



REGULAR COMMISSION MEETING
Tuesday, February 13, 2024, at 9:00 am
338 W. First St, Port Angeles, WA 98363
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 <https://portofpa.com/about-us/agenda-center/>

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. Community Boating Program Presentation (15 minutes).....1-26
- B. Sequim Bay Yacht Club Presentation (15 minutes).....27-29
- C. Natural Resources Innovative Center (NRIC) Update –
[Colleen McAleer & Katharine Frazier].....30-41
- D. Annual Bad Debt Report.....42-43
- E. Marine Trade Center Ph. 2 Development – Advertise for Bid.....44-48
- F. Tariff Review
- G. JWM Fuel System Status Update.....49-50

V. APPROVAL OF CONSENT AGENDA

- A. Regular Commission Meeting Minutes, January 23, 2024.....51-53
- B. Vouchers in the amount of \$1,125,926.46.....54

VI. COMPLETION OF RECORDS

- A. Monthly Delegation of Authority Report.....55-60

VII. PLANNING AND CAPITAL PROJECTS

No items

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items



X. PROPERTY

- A. IFC – Natural Systems Designs - Term Lease.....61-63
- B. IFC – Peninsula Trails Coalition - Term Lease.....64-66

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS

- A. Resolution 24-1291 – Abandoned Vessel “WN7580KU”67-69
- B. Letter of Support – RAISE Grant.....70-71
- C. Letter of Support – North Olympic Peninsula Climate Resilience Collaborative Proposal.....72
- D. Letter of Support – State Dept. of Homeland Security Grant.....73

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

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

XVII. FUTURE AGENDA.....74

XVIII. NEXT MEETINGS

- A. February 27, 2024 – Regular Commission Meeting
- B. March 12, 2024 – Regular Commission Meeting
- C. March 26, 2024 – Regular Commission Meeting
- D. April 9, 2024 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. NW Aviation Conference – February 24-25, 2024 – Puyallup, WA
 - B. AFRC Annual Conference – April 2-4, 2024 – Stevenson, WA
 - C. Olympic Logging Conference – April 24-26, 2024 – Victoria, BC
- 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.

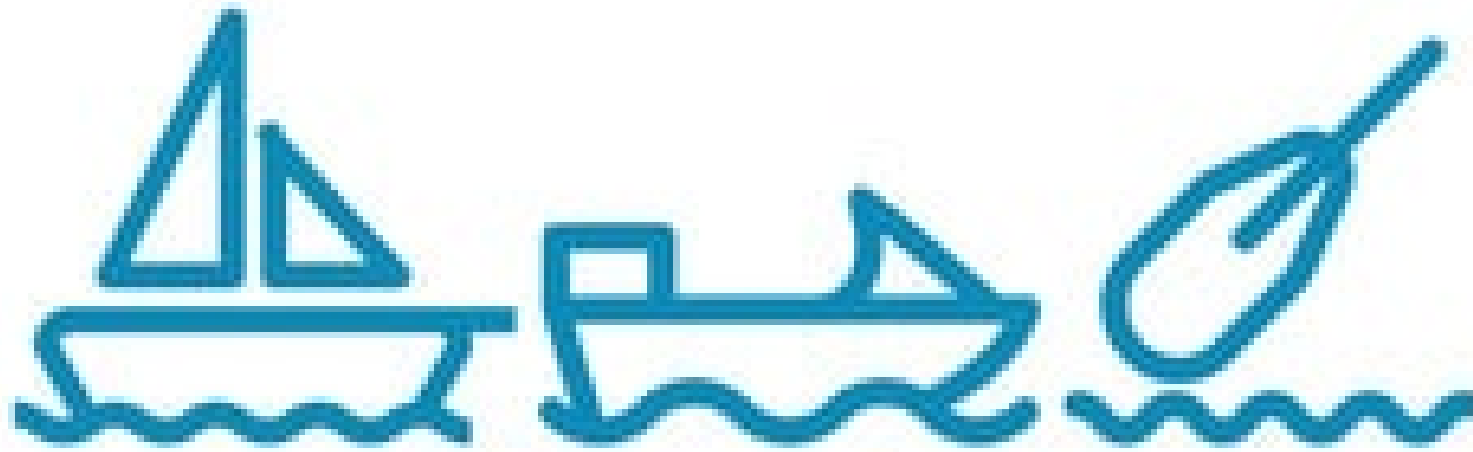
XXI. ADJOURN

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.



Community Boating Program

Sail – Power - Paddle

Update to Port of Port Angeles

February 13, 2024

communityboatingprogram.org

Community Boating Program

- **WA State Nonprofit Corporation and Registered Charitable Organization**
- **Federally recognized 501c3 Public Charity providing access to boating opportunities for youth and adults**
- **We were founded in Port Angeles and operate primarily in Port Angeles Harbor using Port facilities**
- **We fulfil our mission by providing**
 - **boating education and instruction programs**
 - **access to local waters with boats and equipment**
 - **on-the-water experiences exploring local marine life**

Community Boating Program

Our Programs – all conducted on Port property

- High School Sailing Team (ages 13+)
- Opti Sailing Team (ages 9 – 12)
- Youth Sailing Programs (ages 9+)
- Sailing Summer Camps (ages 6+)
- Adult Sailing Lessons
- Women's Program
- Charters
- Kayak Outings
- Support to Sea Scouts

Over 150 youth and adults participated in our 2023 programs
Over 200 expected for 2024

2024 Program Offerings

- **Junior Sailing (ages 9+)**
 - On the water 4 days a week starting in March (through October)
 - High School Team, Opti Team, Youth Sailing
- **Summer Camps (ages 6+)**
 - 6 weeks of camps (12 week-long half-day sessions in July and August)
- **Adult Sailing Program**
 - Keelboat lessons – 4 classes, 15 hours each
- **Women's Program – 2 classes, 15 hours each**
- **Dinghy Racing – 4 sessions**
- **Kayak Outings – throughout the summer**
- **Charters – upon request**

Meet the High School Sailing Team!



- Crucial program
- 16 team members in 2023!
- Fall and Spring seasons
- Travel to 3-4 regattas a season
- Develops leadership skills and responsibility
 - Summer Camp volunteers
 - Future Instructors
- Lots of skills to learn...

It all started in 2014 with the High School Sailing Team

Dinghy Sailing



Rigging Boats



On-the-Water Safety Instruction



Practicing Technique, Tactics, and Rules!



Sailing Competition In Port Angeles



Port Angeles is a great venue, lots of wind and visibility for spectators

Summer Camps



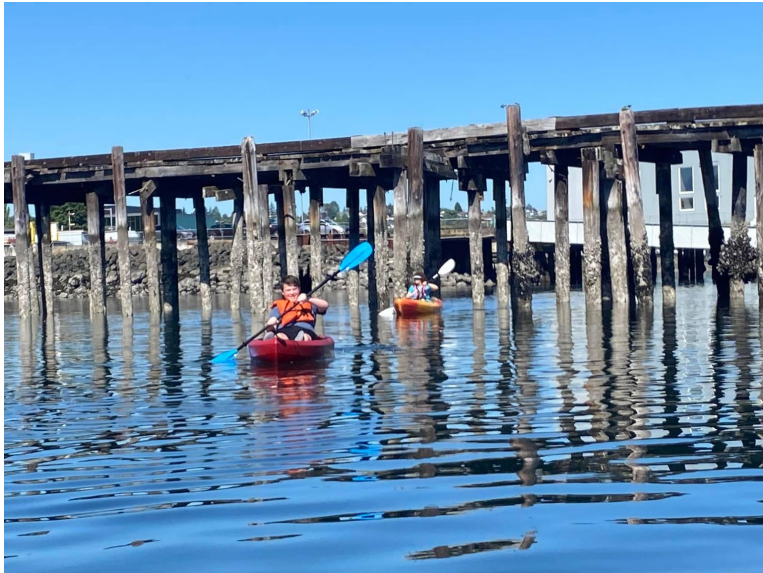
On-Land Education



Adult Instruction and Charters



Kayak Outings



Community Boating Program

- We provide the following to support our Programs
 - 1000's of volunteer hours annually
 - US Sailing Certified instructors
 - USCG credentialed boat operators
 - Instruction Boats
 - Safety Boats
 - Boating Equipment
 - On-the-water boat storage and kayak launch
 - Classroom education
 - On-the-water instruction
 - Personal Safety Equipment
 - Land-based boat storage and dry storage

Outreach and Community Support Port Angeles Maritime Festival



Outreach and Community Support

July 4th Navy Ship Tour

Teamed with PAYC and Sea Scouts



Outreach and Community Support Port Angeles Parks and Recreation Day-of-Play

Teamed with PAYC



Our Partnership with the Port

- **We depend on the Port for our Programs**
 - **Boat dockage inside the marina**
 - **Safety Boats and Keelboats**
 - **Land based boat storage area (through Port land-lease with PAYC)**
 - **Freedom to locate and use our youth sailing dinghy docks**
 - **Seasonally moved from boat launch floats to inside the marina**
 - **Support through the Port's Community Partner Program**
 - **Has been critical to building our programs over the last 10 years**
 - **2024 projects supported by Port Community Partner Program**
 - **US Sailing Certified Keelboat Training Course**
 - **Dinghy dock rebuild**

