ITEM FOR CONSIDERATION
BY THE
BOARD OF PORT COMMISSIONERS

Date: July 28, 2026

SUBJECT: Lease Termination – Westech

Presented by: Caleb McMahon, Chief Commercial Officer

RCW & POLICY REQUIREMENTS

Per RCW 53.08.080 Lease of Property, a district may lease all lands, wharves, docks and real and personal property upon such terms as the port commission deems proper. No lease shall be for a period longer than fifty years with option up to an additional thirty years.

Per RCW 53.08.085, security for rent is required for every lease of more than one year. Rent may be secured by rental insurance, bond, or other security satisfactory to the port commission, in an amount equal to one-sixth the total rent, but in no case shall such security be less than one year's rent or more three years' rent. If the security is not maintained the lease shall be considered in default. The port commission may in its discretion waive the rent security requirement or lower the amount of such requirement on the lease of real and/or personal port property.

Per Section I of the Port's Delegation of Administrative Authority to the Executive Director, all term lease agreements or use agreements of real or personal property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.1 Commission Approval is required for any lease with a term in excess of one year and per section 1.B.4 Commission approval is required for any lease that contains any material non-standard terms or conditions.

Background:

Westech has been a tenant of the Port since 2025. On June 1, 2026 Westech excuted an option for one additional year.

Westech has requested to vacate their lease due to health reasons. The Port has multiple uses for the facility with the recent return as the Port Angeles Boat Haven direct management.

Options for vacation:
1. Allow Westech to vacate lease without penalty.
2. Westech vacates lease and Port retains security.
3. Port forces Westech to carry out term of lease.

Port Area: Port Angeles Boathaven

Address: 937 Boathaven Drive

Leased Space: 624 SF of office space.

Use: Office headquarters for shoreline permitting and estuarian project design.

Tenant Improvements: None

Proposed Rate:

Leased Area	SF	Rate/SF	Monthly Rate
Office	624	$1.34	$ 836.16
Parking 2 spaces adjacent to office			$ -
		Base Rent	**$ 836.16**
Leasehold Tax		12.84%	$ 107.36
Common Area Maintenance (CAM)			$ 51.00
		Monthly Payment	**$ 994.52**

Escalation: The consumer price index adjustment west class B/C is adjusted annually to the base rent.

Commencement Date: June 1, 2026 – May 31, 20.

Term: One year extension

Financial Security: $ 2,508.48

Non-standard terms requiring Commission approval: None

Fiscal Impact of The Lease:
$994.52 /month x 12 = $11,934 Annual Rent Payment.

RECOMMENDED ACTION:
On a motion and second, Staff recommends the Commission authorize the Chief Executive Officer to allow Westech vacate their lease without penalty.