

**Minutes of Everett Port Commission  
Regular Meeting  
July 14, 2020**

<b>PRESENT:</b>	Tom Stiger	Vice President
	David Simpson	Secretary
	Lisa Lefebber	Executive Director
 <b>ZOOM:</b>	 Glen Bachman	 President
	Eric Russell	Chief Finance Officer
	Brad Cattle	Port Attorney

**CALL TO ORDER:** Commission President Glen Bachman called the meeting to order at 12:03 p.m.

**CONSENT AGENDA**

- Regular Meeting Minutes of June 9, 2020
- Approval of Bills for June 2020

Commissioner David Simpson moved to approve the items of the Consent Agenda for July 14, 2020. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

**CEO/EXECUTIVE DIRECTOR'S REPORT**

CEO/Executive Director Lisa Lefebber stated due to the amount of agenda items on today's agenda, she recommends a second meeting in August and wanted to get the Commissioners feedback on having the meetings on August 4 and August 11 at noon. All three Commissioners agreed to both dates.

Lefebber reported that at last month's commission meeting Staff presented the EDGE Grant for the Port of Everett tenants to help prepare for COVID-19 re-opening. The grant applications were due June 30 and the Port received five applications; Adam's Hearing, Inc. (A Plus Hearing) - \$3,000, Everett Yacht Club - \$5,000, Lombardi's - \$3,250, ORCA - \$4,370, and Waters Edge Salon - \$1,800, for a total of \$17,420 and they have all been notified of their grant award. Commissioner Stiger wondered since the allocated \$50,000 was not reached, should it be extended to tenants for a longer period to allow another opportunity to apply. Lefebber recommended, if the Commission agreed, to extend through the end of July. Commissioner Bachman mentioned that they may want to tie this in with the various phases that the County allows openness. If there are still funds and the County is still under restrictions, this grant money may still be needed. Rather than putting a date on the extension, follow the commands on the restrictions. Commissioner Stiger thought Commissioner Bachman's suggestion was appropriate to extend through the end of August. Lefebber stated the Port will extend the grant applications through the end of August and continue to report to the Commission additional grant awards in addition to the five that have already received the award.

**Interlocal Agreement with WPPA for Funding a NOAA/NMFS/USF&W Permit Review Staff Person**

Planner Laura Gurley reported Port of Everett projects are often dependent on Army Corps of Engineers (Corps) permits which require Endangered Species Act (ESA) consultations through both US Fish and Wildlife Service and National Marine Fisheries Service under National Oceanic and Atmospheric Administration. This Interlocal Agreement (ILA) with Washington Public Port Association (WPPA) allows participating ports to support WPPA in hiring a qualified individual to act as a federal ESA consultation liaison dedicated to Port projects in order to ensure timely consultations as part of the Corps permit review process. This ILA replaces the agreement the Port previously had with Port of Tacoma for a similar position. There are ten ports that are involved in the current version. The annual budget will be established based on the person's salary and benefits and then allocated among the ten ports, with the Port of Seattle and Port of Tacoma paying the bulk of the cost at 47.3% and the rest allocated among the other eight ports based on revenues. The Port has been traditionally paying the Port of Tacoma anywhere from \$3,400/year to \$41,000/year for one person's services. The most recent three years, because of large projects such as the South Terminal Wharf Strengthening, Boat Launch Dredging, Marina Maintenance Dredging, and Ten-Year Programmatic Permit, were \$15,000, \$41,000, and \$10,000 for the Port payments to the Port of Tacoma. The estimate for an average year with the new proposal is about \$15,000 and no longer on an hourly payment but a cost-share, whether the Port uses it or not. This position will be very helpful to the Port since there are a few large projects upcoming.

After discussion, Commissioner Glen Bachman moved that the Commission authorize the CEO to enter into the WPPA Interlocal Agreement (ILA) to fund a federal liaison position through WPPA under the ILA language, substantially as presented. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

**Memorandum of Understanding with City of Everett and Snohomish County: Jetty Landing**

Chief of Business Development Terrie Battuello explained the Memorandum of Understanding (MOU) between the City of Everett, Snohomish County and the Port of Everett recognizes an ongoing partnership to provide a unique saltwater boating access for trailered boats, a fishing pier, and a landing for access to Jetty Island. Since the parties acquired the Premises in 1972 responsibilities for maintenance, operations, repairs, and improvements have at various times been set forth in formal Interlocal Agreements but at other times have not been clearly stated. The parties desire now to enter into this MOU to further the planning of their mutual rights and responsibilities with respect to the boat launch facility. This MOU is considered by all three agencies as a precursor to establishing the party's intent for ongoing coordination on these facilities located on 10<sup>th</sup> Street in Everett. The MOU establishes a committee to recommend to each party specific improvements or activities to be undertaken at the boat launch. Each party will appoint one member of the committee and recommendations of the committee are not binding on the parties until agreed to by the parties as part of their typical approval process.

Upon discussion, Commissioner David Simpson moved that the Commission authorize the CEO to sign the Memorandum of Understanding between the City of Everett, Snohomish County and the Port of Everett regarding planning particular improvements and activities with respect to the Premises, substantially as presented. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote: 3-0  
Yes: Simpson, Bachman, Stiger  
No: None  
Abstained: None

Motion carried.

**Resolution 1153 (2020) – Office of Economic Adjustment (OEA) Grant**

CEO/Executive Director Lisa Lefebber reported the Port of Everett applied for a \$3.8 million grant (50% match required from Port) from the Office of Economic Adjustment for Defense Communities Pilot Programs for the Port's Fuel Dock Infrastructure and Revitalization Project. The scope includes: development of a new 500' fuel dock, including all necessary elements such as site design, engineering, permitting, environmental review and construction, including, but not limited to, fuel dock floats, fuel shack, utilities, fire protection systems, fuel delivery system and re-installing existing fuel dispensers; development of new underground fuel tanks, including all necessary elements such as site design, engineering, permitting, environmental review and construction, including, but not limited to, fuel tanks, utilities, and fuel delivery system; demolish existing docks and remove pilings, including creosote treated pile; decommission and remove existing fuel tanks and related utility lines. The Port of Everett is the closest marine provider of fuel to Naval Station Everett (NSE) and the U.S. Coast Guard as NSE does not have a maritime refueling facility for their smaller assets.

