

8850 SW State Hwy 3, Bremerton, WA 98312 | 360.674.2381 | www.portofbremerton.org

PORT OF BREMERTON

BOARD OF COMMISSIONERS REGULAR BUSINESS MEETING

AGENDA

August 9, 2011 10:00 AM

Bill Mahan Conference Room Bremerton Nat'l Airport Terminal Bldg 8850 SW State Hwy 3, Bremerton

Call to Order

Pledge of Allegiance

CEO Report

Approval of Agenda

Consent Items

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Minutes of the regular business meeting of July 26, 2011 and special meeting of August 2, 2011.
- B. Payment of checks #10451 through #10491 and #63808 through #63813 and #63817 through #63913 from the General Fund for \$399,302.24; #63814 through #63816 from the Construction Fund for \$6,847.31 and the payment of payroll taxes for \$21,898.01.
- C. Resolution 2011-34 administratively revising the moorage waiting list policy.

Citizen Comments: Open to the public for comment on subjects not listed on the agenda. Speakers are asked to keep their comments to less than 3 minutes. A Commissioner may request to waive the 3 minute time limit. Please feel free to submit further comments in writing.

Action Items

- 1. Consultant Agreement Amendment with Lorax Partners
- 2. Assignment of Lease from Robert and Linda Lingenbrink to Pacific Tradeworks and Northwest Fresh

Staff Reports

Commission Reports

Executive Session (if necessary)

Adjournment

Regular business and other meetings that may be attended by members of the Board

<u>Date</u>	<u>Tim e</u>	<u>Meeting</u>
8/09	8:30 am	Commission Work Study Session – Bill Mahan Conference Room
8/09	10 am	Commission Business Meeting – Bill Mahan Conference Room
8/11	9:30 am	Puget Sound Regional Council Transportation Policy Board
8/12	3 pm	Port Employee Picnic
8/19	11 am	Washington Public Ports Association Board of Trustees
8/23	6 pm	Commission Business Meeting – Bill Mahan Conference Room

Meetings are subject to change or cancellation

^{**} The Commission may add and take action on other items not listed on the Agenda **



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PORT OF BREMERTON

BOARD OF COMMISSIONERS REGULAR BUSINESS MEETING

MINUTES

July 26, 2011 6:00 PM Bill Mahan Conference Room Bremerton Nat'l Airport Terminal Bldg 8850 SW State Hwy 3, Bremerton

Call to Order

President Mahan called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Commissioners and Staff Present

<u>Commissioners</u>	Staff Members				
Rill Mahan	Cary Bozeman	Rec			

Bill Mahan Cary Bozeman Becky Swanson Larry Stokes Fred Salisbury Ginger Waye

Roger Zabinski Steve Slaton Gordon Walgren, Atty

President's Report

No Report

Approval of Agenda

It was moved by STOKES, seconded by ZABINSKI to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of July 12, 2011.
- B. Payment of checks #10413 through #10450 and #63745 through #63754 and #63757 through #63807 from the General Fund for \$422,285.43; #63755 through #63756 from the Construction Fund for \$4,272.02 and the payment of payroll taxes for \$20,883.37.

C. Fund Transfer Resolutions:

- Resolution 2011-31 monthly transfer to the General Fund: \$120,992.48 from the Airport Fund; \$257,808.66 from the Harbor Fund; \$131,763.02 from the Airport-Industrial Development Fund.
- Resolution 2011-32 transferring \$91,259.72 from the General Fund to the Airport Fund.
- Resolution 2011-33 transferring \$55,372.33 from the General Fund to the Harbor Fund.

It was moved by ZABINSKI, seconded by STOKES to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Citizen Comments

• No comments

Action Items

1. Preliminary Engineering & Permitting Design Services with L.L. Olson and Associates in support of the Port Orchard Marina Park Extension Project.

Presented by Steve Slaton, Director of Marine Facilities

It was moved by STOKES, seconded by ZABINSKI to:

Authorize the Chief Executive Officer to contract with N.L. Olson & Associates, Inc. to complete 30% design and permitting for the Marina Park Extension project.

