



REGULAR COMMISSION MEETING
Tuesday, August 22, 2023, at 9:00 am
338 West First Street, Port Angeles, WA 98362
AGENDA

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely, please visit www.portofpa.com/agendacenter

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)

III. APPROVAL OF AGENDA

IV. WORK SESSION

A. Airport Update

B. Dash Update

C. Community Partner Program Discussion.....1-4

D. Introduce Capital Budget Process.....5-8

V. APPROVAL OF CONSENT AGENDA

A. Regular Commission Meeting Minutes, August 8, 2023.....9-12

B. Vouchers in the amount of \$2,274,507.66.....13

VI. COMPLETION OF RECORDS

No items

VII. PLANNING AND CAPITAL PROJECTS

No items

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

No items

XI. MARINAS

No items



XII. AIRPORTS

No items

XIII. OTHER BUSINESS

No items

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)

XVII. FUTURE AGENDA.....14

XVIII. NEXT MEETINGS

- A. September 19, 2023 – Special Commission Meeting
- B. September 26, 2023 – Regular Commission Meeting
- C. October 10, 2023 – Regular Commission Meeting
- D. October 17, 2023 – Special Commission Meeting
- E. October 24, 2023 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. WPPA Environmental Seminar – September 21-22, 2023 – Tacoma, WA
- B. Forever Twilight Festival – September 14-17, 2023 – Forks, WA
- C. Big Hurt – September 23, 2023 – Port Angeles, WA
- D. Carbon Friendly Forestry Conference – November 1/8/15, 2023 – Virtual
- E. Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- F. METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands
- G. WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

BROWN BAG LUNCH AND OPEN DISCUSSION WITH THE COMMISSION *(TIME PERMITTING)*

XX. EXECUTIVE SESSION

The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, The Open Public Meetings Act.

XXI. ADJOURN


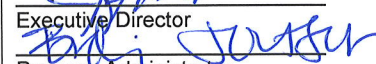


RULES FOR ATTENDING COMMISSION MEETING

- Signs, placards, and noise making devices including musical instruments are prohibited.
- Disruptive behavior by audience members is inappropriate and may result in removal.
- Loud comments, clapping, and booing may be considered disruptive and result in removal at the discretion of the Chair.

RULES FOR SPEAKING AT A COMMISSION MEETING

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda or when recognized by the Chair.
- Time allotted to each speaker is determined by the Chair and, in general, is limited to 3 minutes.
- Total time planned for each public comment period is 20 minutes, subject to change by the Chair.
- All comments should be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- Speakers should not comment more than once per meeting unless their comments pertain to a new topic they have not previously spoken about.
- In the event of a contentious topic with multiple speakers, the Chair will attempt to provide equal time for both sides.

| | | |
|--|--|---|
| Approval Required: (check box) <input type="checkbox"/> Commissioners (Policy) <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director | Approved By:  Executive Director  Program Administrator | Approval Reference: (if applicable) RCWs 53.08, 39.80, 39.04, 39.12, 35.21 Effective Date: 2/10/15, revised 1/26/16, 1/23/17, 9/19/17, and 8/14/2018 in commission meeting minutes, 7/13/2021 in commission meeting minutes |
|--|--|---|

I. Purpose

The Port of Port Angeles’ Community Partner Program offers matching funds of up to the amount established during the annual budget process for use in economic development projects, education and workforce training projects, community events, tourism promotion projects, and environmental stewardship projects in Clallam County. Port sponsored events or projects promoting Port facilities or the Port’s mission will be part of the Port’s operating budget rather than being included in this program. Examples of Port sponsored events include but are not limited to the Sequim Logging show, Maritime Day, Waterfront Days, Airport Day, 4th of July Celebration, and Workforce Training related to one of the Port’s strategic plan initiatives.