Our Partnership with the Port

- **Our Programs benefit the Port**
 - **Increase public awareness and appreciation of the Marina**
 - We provide public access to boating opportunities to 100's of youth and adults each year
 - **Introduce 100's of youth each year to the boating industry**
 - Has led to many pursuing careers in marine occupations
 - **Develop experienced and certified boating instructors**
 - Building local marine oriented workforce
 - **Build the boating community**
 - New boaters and boat owners —> new marina tenants
 - Supports local marine trades

Our Partnership with PAYC

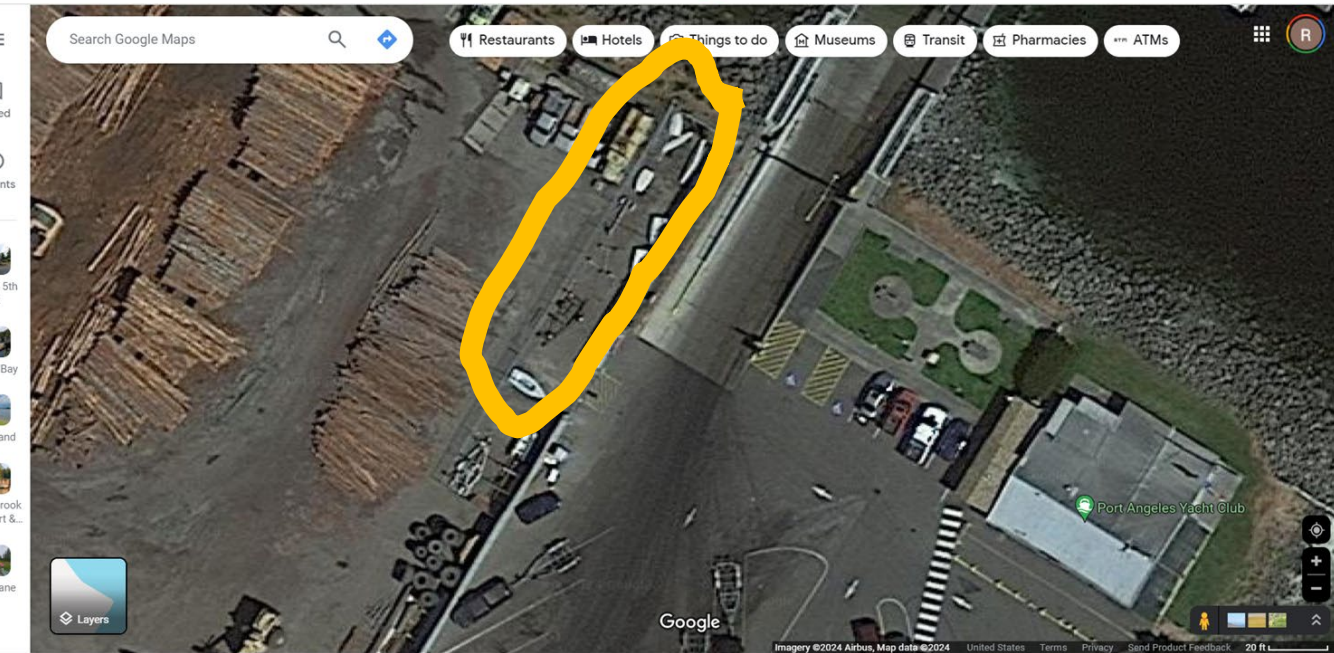
- **Yacht Club Provides**
 - **Use of their facilities for classroom education and fundraisers**
 - **Use of boat storage yard under their land-lease with the Port**
 - **Access to insurance under their policy**
 - **Equipment storage shed**
 - **Source of knowledgeable and experienced volunteers**

Partners and Supporters



Boat Storage

Existing Boat Storage Location



Proposed Boat Storage Location



Boat Storage Shed



Dinghy Docks at Boat Launch Floats (Summer)



Things to Address

- **Longer-term plan for on-the-water sailing dinghy storage**
 - **Limits on storage will limit our youth program offerings**
 - **Need room for more sailing dinghies**
 - **Dinghy storage docks are moved from inside the Marina (winter) to the boat launch floats (summer)**
 - **Want to develop a top-down approach – have been building bottom up to date**
 - **Desire discussion with appropriate Port staff**
- **Relocation of boat storage yard**
 - **From northeast corner of Log Yard to previous Castaway's location**
 - **Foresee benefits to Community Boating and the Port with this change**
 - **Looking forward to the Port's final decision**

Sequim Bay Yacht Club

Post Office Box 1261
Sequim, Washington 98382

Sequim Bay Yacht Club
Annual Report to the Port of Port Angeles
February 13, 2024

Sequim Bay Yacht Club is proud to be a long-term partner with the Port of Port Angeles. Our mission, since SBYC's founding in 1976, includes promoting safe boating, a solid practice of seamanship and navigation, and fellowship and camaraderie among the members, along with providing leadership in club sailing and cruising programs. Building a strong and resourceful recreational boating community can assist the Port in furthering of its mission to foster economic prosperity and living wage jobs.

John Wayne Marina is a critical component of Sequim's livability and appeal. Many of our members moved here because of JWM, and SBYC has been the portal to the recreational activities of Sequim Bay, the San Juan Islands, and beyond. Because of the accessibility of JWM, our members enjoy the opportunities to sail, cruise, row, fish and crab, all within minutes of Sequim. Most of our active boating members have moorage at JWM, and many also patronize Port Angeles marine industries for boat repair and maintenance, also furthering the Port's mission.

2023

Sequim Bay Yacht Club ended 2023 with 151 members, including 20 who joined in 2023. We have already received applications for 6 new members for 2024. A number of our members first learned about SBYC from visiting the marina, and attending one of our public events, like our monthly guest speakers or our Opening Day boat rides and rowing experiences. Last year our Opening Day flagpole ceremony was attended by over 70 people and we had 14 boats in our boat parade.

SBYC's General Meetings offered public speakers on a variety of topics. Among our speakers were Jesse Wiegel, Race Marshal for the Race to Alaska (R2AK), Sarah Miller, President of the New Dungeness Light Station Association, Sequim Police Department's Linda Spreine, head of SPD's Project Life Saver, and Priya Jayadev, Astrid Raffinpeyloz, and Lisa Palermo from Volunteer Hospice of Clallam County. All of our monthly speakers were promoted in the local media and the presentations were open to the public



2023 SBYC continued to offer its popular Learn-to-Sail and Learn-to-Row programs, and our clubroom was also the location for training in Piloting, Navigation, and Marine Electrical, taught by members of America's Boating Club North Olympic Sail and Power Squadron. These programs were available to the public as well as members of both SBYC and NOSPS.

In September, our Reach and Row for Hospice event was again successful, raising over \$24,000 for Volunteer Hospice of Clallam County, bringing the total raised since fundraising began in 1991 to over \$500,000. One positive change we made was to break the event into two weekends, one for the rowing races and the next for the sailing regatta, drawing the public to the marina for both weekends in support of the event.

In December, the club participated in the Port's Holiday Lighting event, hosting our "Deck the Hulls" evening to announce the winning boats at John Wayne Marina. Participation more than doubled from the year before, with 45 boats lit up for the holidays. About half of the people attending the event were non-members. SBYC will be in full support of a holiday lighting contest again this year.

2024

SBYC will continue to offer events available for the general public to attend. Our monthly general meetings will have guest speakers whose presentations will be advertised and open to the public. Our January meeting featured John McKenzie, Volunteer Coordinator for Clallam County Fire District #3, presenting on "Community Risk Reduction: Stay safe on your boat and at home". February's topic will be "Earthquakes and Tsunamis for Mariners (and Those on Land Too)", presented by Emergency Preparedness Strategist Mac MacDonald and Peninsula College Geology Professor Dann May.

Training and education for 2024 will again include "Learn-to-Row" and "Learn-to-Sail" classes, and technical courses taught by members of NOSPS. All classes will be available to the public.

Our sailboat racing schedule is already running, with the "Frostbite Series" running every other Saturday through March, and our Thursday evening "Duck Dodge" racing beginning in April. To encourage wider participation, food events in the clubroom after the race are being scheduled as often as possible.

We are investigating ways to integrate some of our events into other established events, for example, seeing if our Opening Day activities can be included in the Irrigation Festival schedule of events, which is on the same weekend.

Sequim Bay Yacht Club wishes to thank the Port of Port Angeles for their 2024 Community Support Contribution. Our club (like the Port) operates on a tight budget, and the Port's in-kind assistance makes it possible for our club to grow and thrive. As one of the first tenants at John

Wayne Marina, we value the partnership with the Port, and hope to sustain our relationship for many years to come.

Respectfully submitted,



Lisa O'Keefe, 2024 Commodore
Sequim Bay Yacht Club

What is NRIC?

- An industry-led (soon-to-be) nonprofit center dedicated to spurring growth in the natural resources industry through innovative, value-adding use of the area's resources.
- NRIC serves as a central hub for industry members to connect with partners, funding opportunities, and economic/feasibility research. NRIC provides these resources to support member projects and business development opportunities.
- NRIC is a cluster designated under the Commerce Innovation Cluster Accelerator Program.

Who are NRIC's members?

- **Forest products industry:** Merrill and Ring, Campbell Global, Hermann Bros., Rayonier, Port Townsend Paper Company, Myno Carbon, The Sustainable Green Team, Chickadee Forestry, Northwest Sawmill LLC
- **Tribes:** Makah Tribe, Jamestown S'Klallam Tribe
- **Nonprofit:** Composite Recycling Technology Center, Clallam EDC, EDC Team Jefferson
- **Research:** Olympic Natural Resources Center
- **Transportation:** Port of Port Angeles





What does it mean to be an NRIC member?