Commissioner David Simpson stated he thinks this is a good relationship between everyone involved.

Commissioner Tom Stiger noticed that this involves the demolition of the existing dock and wondered if the replacement would be in the same area. Lefebber answered yes, it would be in the same area near A and B dock and straightened out. Lefebber also mentioned the grant application is specific to the infrastructure investment; when the Port does move forward with the capital plan for Commission consideration, if the Port is awarded this grant, there will be other components to the project including marina dredging. The Port will still need to go through the permitting process. With that being said, the Port did not want to apply for something that was not guaranteed and fully permitted whereas the fuel dock is fully permitted right now.

After discussion, Commissioner Glen Bachman moved that the Commission authorize Resolution No. 1153 (2020) regarding the Office of Economic Adjustment for the Defense Community Infrastructure Pilot Program. Commissioner David Simpson seconded the motion. A vote was called for:

Vote: 3-0  
Yes: Bachman, Simpson, Stiger  
No: None  
Abstained: None

Motion carried.

**Resolution 1154 (2020) – Continuation of Remote Meetings**

CEO/Executive Director Lisa Lefebber reported over the past several months, the Governor has issued Open Public meeting proclamations to allow for remote/online meetings due to the current COVID-19 health pandemic. As Snohomish County and the State has moved into the various reopening phases, the guidance from the Governor's office is being granted in two-week increments. Therefore, the Port of Everett is

seeking to adopt Resolution No. 1154 (2020) to allow for the option of remote meetings until the 7<sup>th</sup> day of Phase IV.

Commissioner Glen Bachman suggested that this same language could be continued for all future commission meetings, so if a Commissioner is out of town they could use Zoom to call into a meeting. Lefebber said the Port can address this in January 2021 since she thinks this Resolution may cover meetings through December 2020 but the Port will address this in the annual rules on how the Port conducts public meetings and add as an option for Commissioner participation.

Upon discussion, Commissioner Glen Bachman moved that the Commission authorize Resolution No. 1154 (2020) allowing for the continuation of remote public meetings. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

#### **CHIEF FINANCE OFFICER'S REPORT**

##### **Property Insurance Renewal**

Chief Financial Officer Eric Russell reported that last month the Port received the quote on the property insurance renewal for July 1, 2020 through June 30, 2021. As foretold in the Alliant Property presentation at the commission meeting on April 14, 2020, the insurance premium increased substantially. Their warning at the time was to expect an increase of up to 30%. The Port's increase is 27.9% for a total premium slightly over \$900,000, up from \$706,000. While there was a slight increase in insured values, the increase is due to general insurance market conditions and in consideration of the Port's loss experience. There are some coverage changes, including: the overall At Risk Limit was reduced from \$1B to \$.5B, no coverage for communicable disease versus \$500,000 currently, increased coverage for Cyber program, including claim preparation costs and crypto jacking, and some definition clarifications in a number of paragraphs.

In light of the quote the Port has inquired about the premium impact of increasing the deductible. An increase from \$50K to \$75K results in a premium reduction of \$18K. An increase to \$100K results in a premium reduction of \$36K. Due to the small reduction in premium versus the additional exposure we have maintained the current \$50K deductible.

The Port has talked to other ports in the insurance purchasing pool, as well as ports outside the pool, to understand their increases. Port's within the pool had rate increases ranging from 21.8% to 27.9% (Port of Everett). The Port is moving forward with the other ports in the purchasing pool to hire an outside consultant to look at the level of insurance at each port, deductibles and solicit other ideas on lowering the rate. The Port would expect to have recommendations from the consultant next year and would bring recommendations to the Commissioners when available.

The Port has bound the coverage per the CEO Delegation of Authority and requested the Commissioners ratify that action.

Commissioner Glen Bachman agreed with the selectivity of self-insuring. There was a time where things were much calmer and gentler, where self-insuring was the way to go.

Commissioner Tom Stiger asked if there are any major outstanding claims pending. Russell stated the Port has one claim pending that has just been filed.

After discussion, Commissioner David Simpson moved that the Commission ratify the property, cyber and crime insurance policies for the period July 1, 2020 to June 30, 2021. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

**Imagine Children's Museum Maritime Exhibit: Competitive Bid Exemption**

Procurement and Contracts Manager Maija Lampinen reported that in December 2019 staff reported on the status of the Imagine Children's Museum Expansion Project and Maritime Exhibit, *Import. Export. Your Port.* The Port is now ready to execute that contract. Since it is a Personal Services Agreement that exceeds \$50,000 and cannot be competed, the Commission needs to exempt the contract from competition per RCW 53.19.020 which states "contracts over \$50,000 must be competed except for 'specific contracts or classes or groups of contracts exempted from the competitive solicitation process by the commission when it has been determined that a competitive solicitation process is not appropriate or cost effective'".

This personal services contract will support the development of an interactive maritime exhibit which falls in line with the Port's *Economic Development and Tourism Promotion policy*. The Port has had a long-standing partnership with the museum to engage and educate the youth of the Port's community (currently in the Everett Public School system) to bring the world of seaports and trade to local classrooms. The interactive maritime exhibit would expand that partnership to provide a hands-on, visual learning experience for the 230K+ annual museum visitors on the critical importance of ports.

Due to the nature of this contract, staff recommends that the Commission exempt this specific contract from the competitive solicitation process as it is not appropriate to compete the contract since the Imagine Children's Museum is the only children's museum in Snohomish County and this interactive maritime exhibit would fulfill the Port's policy goals related to tourism, promotion, public education, awareness and outreach.

Commissioner Glen Bachman asked if the Port has seen any renditions on this exhibit. Lampinen mentioned that the Port did put in the contract a requirement for the Port to be able to review and provide feedback on the exhibit. Public Affairs Manager Catherine Soper said the Port does have renderings of what the exhibit could look like and the Port is engaged in the education exhibits committee with the museum, not just the Port exhibits but all exhibits. Soper will be able to provide feedback. Specifically, on the maritime exhibit, the Port has been asked for photos of different ships and providing feedback on the exhibit will be a requirement of the contract being presented today. In the last Port Side, the Port did a feature on the exhibit on where the renderings are at today.