After discussion and public comment,

MOTION CARRIES, 3-0

Public Comment:

Russell Porterfield, citizen, discussed looking into possible grant opportunities with the State for this project. He also suggested the Port consider hiring an engineer to place on staff.

2. Advance lump sum payment to close Promissory Note on Port Orchard waterfront property.

Presented by Becky Swanson, Chief Financial Officer

It was moved by ZABINSKI, seconded by STOKES to:

Pay off the outstanding principle balance of the Pederson Property located at 1021 Bay Street.

MOTION CARRIES, 3-0

Staff Reports

Cary Bozeman, Chief Executive Officer

• Discussed Boeing's announcement they would be moving ahead quickly on making 737's more fuel efficient. It's possible that would mean they would retrofit at their Renton plant although that wouldn't preclude a decision to build a new aircraft down the road. There is still potential for the Port to compete to become the location of a new production center.

Commission Reports

Commissioner Zabinski

1. Attended a SKIA subarea planning meeting. Intent is to have a Subarea Plan and comprehensive EIS in place which would streamline the permitting process for new businesses.

Commissioner Stokes

- 1. In response to a previous comment by a local citizen, Commissioner Stokes confirmed that Port staff has been in attendance at all SKIA subarea planning meetings.
- 2. Reviewed items he will be discussing at the upcoming work study session appointing ambassadors to be present at special events, and having the Clerk of the Board read the list of Commission calendar items at the end of the regular business meetings.

Commissioner Mahan

- 1. Attended Kitsap Regional Coordinating Council (KRCC) Executive Board meeting in which the federal contingency funding recommendations were approved. The Port is in line for \$227,000+ for the Cross-SKIA connector road.
- 2. Have been meeting with Mayor Lary Coppola and Dale King along with a number of local businesses regarding creating a marine industry cluster. An invitation-only event will be held to get marine industry companies together to explore the value in working together.

Executive Session

No Executive Session

Adjournment

There being no further business before the Board, President Mahan adjourned the meeting at 6:35 p.m.

Submitted, Approved,

Cary Bozeman Chief Executive Officer August 6, 2011 Roger Zabinski Commission Secretary August 9, 2011



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PORT OF BREMERTON

BOARD OF COMMISSIONERS SPECIAL MEETING

(Budget Workshop)

MINUTES

August 2, 2011 8:00 AM Bill Mahan Conference Room Bremerton Nat'l Airport Terminal Bldg 8850 SW State Hwy 3, Bremerton

Call to Order

President Mahan called the special meeting to order at 8:00 a.m.

Commissioners and Staff Present

<u>Commissioners</u>	Staff Members	
Bill Mahan	Cary Bozeman	Becky Swanson
Larry Stokes	Tim Thomson	Chris Case
Roger Zabinski	Fred Salisbury	Ginger Waye
	Steve Slaton	Gordon Walgren, Atty

Budget Discussion - Capital Projects

Becky Swanson, Chief Financial Officer, provided an overview of planned capital projects for 2012 and discussed funding sources and requirements for some of the projects.

- A schedule of proposed 2012 capital projects funded or partially funded was provided.
 - o CFO and Department Directors discussed each project along with funding requirements and what Port match, if any, would be required.

Recessed for a short break at 9:30 a.m.

Called back to order at 9:40 a.m.

- A schedule of proposed 2012 capital projects without identified sources of funds was provided. The need for prioritization of these projects was discussed.
 - o CFO and Department Directors described each of the projects.

Once the budget is assembled and actual available capital project funds are determined, it will be assessed if all of the projects presented will be able to be carried out in 2012 or if reduction in the planned project list will be necessary.

Adjournment

There being no further business before the Board, President Mahan adjourned the special meeting at 10:15 a.m.

Submitted,

Approved,

Cary Bozeman Chief Executive Officer August 5, 2011 Roger Zabinski Commission Secretary August 9, 2011

PORT OF BREMERTON KITSAP COUNTY, WASHINGTON RESOLUTION NO. 2011-34

DATED: August 9, 2011

<u>A RESOLUTION</u> of the Board of Commissioners, Port of Bremerton to revise the established written policy for the Port of Bremerton Marinas Moorage Waiting List.