- Members collaboratively identify industry-wide challenges and opportunities.
- Members collaborate on individual projects (ex: CRTC and Makah)
- Members engage in innovative manufacturing related to natural resources (ex: creating value-added products like ACLT panels or soil amendments from residuals)

What are examples of current/future NRIC projects?

- Wood fiber and residuals inventory to help potential business ventures determine feasibility based on their biomass supply needs.
- ADU market competition study to guide the development of ACLT ADU manufacturing plans.
- ADU supply chain study – assess the cost to build one ADU at scale.
- NRIC received \$30K to create a roadmap for its next steps to create a thriving and sustainable forest products industry.

Recompete Pilot Program

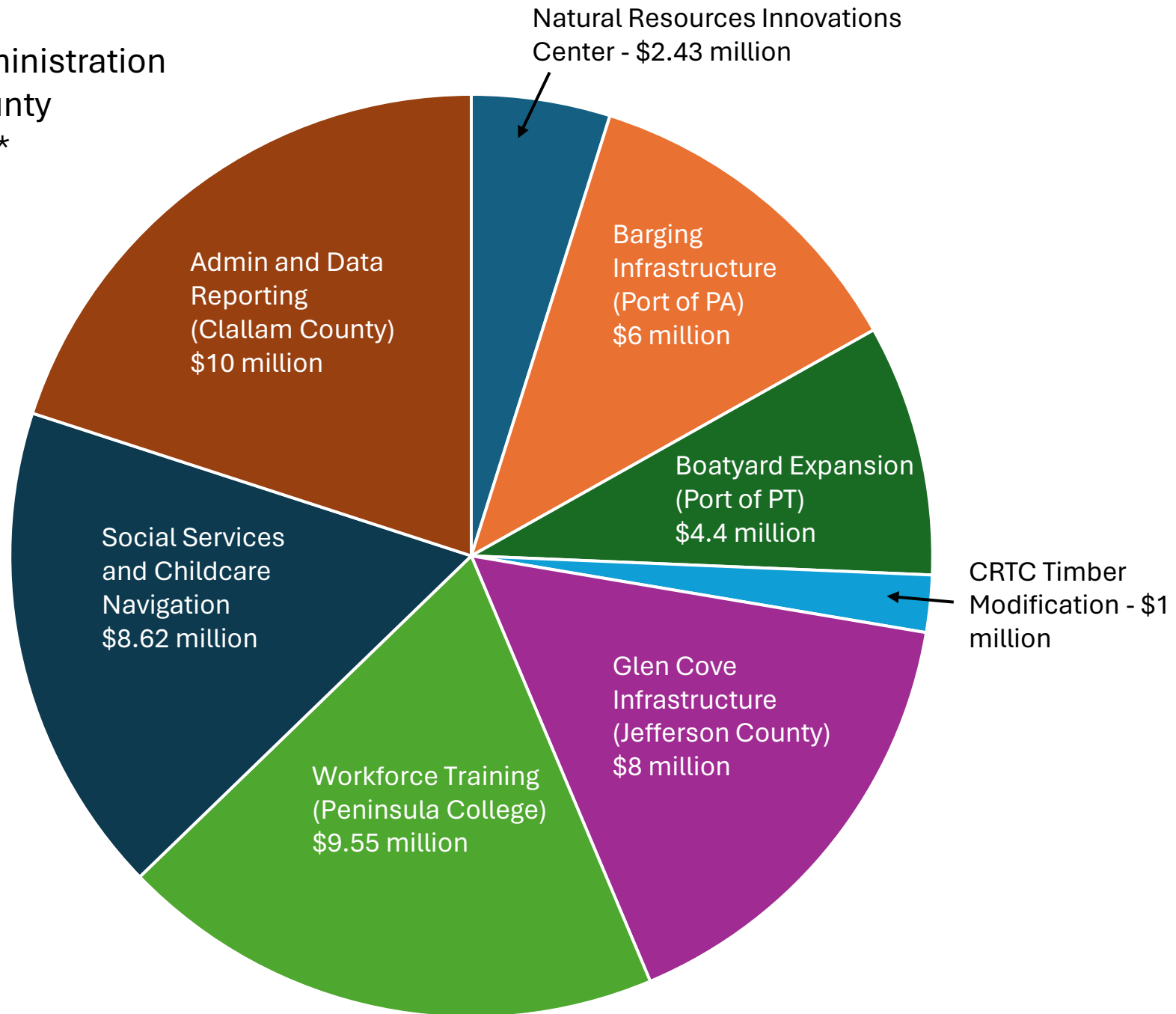
Economic Development Administration

Lead Applicant: Clallam County

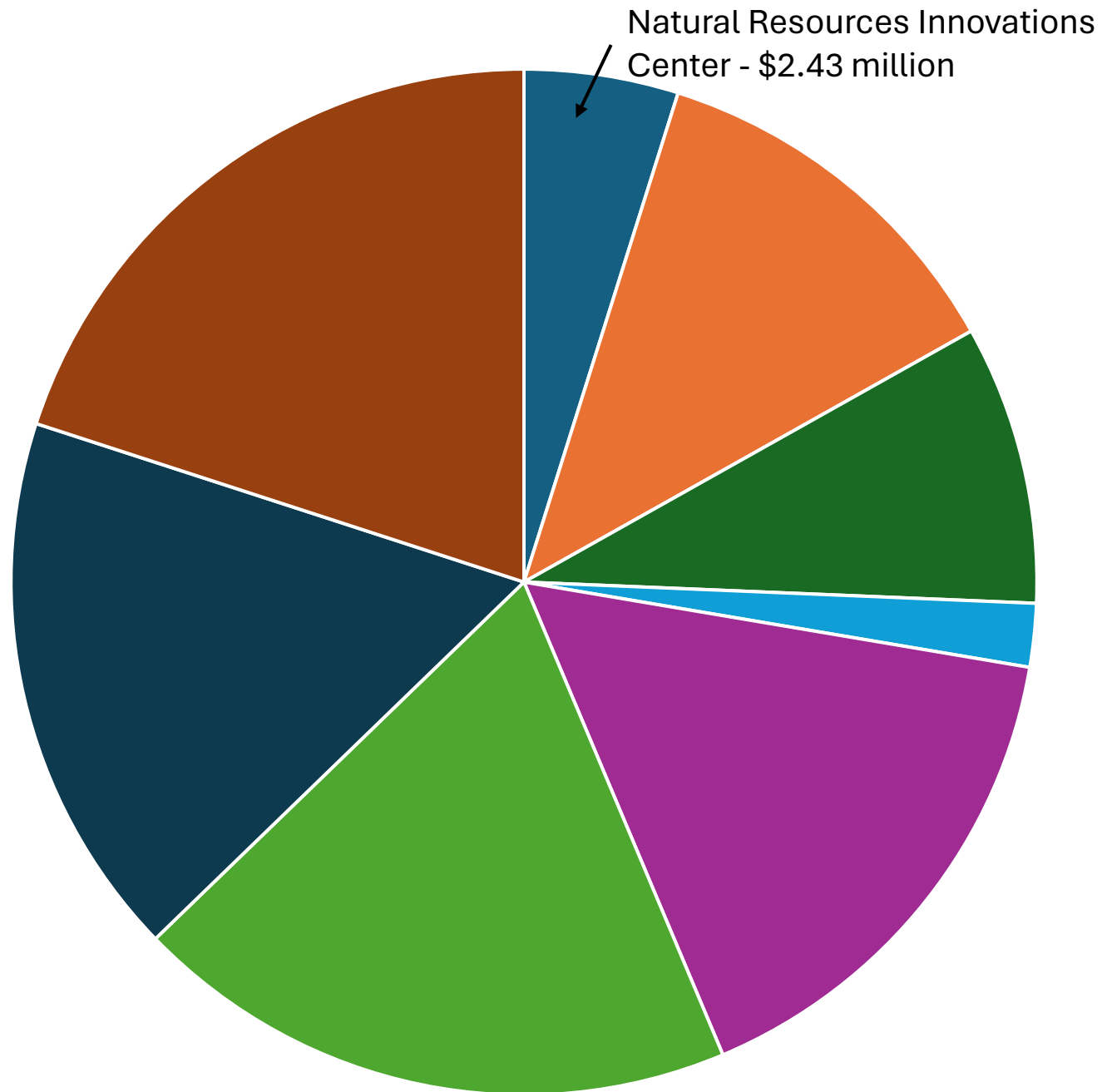
Phase 1 Funding Breakdown*

*amounts subject to change during Phase 2 application development.