Commissioner Tom Stiger asked if this contract is an addition to the in-classroom program with the 4<sup>th</sup> graders. Soper stated yes, this is an extension of the in-classroom program and gives the Port visibility at the museum itself. Currently, the visibility with the museum is educational services that they do annually. This will add to the Port accessibility and availability for families to learn about ports directly in a museum exhibit.

Upon discussion, Commissioner David Simpson moved that the Commission exempt the Interactive Maritime Exhibit Contract with Imagine Children's Museum in the amount of \$100,000 from the competitive solicitation process since it is not appropriate to compete the contract. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

#### **PUBLIC ACCESS REPORT AND MARINA UPDATE**

CEO/Executive Director Lisa Lefebber noted that typically Staff would present the public access report and marina update together but given the length of the agenda, Jeff Lindhout, Chief of Marina, provided a 2019 year-end Marina report as well as a 1<sup>st</sup> Quarter 2020 Marina report to the Commissioners in their commission packets last week.

Chief of Marina, Jeff Lindhout thanked Catherine Soper and Kyle Evans for creating the Public Access Report. Lindhout started his presentation with the Port geography and how it encompasses approximately 3,300 acres with nearly 1,800 of those acres dedicated to either public access or environmental purposes. The Port's public access and recreation includes investing and maintaining more than 1,500 acres (more than 50% of landholding) of appropriate public access, a balance of public access and recreation with habitat and environment (i.e. Jetty Island, Union Slough), a working waterfront that supports City-wide public access through the Port's 2% for public access policy and that the Port has invested more than \$26 million in new waterfront public access projects since 2006.

The Port's public access policy framework is a key component of the Port's Strategic Plan and how the Port operates. The Port is a major driver in making the waterfront accessible to the community and its visitors as part of a viable and bustling balanced waterfront. Port Commission's 2% for Public Access Policy – Resolution No. 751 is the foundation to implement the Strategic Plan element. The Port continues to update the comprehensive scheme of harbor improvements. Destination waterfront, boating and recreation are all apart of the Port's Strategic Plan.

The Port provides public access through many ways such as 2% of Capital Improvement Projects go towards public access, including maintenance and repair projects and partnerships and outreach; Jetty Island Days, School program, Port bus and harbor tours, volunteer stewardship events, and public events. A few other types of less visible public access include local sponsor of Corps of Engineers Maintenance Dredging of the Snohomish River Channel, Jetty Island Beach nourishment and expansion through beneficial use of clean dredge material and freight mobility project support (transportation improvements).

Lindhout explained the history of public access expenditures. Since the 2% Policy was enacted in 1988, the Port has invested approximately \$5 million on qualifying 2% for public access improvements. That does not include commercial projects that are public access in nature or maintenance and repair projects that improve public access features. Since 1988 total public access improvements, including 2%, maintenance and capital projects, total in excess of \$34 million. The bulk of these investments at the destination waterfront in the past decade is approximately \$26 million.

Lindhout went over aerial maps showing Port Public Access along the waterfront and marina improvements invested in the waterfront since early 2000s which cost around \$165 million.

A few public access and recreation activities at the Port include Jetty Island, bird and wildlife watching, boating and fishing, concerts, kiteboarding, movies, parks, trails, stand up paddle boarding, whale watching and Yogamosa. There are waterfront amenities that include mix of restaurants, marine businesses, on-site and nearby hotels, and proximity to other area recreation.

There was 75+ waterfront special events in 2019 that included Sail-In Cinema, Music at the Marina, Wheels on the Waterfront, Everett Coho Derby, Fresh Paint, and Food Truck Friday.

The Pacific Rim Plaza and splash fountain are open and located in the Central marina, though the splash fountain is not operating due to pandemic restrictions. This area is a tribute to the Port's trade partners and adjacent to Hotel Indigo. Also, in Central marina, a new guest dock and dock walk was built for public access, along with the new Central K-Dock that is full of 70-foot slips. The Port has repurposed Central L-Dock, which is along the Fisherman's Harbor wharf area, where the commercial fleet is located. The Fisherman's Harbor Esplanade wraps all the way around Fisherman's Harbor, Hotel Indigo and future apartments. There are two kite shelters located at Boxcar Park as well as two at Jetty Landing. Commodore Plaza was the most recent project located in the South marina; formerly it was heavily landscape with a significant number of trees, so this project opened up the area and improved the views. In addition, Riverside Business Park trails and viewpoints opened last year.

Marina dredging is an ongoing process. This last year, the Port completed dredging in the Central marina. There will be more dredging in the upcoming years in the northwest area of the Central marina where the fuel dock is.

The public access outlook for 2020 includes the City of Everett's Grand Avenue Park Bridge which is a utility overpass and pedestrian bridge that connects north Everett to the waterfront. The construction started in summer 2017 and expected to finish late summer 2020. Another project is the Jetty Landing restroom. The current Jetty Landing restroom is undersized, and the Port has had this on the rebuild list for a long time. This is a partnership with the City of Everett and Snohomish County. The construction will start in 2021, be completed by spring and will be receiving grant funding of \$595,000.

Sail-In Cinema for this year has turned into a Drive-in for the 2020 season, starting July 17 and goes through August 21.

The South Terminal wharf strengthening had approximately \$586,000 public access contribution which was paid to the city for a future project. The Mukilteo Fishing Pier public access features a new fishing pier, relocated as part of the new ferry facility at Mukilteo waterfront which is currently under construction. The Bay Wood site is a partnership with the Department of Ecology with 1,160 lineal foot



shoreline restoration providing support of future site development. The first public access at that site will be a continuous shoreline nature trails, just north of the boat launch area.

As discussed earlier, Imagine Children's Museum has a maritime exhibit called the Tugboat Experience which highlights the Port's activities. There are around 230,000 annual visitors that go to the museum. The Port of Everett has committed to a \$100,000 investment over the next five years. Catherine Soper made note that there will probably be more visuals of ships on the walls versus the tugboat because the tugboat will not be ADA accessible.