<u>WHEREAS</u>, the Port of Bremerton operates marina facilities known as the Port Orchard Marina and Bremerton Marina, and

<u>WHEREAS</u>, the written policy would insure that moorage space will be provided in a fair and equitable manner, and

<u>WHEREAS</u>, the written policy, which was established on November 22, 1983, revised on February 14, 1989, and further revised on August 10, 1993, and February 12, 2002, is in need of administrative revision.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton, that Resolution 2002-16 is rescinded and Resolution 2011-34 is substituted in its place and the Moorage Waiting List Policy, which is attached and considered a part hereto, is adopted as the current Port of Bremerton Marinas Moorage Waiting List Policy.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 9th day of August 2011, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

	President and Commissioner
	Vice-President Commissioner
ATTEST:	(Seal)
Secretary and Commissioner	<u> </u>



PORT OF BREMERTON MARINAS MOORAGE WAITING LIST POLICY

- 1. A moorage waiting list shall be established for the Port of Bremerton as follows:
 - a. All applicants shall submit an application for moorage accompanied by a **non-refundable** deposit in an amount established by the Port. This deposit shall be applied to the first month's moorage when assigned.
 - b. All applicants, both existing and future, will be assessed an annual fee in an amount established by the Port to remain on the list.
 - c. Contact for notification of the availability of moorage will be by **telephone**. The applicant may request another method of contact.
 - d. Applicants are responsible for keeping all information on their application current.
- 2. The waiting list shall be available for inspection at the Marina Office.
- 3. Each section of the waiting list shall be subdivided into slip sizes and types. Slip types refers to open or covered moorage (covered moorage at the Port Orchard Marina only).
 - a. Each application shall be limited to one size by type of slip.
 - b. Applicants who request to change size or type of slip will be placed at the bottom of the list requested.
- 4. The Port may deviate from the waiting list in emergency or special circumstances and only with the concurrence of the Director of Marine Facilities.
- 5. Upon acceptance and assignment of a moorage berth, applicants will be required to enter into a moorage agreement with the Port of Bremerton effective on the date of acceptance of moorage space.
- 6. Applicants who reject moorage when contacted, those who cannot be contacted due to unanswered calls or invalid telephone numbers and those who fail to respond within five working days after contact, will be moved to the bottom of the list. We will notify the applicant via certified letter that they have thirty days to respond in order to remain on the list. If no written response is received within the thirty days, the applicant will be removed from the list and the application deposit will be forfeited.

Adopted: Resolution No. 83-14

November 22, 1983

Revised: Resolution 89-6

February 14, 1989

Revised: Resolution 93-20

August 10, 1993

Revised: Resolution 2002-16

February 12, 2002

Revised: Resolution 2011-34

August 9, 2011



Please complete the following information:

MOORAGE WAITING LIST APPLICATION

LOCATION (circle): BREMERTON MARINA or PORT ORCHARD MARINA

	or CC ()
	RECEIVED DATE:
FOR OFFICE USE ONLY	
	BUSINESS FAX:
BUSINESS ADDRESS: _	
SNOWBIRD PHONE: _	
SNOWBIRD ADDRESS:	
(if different)	
	WORK FAX:
HOME PHONE:	CELL PHONE:
HOME ADDRESS:	
NAME:	

ALTERNATE CONTACT NAM	ΙΕ:		
ALTERNATE CONTACT PHO	NE:		
Type of moorage desired:			
SLIP SIZE:*NOTE: Covered	d moorage is offered at the Port C	COVERED (Prchard Marina ONLY) or OPEN ()
	verything measurable included):		
	at, please fill out the following:		
VESSEL NAME:]	REG. or DOC. #:	
VESSEL TYPE o	or MANUFACTURER:		
BEAM:	DRAFT:	HEIGHT:	
	OLLOWING: POWER SAII		
I acknowledge receipt that I will be contacted be contact numbers updated. placed on the bottom of toffering the space will rest I understand that this pone HUNDRED (\$100. first month's moorage when space on the wait list in the state of the space on the wait list in the state of the space	of a copy of the Port of Bremert y telephone when moorage is av I further understand that I will a he wait list. Failure to respond v ult in a withdrawal of the offer ar policy applies to my application for 00) DOLLARS shall accompany then assigned. I also understand the ne amount of TWENTY FIVE (Stanual fee is not paid by March 1st	on's Moorage Waiting List Porailable and that I am responsible countries the moorage space when within seven days of the initial and placement on the bottom of our moorage and that a non-refer this application. Deposit sha that I will be charged an annual section of DOLLARS due January 1982.	olicy. I understand ible for keeping all in it is offered or be a call from the Port the wait list. Sundable deposit of all be credited to the lal fee to retain my ary 1st of each year.
SIGNATURE		DATE	

