds them very valuable and interesting. Is trying to attend as many community meetings as possible and appreciates the Commissioners also attend many of those meetings. Staff are doing great, the park looks fantastic, we are moving forward with training. Ray put together a hazmat training held at the Port. This is an investment in the staff and the Port. We are working on the financial reports and the transition to accrual-based accounting. Talked with RCO regarding the Washington Blvd. Park project and is getting that finished up.

Next Regular Meeting Date: Wednesday, May 22, 2019 at 1 p.m.

11. Adjourn:

Motion: Adjourn meeting at 7:35 p.m.

Moved by: Commissioner Heacock

Seconded by: Commissioner McClure

Action: Passed 3-0

Meeting Attested By:

Board Chair, Commissioner Gronnvoll

Board Vice Chair, Commissioner Heacock

Board Secretary, Commissioner McClure

Executive Assistant, Lacey Gray



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Regular Meeting

Meeting of: May 22, 2019

Agenda Item: 5c – Approval of Special Meeting Minutes – May 13, 2018



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**Port of Kingston Board of Commissioners
Special Meeting**

May 13, 2019 – 10 a.m.
Port of Kingston Administrative Offices
25864 Washington Blvd.
Kingston, WA 98346

Meeting called by: Port of Kingston Commissioners

Type of meeting: Special Meeting

Meeting Minutes

Commissioners Present:

Commissioner Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure
(All present via teleconference)

Commissioners Excused:

N/A

Staff/Counsel Present:

Executive Director Greg Englin
Executive Assistant, Lacey Gray
Harbormaster, Ray Englin

Public Present:

No public present

1. Call to order: 10:06 a.m.

2. Pledge of Allegiance:

3. Approval of Agenda:

Motion: Approve Agenda

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0



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4. Public Comment:

No public comment.

5. Action Items:

A. Approval of Resolution No. 05-01-2019 – Resolution to Delegate Authority of Port Bank Accounts

Motion: Approve Resolution No. 05-01-2019 – Resolution to Delegate Authority of Port Bank Accounts

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Passed 3-0

B. Approval of Resolution No. 05-02-2019 Resolution to Set Vessel Liability Insurance

Resolution was discussed, no decision or action was taken. The Resolution is to be revised and placed on the next Regular Meeting Agenda.

6. Public Comment:

No Public Comment.

Next Regular Meeting Date: Wednesday, May 22, 2019 at 1 p.m.

7. Adjourn:

Motion: Adjourn meeting at 10:27 a.m.

Moved by: Commissioner Heacock

Seconded by: Commissioner McClure

Action: Passed 3-0



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Meeting Attested By:

Board Chair, Commissioner Gronvoll

Board Vice Chair, Commissioner Heacock

Board Secretary, Commissioner McClure

Executive Assistant, Lacey Gray



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Regular Meeting

Meeting of: May 22, 2019

Agenda Item: 6 – Financial Report – March & April 2019

Prepared by Hearthstone CPA Group

Port of Kingston
Profit & Loss
January through April 2019

WORKING DRAFT

	Jan - Apr 19
Income	
621-10-20 Moorage Base Rate	224,118.72
621-10-30 Moorage Cover Premium	31,892.28
621-12-00 Kayak	2,583.14
621-15-00 Moorage-Transient	20,051.08
621-16-00 Reservation Fees	1,386.00
621-22-22 Seasonal Moorage	12,912.66
621-82-00 Electricity-Permanent	20,556.90
621-82-05 Electricity-Transient	1,183.15
621-89-00 Laundry Income	534.25
622-91-00 Deposits Forfeited	60.00
625-20-02 Hill House Lease	7,089.68
625-20-03 Yacht Club Land Lease	6,379.55
625-20-04 Aviator Land Lease	1,609.16
625-20-08 WSDOT Land Lease	68,634.08
625-20-09 Reader Board	2,700.00
625-20-10 Kitsap Transit	-1,571.08
625-22-01 Liveaboard	3,600.90
626-40-00 Gas Sales	48,306.91
626-45-00 Diesel and Oil Sales	
626-45-01 Diesel w/o Tax	100,391.67
626-45-00 Diesel and Oil Sales - Other	200,980.93
Total 626-45-00 Diesel and Oil Sales	301,372.60
629-00-00 Misc Income w/o tax	7,036.20
629-10-00 Misc Income w/tax	120.49
629-11-00 Retail Non Taxed	1,295.00
629-11-01 Retail Taxed	327.99
629-20-00 Bad Debt Recoveries	10,439.56
651-03-61 Operating Grants	1,867.41
699-10-00 Interest Income	5,944.08
699-20-00 Property Tax Receipts	94,996.11
699-22-00 Timber/Lshld Exc Tx	502.80
699-90-00 Service Chg Revenue	10,072.41
Parking	
625-20-01 Parking	120,382.29
625-20-02 Parking Tickets	1,620.37
625-20-03 Commuter Park Tenant	1,433.71
625-21-01 Ls'd parking	25,075.48
625-21-03 Truck Trailer Pass	937.50
Parking - Other	40.00
Total Parking	149,489.35
Total Income	1,035,491.38
Cost of Goods Sold	
626-10-10 Retail Expense	3,985.09
626-40-10 Fuel Purchases	241,200.46
626-40-30 Fuel Credit Card Fees	1,022.50
Total COGS	246,208.05
Gross Profit	789,283.33
Expense	
721-10-00 Salaries and Wages	205,376.56

Port of Kingston
Profit & Loss
 January through April 2019

	Jan - Apr 19
721-20-00 Employee Medical	80,846.96
721-22-00 Pension Expense	23,183.97
721-33-00 Accounting	7,750.00
721-40-00 Operating Supplies	4,862.36
721-41-00 Office Supplies	15,074.78
721-41-01 Computer Supplies/Exp	5,990.26
721-42-00 Parking lot expense	6,851.16
721-50-00 Equipment Rental	2,386.83
721-72-00 Travel	542.16
721-74-00 Advertising and Promo	7,322.76
721-75-00 Dues & Publications	9,383.02
721-76-00 Training & Education	1,018.50
721-76-01 Commis Travel/trainin	47.05
721-81-00 Water,Sewer & Garbage	15,513.74
721-82-00 Electricity	24,356.13
721-88-00 Telephone/Internet	3,563.97
721-90-00 Payroll Taxes	26,999.05
721-93-00 Excise & Prop Tax Exp	10,908.88
721-95-00 Office Ccard Fees	9,041.49
721-96-00 Miscellaneous	
721-96-01 Landscaping	1,421.85
721-96-03 Storage	676.00
721-96-00 Miscellaneous - Other	797.21
Total 721-96-00 Miscellaneous	2,895.06
723-00-00 Repairs & Maint	15,483.17
724-00-01 Environmental Inspect	1,646.00
781-10-00 Commiss Comp	9,216.00
998 Uncategorized Expenses	0.00
999 Over/Short	-0.24
Legal	
721-31-00 Chmelik Sitkin, Davis	9,785.72
Total Legal	9,785.72
Total Expense	500,045.34
Net Income	289,237.99