II. Definitions

- Tourism Promotion Project: A tourism promotion project attracts non-Clallam County residents to Clallam County to partake in the tourist event, program or activity.
- Community Event: A community event is a local event or activity which may attract non-Clallam County residents. A community event must provide the Port the opportunity to educate and market the Port to the event attendees.
- Education Project and Workforce Training: An education project will identify, evaluate, and/or provide exposure to local needs and opportunities in the areas of workforce training, vocational outreach and/or career education for Clallam County residents in manufacturing and the skilled trades. A workforce training project may include occupational job training and placement, job advancement and job retention, pre-apprenticeship training, or occupational programs associated with the local economy and development. Such programs may be operated by either non-profits or public entities. Although the Port is authorized to work with private entities for workforce training, the Community Partner Program is limited to governmental agencies and non-profits.
- Economic Development Project: An economic development project promotes the creation and/or retention of jobs and the growth of household incomes in Clallam County, through the development of new industry and trades or through the expansion of existing industry and trades, including trades that rely on the use of Port properties and facilities.

- Environmental Stewardship Project: An environmental stewardship program promotes environmental improvements through projects such as watershed management and habitat protection (RCW 35.21.278; RCW 53.08.255). Environmental stewardship projects require, by statute, a 3:1 cost-share match by the applicant. The Port has restricted this program to the following qualifying applicants: Non-profits and Tribal entities only.

III. Policy

As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements set forth in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245), as well as Article VIII, Sections 5, 7 and 8 of the Washington State Constitution

To be eligible, the applicant must be a public or non-profit group or an incorporated or unincorporated small city of no more than 10,000 residents. Applicants may request funds to be applied toward economic development, education and workforce training, community events, tourism promotion projects, and environmental stewardship in Clallam County. Applications for financial support for on-going operations of the applicant will not be considered.

The Port Commission will award funds to qualifying applications based on the priority established by the Commission. The Commission has directed that Property Tax receipts will be used to fund this program.

IV. Procedures

A. Funds

The Community Partner Program funds shall be established and approved annually by the Commission and shall consist of those funds provided by the Port for disbursement by the Commission as part of this program. All funds disbursed by the Port shall be disbursed only in conformance with the procedures outlined in this policy. Annually, the Commission will review the total funds allocated to this program as well as the allowable dollar threshold per application, and may choose to adjust the dollar amounts of either or both.

Monies in the fund shall be used for 1:1 matching funds for projects undertaken by the successful applicants, except for the environmental stewardship projects which require 3:1 matching funds (see "Definitions" above). A match may include, but is not limited to, volunteer time as a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project. Fund monies shall not be used to provide the sole source of financing for projects undertaken by successful applicants. Applications will not be considered that are not being funded in part by the applicant and/or through other public

funds. Applications for funds must specify sources for other project funds. Applicants may apply for fund monies for multiple projects, but each project shall be the subject of a separate application.

Exceptions to the fund matching ratio can be made with the approval of the Commission. In-kind services may also be considered by the Commission in place of matching funds.

B. Applications and Application Screening

The operating year for the program shall begin on January 1st of each year and shall end on December 31st of the same year. The application period shall commence on September 1st and end by September 30th with the funding awards determined no later than the first Commission meeting of December. Applications shall be in writing (electronic or mailed) using the Port of Port Angeles Community Partner Program application form.

1. Staff Screening:

Port staff shall perform a “pre-screening” of the applications ensuring the application is complete and supporting documentation is attached if necessary. Port staff may reject applications that are incomplete or fail to meet the legal requirements set forth for port districts in RCW 53.08.245, RCW 53.08.255, RCW 53.08.260-.270, RCW 53.08.420, and RCW 35.21.278.

Staff will consider whether an application is aligned with Port sponsorships and whether it could be a marketing opportunity for a business line and possibly included in the operating budget. If staff believes it would be as effective as other marketing opportunities, then staff will inform the Commission that the application could be considered for the operating budget.

2. Commission Screening:

The “pre-screened” applications shall be submitted to the Port Commission by October 15th. The Port Commission shall evaluate and prioritize the pre-screened applications and shall announce the funding recipients no later than the 1st Commission meeting in December. The Port Commission shall evaluate all pre-screened applications and shall prioritize them using such factors as the amount of funding requested for the project, the percentage of the overall total project cost being requested in the application, the nature of the project in the application and the most direct linkage to Port’s mission and vision.

Preference may be given to applicants who have not previously received two (2) consecutive years of Community Partner Program funds. Preference will be given to applicants who have not received Lodging Tax Advisory Committee (LTAC) funds for their project.

In the event a successful applicant elects not to undertake or complete a project for which it has been allocated fund monies, then the Commission may make such funds available to the next highest prioritized application.