Thank you for your interest in mooring with us. When submitting your application by mail, please be sure to enclose your deposit check and remit to the following address:

Port of Bremerton 8850 SW State Hwy 3 Bremerton, WA 98312

Applications received without a deposit enclosed are not valid.



AGENDA SUMMARY

Agenda Item No: Action Item #1

Subject: Contract Amendment with LORAX Partners

Exhibits: Amendment Document

Prepared By: Director of Business Development

Meeting Date: August 9, 2011

Summary:

The Port Chief Executive Officer entered into a professional services contract agreement with LORAX PARTNERS (architect; civil, mechanical, structural engineering; project development) on November 3, 2010 as a sole source consultant to fill an immediate need of services for creating a retention plan to include vision, design and financial model for a new SAFE Boats facility. The services provided included operational programmatic studies, conceptual building/site plan designing, construction cost estimates, and full project financial Performa leading to a project book to include a letter of intent the content of which would become the terms and conditions of a future lease with the tenant. Work was completed on this contract at the cost of \$20,000 and to the Port's satisfaction. Subsequent meetings between the Port and the tenant have led to the need for additional programmatic study, and facility design. The objective of the additional work is to update the tenant retention plan and project book with one to two site plans and building floor plans for tenant consideration for a new facility meeting tenant anticipated growth. Additional tasks include revised construction cost estimates and Performa used to update the initial letter of intent. Work for this component as covered in the amendment will be completed by mid September, 2011 at an additional cost of \$43,000.

Amendment No. 1 was an interim agreement that is superseded by this amendment.

The total cost of this contract upon execution of this amendment will come to \$63,000, to include the \$20,000 already paid, which is above the authority of the Port Chief Executive Officer to approve.

Fiscal Impact:

The cost of this additional work (\$43,000) is covered in the 2011 budget under Business Development Opportunities which provides \$45,000 for use such as this.

Recommendation:

The staff recommends the Port Commission approve and sign the contract amendment with LORAX Partners for continued professional services associated with the SAFE Boats Facility expansion project.

Motion for Consideration:

I move that the Port approve and sign the contract amendment

PORT OF BREMERTON AMENDMENT NO. 2

Agreement Title: SAFE Boats International Facility Expansion/Financial Modeling Project No. N/A

Date: August 2, 1011

To: LORAX Partners

You are hereby directed to make the changes listed below in the subject contract. All other provisions of the contract remain in full force and effect. This Amendment represents a full and final resolution of these items; all costs and time effects are resolved.

Nature of Amendment

See attached LORAX expanded scope dated 7/22/11

Justification of Amendment

The consultant completed work as originally contracted for in a manner that satisfied the terms of the contract agreement. Since that time, new information has been provided to the Port by the Port's tenant, SAFE Boats International, indicating that additional building design and programatic study is warranted to provide a more meaningful product. At the completion of this new work, the Port will be in a position to propose to the tenant one to two site/building floor plans for their consideration that will meet expected production demands, and a revised Letter of Intent the contents of which will be used for the terms and conditions of a lease between the parties.

