



**SPECIAL COMMISSION MEETING**  
**Tuesday, October 3, 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](http://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. Legislative Priorities
  - B. Port Angeles Yacht Club - Hold Over Request.....1
  - C. Tariff/Rate Discussion
  - D. Letters of Commitment
  - E. Operating Budget End of Year Projection/Assumptions.....2-6
  - F. John Wayne Marina Surveillance
- V. APPROVAL OF CONSENT AGENDA**
  - A. Special Commission Meeting Minutes, September 19, 2023.....7-10
  - B. Vouchers in the amount of \$3,509,522.14.....11
- VI. COMPLETION OF RECORDS**
- VII. PLANNING AND CAPITAL PROJECTS**
- 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. COMMISSIONER REPORTS**

**XV. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)**

**XVI. FUTURE AGENDA.....12**

**XVII. NEXT MEETINGS**

- A. October 10, 2023 – Regular Commission Meeting
- B. October 17, 2023 – Special Commission Meeting
- C. October 23, 2023 – Special Joint Commission Meeting with BOCC @ County
- D. October 24, 2023 - Special Commission Meeting - @ Airport Meeting Room
- E. November 7, 2023 - Special Commission Meeting
- F. November 14, 2023 – Regular Commission Meeting
- G. November 21, 2023 – Special Commission Meeting
- H. November 28, 2023 – Regular Commission Meeting
- I. December 12, 2023 – Regular Commission Meeting
- J. December 26, 2023 – Regular Commission Meeting - Cancelled

**XVIII. UPCOMING EVENTS**

- A. Port Commissioner Candidate Forum – October 3, 2023 – Port Angeles, WA
- B. EDC Maritime CEO Roundtable – October 4, 2023 – Port Angeles, WA



- C. Crab Festival – October 6-8, 2023 – Port Angeles, WA
- D. Maritime Washington National Heritage Launch – October 12, 2023 – Port Angeles
- E. Carbon Friendly Forestry Conference – November 1/8/15, 2023 – Virtual
- F. Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- G. International Workboat Show- November 29-December 1 - New Orleans, LA
- H. WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

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

**XIX. EXECUTIVE SESSION**

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

**XX. 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.

**From:** [Erika Hansen](#)  
**To:** [Braedi Joutsen](#)  
**Cc:** [Randy Volker](#)  
**Subject:** CPP Grant for FY2023 & Presentation  
**Date:** Thursday, September 14, 2023 8:24:52 AM

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Braedi -

We have one grant that we received last year to host a First Sail Event. With the pivot this year to go big on camps and youth sailing, we did not have enough bandwidth for the team to get this one on the calendar. Is it possible for us to request to roll this over into FY24? Would appreciate it if you could provide me with a little guidance on this process.

Additionally - I think we should present to the Commissioners a summary of the year - it's been a banner one that they have been instrumental in so want to give credit where due. Also talk a little about next year and other partner initiatives (e.g. maritime festival). Can you look out over the next month or so and advise if there is a good window of opportunity?

Note: Randy is off cruising for a few weeks so I'll need to coordinate for when he is back on dry land. :)

Thanks so much!

Erika

--

Erika Hansen-Dahlin  
831-247-4355 (Mobile)  
[LinkedIn](#)

## 2023 PROJECTED YEAR END - ASSUMPTIONS All Departments

The following assumptions apply to all Departments unless the Department includes a specific assumption in their Projected Year-End Operations narrative.