Commissioner Glen Bachman asked about the 2% rate for the public access that is unused annually, does the Port have to use the money or can it be carried forward into the next year? Lisa Lefebber stated the Port creates a baseline budget each year so any money that is not spent during the current year will be re-programmed and would be carried over into the next year.

Commissioner Tom Stiger asked about public access funds, do they have to be a capital expenditure. Lefebber stated they do not. It is very specific in the commission resolution on what is eligible as part of the 2% for public access. The vast majority of what the Port does for public access is not required by the resolution, in fact, it is outside the resolution. The 2% for public access program states anything that the Port is doing within the shoreline that is not public access in nature, that money goes toward other public access opportunities. Most of what the Port does for public access is around the marina, Jetty Island, school program, partnerships with ORCA and various activities. That is all done outside the 2% and with Port operation dollars.

#### **MARITIME INDUSTRIAL EXPANSION**

CEO/Executive Director Lisa Lefebber reported that the Engineering and Planning team have been doing excellent work to get the Port to 30% design on the new Norton terminal, which will be done on Friday, July 17. One of the challenges that the Port's operations team, led by Carl Wollebek, has been working through is since the Port is creating a new cargo terminal that is in between two private leaseholds with Everett Ship Repair and Dunlap Tug and Barge, the Port has to ensure that there is a continuous secure facility. Not only for the Department of Homeland Security and TWIC requirements but also for customs and a lot of the cargo the Port handles. The Port has looked at a variety of options to achieve this and the only option that would be satisfactory to ensure a secure facility, as well as meet the customs requirement, is to create a cargo alley which allows the cargo to move between the terminals. It also ties into the adaptive reuse of the warehouse and preserves that for non-cargo related use.

Commissioner Tom Stiger stated it is important to point out that the Dunlap and Everett Ship Repair, even though they are leased out, those are port properties. Lefebber said yes, those are port properties. Those two leaseholds in particular do not have a TWIC requirement and so the Port needs to provide different access to keep the Port activity separated.

Commissioner Stiger asked about the status of the warehouse. Lefebber reported the Port is actively marketing the warehouse for a job center for advanced manufacturing on the second floor and third floor and the first floor for cargo use. Chief of Business Development Terrie Battuello added there are three floors, approximately 100,000 square feet each but they are tall enough that a mezzanine can be built on the floors, if there was a lower clearance height requirement. Commissioner Stiger asked if the warehouse will remain Port property. Lefebber explained that the Port is looking at retaining the land underneath the building under a ground lease but actually selling the structure to a developer to be able to redevelop. Battuello added the alternative to that would be to invest about \$10 million into the



building to make it leasable. The Port does not have \$10 million so the idea is to sell the building, retain the land and then the building will eventually revert back to the Port. So, if the Port retains it, that means the Port will be managing a multi-tenant building and making all the improvements which are extensive.

Commissioner David Simpson asked about the types of businesses that would be able to lease the warehouse. Lefebber said the businesses would be very specific to the maritime industrial types and jobs.

Commissioner Stiger asked about a sponsor for the marine training for the second and third floors. Lefebber said the Port is currently in discussions with a developer and recommended scheduling a real estate executive session as it relates to the future of that building. Commissioner Stiger said since there are additional questions, he thinks that would be appropriate.

### **SEAPORT MODERNIZATION**

CEO/Executive Director Lisa Lefebber let the commission know that Steve Hager, who has been managing this project, has done a great job and closed out the South Terminal contract with Advanced American last month. As part of the follow-on piece for the dock to accept the cranes, the Port just completed the panzer belt project. The dock is in full condition to be able to accept the cranes as part of this next action.

### **Mitsubishi Crane Relocation – Request to Award**

Project Manager Willie Watson reported the Port of Everett's Marine Terminal is a facility of state-wide significance. Container cranes are necessary and routine for the Marine Terminal as part of its Port operations.

The two used 1996 100-foot gage 50 LT Mitsubishi Container Cranes (Cranes) acquired from Evergreen Terminal Services (ETS) for use on the Port's South Terminal are currently going through drive upgrades while in upland storage. The drive upgrade contract is anticipated to be suspended in early November 2020. Once the drive upgrade contract is suspended, the cranes will be relocated from upland storage to the South Terminal Wharf, unloaded onto the permanent rails and the drive upgrade project will resume. Crane relocation Substantial Completion is currently scheduled for late November 2020.

The Commission authorized Port Staff to solicit Requests for Proposals (RFP) to relocate the cranes at the May 12, 2020 meeting. On May 26, 2020 Staff issued a RFP and received proposals from four Contractor's on July 2, 2020. Port Staff evaluated the proposals based on four criteria: proposer qualifications and project team, project approach, price proposal, and responsiveness and clarity of proposal. Nordholm Companies scored the highest with 88.53 out of 100 available points and a price of \$456,381.15. This work is not considered Public Works, is not low bid, and is not subject to Washington State Sales Tax.

Commissioner Glen Bachman asked about the rating matrix for the bid award. Watson explained that the price represented about 45% of the available points and was the highest weighted criteria. In addition, Nordholm Companies was the contractor who brought the cranes up from southern California successfully. Commissioner Bachman asked if the removable strengthening elements are still in place on the crane or do they need to be reinstalled for this move. Watson said fortunately, the Port does not have to do any reinforcement of the cranes for this move. The structure reinforcement that was done last time was predominately for the sea-tow.

After discussion, Commissioner Glen Bachman moved that the Commission authorize Staff to award the Contract for Relocating the Mitsubishi Container Cranes at South Terminal to Nordholm Companies for a contract price of \$456,381.15. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

### **WATERFRONT PLACE CENTRAL**

Chief of Business Development Terrie Battuello reported the Port continues to create a community consistent with the goals of the Port Ad Hoc Committee to develop a desirable location, build on prior development efforts, create synergy with the marina, create stable and reliable revenue, family wage jobs, expand the tax base and have wonderful waterfront access and amenities.

On the private development side, Sea Level development is well underway. They have framed the vertical structures for their buildings. They are working with Hotel Indigo to put a leasing office inside the hotel possibly as early as December 2020. They are issuing regular newsletters to the people who are interested in future residences.