Port of Kingston
 Profit & Loss
 March 2019

WORKING DRAFT

	<u>Mar 19</u>
Income	
621-10-20 Moorage Base Rate	54,455.44
621-10-30 Moorage Cover Premium	7,560.73
621-12-00 Kayak	567.00
621-15-00 Moorage-Transient	8,073.50
621-16-00 Reservation Fees	315.00
621-22-22 Seasonal Moorage	2,735.41
621-82-00 Electricity-Permanent	45.72
621-82-05 Electricity-Transient	282.50
621-89-00 Laundry Income	318.00
622-91-00 Deposits Forfeited	10.00
625-20-02 Hill House Lease	1,772.42
625-20-03 Yacht Club Land Lease	1,305.69
625-20-04 Aviator Land Lease	402.29
625-20-08 WSDOT Land Lease	34,317.04
625-20-09 Reader Board	725.00
625-20-10 Kitsap Transit	-1,571.08
625-22-01 Liveaboard	778.74
626-40-00 Gas Sales	17,398.62
626-45-00 Diesel and Oil Sales	
626-45-01 Diesel w/o Tax	35,749.99
626-45-00 Diesel and Oil Sales - Other	<u>45,157.64</u>
Total 626-45-00 Diesel and Oil Sales	80,907.63
629-00-00 Misc Income w/o tax	827.15
629-10-00 Misc Income w/tax	91.57
629-11-00 Retail Non Taxed	25.00
629-11-01 Retail Taxed	68.80
699-10-00 Interest Income	1,499.90
699-20-00 Property Tax Receipts	8,397.33
699-22-00 Timber/Lshld Exc Tx	0.00
699-90-00 Service Chg Revenue	1,887.43
Parking	
625-20-01 Parking	32,103.82
625-20-02 Parking Tickets	534.92
625-20-03 Commuter Park Tenant	358.92
625-21-01 Ls'd parking	6,388.19
625-21-03 Truck Trailer Pass	225.00
Parking - Other	<u>40.00</u>
Total Parking	39,650.85
Total Income	262,847.68
Cost of Goods Sold	
626-40-10 Fuel Purchases	96,166.41
626-40-30 Fuel Credit Card Fees	<u>127.59</u>
Total COGS	96,294.00
Gross Profit	166,553.68
Expense	
721-10-00 Salaries and Wages	53,834.09

**Port of Kingston
Profit & Loss
March 2019**

	Mar 19
721-20-00 Employee Medical	19,747.35
721-22-00 Pension Expense	6,451.56
721-33-00 Accounting	2,835.00
721-40-00 Operating Supplies	1,068.67
721-41-00 Office Supplies	1,425.22
721-41-01 Computer Supplies/Exp	4,853.35
721-42-00 Parking lot expense	766.51
721-72-00 Travel	201.60
721-74-00 Advertising and Promo	6,597.76
721-75-00 Dues & Publications	3,522.36
721-76-00 Training & Education	49.00
721-81-00 Water, Sewer & Garbage	6,011.43
721-82-00 Electricity	5,148.93
721-88-00 Telephone/Internet	997.36
721-90-00 Payroll Taxes	6,474.91
721-93-00 Excise & Prop Tax Exp	9,272.06
721-95-00 Office Ccard Fees	2,435.27
721-96-00 Miscellaneous	
721-96-01 Landscaping	8.27
721-96-03 Storage	169.00
721-96-00 Miscellaneous - Other	261.59
Total 721-96-00 Miscellaneous	438.86
723-00-00 Repairs & Maint	5,559.13
781-10-00 Commiss Comp	3,840.00
999 Over/Short	-0.10
Legal	
721-31-00 Chmelik Sitkin, Davis	1,394.50
Total Legal	1,394.50
Total Expense	142,924.82
Net Income	23,628.86