### Revenues - 2023 Projected

1. Rates, fees, and applicable leases were increased by CPI, except as specifically identified. This is consistent with the 2023 budget assumptions.
2. Marine Terminal revenues are projected to be below budget by approximately \$100,000 in part due to a reduction in log ship cargo volume. Q4 cargo volume for logs is projected to approx. 6 million, bringing total volume for 2023 to approx.27 million (disbursed across 5 log ships). Wood chip export volume is projected to be back near traditional averages with approx.14 total barges for 2023, up from the 6 barges in 2022. Chip handling fees were amended significantly early in 2023 to better capture chip pile management and mob/demo costs.
3. Marine Terminal revenues for dockage is projected to be close to budget as a result of having an approximate 6-month topside side repair project on Terminal 1S. This helped offset two deployments of CABLE INNOVATOR. We understand CABLE INNOVATOR currently standing by to be possibly dispatched to on another lengthy assignment in Sept/Oct. Up to 3 TORM tanker re-flagging projects, potentially totaling approx.42 additional tanker days will contribute to 2023 revenues.
4. Marine Trades revenues will be higher than budget due to higher than planned activity levels in the boatyard, haul-out facility, haul-out pier, and washdown pad.
5. Airport revenues have remained consistent in 2023 due to hangar occupancy remaining at or near 100%. DASH Air Shuttle is expected to commence service in late 2023. AIP 042/043 was executed in 2023 and should be complete by November 2023.
6. Lease revenue, across all departments, is projected to be slightly higher than budget. This is due to rental rate increases and new tenants.
7. Airport Rental Property revenue is projected to be over budget. This is due to rental rate increases and new tenants. There is an increase in maintenance and outside services due to high occupancy.
8. Marina moorage revenues at PABH and JWM have remained consistent due to relatively high occupancy. Revenue increases are primarily due to normal rate increases.

**2023 PROJECTED YEAR END - ASSUMPTIONS**  
**All Departments - continued**

**Expenses – 2023 Projected**

1. Marine Terminal expenses are projected to be below budget by approximately \$250k due to lower volume of cargo being exported across Terminal 3 resulting in lower costs to operate the terminal. In addition, the Port is no longer acting as stevedores, reducing longshore labor costs outside of some residual carryover benefits for previous employment.
2. Marine Trades expenses are under budget across a variety of categories; notably lower than budgeted in Facilities Maintenance, Mechanical Maintenance charge-out Expenses, and general salary charged to the department.
3. Log Yard expenses, in total, are expected to be over budget by year-end. The primary unplanned cost drivers have been equipment maintenance and the cost of diesel fuel. Log Yard revenues are expected to be over budget due to an increase in barge traffic and tows.
4. Airport expenses are projected to be on budget.
5. Airport Rental Property expenses are projected to be under budget mainly due to decreased maintenance expenses.
6. Marina expenses are on track with budget projections.
7. Mechanical Maintenance (MM) expenses are projected to be slightly over budget. Mostly due to increased petroleum prices and machinery breakdowns. Facilities Maintenance (FM) is projected to be on track with the projected budget.
8. Administration expenses are projected to be 3% over budget by approximately \$75K mainly due to Salaries and Benefits which have increased with the addition of internal IT support and a grants and contracts manager position.
9. Business Development expenses are projected to be right at budget. There was an increase of funds earmarked to Travel Meetings, Public Information for 2023. The outside services budget is set to come in \$20,000 under budget.
10. Insurance renewals - all Port - occur twice a year with property insurance renewing in July of each year and liability insurance renewing in October of each year. The property insurance premium increased by \$28k in July 2022 due to rate increases in the property insurance market. The property insurance renewal in October is expected to increase at a rate of less than 5%.
11. Non-Operating: Significantly above budget due to higher interest earnings, limited environmental legal issue in the current year, and lower interest expense on outstanding debt.