Total \$ Requested:
\$50 million



Phase 1 Recompete Funding Proposals



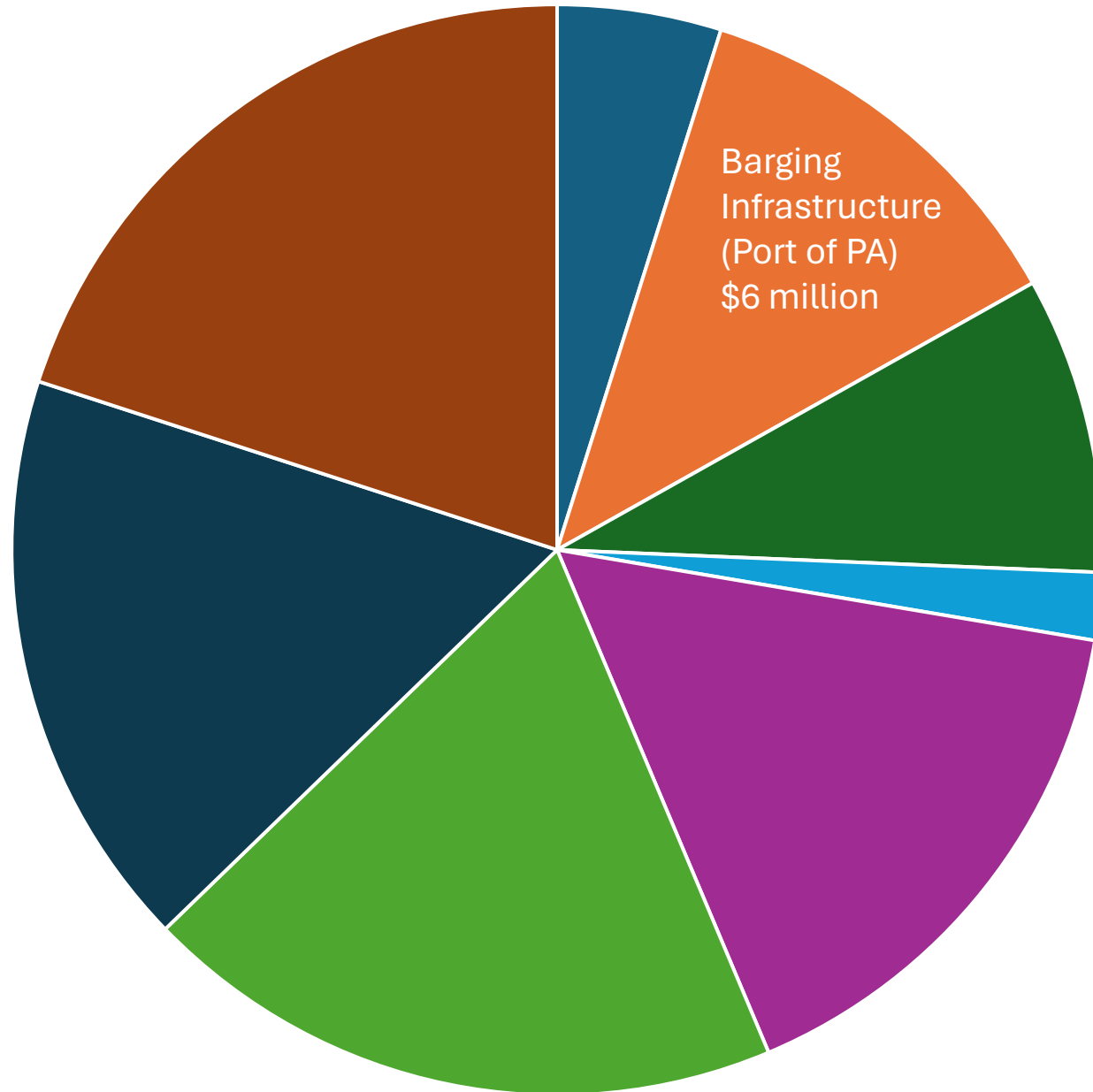
\$2.43 million for NRIC to:

- Provide business extension services (feasibility studies, applied R&D, technology assessment, build connections between area employers and new markets, business partners, production methods, and technologies).

Related grant sources include:

- **Evergreen Manufacturing Grant (Commerce):** engineering study and certification for CRTC, ADU market competition study, wood fiber and residuals supply inventory
- **Innovation Cluster Accelerator Program (Commerce):** NRIC organizational buildout and capacity building
- **Securing Federal Funding Initiative (Commerce):** economic impact studies, barge feasibility, workforce participation barriers research
- **Strategy Development Grant (EDA):** NRIC organizational buildout and economic impact studies

Phase 1 Recompete Funding Proposals



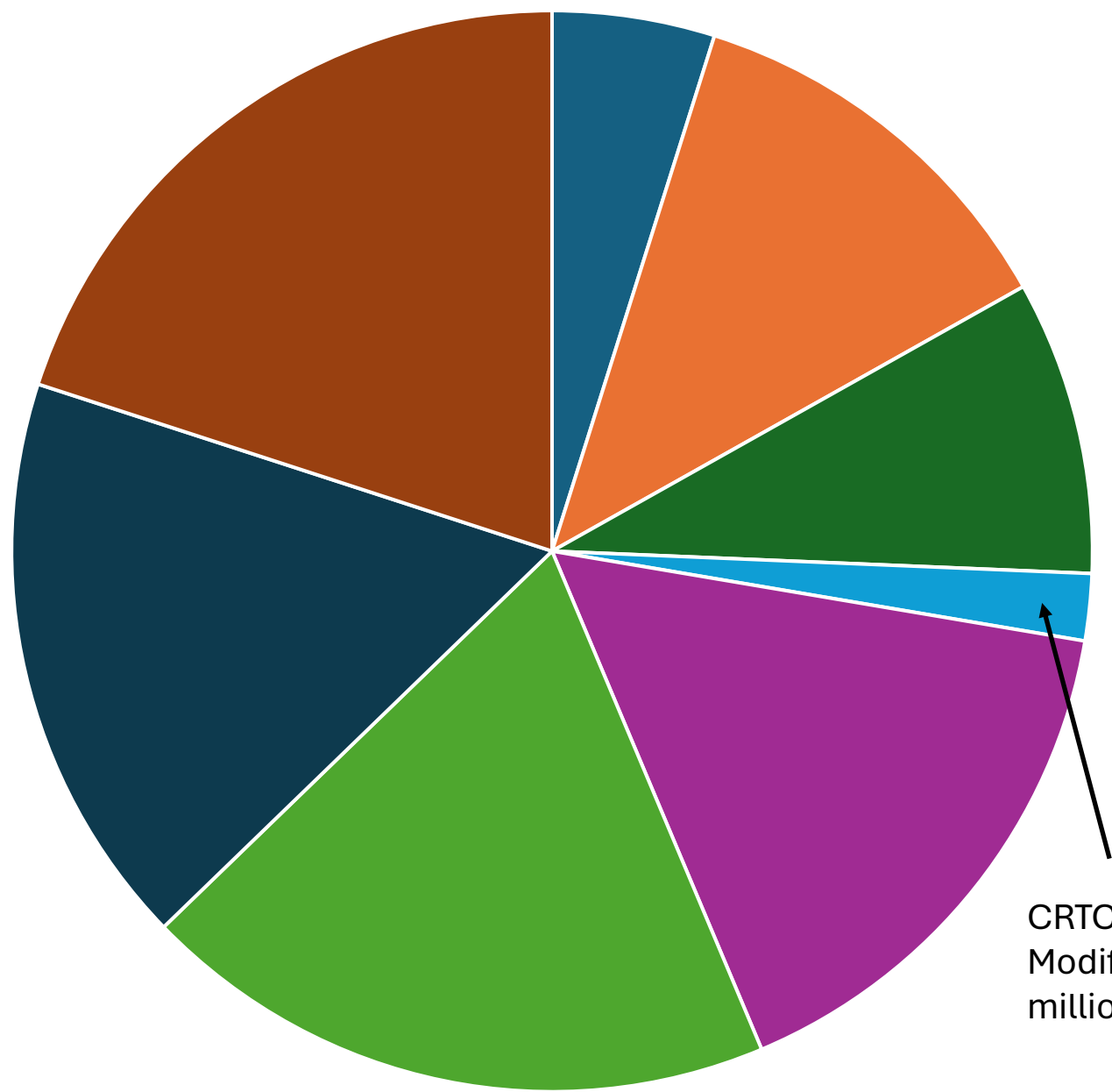
\$6 million for the Port to:

- Purchase barging equipment (spud barge, potential inland/ocean-going barges) to create flexible, climate-friendlier transportation options for both counties.

Related grant sources include:

- **Securing Federal Funding Initiative (Commerce):** barging feasibility study
- **Climate Pollution Reduction Grant (EPA):** barging equipment and operator incentives
- **PIDP (MARAD):** cargo-handling equipment that could be used to load barges and other vessels

Phase 1 Recompete Funding Proposals



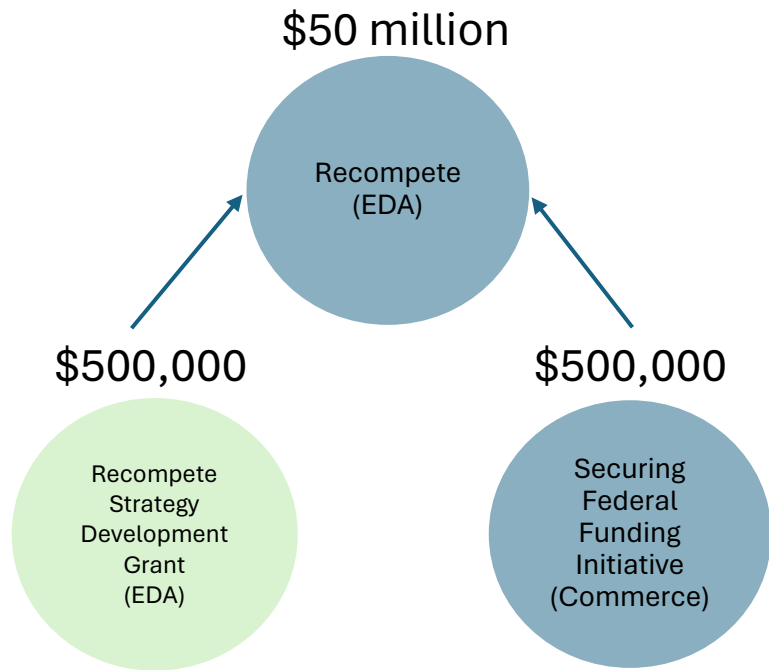
\$1 million for CRTC to

- Purchase a thermal modification unit to increase Advanced Cross-Laminated Timber (ACLt) production and expand into new markets, such as ADU manufacturing. A collaboration between CRTC and the Makah Tribe.