Hotel Indigo was featured last week in The Everett Herald article about staycations, together with the Tulalip hotels, and put Hotel Indigo in a beautiful light. They are working on packages around staycations and have an outdoor eating area similar to other restaurants surrounding the area. Battuello has been in contact with the Inn at Port Gardner to see if they want to do something similar.

Ameron is still vacant and staff continue to develop a leasing strategy to create a maritime center of innovation there.

There are two tenants that have signed Letter of Intent (LOI's) for restaurants and one that has signed a lease. Battuello is underway on working those out and she hopes to have those to be presented to the commission for approval in August or September. This would be for building A8 which is at 30% design and with the signing of the LOI's, staff is moving forward to with preparing construction drawings.

Battuello also mentioned that the Port is promoting A17, which will primarily be the central marina restroom building but also has three retail suites. The Port is designing the project in such a way that the restroom component can be built later when funding is available, but move forward with the retail suites once sufficient tenants are committed. It would have three eastern facing suites and a large plaza with an American flag installation along with military flags. There are four tenants interested in this space.

The Port has also been accepting clean structural soil from the apartment project that is needed to raise site elevations to comply with city code requirements to address sea level rise. As the new level of the site is starting to emerge areas that have not been filled seem like they are really low. The Port will continue to receive more soil. It also helps to compact the soils underneath which will be a benefit for future construction.

In terms of Port capital projects, Waterfront Place Project Manager Brandon Whitaker expects to have the final Granite close-out in August. He has done a great job on that project. The Grand Avenue Bridge temporary use permit is likely to continue through August. That may not affect the date of opening of the bridge, but it would affect Lombardi's and ADA dock access. Battuello is trying to negotiate a smaller area for a higher price to Lombardi's for their parking area. The City of Everett is considering whether they need to extend to August or not.

Staff has just started working on design concept for A7 and have started marketing A7 which, would be another multi-tenant building and would include at least one restaurant and possibly 1-2 retailers.

In regard to the master parking program, the parking management company, LAZ, completed their mock patrol in June and started to issue violations as of July 1. They are being very careful of vehicles with any kind of marina slipholder permit but continue to have a lot of violations. Over the last week, there has been around 70 warning tickets with a lot of those being from the boat launch where people are not paying launch fees. The Port does not charge parking there right away, even though it is posted. The parking patrol will wait a couple hours before anyone gets a ticket, to allow for people walking their dogs, etc. but there are still a lot of people ignoring the launch fees and the Port needs revenue to dredge and maintain those docks.

Also working with Walker Parking on a site wide signage plan to improve the signage. As the Port is doing more robust parking management, it is important that the signage is clear. This will be implemented next year prior to the commencement of new parking rules. The Port has completed the policy for parking and will send to Staff for second review before it goes to commission. The Port used to have three different parking policies and the plan would be a consistent policy across the Port.

The Port is still working on the hazmat assessment of older buildings, starting with A1, the building on 13<sup>th</sup> street, and the Yacht Club, developing hazardous materials testing. The Jetty Landing restroom has already been tested because it will be torn down next year to build a new restroom. The hazmat study will let the Port know if there is asbestos in the building or if there are any chemicals that need to be dealt with differently when the building is demo'd.

The marina is working on entering into some kind of an agreement with a yet to be determined entity of commercial fisherman so they can move out of A1 and move them into the Ameron site to a building on the north side of the property that they can access from the east. Unfortunately, they have all gone fishing so its hard to work out a deal, but the Port has a structure of the deal and hope to resolve it when they return from fishing.

The Port continues to work on construction logistics for planning out the second two phases and how that will be staged. It will get crowded around the waterfront. Even in the first phase, construction staging was cramped so as the Port starts the second and third phase of the project, that will continue to be a problem.

The Port also completed roadway maintenance standards guidelines to maintain the new roads. A portion of the landscaping that was built by Granite is now getting turned over, as it is out of warranty, and both properties and marina are working out who will oversee directions for care. Marina Operations are doing the public access trails and park and properties is responsible for any commercial streets that are built. The maintenance standards are being peer reviewed by another engineering firm and include

very good instructions on how to maintain the quality of the roads which will be helpful. Also doing a survey of all ADA parking to make sure the Port is compliant with ADA and there will be an ADA program moving forward as new buildings are added.

On outreach, Catherine Soper, Public Affairs Manager, has recently done website updates and still plans to review collateral materials and do a Request for Proposals (RFP) for solicitation for housing developers. There are four development companies interested in participating in the second phase of housing. Battuello told the commission about the tree for the Pacific Lights program last month which will be postponed the 2021.

CEO/Executive Director Lisa Lefebber mentioned it is a very hard time to be getting LOI's on restaurants and retailers given the current situation and Battuello has been doing a very good job. There is still the committed interest which Lefebber thinks is encouraging that people are trying to look forward and not backwards. The goal is to try to have the leases complete and/or underway this year with construction to start on some of the retail pads in 2021. Battuello added that in August or September, she will be bringing 5-6 leases to the commission. In terms of deal flow, the Port currently has 17 deals, so the Port is not in anyway slowing down.

## **DEPARTMENT REPORTS**

### **Marine Terminals**

CEO/Executive Director Lisa Lefebber congratulated Chief Operations Officer Carl Wollebek and his team on securing an 18 month agreement with Mercer for wood pulp. This has been one of the Port's standing goals over the last couple years, to get additional long-term contracts for the seaport. She is very proud of the work they have done, especially given this hard-economic time.

### **Facility Use and Volume Agreement**

Chief Operations Officer Carl Wollebek reported in November 2019, the Port began receiving export shipments of baled wood pulp from Mercer Celgar, located in BC Canada by rail via the BNSF, destined for China. The Port handled a total of four shipments totaling 18,000 metric tons on a trial basis. Based on the performance of the Port and Westwood Shipping Lines, the client (Mercer Celgar LP) elected to sign a Facility Use and Volume Agreement. The agreement calls for Mercer Celgar LP to ship 8,000 metric tons per month commencing in September 2020 through December 2021. The Port is obligated to add another large cargo door to the southwest corner of the Chill building and acquire two small forklifts to facilitate rail car unloading. Port maintenance staff will be adding the new door and staff is currently evaluating the most economical solution to acquire the forklifts. Expected gross revenue from the agreement is \$2,500,000+/-, with a capital investment of \$250,000+/-.