**Port of Port Angeles  
Summary by Department  
2024 Budget**

|  | 2020<br>ACTUAL     | 2021<br>ACTUAL    | 2022<br>ACTUAL     | 2023<br>BUDGET    | 2023<br>PROJECTED | 2023 Proj<br>Over/(Under)<br>2023 Budget |
|--|--------------------|-------------------|--------------------|-------------------|-------------------|--|
| <b><u>OPERATING REVENUES</u></b>                   |                    |                   |                    |                   |                   |  |
| 11 MARINE TERMINAL                                 | 2,974,359          | 3,572,883         | 2,989,919          | 2,600,000         | 2,602,757         | 2,757                                    |
| 15 MARINE TRADES AREA                              | 602,040            | 769,838           | 778,212            | 793,000           | 861,003           | 68,003                                   |
| 21 LOG YARD  | 698,893            | 809,401           | 1,068,956          | 860,000           | 1,208,546         | 348,546                                  |
| 31 FAIRCHILD INTERNATIONAL AIRPORT                 | 365,768            | 465,361           | 433,869            | 413,312           | 458,003           | 44,691                                   |
| 33 AIRPORT RENTAL PROPERTIES                       | 1,292,971          | 1,389,530         | 1,397,664          | 1,380,688         | 1,546,776         | 166,088                                  |
| 32 SEKIU AIRPORT                                   | 14,726             | 14,194            | 15,782             | 16,630            | 16,643            | 13                                       |
| 41 PA BOAT HAVEN                                   | 1,564,474          | 1,656,064         | 1,747,878          | 1,953,579         | 1,931,350         | (22,229)                                 |
| 43 JOHN WAYNE MARINA                               | 1,490,605          | 1,622,428         | 1,827,097          | 2,000,317         | 1,944,822         | (55,495)                                 |
| 61 RENTAL PROPERTY                                 | 97,153             | 78,153            | 145,935            | 136,291           | 194,890           | 58,599                                   |
| 91 MECHANICAL MAINTENANCE                          | 0                  | 0                 | 0                  | 0                 | 0                 | 0  |
| 92 FACILITIES MAINTENANCE                          | 0                  | 0                 | 0                  | 0                 | 0                 | 0  |
| 80 ADMINISTRATION & GENERAL                        | 0                  | 0                 | 0                  | 0                 | 0                 | 0  |
| 81 BUSINESS (Economic) DEVELOPMENT                 | 0                  | 0                 | 0                  | 0                 | 0                 | 0  |
| <b>TOTAL OPERATING REVENUES</b>                    | <b>9,100,988</b>   | <b>10,377,853</b> | <b>10,405,312</b>  | <b>10,153,817</b> | <b>10,764,790</b> | <b>610,973</b>                           |
| <b><u>OPERATING EXPENSES</u></b>                   |                    |                   |                    |                   |                   |  |
| 11 MARINE TERMINAL                                 | 2,127,840          | 2,128,202         | 960,049            | 995,498           | 1,027,004         | 31,506                                   |
| 15 MARINE TRADES AREA                              | 442,298            | 362,345           | 366,465            | 415,151           | 348,221           | (66,930)                                 |
| 21 LOG YARD  | 992,726            | 1,060,941         | 1,100,266          | 1,048,840         | 1,311,348         | 262,508                                  |
| 31 FAIRCHILD INTERNATIONAL AIRPORT                 | 643,018            | 666,322           | 615,965            | 606,558           | 500,953           | (105,605)                                |
| 33 AIRPORT RENTAL PROPERTIES                       | 408,820            | 508,928           | 417,500            | 465,471           | 531,213           | 65,742                                   |
| 32 SEKIU AIRPORT                                   | 30,704             | 30,113            | 39,307             | 30,156            | 24,374            | (5,782)                                  |