This amendment supercedes Amendment 1. Amendment 1 is hereby canceled. The changes result in the following adjustment of the Contract Price and Time: Contract Value Prior to this Amendment \$20,000 \$43,000 Net (increase) (decrease) Resulting from this Amendment Current Contract Price Including this Amendment \$63,000 Date of Completion Prior to this Amendment April 27, 2011 Net (increase) Resulting from this Amendment 5 Months and 3 days Current Contract Time Including this Amendment September 30, 2011 The above Amendment The above Amendment The above Amendment is recommended is accepted is approved **Consultant: Engineer:** Owner: Port of Bremerton N/A Lorax Partners



AGENDA SUMMARY

Agenda Item No: Action Item #2

Subject: Consent of Lingenbrink Lease Assignment to Pacific Tradeworks and

Northwest Fresh

Exhibits: Assignment Agreement

Prepared By: Director of Business Development

Meeting Date: August 9, 2011

Summary:

Bob and Linda Lingenbrink have leased .5 acres of Port property in OVIP since 1998. The Lingenbrinks have come to an agreement to sell the Lingenbrink 3,000sf building located at 5400 Constance Drive to the proposed assignee Pacific Tradeworks and Northwest Fresh. I have completed my due-diligence background checks and have found the assignee to be acceptable to the Port. Pacific Tradeworks will bring four new jobs to OVIP. Their business is brush harvesting and floral exporting. This building has been vacant for some time. The assignee has agreed to a six month rental security fee.

Fiscal Impact:

No change

Recommendation:

The staff recommends that the Port commission consent to and sign the Lingenbrink Lease Assignment to Pacific Tradeworks and Northwest Fresh.

Motion for Consideration:

I move that the Port Commission consent to the Assignment of Lease from Robert and Linda Lingenbrink to Pacific Tradeworks and Northwest Fresh.

AFTER RECORDING RETURN TO:

Port of Bremerton 8850 SW State Hwy 3 Bremerton, WA 98312

ASSIGNMENT OF LEASE

WHEREAS, ROBERT A. LINGENBRINK and LINDA L. LINGENBRINK, husband and wife, (hereafter referred to as Lessee/Assignor) currently leases property located at 5400 Constance Drive, Bremerton, WA 98312, and more particularly described on Exhibit A attached hereto, from the PORT OF BREMERTON (hereinafter referred to as "Port") by Lease Agreement dated June 1, 1978, and as amended (hereinafter referred to as the "Lease"), Tax Parcel Number 1123-01-3001-1000; brief legal description: That part of the SW Quarter of the NW Quarter of Section 11, Township 23 North, Range 1 W.M., in Kitsap County, Washington, and

WHEREAS, Lessee/Assignor wishes to transfer its building and improvements located on the real property described on Exhibit A to PACIFIC TRADEWORKS and NORTHWEST FRESH, PO Box 1201, Gig Harbor WA 98335 and to assign to PACIFIC TRADEWORKS and NORTHWEST FRESH (hereinafter referred to as "Assignee"), its interest as Lessee in the above-described lease.

NOW, THEREFORE, for and in consideration of the mutual promises and benefits to be derived herefrom the receipt and sufficiency of which are hereby acknowledged, the parties, ROBERT A. LINGENBRINK and LINDA L. LINGENBRINK and PACIFIC TRADEWORKS and NORTHWEST FRESH, promise and agree as follows:

- 1. Lessee/Assignor assigns to Assignee its interest in the above-described Lease.
- 2. Assignee assumes and agrees to make all payments required under the said Lease and to do and perform and be bound by all the covenants, conditions, terms, stipulations and agreements in said Lease which are binding upon the Lessee/Assignor, and further agrees to indemnify, hold harmless and defend the Lessee/Assignor from and against any and all liability under said Lease, including attorney fees and costs.
- It is understood that no further assignment of said Lease or subletting of the premises or any part thereof shall be made without the prior written consent of the Port, which consent shall not be unreasonably withheld.