C. Fund Disbursement:

In undertaking projects that have been allocated fund monies, successful applicants shall be solely responsible for timely payment of all invoices submitted by vendors, professionals, contractors and any other parties providing goods and/or services for any project receiving fund monies. Such invoices shall be provided to the Port, with proof of payment, the earlier of (i) ninety (90) days after the provision of the goods and/or services being billed for therein, and (ii) thirty (30) days prior to the end of the then current operating year. The Port shall in turn make payment directly to the successful applicant or a designated fiscal agent for the applicant. Payment shall be made within thirty (30) days of the Port's receipt of the invoice from the successful applicant. If an applicant does not have the funds available to purchase approved items and subsequently request a reimbursement from the Port, the organization or group must procure a fiscal agent to provide the funds. The Port is prohibited by statute to prepay the types of expenses to be incurred under this program.

D. Hold-Over:

Successful applicants who, for unforeseen circumstances, have not expended their awarded Community Partner Program Funds by the end of the calendar year, may apply in writing by November 15th of the current calendar year to have their awarded funds held over into the next calendar year. The written request must contain details of the circumstances that are requiring the hold-over, the amount of funds requested to be held-over and the date by which the funds will be expended if a hold-over is granted. The Commission will evaluate each written request for hold-over on a case by case basis. Notification of hold-over approval will be provided no later than the 1st Commission meeting in December. All held-over funds shall be expended by March 31st.

V. References

1. RCW Chapter 53.08, Section 53.08.245, and RCW 35.21.278
2. Article VIII, Section 8 of the Washington State Constitution allows the use of public funds by port districts in such manner as may be prescribed by the legislature for industrial development or trade promotion.
3. Article VIII sections 5 and 7 of the Washington State Constitution prohibits the Port from loaning or gifting state funds, property or credit.

**INFORMATIONAL REPORT
TO THE
BOARD OF PORT COMMISSIONERS**

August 22, 2023

SUBJECT: 2024 CAPITAL BUDGET INTRODUCTION

STAFF LEAD: Chris Hartman, Director of Engineering

PURPOSE:

This report is a primer for future Capital Budget discussions between Staff and the Commission. No action is required from the Commission at this time.

RCW & POLICY REQUIREMENTS:

Budget requirements are set forth in RCW 53.35. The final Budget must be adopted, and a certified copy must be filed with the Clerk of the County by the first Monday in December, December 4, 2023.

BACKGROUND:

This is the first Capital Budget discussion for the development of the 2024 Capital Budget and will cover the following items:

- What is a Capital Project?
- Capital Budget funding – Where does the money come from?
- Capital Budget Prioritization
- 5-Year Capital Improvement Plan
- 6 – 20 Year Capital Improvement Plan

ANALYSIS:

What is a Capital Project?

The total project cost must exceed \$5,000, and an asset must have a minimum useful life of five (5) years to be included in the capital budget. If it is a maintenance project, then the life of the asset must be extended by five (5) years.

Capital Budget Funding – Where does the money come from?

A combination of grants, property tax surplus, operating surplus, and reserves funds the Capital Projects Budget. Surplus from property taxes is net of general tax levies in excess of debt service expenditures. Surplus from Port operations results from the cumulative excess of revenues over expenses. The operating surplus transferred from the General Fund to the Capital Improvement Fund is the amount that exceeds the target fund balance for the General Fund. Periodically, the Port will also issue debt to fund projects.

Capital Budget Prioritization

Projects are broken down into four (4) categories:

1. **Regulatory Required Projects:** These projects are required by a regulatory agency. The Port must complete these projects to remain in compliance with established regulations.
2. **Committed Projects:** These projects are considered “committed” because of one or more of the following reasons:
 - a. Port agreed to complete within a lease or other agreement.
 - b. Port has accepted grant funding and committed the matching funds.
3. **Critical Maintenance Projects:** To prevent further damage to a Port asset, these projects are included in the Capital Budget. Delaying these projects will result in more costly repairs.
4. **Strategic Investment Projects:** Following Regulatory, Committed, and Critical Maintenance Projects are Strategic Investment Projects. These projects will be prioritized based on a combination of the following factors: 1) Job Creation and Retention, 2) Return on Investment, 3) Environmental Benefit, and 4) Preventative Maintenance. A preventative maintenance project is a project that won't result in further damage to an asset if they are deferred until next year.