Port of Kingston
Profit & Loss
April 2019

WORKING DRAFT

	Apr 19
Income	
621-10-20 Moorage Base Rate	57,955.42
621-10-30 Moorage Cover Premium	8,613.99
621-12-00 Kayak	709.25
621-15-00 Moorage-Transient	6,120.61
621-16-00 Reservation Fees	413.00
621-22-22 Seasonal Moorage	2,736.00
621-82-00 Electricity-Permanent	10,463.51
621-82-05 Electricity-Transient	230.00
625-20-02 Hill House Lease	1,772.42
625-20-03 Yacht Club Land Lease	1,361.58
625-20-04 Aviator Land Lease	402.29
625-20-08 WSDOT Land Lease	17,158.52
625-20-09 Reader Board	375.00
625-22-01 Liveaboard	722.16
626-40-00 Gas Sales	15,399.63
626-45-00 Diesel and Oil Sales	
626-45-01 Diesel w/o Tax	64,641.68
626-45-00 Diesel and Oil Sales - Other	39,678.57
Total 626-45-00 Diesel and Oil Sales	104,320.25
629-00-00 Misc Income w/o tax	582.37
629-11-00 Retail Non Taxed	62.50
629-11-01 Retail Taxed	73.39
629-20-00 Bad Debt Recoveries	10,439.56
651-03-61 Operating Grants	1,867.41
699-10-00 Interest Income	1,529.91
699-20-00 Property Tax Receipts	81,183.22
699-22-00 Timber/Lshld Exc Tx	0.00
699-90-00 Service Chg Revenue	2,615.72
Parking	
625-20-01 Parking	34,160.58
625-20-02 Parking Tickets	420.23
625-20-03 Commuter Park Tenant	356.95
625-21-01 Ls'd parking	6,168.10
625-21-03 Truck Trailer Pass	337.50
Total Parking	41,443.36
Total Income	368,551.07
Cost of Goods Sold	
626-40-10 Fuel Purchases	22,370.70
626-40-30 Fuel Credit Card Fees	363.16
Total COGS	22,733.86
Gross Profit	345,817.21
Expense	
721-10-00 Salaries and Wages	38,800.29
721-20-00 Employee Medical	21,796.33
721-22-00 Pension Expense	2,958.75
721-33-00 Accounting	1,385.00
721-41-00 Office Supplies	791.20
721-41-01 Computer Supplies/Exp	115.00
721-42-00 Parking lot expense	1,881.09
721-74-00 Advertising and Promo	275.00
721-75-00 Dues & Publications	25.00
721-76-00 Training & Education	250.50
721-81-00 Water,Sewer & Garbage	3,060.95
721-82-00 Electricity	8,171.86
721-88-00 Telephone/Internet	461.18
721-90-00 Payroll Taxes	4,253.72
721-95-00 Office Ccard Fees	2,338.97

Port of Kingston
Profit & Loss
April 2019

	<u>Apr 19</u>
721-96-00 Miscellaneous	
721-96-01 Landscaping	<u>1,413.58</u>
Total 721-96-00 Miscellaneous	1,413.58
723-00-00 Repairs & Maint	3,253.57
998 Uncategorized Expenses	0.00
999 Over/Short	-0.10
Legal	
721-31-00 Chmelik Sitkin, Davis	<u>1,650.00</u>
Total Legal	1,650.00
Total Expense	<u>92,881.89</u>
Net Income	<u><u>252,935.32</u></u>



PORT OF KINGSTON

*Promoting economic vitality.
Enriching community life.*

Regular Meeting

Meeting of: May 22, 2019

Agenda Item: 7a – Present Awards to Kingston High School Art Students for Centennial Poster Contest

Summary:

In celebration of the Port's Centennial Celebration, the Port working in concert with a Kingston High School Art class, put on a Centennial Poster Contest. The students in an advanced digital art class participated in the contest. As well as the winning students receiving a certificate, first place received \$100, second place \$75, and third place \$50. The students who won the contest will be recognized at the Port meeting.



PORT OF KINGSTON

*Promoting economic vitality.
Enriching community life.*

Regular Meeting

Meeting of: May 22, 2019

Agenda Item: 7b – Approve Resolution No. 05-02-2019 Resolution to Set Vessel Liability Insurance

Summary:

Staff have reviewed the permanent moorage vessel insurance requirements currently held by the Port and recommend the Commission formally adopt a minimum requirement of \$500,000 limited liability insurance for each vessel. The Port wishes to be fiscally responsible stewards of all Port assets and mitigate the financial risk to the Port if anything were to happen to one of those assets.

Recommendation:

Approve the Resolution No. 05-02-2019

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 05-02-2019

A Resolution of the Commission of the Port of Kingston

RESOLUTION TO SET VESSEL LIABILITY INSURANCE

WHEREAS, the Port of Kingston has determined that the interest of the Port and the moorage customers are best served when each individual customer is required to have a minimum level of liability insurance, thus ensuring both parties risk level is significantly decreased; and

THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Port of Kingston adopts the following:

Section 1. Every moorage customer (licensee) must provide proof of comprehensive liability insurance; a combined single limit for property damage, bodily injury or death in an amount not less than \$500,000. In addition, each vessels insurance must list the Port of Kingston as additional insured.