		Sale of the building the \$1,763.10 security		•	. ,	Port o	f Breme	rton's
DATE	D this	_day of	<u>,</u> 2011					
LESSI	EE/ASSIGNOR:			ASSIGNEE:				
ROBE	RT A. LINGENI	BRINK	-	MIKE FIGLIO	LA, PACI	FIC TR	ADEWO	RKS
LINDA	L. LINGENBRI	INK	-	TREVOR TUR	RNBULL,	NORTH	WEST F	RESH

4. This Lease Assignment is contingent upon: (a) the closing of the Agreement for

STATE OF WASHINGTON)	
)ss	
COUNTY OF)	
On this day of		personally appeared
		ENBRINK, husband and wife, to me known to be
the individual(s) described he	rein and who ex	recuted the within and foregoing instrument and
acknowledged to me that the	y signed the san	ne as their free and voluntary act and deed for the
purposes therein mentioned.		
GIVEN under my hand	and official sea	l.
		Notary Public in and for the
		State of
		residing at
		My commission expires:
STATE OF WASHINGTON	1	
31/112 01 1///01/11/101011)ss	
COUNTY OF)	
On this day of		personally appeared MIKE
		cer of Pacific Tradeworks who executed the within
•	• •	to me that he signed the same as his free and
voluntary act and deed for the	_	_
•		
GIVEN under my hand	and official sea	1.
		Notary Public in and for the
		State of
		residing at
		My commission expires:

STATE OF WASHINGTON)	
)ss	
COUNTY OF)	
On this day of		personally appeared
TREVOR TURNBULL, to me know	າ to be a company of	ficer of Northwest Fresh who executed
the within and foregoing instrum free and voluntary act and deed f	9	ed to me that he signed the same as his ein mentioned.
GIVEN under my hand and	l official seal.	
	_	
	No	tary Public in and for the
	St	ate of
	re	siding at
	М	y commission expires:

THE PORT CONSENTS to the assi Lingenbrink to Pacific Tradeworks and North	_	lease	from	Robert	A.	and	Linda	L
Dated this day of		, 20_	•					
Port of Bremerton A Municipal Corporation								
President and Commissioner								
Vice-President and Commissioner								
Secretary and Commissioner								
Approved as to form:								
Port Attorney								
Date								

STATE OF WASHINGTON)	
)ss	
COUNTY OF KITSAP)	
On this da	y of	before me personally
		OKES, and ROGER ZABINSKI to me known to be the
Commissioners of the Port	of Bremerto	n, the municipal corporation that executed the within
and foregoing instrument,	and acknowl	edged the said instrument to be the free and voluntary
act and deed of said corpor	ration, for the	e uses and purposes therein mentioned, and that they
are authorized to execute s	aid instrume	ent.
IN WITNESS WHERE	OF, I have he	ereunto set my hand and affixed my Official Seal the day
and year first above writte	٦.	
		Notary Public in and for the
		State of
		residing at
		My commission expires:

EXHIBIT A

THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 23 NORTH, RANGE 1 WEST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST QUARTER CORNER OF SAID SECTION 11, SAID CORNER BEING MARKED ON THE GROUND BY A CONCRETE FILLED SECTION OF RED TILE WITH COPPER NAIL FOR CENTER POINT: THENCE ALONG THE EAST-WEST CENTERLINE OF SAID SECTION 11, SOUTH 87°56'12" EAST 668.03 FEET TO AN INTERSECTION WITH THE CENTERLINE OF ROAD 2A; THENCE ALONG SAID CENTERLINE NORTH 19°15'45" EAST 606.14 FEET; THENCE SOUTH 70°44'15" EAST 50.00 FEET TO THE SOUTHEASTERLY MARGIN OF SAID ROAD 2A AND THE TRUE POINT OF BEGINNING; THENCE SOUTH 70°44'15" EAST 160.00 FEET; THENCE NORTH 19°15'45" EAST 160.00 FEET TO THE SOUTHWESTERLY MARGIN OF ROAD 4; THENCE ALONG SAID SOUTHWESTERLY MARGIN OF SAID ROAD 4 NORTH 70°44'15" WEST 160.00 FEET TO AN INTERSECTION WITH SAID SOUTHEASTERLY MARGIN OF ROAD 2A; THENCE ALONG SAID SOUTHEASTERLY MARGIN OF SAID ROAD 2A SOUTH 19°15'45" WEST 160.00 FEET TO THE TRUE POINT OF BEGINNING.

TOGETHER WITH ALL IMPROVEMENTS AND FIXTURES LOCATED THEREON.