5-Year Capital Improvement Plan

The 5-Year Capital Improvement Plan (CIP) is a planning tool that identifies Capital Projects through 2028. The 5-year CIP aims to maintain a minimum cash reserve balance of \$10 Million. The Projects shown in future years do not commit the Port for any funding at this time. Each future project will undergo a more stringent prioritization analysis before being accepted into the current year's Capital Budget.

6 – 20 Year Capital Improvement Plan

This list represents projects that are major capital investments that the Port will likely make within the next 6 to 20 years (2029 - 2044). These projects are primarily infrastructure replacement projects, but a few new development projects represent high-priority strategic investments. This plan is intended to be used to help balance current capital investments and debt with the understanding of future investment needs.

RECOMMENDED ACTION:

Staff are seeking Commission input and feedback on any change to budgetary format and process alterations.

ATTACHMENTS:

- Capital Improvement and Major Maintenance Project Worksheet
- Port Capital Investment Policy

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

| | | | |
|--|--|------------------------------------|--|
| Date: | | Project Lead: | |
| Project Short Description: | | Capital, Major Maintenance, Other: | |
| Estimated Cost: | | Source of the project estimate: | |
| Contingency \$ / % | | Source of Funds: | |
| Cost Year 1: | | Design/Engineering completed: | |
| Cost Year 2: | | Design/Engineering timeline: | |
| Cost Year 3: | | Permits required: | |
| Cost Year ... | | Permit timeline: | |
| Capital Improvement Policy “Triple Bottom Line” | | | |
| Jobs: | | | |
| Environment: | | | |
| ROI: | | | |
| Other Criteria | | | |
| Safety: | | | |
| Preservation: | | | |
| Mandatory: | | | |
| Strategic Planning Goal / Initiative | | | |

Project Long Description

How does the project support the Strategic Plan? *(Note the section)*

Target #

Goal#

Initiative #

What would the impact be if this project is **not** funded in this budget cycle?

Port Capital Investment Policy (Resolution 13-2059: \$5,000 and more than five (5) year useful life)

Determining an acceptable return will depend on the time value of money, inflation, the opportunity cost of money, cost of capital, level of risk, desired profit and appropriate adjustments for jobs created, environmental stewardship, and overall economic activity supported by the project. A negative rate of return may be acceptable depending on the total economic benefit to the community.

1. Return on Investment Criteria – Project performance measures will be established for each project to determine an acceptable return on investment or to compare projects. Performance measures will consider the following:
 - a. Acceptable Return or “Hurdle Rate” – Determining an acceptable return will depend on the amount of new money invested, the highest and best use of an asset, the time value of money, inflation, the opportunity cost of money, cost of capital, level of risk, desired profit and appropriate adjustments for creation of family wage jobs, environmental stewardship, and overall economic activity supported by the project. A negative rate of return may be acceptable depending on the total economic benefit to the community.
 - b. Net Present Value (NPV) – This method discounts future cash flows by the Port’s “hurdle rate” and compares that amount to the cost of the investment.
 - c. Internal Rate of Return (IRR) – This method calculates the percentage rate earned on each dollar that remains invested annually. It is the discount rate at which the sum of the present value of future cash flows equals the initial capital investment. Typically a project’s internal rate of return is higher than the Port’s “hurdle rate” to be accepted.
 - d. Return on Investment (Assets) or Rate of Return (ROI, ROA, ROR) – This method takes the cash flow (net profit or loss) from an investment over a specified period and then calculates the percentage return based on capital invested. The average return (arithmetic mean) uses the sum of net profits or losses divided by the number of years before dividing it by the cost of the investment. This is used when the amount invested is fixed. Another calculation includes the effect of compounding (geometric mean) which is used when the net profit or losses in one period will affect the net profit or loss in the next period (e.g., money invested in an interest-bearing account, earning interest on interest).
 - e. Payback Period – This is the number of years it will take to recover the cash invested in a project. The payback calculation uses cash flows, not net income. It does not address a project’s total profitability.
 - f. Economic Profit – This method uses the dollar amount of net operating profit minus a charge for the opportunity cost of the capital investment. It measures the difference, in monetary terms, between the return on the Port’s capital and the cost of that capital.
 - g. Revenue Bond Debt Service Coverage – This is the number of times net revenues available for debt service (revenue minus operating, maintenance, and administration expense excluding depreciation) can pay the bond debt service (principal plus interest). A revenue bond issue typically has a mandatory coverage covenant ranging from 1.00 to 1.35.