Related grant sources include:

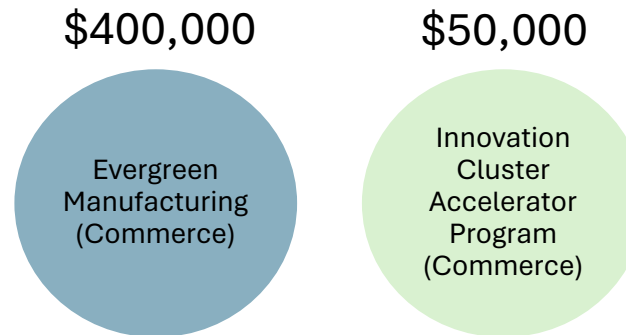
- **Evergreen Manufacturing Growth Grant (Commerce):** engineering study and certification for ACLt panels, ADU market competition study

CRTC Timber Modification - \$1 million



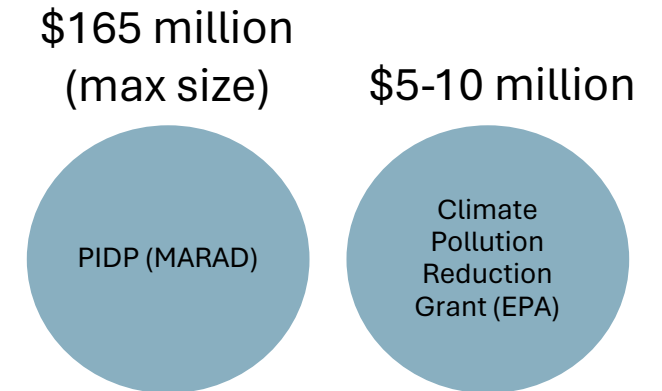
Lead: Clallam County

Primary goal: Reduce regional Prime Age Employment Gap (25–54-year-olds) and create workforce development, social services, and job creation opportunities that retain workers in family-wage jobs.



Lead: Natural Resources Innovations Center (EDC)

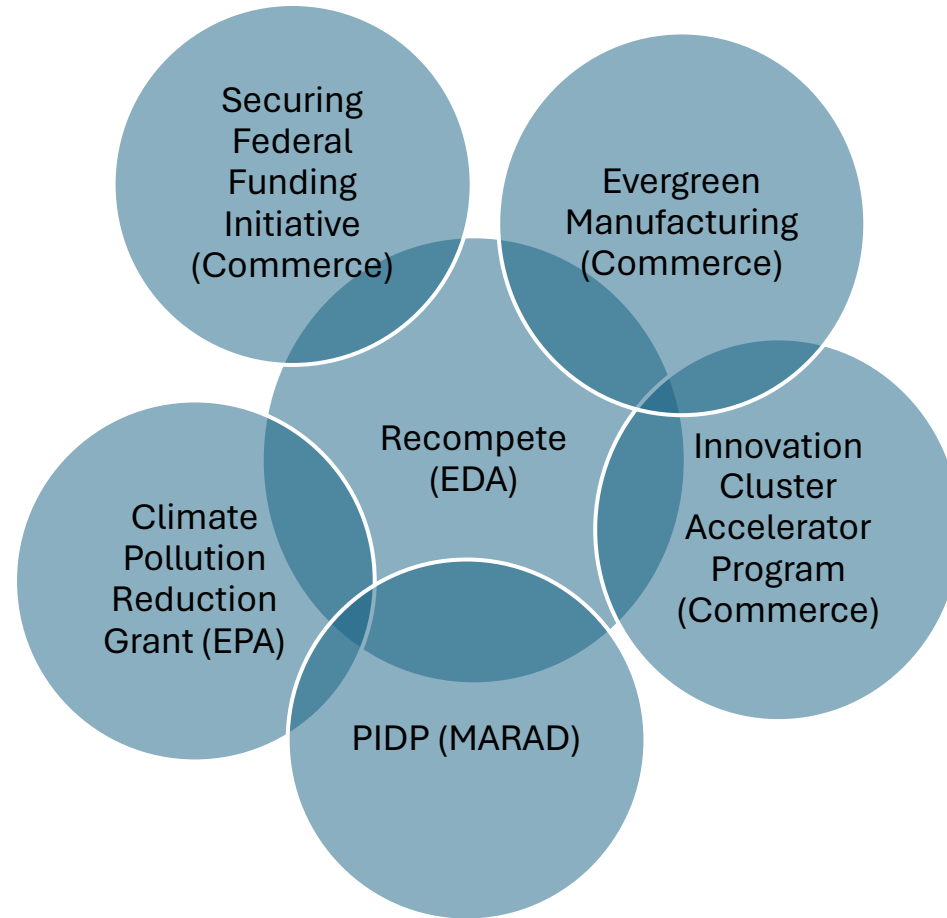
Primary goal: Spur job growth and innovation in the forest products sector to build economic development and address major challenges like housing and climate change.

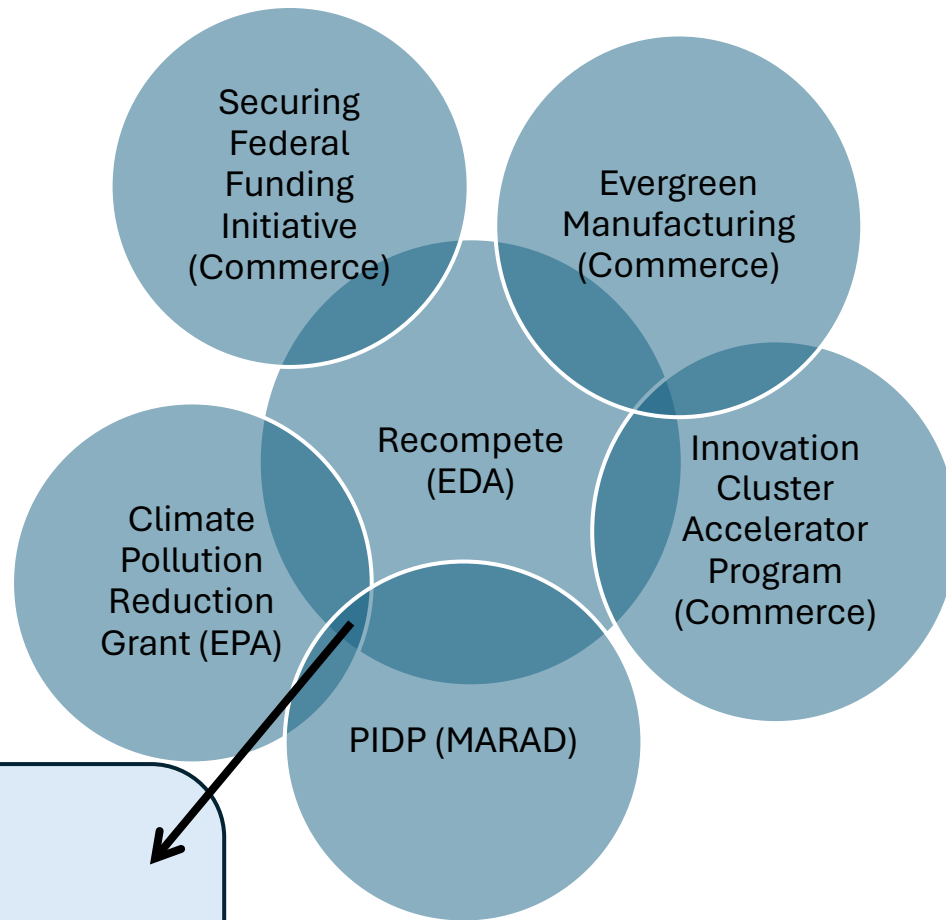


Lead: Port of PA (through Commerce for CPRG)

Primary goal: Build strong water transport infrastructure to support job growth through efficient movement of goods; reduce Vehicle Miles Traveled and lower supply chain GHG.