| 41 PA BOAT HAVEN                                   | 769,623            | 762,445           | 929,786            | 785,350           | 934,300           | 148,951                                  |
| 43 JOHN WAYNE MARINA                               | 850,719            | 972,365           | 1,007,213          | 1,061,634         | 918,424           | (143,210)                                |
| 61 RENTAL PROPERTY                                 | 118,395            | 102,572           | 110,585            | 92,582            | 132,749           | 40,167                                   |
| 91 MECHANICAL MAINTENANCE                          | 146,069            | 132,945           | 164,703            | 143,193           | 151,678           | 8,485                                    |
| 92 FACILITIES MAINTENANCE                          | 321,151            | 247,361           | 316,266            | 285,584           | 223,324           | (62,260)                                 |
| 80 ADMINISTRATION & GENERAL                        | 2,226,879          | 781,641           | 1,104,591          | 2,021,137         | 2,184,922         | 163,785                                  |
| 81 BUSINESS (Economic) DEVELOPMENT                 | 306,051            | 344,855           | 400,705            | 339,866           | 336,489           | (3,377)                                  |
| <b>TOTAL DIRECT EXPENSES</b>                       | <b>9,384,292</b>   | <b>8,101,035</b>  | <b>7,533,400</b>   | <b>8,291,017</b>  | <b>8,625,000</b>  | <b>333,983</b>                           |
| <b>ALLOCATED EXPENSES - ADMIN &amp; MAIN</b>       | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>          | <b>0</b>                                 |
| <b>NET SURPLUS (DEFICIT) - Before Depreciation</b> | <b>(283,304)</b>   | <b>2,276,818</b>  | <b>2,871,912</b>   | <b>1,862,800</b>  | <b>2,139,790</b>  | <b>276,990</b>                           |
| <b>ALLOCATED DEPRECIATION</b>                      | -                  | -                 | -                  | 0                 | 0                 | (0)                                      |
| <b>DEPRECIATION EXPENSE</b>                        | 2,681,169          | 2,729,045         | 2,735,993          | 2,791,572         | 2,689,003         | (102,569)                                |
| <b>NET SURPLUS (DEFICIT) - After Depreciation</b>  | <b>(2,964,473)</b> | <b>(452,227)</b>  | <b>135,919</b>     | <b>(928,771)</b>  | <b>(549,213)</b>  | <b>379,558</b>                           |
| <b><u>NON-OP (GENERAL)</u></b>                     |                    |                   |                    |                   |                   |  |
| NON-OP REV (General)                               | 527,553            | 263,591           | 308,731            | 649,500           | 987,054           | 337,554                                  |
| NON-OP EXP (General)                               | 346,336            | 156,481           | 2,759,303          | 658,000           | 114,800           | (543,200)                                |
| <b>NON-OP (General) SURPLUS (DEFICIT)</b>          | <b>181,217</b>     | <b>107,110</b>    | <b>(2,450,572)</b> | <b>(8,500)</b>    | <b>872,254</b>    | <b>880,754</b>                           |
| <b><u>NON-OP (CAPITAL)</u></b>                     |                    |                   |                    |                   |                   |  |
| NON-OP REV (Capital)                               | 1,990,277          | 2,271,529         | 2,583,163          | 9,129,950         | 8,941,554         | (188,396)                                |
| NON-OP EXP (Capital)                               | 262,128            | 57,773            | 55,329             | 126,175           | 59,557            | (66,618)                                 |
| <b>NON-OP (Capital) SURPLUS (DEFICIT)</b>          | <b>1,728,149</b>   | <b>2,213,756</b>  | <b>2,527,834</b>   | <b>9,003,775</b>  | <b>8,881,997</b>  | <b>(121,778)</b>                         |
| <b>NET NON-OP SURPLUS (DEFICIT)</b>                | <b>1,909,366</b>   | <b>2,320,866</b>  | <b>77,262</b>      | <b>8,995,275</b>  | <b>9,754,251</b>  | <b>758,976</b>                           |
| <b>TOTAL NET SURPLUS (DEFICIT)</b>                 | <b>(1,055,107)</b> | <b>1,868,639</b>  | <b>213,181</b>     | <b>8,066,504</b>  | <b>9,205,038</b>  | <b>1,138,534</b>                         |