REGULAR COMMISSION MEETING
Tuesday, August 8, 2023, at 9:00 am
338 West First Street, Port Angeles, WA 98362
MINUTES

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely, please visit www.portofpa.com/agendacenter

Connie Beauvais Commissioner
Steve Burke, Commissioner
Colleen McAleer, Commissioner
Paul Jarkiewicz, Executive Director

Jesse Waknitz, Environmental Mgr.
Caleb McMahon, Dir. of Econ. Development
Braedi Joutsen, Clerk to the Board
John Nutter, Dir. of Finance & Admin

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:30)

Comm. Beauvais called the meeting to order at 9:00 am.

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:31-2:39)

Lee Whetham, Port Angeles, WA, questioned the Commission's \$100 allotment for electrical on the Dash Air lease presented at the previous meeting. He would like to see the breakdown of utility costs in the lease, not just the electrical allotment.

III. APPROVAL OF AGENDA (2:40-2:51)

- Motion to approve the agenda as presented: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)

IV. WORK SESSION (2:52-39:57)

- A. Budget Calendar/Strategic Priorities 2024
- Presentation: Paul Jarkiewicz
 - Discussion
 - No Action

V. APPROVAL OF CONSENT AGENDA (39:58-41:04)

- A. Regular Commission Meeting Minutes (Corrected), July 11, 2023
- B. Regular Commission Meeting Minutes, July 25, 2023
- C. Vouchers in the amount of \$728,567.68
- Discussion
 - Motion to approve consent agenda: Comm. McAleer
 - 2nd: Comm. Burke
 - Vote: 3-0 (Unanimous)



VI. COMPLETION OF RECORDS (41:05-46:34)

- A. Monthly Delegation of Authority Report
- Presentation: John Nutter
 - Presentation: Paul Jarkiewicz
 - Discussion
 - No Action

VII. PLANNING AND CAPITAL PROJECTS

No items

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

No items

XI. MARINAS

No items

XII. AIRPORTS (46:35-54:45), (1:09:30-1:10:40)

- A. Dash Lease
- Presentation: Caleb McMahon
 - Discussion
 - Motion to approve the non-standard items as presenting, being a Commercial Term Lease as outlined with lease terms and dates and waived items above: Comm. Burke
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)

XIII. OTHER BUSINESS (54:46-57:44)

- A. Resolution 23-1285, Abandoned Vessels
- Presentation: John Nutter
 - Discussion
 - Motion to adopt Resolution 23-1285, a resolution directing the sale of abandoned vessels: Comm. Burke
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)



XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS (57:45-58:29)

Comm. Burke and Comm. Beauvais shared that they attended the Joyce Daze Wild Blackberry Festival this last weekend and enjoyed handing candy and bobbers out.

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (58:30-1:03:27)

Colleen McAleer, Clallam County EDC, Sequim, WA, shared that the EDC had a meeting with the Employment Security Department last week. The department has agreed to share data regarding individuals aged 25-54 who aren't currently in the workforce and who formally received unemployment benefits. The department also agreed to review being a partner for the RECOMPETE Grant when we move forward with the application process.

Lee Whetham, Port Angeles, WA – wanted to address his earlier comment regarding utilities, specifically the water. He appreciated the Commission's open dialogue during the Dash lease discussion. He mentioned that no language in the lease addresses any utility increases and doesn't believe that there is sufficient language to protect the Port, nor does the \$100 utility and services fee accurately depict usage or proper cost.

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (1:03:28-1:03:44)

- A. August 22, 2023 - Regular Commission Meeting
- B. September 19, 2023 – Special Commission Meeting
- C. September 26, 2023 – Regular Commission Meeting
- D. October 10, 2023 – Regular Commission Meeting

XIX. UPCOMING EVENTS (1:03:45-1:07:28)

- A. WPPA Environmental Seminar – September 21-22, 2023 – Tacoma, WA
- B. Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- C. METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands
- D. WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

BROWN BAG LUNCH AND OPEN DISCUSSION WITH THE COMMISSION (TIME PERMITTING)

XX. EXECUTIVE SESSION (1:07:29-1:09:29)

The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, The Open Public Meetings Act.