Section 2. Every moorage customer (licensee) must provide proof of comprehensive liability insurance; a combined single limit for property damage, bodily injury or death in an amount not less than \$1,000,000 if the vessel is moored under covered moorage portion of the marina. In addition, each vessels insurance must list the Port of Kingston as additional insured.

The following policy and directives regarding setting vessel liability insurance for the Port of Kingston are hereby adopted.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 20th day of May 2019.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Laura Gronnvoll, Commissioner

Attest: _____
Greg Englin, Executive Director

Steve Heacock, Commissioner

Mary McClure, Commissioner

**PORT OF KINGSTON***Promoting economic vitality.**Enriching community life.***Regular Meeting****Meeting of:** May 22, 2019**Agenda Item:** 7c – Approve Emergency Contract for Repair of Covered Moorage**Summary:**

The Covered Moorage Project resulted in a nuts and bolt configuration that are backing out as the timbers shrink and swell with the changes in weather on “C”, “D”, and “E” docks. This condition seems to be accelerated and the Executive Director and Harbormaster have conducted multiple visual inspections of this problem. The condition poses risk to customers, staff, the vessels moored under the covered moorage, and to the structure itself.

The Harbormaster recommends approval for repair of all three docks. The scope of the work is beyond the capacity of staff to handle right now.

This emergency repair is estimated at \$35,923.50 total. Staff are seeking Commission approval at this time since this amount is beyond the upset limit for the Executive Director. This work is expected to be complete by June 9, 2019.

Recommendation:

Approve the emergency actions.



Port of Kingston
C/O Greg Englin
Kingston, WA 98346

May 22, 2019
360-297-3545
grege@portofkingston.org

Work description: Bolt Tightening C Dock

We propose to furnish labor and materials in strict accordance with the plans and specifications as follows:

This proposal includes the retightening of nuts and bolts that were installed new that can be reached from the finger pier using a scissor lift on C dock covered moorage. Any nuts, bolts or washers that are missing will be replaced. Price is not to be exceeded without change order or other written approval.

Price: Bolt tightening

\$ 10,624.50

All prices are subject to WSST.

Terms: Progress billing.

Conditions: The property owner is responsible for locating any and all utility lines, including power lines, septic systems, and/or wells if needed. Sealevel Bulkhead Builders, Inc. shall not be held responsible for any damage incurred to concrete, aggregate or asphalt driveways. In case of any dispute, breach or performance of this agreement, the prevailing party shall be entitled to award of cost of any and all attorneys fees. It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by fire, strikes, or material stolen after delivery upon premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Seller's suppliers, force majeure, inclement weather, floods, freight embargoes, causes incident to natural emergencies, war, or other causes beyond the reasonable control of Seller, whether of like or different character, or other causes beyond his control. Prices quoted in this contract are based upon present prices and upon condition that the proposal will be accepted within THIRTY days. Some or part of the down payment may or may not be refundable. Sealevel Bulkhead Builders, Inc. reserves the right to file a lien for labor and materials on the property to which the materials are placed if this contract is not paid in full upon completion. This is an intent to lien notice. If this account is in default, then the Customer shall be liable for collection costs, interest at 18% per annum, and all other charges owing on this account. Any changes to this contract will require a new contract to be signed by both parties. Also, general conditions which are standard for specialty contractors in the construction industry apply.

THIS PROPOSAL IS SUBMITTED IN DUPLICATE: THE RETURN TO US OF ONE COPY WITH YOUR SIGNATURE SHALL CONSTITUTE A CONTRACT.

SUBMITTED:

ACCEPTED:

DATE:

SEALEVEL BULKHEAD BUILDERS
Reg. #SEALEBB993L7

AUTHORIZED SIGNATURE

BY: _____

BY: _____



Port of Kingston
C/O Greg Englin
Kingston, WA 98346

May 22, 2019
360-297-3545
grege@portofkingston.org

Work description: Bolt Tightening D Dock

We propose to furnish labor and materials in strict accordance with the plans and specifications as follows:

This proposal includes the retightening of nuts and bolts that were installed new that can be reached from the finger pier using a scissor lift on D dock covered moorage. Any nuts, bolts or washers that are missing will be replaced. Price is not to be exceeded without change order or other written approval.