**Port of Port Angeles  
Summary by Type of Revenues & Expenses  
2024 Budget**

|  | 2020<br>ACTUAL   | 2021<br>ACTUAL    | 2022<br>ACTUAL    | 2023<br>BUDGET    | 2023<br>PROJECTED | 2023 Proj<br>Over/(Under)<br>2023 Budget |
|--|------------------|-------------------|-------------------|-------------------|-------------------|--|
| <b><u>OPERATING REVENUES</u></b>                   |                  |                   |                   |                   |                   |  |
| DOCKAGE  | 1,121,886        | 1,193,422         | 1,170,426         | 950,000           | 949,000           | (1,000)                                  |
| WHARFAGE   | 410,985          | 631,514           | 519,803           | 489,056           | 439,060           | (49,996)                                 |
| SERVICE & FACILITIES                               | 249,399          | 391,478           | 322,669           | 290,000           | 270,000           | (20,000)                                 |
| LOADING & UNLOADING                                | 0                | 0                 | 0                 | 0                 | 0                 | 0  |
| MT HANDLING  | 234,655          | 241,326           | 15,279            | 10,000            | 0                 | (10,000)                                 |
| LABOR SERVICES                                     | 215,475          | 314,486           | 304,314           | 295,000           | 210,000           | (85,000)                                 |
| LOG YARD STAGING                                   | 31,891           | 46,501            | 45,968            | 45,000            | 48,046            | 3,046                                    |
| LOG YARD LAND SERVICES                             | 350,956          | 440,602           | 690,189           | 485,000           | 800,000           | 315,000                                  |
| LOG YARD WATER SERVICES                            | 68,715           | 23,539            | 69,299            | 95,000            | 105,000           | 10,000                                   |
| MOORAGE  | 2,402,035        | 2,574,618         | 2,735,213         | 3,050,955         | 3,007,112         | (43,843)                                 |
| MARINA & YARD FEES                                 | 327,633          | 350,869           | 398,627           | 436,290           | 512,300           | 76,010                                   |
| LANDING/PARKING FEES                               | 7,295            | 9,454             | 12,545            | 9,100             | 12,466            | 3,366                                    |
| HANGAR/TIE DOWN                                    | 127,083          | 139,967           | 151,818           | 164,212           | 161,520           | (2,692)                                  |
| STORAGE  | 0                | 0                 | 0                 | 0                 | 0                 | 0  |
| OTHER USER FEES                                    | 286,922          | 294,853           | 180,899           | 100,280           | 353,435           | 253,155                                  |
| EQUIPMENT RENTAL                                   | 268,431          | 333,547           | 316,958           | 306,084           | 311,195           | 5,111                                    |
| LAND LEASE/RENT                                    | 597,006          | 707,193           | 662,546           | 671,130           | 727,721           | 56,591                                   |
| STRUCTURE LEASE/RENT                               | 1,561,523        | 1,637,093         | 1,758,916         | 1,724,181         | 1,937,700         | 213,519                                  |
| USE AGMT AND OTHER RENT                            | 76,905           | 117,707           | 107,277           | 108,291           | 121,041           | 12,750                                   |
| UTILITY PASS THRU & PRODUCT SALES                  | 755,203          | 918,329           | 929,364           | 897,926           | 759,487           | (138,439)                                |
| MISC & INTERDEPT REVENUE                           | 6,991            | 11,353            | 13,201            | 26,313            | 39,707            | 13,394                                   |
| <b>TOTAL OPERATING REVENUES</b>                    | <b>9,100,988</b> | <b>10,377,853</b> | <b>10,405,312</b> | <b>10,153,818</b> | <b>10,764,790</b> | <b>610,972</b>                           |
| <b><u>OPERATING EXPENSES</u></b>                   |                  |                   |                   |                   |                   |  |
| SALARIES, BENEFITS & INTERDEPT CHRGS               | 3,493,102        | 2,214,431         | 2,401,276         | 3,237,862         | 3,471,909         | 234,047                                  |
| SUPPLIES   | 242,308          | 305,826           | 380,122           | 356,384           | 452,952           | 96,568                                   |
| OUTSIDE SERVICES                                   | 2,098,767        | 2,011,425         | 1,060,855         | 1,066,929         | 1,105,542         | 38,613                                   |
| PUBLIC INFORMATION                                 | 124,939          | 132,439           | 155,889           | 125,795           | 138,400           | 12,605                                   |
| MARKETING  | 20,716           | 6,820             | 13,220            | 23,005            | 17,950            | (5,055)                                  |
| COMMUNITY RELATIONS                                | 0                | 332               | 0                 | 2,500             | 6,000             | 3,500                                    |
| ADS, DUES & PUBLICATIONS                           | 43,309           | 42,792            | 32,423            | 33,542            | 34,366            | 824                                      |
| TRAVEL MEETINGS                                    | 13,023           | 14,701            | 15,258            | 29,410            | 32,792            | 3,382                                    |
| TRAINING/TRAVEL                                    | 12,129           | 27,580            | 16,103            | 25,100            | 27,495            | 2,395                                    |
| PROMOTIONAL HOSTING                                | 1,167            | 2,068             | 1,126             | 9,500             | 7,009             | (2,491)                                  |
| RENT, UTILITIES, INSURANCE, TAXES                  | 1,188,764        | 1,256,668         | 1,283,436         | 1,307,984         | 1,281,152         | (26,832)                                 |
| UTILITY (Pass Thru) & COST OF GOODS SOLD           | 601,171          | 699,122           | 672,181           | 720,988           | 555,722           | (165,266)                                |
| OTHER EXPENSES (Misc & Interdept)                  | 153,911          | 140,200           | 97,293            | 66,304            | 71,469            | 5,165                                    |
| CONTINGENCY  | 0                | 0                 | 0                 | 0                 | 0                 | 0  |
| MAINT LABOR, BENEFITS & INTER-DEPT                 | 915,320          | 917,225           | 952,798           | 940,166           | 998,535           | 58,369                                   |
| MAINTENANCE (Materials & Services)                 | 475,666          | 329,406           | 451,418           | 345,550           | 423,707           | 78,157                                   |
| <b>TOTAL DIRECT EXPENSES</b>                       | <b>9,384,292</b> | <b>8,101,033</b>  | <b>7,533,398</b>  | <b>8,291,017</b>  | <b>8,625,000</b>  | <b>333,983</b>                           |
| <b>ALLOCATED EXPENSES - ADMIN &amp; MAINT</b>      | <b>0</b>         | <b>0</b>          | <b>10</b>         | <b>0</b>          | <b>0</b>          | <b>0</b>                                 |
| <b>NET SURPLUS (DEFICIT) - Before Depreciation</b> | <b>(283,304)</b> | <b>2,276,820</b>  | <b>2,871,904</b>  | <b>1,862,801</b>  | <b>2,139,790</b>  | <b>276,989</b>                           |