- Comm. Beauvais advised that the Commission would convene an executive session; the anticipated length of the executive session is 90 minutes. The Commission may take action in public sessions following the executive session.
- Discussion: One (1) item concerning real estate sale, purchase, or lease if a likelihood that disclosure would increase the price. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(b). Five (5) items concerning the legal risk of a proposed action that the agency has identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the Port. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 7 minutes
- Start Time: 10:15 am
- Extended: 1 hour 20 minutes
- End Time: 1:00 pm

Public Session of Commission Meeting Reconvened: 1:00 pm

- No Action

XXI. ADJOURN (1:10:41-1:10:46)

Comm. Beauvais adjourned the meeting at 1:01 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Steven Burke, Secretary

**PORT OF PORT ANGELES
GENERAL FUND – LETTER OF TRANSMITTAL
VOUCHER APPROVAL**

We, the undersigned, do hereby certify under penalty of perjury that the materials 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 Port Angeles, and that we are authorized to authenticate and certify to said claim.

SUMMARY TRANSMITTAL August 4, 2023 – August 17, 2023

Accounts Payable

| | Begin Check # | End Check # | |
|---|------------------|----------------|------------------------|
| For General Expenses and Construction | | | |
| Accts Payable Checks (computer) | 417441 | 417476 | \$ 81,344.22 |
| VOIDED/ZERO PAYABLE CHECKS | | | |
| Accts Payable ACH | 001784 | 001818 | \$ 2,164,238.44 |
| Wire Transfer – Excise Tax | | | \$ - |
| Wire Transfer - Leasehold Tax | | | \$ - |
| Total General Expenses and Construction | | | \$ 2,245,582.66 |
| Payroll | | | |
| Employee Payroll – Draws Checks | | | \$ - |
| Voided Payroll Check | | | \$ - |
| Voided Checks ==Stub Overrun== | | | |
| Employee Payroll Checks PPD (Direct Dep) | 807203 | 807223 | \$ 28,925.00 |
| Voided direct deposit chks | | | \$ - |
| Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, OASI, PMFL) | | | \$ - |
| Total Payroll | | | \$ 28,925.00 |
| Total General Exp & Payroll | | | \$ 2,274,507.66 |

Date: August 22, 2023

Port Representative

Port Representative

Commissioner, Steven D. Burke

Commissioner, Connie Beauvais

Commissioner, Colleen McAleer

Future Agenda Items –Commission Meeting

8/22/23 Regular Commission Meeting

September 19, 2023 (Special Commission Meeting)

- Monthly Delegation of Authority
- Capital Projects Report
- Capital Budget Work Session
- Strategic Plan
- Marina Update
- Intro Res – Comp Harbor Improvements

September 26, 2023 (Regular Commission Meeting)

- Capital Budget Work Session
- Review of Strategic Priorities
- 2022 Operations Budget End of Year Projection
- Operations Budget Assumptions

October 10, 2023 (Regular Commission Meeting)

- Monthly DofA
- 3rd Quarter Cash & Investment Report
- 3rd Quarter Operations Report
- Capital Budget Final
- Introduce Operating Budget

October 24, 2023 (Regular Commission Meeting)

- 3rd Quarter Financial Report
- Public Hearing on Budget and Levy
- Community Programs Brief

Upcoming Events/Announcements

- WPPA environmental Seminar – September 21-22, 2023 – Tacoma, WA
- Forever Twilight Festival – September 14-17, 2023 – Forks, WA
- Italian Dinner Rainforest Center – September 15, 2023 – Forks, WA
- Big Hurt – September 23, 2023 – Port Angeles, WA
- Carbon Friendly Forestry Conference – November 1/8/15 – Virtual
- Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands
- WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

Future

- Boatyard Rules & Regulations
- Port Emergency Response Plans and Activities
- Employee Handbook Update and Resolutions

Future Joint Meetings

- 2023 Joint Meeting with Clallam County – October 23, 2023 (at County) 11:00 to 2:00