Wollebek thanked Kenny Hudson, Business Agent for ILWU Local 32. They both flew to the plant, which is about an hour north of Spokane, WA. They met with the staff and watched how they loaded railcars. It went well, and it helped Kenny tell the longshoremen how they are supposed to handle the product. The ILWU, Jones Stevedoring, BNSF Railroad, and Port operating staff all pulled together and did a great job to make this happen. He especially wanted to thank Westwood Shipping Lines, they helped arrange the meeting in Celgar, it is a really good partnership. This project will put good use to the Chill warehouse which has been underutilized. The plant is shut down for annual maintenance currently and will not start producing pulp until August so the Port should start seeing railcars here in early September.

Lefebber also mentioned the other goal to accomplish, in addition to the long-term contract, Wollebek has been working very hard to attract cargo that utilizes all the rail investments that the Port has put in over the last several years and this project does that. Wollebek added if the Port did not have the rail investment, this project would not be happening.

Commissioner Glen Bachman asked about the equipment purchase coming up, in the event the contract does not extend beyond December 2021, is the equipment Port's property. Wollebek said that is what the Port is trying to figure out now, what the best solution is. Wollebek would like to buy the equipment so the Port would own it and could use it for other projects.

Upon discussion, Commissioner Glen Bachman moved that the Commission authorize the Executive Director or designee to sign the Facility Use and Volume agreement with Mercer Celgar LP. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

### **Properties**

#### **NW Retina LLC Lease**

Chief of Business Development Terrie Battuello reported NW Retina is a highly acclaimed provider of retina care serving Snohomish, King and Skagit counties and has been in business for over 20 years. They specialize in diagnosis and treatment of diabetic, retinal, and macular related diseases of the eye. The primary physician, Dr. Osetinsky, is also the owner of NW Retina. NW Retina's existing lease expires in August 2020 and was originally assigned to the Port as part of its termination of the Marina Partners ground lease in 2017. At that time, the Port assumed several leases, including this lease, which is part of South Marina building 3 in Marina Village. The rentable square foot was updated to 3,229 BOMA certified rentable square feet (RSF) which represents 44.4% of the occupied space. The use of this space is limited to medical office.

The new lease term is three years, with two option periods of three years each (total possible lease of nine years). The base rate is \$26.07 per RSF or \$7,015.00 per month plus triple net expenses, leasehold tax, and other expenses such as utilities. The lease will escalate on its anniversary at a rate of 3% per year. Under RCW 53.08.085, the Port Commission has the right to authorize a security deposit lower than the State's one-year standard, assuming that the level of rent security is consistent with like-kind property. Based on Port Administration due diligence, a one-month cash deposit of \$7,015.00 is recommended as it reflects industry standard and is consistent with the level of port investment. Given the Port currently holds \$5,000 on deposit, the tenant will deposit an additional \$2,015.00 as security at the time the lease is fully executed. The tenant has also been provided with several employee parking permits for nearby lots and a rent discount as an incentive to renew. In return he plans to make improvements to flooring. The total unadjusted revenue of the base 3-year term of this lease is \$250,692.00.

Commissioner Glen Bachman asked besides this lease and the next three and given the impact of the recent pandemic, these things usually cause events in property leases, have any of the leases added items with considerations for this pandemic and/or thinking of others. Battuello explained that the pandemic has affected the market rates, looking at 25% increases. On the renegotiations for this year, Battuello was

expecting a major increase in revenue, the Port is getting increases but not to that level, around 10-12%. One of the main things that is helping Battuello in the lease negotiations is that the Commission adopted a policy on rent relief so that gives the Port a lot of flexibility in a disaster situation when there isn't government funding to help bail out tenants. The Port is keeping these leases at market. This tenant closed for a while, but he is back open and very busy.

Commissioner David Simpson stated he drove by this particular business and there were about five or six people waiting outside of this office for their appointments. He thought to himself that this is great for the Port of Everett because there are a lot of business diversity in Marina Village.

After discussion, Commissioner Glen Bachman moved that the Commission authorize the CEO to approve the Office Lease with Northwest Retina in Marina Village building 3, suite 130, with a cash security deposit equal to one month's rent, in a form substantially as presented. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

#### **Bluewater Organic Distilling Lease**

Chief of Business Development Terrie Battuello reported Bluewater Distilling, LLC is a Washington Limited Liability Corporation, in good credit standing at the Port, providing wholesale and retail organic artisan spirit distilling and food bar and bistro service in the Port's Craftsman District. Their products include small batch vodka, gin, aquavit, and liqueurs. The owner, John Lundin, is a recognized leader in the Washington distilling industry, having established a start up at the north end of Waterfront Center in 2012 and then expanding to their current location in 2015. That lease has now expired, and this is a new lease.

The proposed lease term is five years to start in July 2020 and includes a single 5-year option to extend. Suites 108 and 109, together with their patio, are located in the northwest end of Waterfront Center, provide 6,021.64 of interior space and 366.34 square feet of seasonal patio area (per BOMA) at the market rate of \$11 per square foot/per year for the manufacturing space and \$19 per square foot for restaurant space, for a total of \$7,875.31 per month. The lease includes 2.5% annual escalation. Under RCW 53.08.085, staff is recommending a security deposit of \$7,790.00 as it reflects industry standard. The tenant will pay leasehold excise tax of 12.84% and 8% of Waterfront Center triple net costs representing their fair share of the allocated floor space. The tenant will have up to two parking permits for use in the Boatyard for commercial vehicles. As part of the lease, the Port will upgrade the existing electrical system. Total gross lease revenue to the Port is \$501,733.

Commissioner Tom Stiger noticed the triple net expense varies from lease to lease, is that based on square footage or type of use? Battuello explained they take the total rentable square foot for the building, not including common areas and get a percentage of the building. In this case, Bluewater leases 8% of the total leasable area of the building. This pays for items such as the water bill, flower program, parking lot striping or cleaning, etc. Battuello is working with the CFO on a good way to update the CAM charges so the Port is making sure of getting a full recovery on those costs because it's hard to

update them. Some tenants try to set flat dollar amount per square foot. It is better for the Port to do actual expenses because it is based on the actual cost of the building.