**Forecast 2023**

|                         | <u>Direct<br/>Revenues</u> | <u>Direct<br/>Expenses</u>  | <u>Contribution<br/>Margin</u> |     |
|-------------------------|----------------------------|-----------------------------|--------------------------------|-----|
| Marine Terminal         | 2,602,757                  | (1,027,004)                 | 1,575,753                      | 31% |
| John Wayne Marina       | 1,944,822                  | (918,424)                   | 1,026,398                      | 20% |
| Airport Rental Property | 1,546,776                  | (531,213)                   | 1,015,563                      | 20% |
| PA Boat Haven           | 1,931,350                  | (934,300)                   | 997,050                        | 20% |
| Marine Trades Area      | 861,003                    | (348,221)                   | 512,782                        | 10% |
| Rental Properties       | 194,890                    | (132,749)                   | 62,141                         | 1%  |
| Sekiu Airport           | 16,643                     | (24,374)                    | (7,731)                        | 0%  |
| Fairchild Airport       | 458,003                    | (500,953)                   | (42,950)                       | -1% |
| Log Yard                | 1,208,546                  | (1,311,348)                 | (102,802)                      | -2% |
|                         | <u>10,764,790</u>          | <u>(5,728,586)</u>          | <u>5,036,204</u>               |     |
|                         |                            | Less Overhead Dept Expenses | <u>(2,896,413)</u>             |     |
|                         |                            |                             | 2,139,791                      |     |



**SPECIAL COMMISSION MEETING**  
**Tuesday, September 19, 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](http://www.portofpa.com/agendacenter)

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

Chris Hartman, Dir. of Engineering  
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 (0:00-0:35)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:36-3:17)**

Lee Whetham, Port Angeles, spoke to whether or not Port non-potable faucets have proper signage.