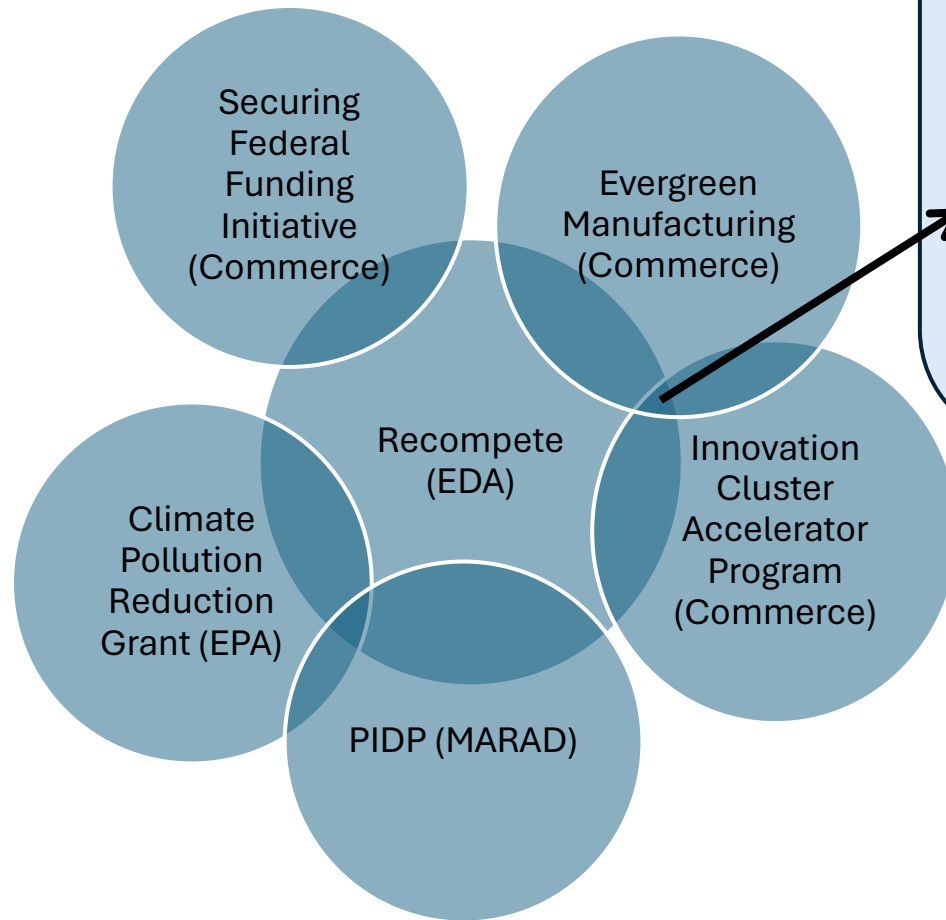
Current funding opportunities have a lot of overlap.





Overlaps:

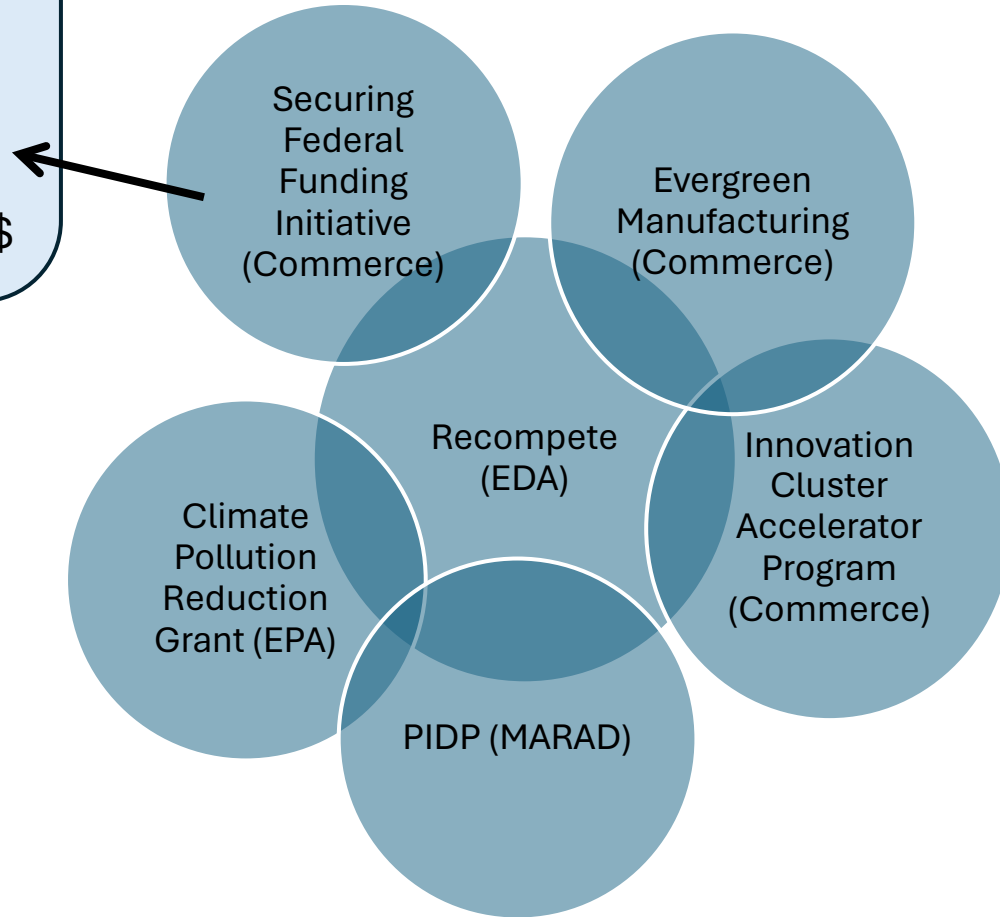
- Funds for spud barge; barging infrastructure/cargo handling equipment
- Goal: increase water transport, reduce Vehicle Miles Traveled, power job creation through more efficient logistics



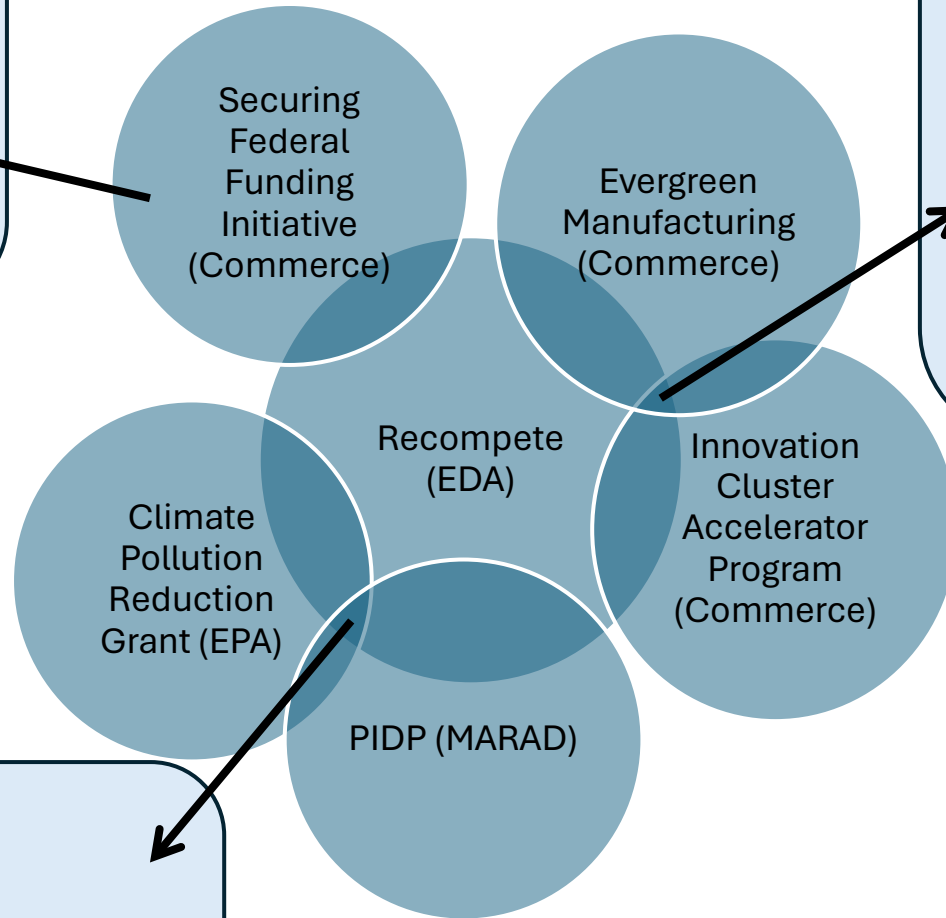
Overlaps:

- Funds for the Natural Resources Innovations Center to organize industry research and forest products strategy/leadership
- Goal: stimulate forest products industry through innovative products and processes (example: ADU manufacturing with ACLT panels)

Specific funding from WA Commerce to provide grant application support (\$ for research, grant writing) – applied for Recompete support \$



Specific funding from WA Commerce to provide grant application support (\$ for research, grant writing) – applied for Recompete support \$



Overlaps:

- Funds for the Natural Resources Innovations Center to organize industry research and forest products strategy/leadership
- Goal: stimulate forest products industry through innovative products and processes (example: ADU manufacturing with ACLT panels)

Overlaps:

- Funds for spud barge; barging infrastructure/cargo handling equipment
- Goal: increase water transport, reduce Vehicle Miles Traveled, power job creation through more efficient logistics

**ITEM FOR CONSIDERATION
BY THE
BOARD OF PORT COMMISSIONERS**

February 13, 2024

SUBJECT: DELETION OF ACCOUNTS RECEIVABLE FROM RECORDS

Presented by: John Nutter, Director of Finance & Admin

BACKGROUND:

One of the steps in closing the Port’s financial records for 2023 is an assessment of the collectability of overdue accounts. This step aims to present accounts receivable assets on our financial statements in a fair fashion according to GASB (Governmental Accounting Standards Board). Removal of accounts from our records requires Commission action.

ANALYSIS:

We have identified 22 accounts with outstanding balances totaling \$112,334.97 (excluding leasehold excise tax), which should be removed from our accounts receivable asset listing. Removing these accounts from our records does not mean that the Port forgives these debts. We will continue to pursue collection by all practical means. The Port proactively manages our receivables to deal with delinquent accounts promptly.