Upon discussion, Commissioner David Simpson moved that the Commission authorize the CEO to sign the Commercial Lease with Bluewater Distilling, LLC with a one-month cash security deposit of \$7,875.31, in a form substantially as presented. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

#### **Mariner Marine New Lease at WFC Suite 110**

Chief of Business Development Terrie Battuello reported Mariner Marine is a Washington Sole Proprietorship marine service, supporting repairs to vessels. They currently have a space at the Marina Village Office complex which they intend to continue to occupy. They wish to expand their program to include a space to work on vessels. The lease term is 3-years and 15 days, starting July 15, 2020, with a single 3-year option to extend. Suite 110 is located in the northeast end of Waterfront Center, provides 768.15 BOMA certified square feet at the market rate of \$11 per square foot/per year for the manufacturing space and \$6 per square foot/per year in the adjacent boatyard stall for a total of \$1,304.14 per month. The lease includes 2.5% annual escalation. Under RCW 53.08.085, the Port Commission has the right to authorize a security deposit lower than the State's one-year standard, assuming that the level of rent security is consistent with like-kind property. Based on Port Administration due diligence, a one-month cash security deposit of \$704.14 is recommended as it reflects industry standard and is consistent with the level of port investment. They will pay leasehold excise tax of 12.84% and their 1.2% share of the Waterfront Center triple net costs. This space was recently vacated by Bluewater Distilling who used this space for storage and small shop projects. The Port intended to take this space back at the conclusion of Bluewaters lease to return it into marina-related services. Total revenue to the Port over the lease term, without extensions, is \$48,132.00.

After discussion, Commissioner Glen Bachman moved that the Commission authorize the CEO sign the Manufacturing Space Lease with Mariner Marine Services, with a one-month cash security deposit of \$704.14, in a form substantially as presented. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

#### **OceanGate Inc. Lease**

Chief of Business Development Terrie Battuello reported OceanGate, Inc. is a provider of aerospace-grade, manned submersibles using patented state-of-the-art technology for research and commercial exploration and an anchor tenant since 2015. Steadily expanding its operation, they remain in good credit standing in the Port's Craftsman District. Port Administration has been working with OceanGate to



replace their lease which expires on August 1, 2020. Terms for a lease have been negotiated and accepted in a letter of intent by the Tenant. A new lease is being drafted utilizing the port's standard commercial lease. At the time of the Port Commission package deadline, the final lease was not approved by parties. However, a new lease would need to commence August 1 replacing the current lease with a new 5-year lease. The lease was not completed in time for the Commission to review and approve on July 14 so the Port Administration anticipates completing the lease based on the terms described and returning to request that the lease be ratified by the Commission at the next business meeting in August. The proposed lease term is five years, to start August 1, 2020, with no additional option periods. As a technology startup, their future is dependent upon the execution of their business plan and key benchmarks, one of which must be reached in the next two years or the lease may be terminated without. Additionally, the tenant will return office Suite 107 to the Port to conserve their resources as they push towards these important goals. The remaining 5,518.51 BOMA rentable square foot (RSF) is being renewed at \$59,373.72 per year \$11.15 per square foot based on the current measurement. At the 2022 anniversary, the rate would be increased 10% as a substitute for a market adjustment and then increase by a 2.5% annually for the remaining term of the lease. Under RCW 53.08.085, the Port Commission has the right to authorize a security deposit lower than the State's one-year standard, assuming that the level of rent security is consistent with like-kind property. Because no additional Port capital investments are required, and prior investments have been recovered, the Administration recommends the \$7,023 cash security held by the Port be retained, as it represents approximately a month and a half rent. They will pay leasehold excise tax of 12.84% and 7% of Waterfront Center triple net costs which represents a fair share of the allocated floor space. The tenant will be issued parking permits for use in the Boatyard. Total rent received over the term of the lease is \$319,620.

### **Projects**

CEO/Executive Director Lisa Lefebber thanked Chief of Engineering & Planning John Klekotka and his team for the Central Marina Phase 4 closeout. Lefebber mentioned that Commissioner Stiger asked the Port team, with the experience the staff has, to design some of the projects in-house and this was one of the projects designed.

### **Central Marina Phase 4 – Contract Closeout**

Chief of Engineering & Planning John Klekotka reported the existing Port-owned boathouses at Central G-Dock were over 50 years old and at the end of their useful life. This project accomplished three things: demolished the existing Port-owned boathouses on G-Dock and reconstructed a new dock, performed maintenance dredging in the area around Central G-Dock and north of South P and Q-Docks, and relocated and consolidated existing private boathouses from various areas around the Marina to the east side of the new Central G-Dock and east side of the existing Central I-Dock. This project supported the Port's strategic Capital Initiatives No. 3 (Creating a New Waterfront Community) and No. 5 (Develop Sustainable Marina Operations).

The project was planned, permitted, and designed in-house by Engineering & Planning (E&P) except for electrical engineering which was performed by Harbor Power Engineers as a sub-consultant to E&P Staff. In-water work permits had previously been received for the dredging, and the demolition and reconstruction of G-Dock, as well as relocation of private boathouses, were covered under the Port's Programmatic permit, which was received in May of 2019.

The project was advertised for bids on May 16, 2019 and bids were received on June 20, 2019. Bids were received from American Construction and Pacific Pile & Marine. The lowest bid, including Schedules A

and B, were submitted by American Construction for a grand total of \$3,366,468 (including WSST). This bid was less than the amount budgeted for construction, so Staff recommended award to American Construction, which the Commission approved on July 9, 2019.

Construction began in Fall of 2019, with project Substantial Completion achieved on March 31, 2020. All punchlist work has been completed and the project achieved Physical Completion on June 5, 2020. There was a substantial under-run in the dredging quantity, and there were no change orders on the project (other than the closeout/reconciliation change order), making the final project cost \$3,140,370.90 (including WSST). The project was turned over to the Marina to start filling vacancies on April 1, and Marina Staff and moorage customers are pleased with this new quality facility.