**III. APPROVAL OF AGENDA (3:18-3:27)**

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

**IV. WORK SESSION (3:28-1:36:40)**

- A. Tariff/Rate Discussion
  - Presentation: Paul Jarkiewicz
  - Discussion
  - No Action
- B. Marina Rules Update
  - Presentation: Jon Picker
  - Discussion
  - No Action
- C. Airport Update
  - Presentation: Jon Picker
  - Discussion
  - No Action
- D. Budget Calendar Review
  - Presentation: Paul Jarkiewicz
  - Discussion
  - No Action
- E. Strategic Plan Review
  - Presentation: Chris Hartman
  - Discussion
  - No Action
- F. Capital Budget & Projects Report
  - Presentation: Chris Hartman
  - Discussion
  - No Action



**V. APPROVAL OF CONSENT AGENDA (1:36:41-1:39:16)**

- A. Regular Commission Meeting Minutes, August 22, 2023
- B. Special Commission Meeting Minutes, August 30, 2023
- C. Vouchers in the amount of \$1,058,084.39
  - Motion to approve the consent agenda: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS (1:39:17-1:46:17)**

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

**VII. PLANNING AND CAPITAL PROJECTS (1:46:18-1:50:04)**

- A. Century West Engineering Hangar Development Site Prep Design
  - Presentation: Chris Hartman
  - Discussion
  - Motion to authorize the Executive Director to sign a contract with Century West Engineering for Hangar Pad Site Preparation Design for an amount not to exceed Two Hundred Forty-Five Thousand Five Hundred Fourteen Dollars and Seventy-Seven Cents (\$245,514.77): Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

**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. COMMISSIONER REPORTS (1:50:05-1:59:08)**

Comm. McAleer shared that attended the NOLA meeting yesterday, in which the different proposals were presented. Our 3 legislative delegates were in attendance as well.

Comm. Beauvais responded to the earlier public comment regarding water signage, and she has been assured that there is not a single faucet within the Port property that doesn't have proper signage on it. She also shared that she attended the Twilight Festival in Forks last weekend.

Comm. Burke attended the EDC Roundtable on timber and felt that it was good and well attended by not just government agencies but the public.



**XV. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:59:09-2:06:48)**

Casey Kuch – Port Angeles, WA, commented that he has been very active in the marina rules meetings. He shared that the boat haven users and tenants have created an ad hoc group with over 61 members. On behalf of the group, he was asked to speak to the Commission regarding the definite lack of trust the group feels with the Port. The entire boating community is very unhappy with how this entire process is going. So far the group has come up with 6 guiding items that they believe need to be incorporated into the updated marina rules and regulations.

**XVI. FUTURE AGENDA**

**XVII. NEXT MEETINGS (2:06:49-2:07:44)**

- A. October 3, 2023 – Special Commission Meeting
- B. October 10, 2023 – Regular Commission Meeting
- C. October 17, 2023 – Special Commission Meeting
- D. October 24, 2023 - Special Commission Meeting - @ Airport Meeting Room
- E. November 7, 2023 - Special Commission Meeting
- F. November 14, 2023 – Regular Commission Meeting
- G. November 21, 2023 – Special Commission Meeting
- H. November 28, 2023 – Regular Commission Meeting

**XVIII. UPCOMING EVENTS (2:07:45-2:09:40)**

- A. WPPA Environmental Seminar – September 21-22, 2023 – Tacoma, WA
- B. Big Hurt – September 23, 2023 – Port Angeles, WA
- C. EDC Maritime CEO Roundtable – October 4, 2023 – Port Angeles, WA
- D. Crab Festival – October 6-8, 2023 – Port Angeles, WA
- E. Carbon Friendly Forestry Conference – November 1/8/15, 2023 – Virtual
- F. Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- G. METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands
- H. International Workboat Show- November 29-December 1 - New Orleans, LA
- I. WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