Price: Bolt tightening

\$ 10,624.50

All prices are subject to WSST.

Terms: Progress billing.

Conditions: The property owner is responsible for locating any and all utility lines, including power lines, septic systems, and/or wells if needed. Sealevel Bulkhead Builders, Inc. shall not be held responsible for any damage incurred to concrete, aggregate or asphalt driveways. In case of any dispute, breach or performance of this agreement, the prevailing party shall be entitled to award of cost of any and all attorneys fees. It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by fire, strikes, or material stolen after delivery upon premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Seller's suppliers, force majeure, inclement weather, floods, freight embargoes, causes incident to natural emergencies, war, or other causes beyond the reasonable control of Seller, whether of like or different character, or other causes beyond his control. Prices quoted in this contract are based upon present prices and upon condition that the proposal will be accepted within THIRTY days. Some or part of the down payment may or may not be refundable. Sealevel Bulkhead Builders, Inc. reserves the right to file a lien for labor and materials on the property to which the materials are placed if this contract is not paid in full upon completion. This is an intent to lien notice. If this account is in default, then the Customer shall be liable for collection costs, interest at 18% per annum, and all other charges owing on this account. Any changes to this contract will require a new contract to be signed by both parties. Also, general conditions which are standard for specialty contractors in the construction industry apply.

THIS PROPOSAL IS SUBMITTED IN DUPLICATE: THE RETURN TO US OF ONE COPY WITH YOUR SIGNATURE SHALL CONSTITUTE A CONTRACT.

SUBMITTED:

ACCEPTED:

DATE:

SEALEVEL BULKHEAD BUILDERS
Reg. #SEALEBB993L7

AUTHORIZED SIGNATURE

BY: _____

BY: _____



Port of Kingston
C/O Greg Englin
Kingston, WA 98346

May 22, 2019
360-297-3545
grege@portofkingston.org

Work description: Bolt Tightening E Dock

We propose to furnish labor and materials in strict accordance with the plans and specifications as follows:

This proposal includes the retightening of nuts and bolts that were installed new that can be reached from the finger pier using a scissor lift on E dock covered moorage. Any nuts, bolts or washers that are missing will be replaced. Price is not to be exceeded without change order or other written approval.

Price: Bolt tightening

\$ 14,674.50

All prices are subject to WSST.

Terms: Progress billing.

Conditions: The property owner is responsible for locating any and all utility lines, including power lines, septic systems, and/or wells if needed. Sealevel Bulkhead Builders, Inc. shall not be held responsible for any damage incurred to concrete, aggregate or asphalt driveways. In case of any dispute, breach or performance of this agreement, the prevailing party shall be entitled to award of cost of any and all attorneys fees. It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by fire, strikes, or material stolen after delivery upon premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Seller's suppliers, force majeure, inclement weather, floods, freight embargoes, causes incident to natural emergencies, war, or other causes beyond the reasonable control of Seller, whether of like or different character, or other causes beyond his control. Prices quoted in this contract are based upon present prices and upon condition that the proposal will be accepted within THIRTY days. Some or part of the down payment may or may not be refundable. Sealevel Bulkhead Builders, Inc. reserves the right to file a lien for labor and materials on the property to which the materials are placed if this contract is not paid in full upon completion. This is an intent to lien notice. If this account is in default, then the Customer shall be liable for collection costs, interest at 18% per annum, and all other charges owing on this account. Any changes to this contract will require a new contract to be signed by both parties. Also, general conditions which are standard for specialty contractors in the construction industry apply.

THIS PROPOSAL IS SUBMITTED IN DUPLICATE: THE RETURN TO US OF ONE COPY WITH YOUR SIGNATURE SHALL CONSTITUTE A CONTRACT.

SUBMITTED:

ACCEPTED:

DATE:

SEALEVEL BULKHEAD BUILDERS
Reg. #SEALEBB993L7

AUTHORIZED SIGNATURE

BY: _____

BY: _____