Klekotka wanted to make a couple acknowledgements on the project. Elise Gronewald was the Civil Engineer and she did the utility design and was Engineer of Record for the dredging. Willie Watson acted as the Construction Manager and did the quality control review during the design phase. The American Construction Co. manager was Rob Pate, he was a great guy to work with. BMI made the floats, the mechanical work was all done by Barring International and Service Electric did all the power work. The Port Marina team, Jeff Lindhout, Jim Weber, Larry Boushey and Donna Hospodar, did a great job. Hospodar helped with all the coordination with the boathouse owners and there were 32 boathouses. Laura Gurley helped with the programmatic permit. All and all, it went very well, and it was a good project and had an excellent team putting the project together. Lefeber also thanked Erik Gerking who helped with the marina dredging permitting.

Upon discussion, Commissioner David Simpson moved that the Commission accept the project as complete and authorize Staff to close out the project with American Construction Co. in the total final amount of \$3,140,370.90, including Washington State Sales Tax. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

#### **Commission President's Report**

Commissioner Glen Bachman mentioned Western Maritime Incorporated, which is published and distributed from the Panama Canal up through Alaska and has the Port's very own ship builders on the front cover.

Commissioner Bachman also attended a couple of sessions regarding COVID-19 and materials supplied for it, such as N-95 masks and gloves. Initially, everything the U.S. had was sent to China and now China and other countries are sending it back to the U.S. and he encouraged not just the Port of Everett but every large entity do to their own preparation on stocking up because there may be other pandemics that may happen.

Commissioner Bachman mentioned Hotel Indigo made a splash on The Herald, listing it has one of the luxury hotels in the Snohomish County area. Also, additional assets coming into Naval Station Everett.

Regular Commission Meeting Minutes  
July 14, 2020

**Commission Discussion**

Commissioner David Simpson wanted to recognize and thank a couple Port of Everett staff. Carl Wollebek and his team for securing the 18-month contract with pulp business. He also thanked Maija Lampinen for getting the grant to finish the remaining sector of the Central Bulkhead Segment E. He recognized several staff members who finished additional training in their job skills; Ashley Bissett and Kate Anderson completed Leadership Snohomish County and Tami Mitchell completed a paralegal certificate. He recognized Ken Scott and Emily Hammer for helping with the Zoom meetings. As the Port moves through COVID-19, he wants everyone to continue to stay safe, stay healthy, and keep supporting each other.

Commissioner Tom Stiger mentioned that the Port of Everett will be receiving the Job Creation Award from the Washington Public Ports Association and wanted to acknowledge Terrie Battuello, because this award was primarily the Riverside Business Park which added approximately 800 jobs. He appreciates the work Battuello and her staff have done over the years in developing the Riverside Business Park.

Commissioner Stiger also reminded everyone that Friday, July 17 will be the first outdoor movie, Midway, which is sold out, along with the rest of the outdoor movie nights that are scheduled for this summer.

**Citizen Comments**

There were no citizen comments.

**Executive Session**

Commission Vice President Tom Stiger recessed the meeting into Executive Session at 2:29 p.m. for approximately 25 minutes – to conclude by 3:00 p.m. The purpose of the Executive Session is to discuss with legal counsel a potential litigation matter.

At 3:00 p.m. in open session, Port legal counsel Brad Cattle announced that the Executive Session would be extended an additional 10 minutes – to conclude by 3:10 p.m.

At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements. The Regular Commission adjourned at the conclusion of the Executive Session.

**THE REGULAR MEETING WAS ADJOURNED at 3:10 p.m.**

**APPROVED** this 11<sup>th</sup> day of August, 2020.

**EVERETT PORT COMMISSION**

DocuSigned by:  
By:   
Glen Bachman, President

By:   
Tom Stiger, Vice President

DocuSigned by:  
By:   
David Simpson, Secretary



ORIGINAL

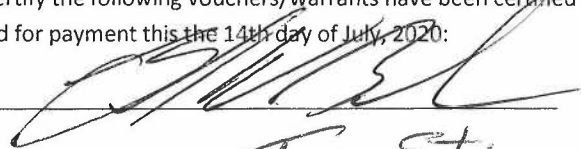
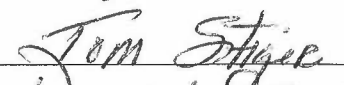
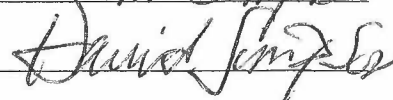
**Port of Everett**  
**Voucher Certification and Approval**  
**for the month of**  
**JUNE**  
**2020**

AP Claims Transactions		Total
Claim Checks Issued	89111 - 89220	\$681,724.69
P-Card Transactions		51,457.06
ACH Transactions	#451 - 494	1,258,680.61
<b>Total Claims Check Register</b>		<b>1,991,862.36</b>
<b>Electronic Claims Transactions:</b>		
6/4, 6/8, 6/15, 6/16, 6/18, 6/19	Electronic Transfer - Health Equity/Navia/Guardian/Accrue CMS	\$12,618.48
6/2, 6/16	Electronic Transfer - IRS	183,864.44
6/23	Electronic Transfer - WA St Dept of Rev	33,904.79
6/1, 6/2	Electronic Transfer - U.S. Bank	7,775.79
6/1	Electronic Transfer - U.S. Bank LOC Fees	1,480.14
6/25	Electronic Transfer - BROMMA	114,360.00
<b>Total Electronic Claims</b>		<b>354,003.64</b>
<b>Total Claims</b>		<b>2,345,866.00</b>
<b>Payroll Transactions</b>		
Payroll Checks Issued	50535 - 50556	\$728,694.68
6/2, 6/9, 6/16, 6/23, 6/30	PMA Payroll (Longshore Labor)	229,349.61
<b>Total Payroll</b>		<b>958,044.29</b>
<b>Total Payments</b>		<b>3,303,910.29</b>

I, the undersigned, do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Port of Everett and that I am authorized to authenticate and certify to said claim. Authorize signature

Attest:  Port Auditor

We, the undersigned Commissioners of the Port of Everett, Snohomish County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment this the 14th day of July, 2020:

 President  
 Vice President  
 Secretary