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

**XIX. EXECUTIVE SESSION (2:09:41-2:11:45)**

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 60 minutes. The Commission may take action in public sessions following the executive session.
- Discussion: Two (2) items 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). Four (4) 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: 5 minutes
- Start Time: 11:15 am
- Extended: 45 minutes
- End Time: 12:55 pm

Public Session of Commission Meeting Reconvened: 12:55 pm

- No Action

**XX. ADJOURN (2:11:46-2:11:51)**

Comm. Beauvais adjourned the meeting at 12:56 pm.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Connie Beauvais, President

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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 September 15, 2023 – September 27, 2023**

**Accounts Payable**

|   | Begin<br>Check # | End<br>Check # |                        |
|---|------------------|----------------|------------------------|
| <b>For General Expenses and Construction</b>                                |                  |                |                        |
| Accts Payable Checks (computer)   | 417559           | 417580         | \$ 39,959.12           |
| VOIDED/ZERO PAYABLE CHECKS  |                  |                |                        |
| Accts Payable ACH   | 001891           | 001914         | \$ 52,632.65           |
| Wire Transfer – Excise Tax  |                  |                | \$ 6,660.96            |
| Wire Transfer - ACH to Lakeside Industries                                  |                  |                | \$ 3,410,269.41        |
| <b>Total General Expenses and Construction</b>                              |                  |                | <b>\$ 3,509,522.14</b> |
| <b>Payroll</b>  |                  |                |                        |
| Employee Payroll – Draws Checks   |                  |                | \$ -                   |
| Voided Payroll Check  |                  |                | \$ -                   |
| Voided Checks ==Stub Overrun==  |                  |                |                        |
| Employee Payroll Checks PPD (Direct Dep)                                    |                  |                | \$ -                   |
| Voided direct deposit chks  |                  |                | \$ -                   |
| Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, OASI, PMFL) |                  |                | \$ -                   |
| <b>Total Payroll</b>  |                  |                | <b>\$ -</b>            |
| <b>Total General Exp &amp; Payroll</b>                                      |                  |                | <b>\$ 3,509,522.14</b> |

Date: October 3, 2023

\_\_\_\_\_  
Port Representative

\_\_\_\_\_  
Port Representative

\_\_\_\_\_  
Commissioner, Steven D. Burke

\_\_\_\_\_  
Commissioner, Connie Beauvais

\_\_\_\_\_  
Commissioner, Colleen McAleer

## **Future Agenda Items –Commission Meeting**

*10/3/23 Special Commission Meeting*

### **October 10, 2023 (Regular Commission Meeting)**

- Monthly DofA
- 3<sup>rd</sup> Quarter Cash & Investment Report
- 3<sup>rd</sup> Quarter Operations Report
- Draft Capital Budget Final
- Finalize Operating Assumptions
- Org Chart

### **October 17, 2023 (Special Commission Meeting)**

- Introduce Operating Budget

### **October 24, 2023 (Special Commission Meeting) - @ Airport Meeting Room**

- 3<sup>rd</sup> Quarter Financial Report
- Public Hearing on Budget, Levy, & Comp Scheme
- Community Programs Brief
- Community Partner Program Applications for 2024

### **November 7, 2023 (Special Commission Meeting)**

- Public Hearing on Budget and Levy

### **November 14, 2023 (Regular Commission Meeting)**

- Monthly DofA Report

### **Upcoming Events/Announcements**

- EDC Maritime CEO Roundtable – October 4, 2023 – Port Angeles, WA
- Crab Festival – October 6-8, 2023 – Port Angeles, WA
- Maritime Washington National Heritage Launch – October 12, 2023 – Port Angeles
- Carbon Friendly Forestry Conference – November 1/8/15 – Virtual
- Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- International Workboat Show – November 29-December 1, 2023 – New Orleans, LA
- 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