FISCAL IMPACT:

Assets and net earnings of the Port for 2022 decreased by approximately \$30,630.15 for accounts already reserved for. Assets and net earnings for 2023 will decrease by an additional \$81,704.82. The breakdown of affected accounts are as follows:

Loc	Name	Boat	Moorage	Storage	Fees	Leasehold	Total	Collections	Comment
JWM	Bart Johnson	WN4002NM	2,580.72	-	708.07	351.28	3,640.07	8/8/2022	Boat sold for \$100
JWM	Peter Johnson	WN1189NY	1,881.32	-	1,750.08	417.81	4,049.21	1/25/2022	Boat sold for \$350
JWM	David Donnellon	WN5879KG	2,691.36	-	126.63	345.50	3,163.49	soon	Failed to sell at auction
JWM	Mike Shuff	WN8542LK	4,435.76	-	938.32	638.26	6,012.34	soon	Failed to sell at auction
PABH	Charles Smith	Eudora	5,902.87	-	851.53	754.45	7,508.85	4/21/2022	Sold for \$1, then sank
PABH	Steven Bentley	BH 48 & boat	10,465.94	-	-	1,343.83	11,809.77	6/13/2022	Sold for \$1,000
PABH	Frankie Mazzei	Madrona	6,267.04	-	1,485.22	811.54	8,563.80	10/28/2022	Abandoned by owner
PABH	Gavin Higgins	WN3383ND	3,194.40	-	1,154.37	410.10	4,758.87	10/28/2022	Abandoned by owner
PABH	Steven Erickson	Knot Much	927.82	-	380.96	119.24	1,428.02	2/10/2023	Abandoned by owner
PABH	James Lawler	Connex Box	-	627.45	-	80.56	708.01	3/17/2023	Sold contents
PABH	Jason Millstone	Left before 90	1,023.70	-	659.49	157.12	1,840.31	4/13/2023	No boat to seize
PABH	Travis Moegling	Left before 90	1,161.00	-	39.30	149.05	1,349.35	4/13/2023	No boat to seize
PABH	Wade Quigley	Left before 90	387.21	-	20.36	49.17	456.74	5/17/2023	No boat to seize
PABH	Thor Larson	Carver	921.83	3,256.25	949.51	531.43	5,659.02	11/1/2023	Abandoned by owner
PABH	Robert Shepard	Stella Mara	2,820.00	-	432.39	362.11	3,614.50	11/1/2023	Abandoned by owner
PABH	Tim Obrien	Fram	-	9,348.00	2,053.53	1,200.26	12,601.79	11/2/2023	Abandoned by owner
PABH	Jennifer Duncan	Spindrift	5,421.22	-	1,892.27	693.37	8,006.86	11/2/2023	Marital dispute
PABH	Mark Simpson	Bella Bella	5,557.72	-	651.64	713.58	6,922.94	11/2/2023	Moved to Alaska
PABH	Billy Herbst	Cat Boat	1,681.08	-	1,801.66	332.14	3,814.88	11/2/2023	Serenity house payor
PABH	Tyde Shavender	Jo Joy	2,274.60	-	406.61	292.05	2,973.26	11/2/2023	Abandoned by owner
PABH	Daniel Berry	Broughton II	13,783.57	-	2,221.73	1,739.37	17,744.67	soon	Abandoned by owner
PABH	Joe Kitchell	Molds	-	5,519.32	1,681.12	708.68	7,909.12	no contract	Moved to Costa Rica
			73,379.16	18,751.02	20,204.79	12,200.90	124,535.87		

RECOMMENDED ACTION:

Commission approval of the removal of the listed accounts from our records. Staff will continue with collection efforts.

**ITEM FOR CONSIDERATION
BY THE
BOARD OF PORT COMMISSIONERS**

February 13, 2024

**SUBJECT: MARINE TRADE CENTER PHASE 2 DEVELOPMENT -
ADVERTISEMENT FOR BIDS**

STAFF LEAD: Chris Hartman, Director of Engineering

RCW & POLICY REQUIREMENT

Public works is defined within RCW 39.04.010 as all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. Public works projects must be advertised at least once in a newspaper of general circulation.

BACKGROUND:

The development of the Marine Trade Center at the former Plywood Mill site has been a high-level priority in the Port’s Strategic Plan to foster the growth of living wage jobs in Clallam County. The Port first identified the property for expansion of Marine Trades within the Central Waterfront Masterplan that was completed in 2010. The below table lists the development timeline over the last 13 years.

MTC Development Timeline

Year	Action
2011	PenPly Mill operations ceased
2013	Mill structures demolished
2016	Environmental cleanup of mill site completed as directed by WA Dept of Ecology
2017	Marine Trades Center master planning completed
2018	Washdown facility constructed as Phase I of MTC
2019	Preliminary engineering of MTC Phase II developed
2022	U.S. Economic Development Administration (EDA) awarded the Port a \$7.282 Million grant for MTC Phase II development. Total grant funded project is \$11.034 Million with \$3.751 Million Port share.
2023	Design and permit MTC Phase 2 Development
2024	Bid and construct Phase 2 Development

Phase 2 Site Development at the MTC will include utilities (Water, sewer, power, stormwater, communication), asphalt and concrete paving and site grading throughout the 18-acre site. These improvements will provide the infrastructure necessary for developing industrial buildings for boat maintenance and construction.

ANALYSIS

The Marine Trade Center Phase 2 Development bid documents were completed under a Professional Service Agreement with Kennedy Jenks Consultants and are ready to be advertised for bids. The Port will advertise for bids in the Peninsula Daily News and the Seattle Daily Journal of Commerce on two separate dates: Friday, February 16, and Friday, February 23. The advertisement will include basic project information such as Bid submittal details, project description, engineers' estimated construction cost, pre-bid site meeting information, availability of bid documents, and bid guarantee requirements.

The scheduled bid opening date is March 26. Staff will review bids to determine if the bids are responsive to all submittal requirements and are accurate. The Team will review the qualifications of all bidders to determine if that bidder is responsible and qualified to complete the work and then produce a recommendation for the Commission for an award at the next regularly scheduled Port Commission meeting on April 9th. We anticipate that construction will begin in early May with all going well and be substantially complete at the end of December.

ENVIRONMENTAL IMPACT:

This project has been through stringent environmental reviews. The below list details the permits received and notes which ones are still under review:

- United States Army Corp of Engineers Nationwide Permit 7, including consultations with:
 - National Marine Fisheries Services
 - United States Department of Fish and Wildlife
- National Environmental Policy Act Review
- Section 106 – Protection of Historic Properties, including consultations with:
 - Washington Department of Archaeology and Historic Preservation
 - Lower Elwha Klallam Tribe
 - Jamestown S'Klallam Tribe
 - Makah Tribe
 - Port Gamble S'Klallam Tribe
 - Hoh Indian Tribe
 - Confederated Tribes of Warm Springs
- State Environmental Policy Act
- Washington State Department of Fish and Wildlife Hydraulic Project Approval
- Construction Stormwater General Permit - pending
- City of Port Angeles Shoreline Substantial Development Permit - pending
- City of Port Angeles Building Permit - pending

- City of Port Angeles Clearing and Grading Permit - pending
- City of Port Angeles Right of Way Construction Permit - pending

FISCAL IMPACT:

The Port’s 2024 Capital Budget has allocated a total of \$10,232,000 for this project in 2024.

\$3,500,000 will be funded from Port funds, and \$6,732,000 will be paid from a U.S. Department of Commerce Economic Development Administration Grant. Below is a breakdown of anticipated costs by category.

<u>Description</u>	<u>Estimated Cost (\$)</u>
Bid Document Final Preparation & Bidding	\$ 174,000
Construction Administration	\$ 386,000
Construction (estimate)	\$ 9,000,000
Construction Contingency	\$ 500,000
Total =	\$10,060,000

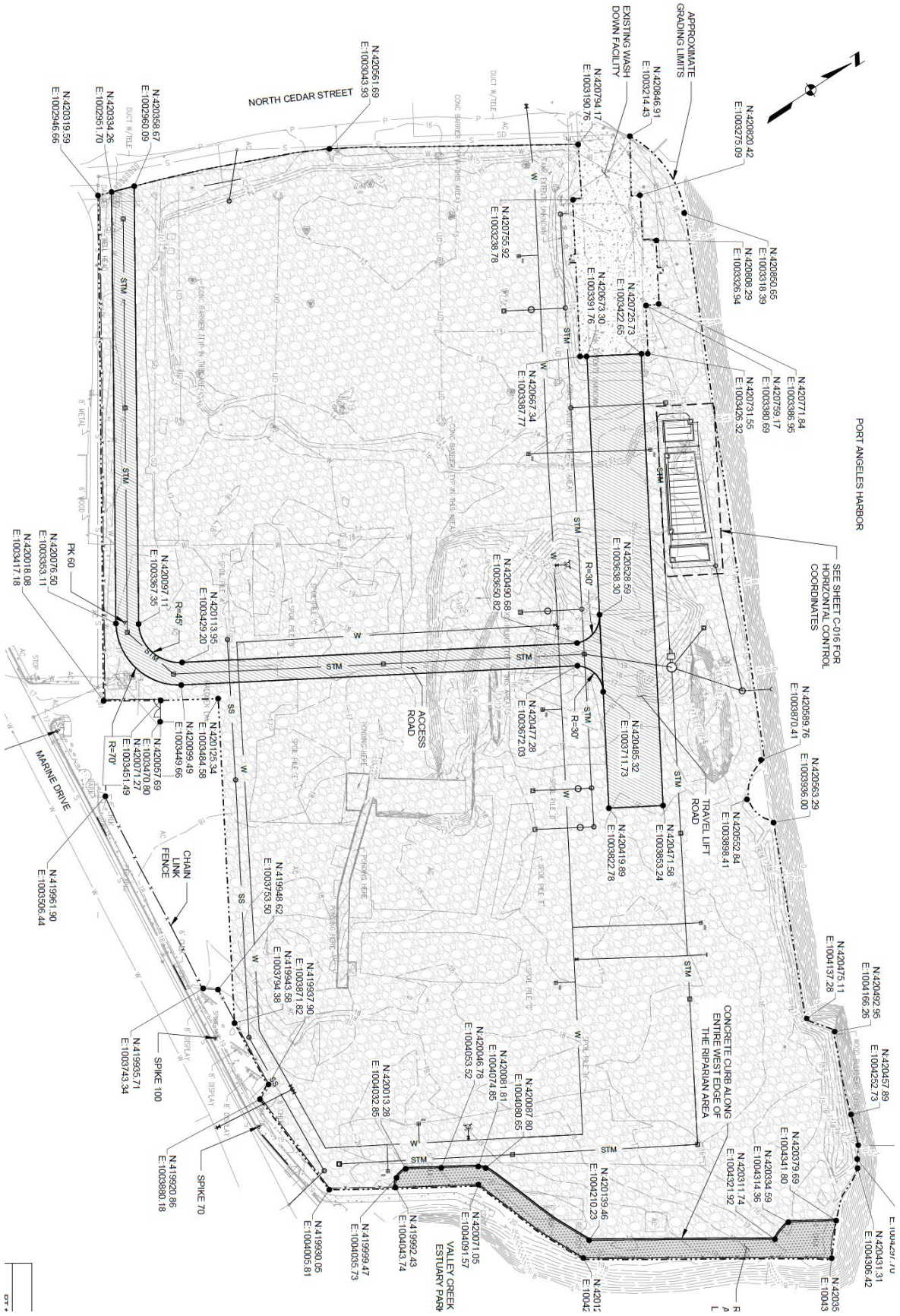
RECOMMENDATION:

At this time, there is no formal action asked of the Commission. This Item for Consideration is intended to be a project update before publishing the advertisement.

ATTACHMENTS:

- Vicinity Map
- Marine Trades Center Phase 2 Development Site Plan





**ITEM FOR DISCUSSION
FOR THE
BOARD OF PORT COMMISSIONERS**

FEBRUARY 13, 2024

SUBJECT: JOHN WAYNE MARINA FUEL DELIVERY SYSTEM UPGRADE

Presented by: Wilson Easton, Public Works and Facilities Manager

RCW & POLICY REQUIREMENTS

Under RCW 39.34.030, local government agencies may use another public agency's active contract to purchase products, services, or public works. Local government agencies piggyback on contracts awarded by lead agencies, allowing the agencies involved to save time and get discounted prices when procuring equipment, materials, and services.

Port staff is currently working with general counsel to execute a Cooperative Purchasing Agreement with Sourcewell, a service cooperative created by the Minnesota legislature as a local unit of government.

BACKGROUND:

The John Wayne Marina Fuel delivery system has reached the end of its useful life. All of the above-ground fuel pipes and dispensers need to be replaced. This project was initially budgeted for completion in 2023, but the scope of the project has grown as staff has further investigated the needed repairs/upgrades.

In April of 1984, Reid Middleton designed the current fuel delivery system at John Wayne Marina. In August of 2002, failing fuel delivery pipes were replaced by SME Corporation (SME). Upon recent inspection by SME, the single-walled galvanized pipes installed as part of that repair, are failing due to corrosion. Additionally, there is no transition sump. The EPA requires that a transition sump be installed where underground pipes transition to above-ground pipes.

The dispensers installed in 1984 (40 years old) have reached the end of their useful life. During fueling operations, the flow rate through the pumps will be as slow as 0.5 gallons per minute (GPM). This project is overdue and poses a risk to the environment from a potential fuel leak. During the Port's annual fuel system inspection by SME, it was highly recommended that the entire portion of the above-ground fuel lines and dispensers be replaced and a transition sump with leak detection capabilities be installed. After several meetings onsite with SME the scope of work was developed, and a material list was assembled.

ANALYSIS:

Using the Sourcewell Cooperative Purchasing Program will allow the Port to streamline the procurement process by purchasing materials, equipment, and installation services as owner-furnished materials, and providing substantial budget savings. The usual procurement method would cause the Port significant cost, delays, and additional tasking of staff resources.

ENVIRONMENTAL IMPACT:

Replacement of the existing above-ground pipes and installing a transition sump with leak detection will help ensure that a future fuel leak does not occur.

FISCAL IMPACT:

Replacing this portion of the fueling system is estimated to cost \$215,000.

The amount 2023 budgetary estimate was \$100,000, with the 2023 budget having been developed prior to a complete investigation of the system and development of a full scope of work.

This project is not explicitly allocated in the 2024 Capital Budget, and the 2023 funds remained unspent for this project. The funds are available in Port capital reserves, and the Team would endeavor to transfer funds from other accounts that might remain unused in 2024.

RECOMMENDED ACTION:

No action is required by the Commission at this time. An IFC will be presented at the February 27th Commission Meeting.



REGULAR COMMISSION MEETING
Tuesday, January 23, 2024, at 9:00 am
338 W. First St, Port Angeles, WA 98363
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 <https://portofpa.com/about-us/agenda-center/>

Connie Beauvais, Commissioner	Chris Hartman, Dir. of Engineering
Steve Burke, Commissioner	Caleb McMahon, Dir. of Econ. Development
Paul Jarkiewicz, Executive Director	Braedi Joutsen, Clerk to the Board
John Nutter, Dir. of Finance & Admin	Jesse Waknitz, Environmental Manager
Colleen McAleer, Commissioner	Katharine Fraizer, Grants & Contracts Manager

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:38)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:39-4:23)

James Taylor, Port Angeles, WA – wanted to discuss the need for affordable housing in our area. He also mentioned that he would like a better understanding of what the focus of the Recompete grant is.

III. APPROVAL OF AGENDA (4:24-4:33)

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

IV. WORK SESSION (4:34-1:01:36)

A. ILWU Local 27A Collective Bargaining Agreement

- Presentation – Paul Jarkiewicz
- Discussion
- Motion to authorize the Executive Director to sign the 2024-2026 Collective Bargaining Agreement with the ILWU Local 27A as outlined with the authority to make slight changes that aren't substantial as needed: Comm. Burke
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

B. RAISE Grant – Joint Application with City of Port Angeles

- Presentation: Katharine Fraizer
- Discussion
- No Action

C. Climate Pollution Reduction Grant – Joint Application with WA Commerce

- Presentation: Katharine Fraizer
- Discussion
- No Action

D. Annual Lease Compliance Report

- Presentation: Caleb McMahon
- Discussion
- No Action

V. APPROVAL OF CONSENT AGENDA (1:01:37-1:05:59)

A. Regular Commission Meeting Minutes, January 9, 2024

B. Vouchers in the amount of \$198,223.94

- Discussion
- Motion to approve the consent agenda with changes as discussed: Comm. McAleer
- 2nd: Comm. Burke



- Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS (1:06:00-1:18:17)

- Presentation: Caleb McMahon, John Nutter
- Discussion
- No Action

VII. PLANNING AND CAPITAL PROJECTS (1:18:18-1:21:09)

A. Item for Consideration – Harbor Cleanup W04 Change Order 2

- Presentation: Chris Hartman
- Discussion
- Motion to authorize the Executive Director to execute Change Order No. 2 to Work Order No.4 with Floyd Snider for the completion of the draft Cleanup Action Plan for the Western Port Angeles Site, in an amount not to exceed \$67,462, and to allow the Executive Director to make any minor modifications to the agreement, if necessary.: Comm. Burke
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY (1:21:10-1:27:36)

A. Item for Consideration - Arrow Marine Services – 1050 Term Lease

- Presentation: Caleb McMahon
- Discussion
- Motion to approve the Commercial Term Lease with Arrow Marine Services as outlined with lease terms and dates: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS (1:27:37-1:39:38)

Comm. Beauvais shared that she attended the BOCC yesterday with Paul Jarkiewicz and John Nutter. The group discussed a resolution that the Port's attorney, Carolyn Lake, had drawn up in regard to forming a committee for timber taxing districts.

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

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (1:39:39-1:40:25)



- A. February 13, 2024 – Regular Commission Meeting
- B. February 27, 2024 – Regular Commission Meeting
- C. March 12, 2024 – Regular Commission Meeting
- D. March 26, 2024 – Regular Commission Meeting

XIX. UPCOMING EVENTS (1:40:26-1:41:43)

- A. WPPA Annual Ports Day – February 1-2, 2024 – Olympia, WA
- B. Seattle Boat Show – February 2-10, 2024 – Seattle, WA
- C. NW Aviation Conference – February 24-25, 2024 – Puyallup, WA
- D. AFRC Annual Conference – April 2-4, 2024 – Stevenson, WA
- E. Olympic Logging Conference – April 24-26, 2024 – Victoria, BC

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

XX. EXECUTIVE SESSION (1:41:44-1:46:55)

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

- Comm. Beauvais recessed the meeting to convene an executive session. The anticipated length of the executive session is 30 minutes. The Commission may take action in public sessions following the executive session.
- Discussion: One (1) item 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). One (1) item concerning real estate sale, purchase, or lease, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110.(1)(c)
- Recess: 5 minutes
- Start Time: 10:50 am
- Extended: 47 mins
- End Time: 12:07 pm

Public Session of Commission Meeting Reconvened: 12:07 pm

Commissioner Beauvais noted no action as a result of the executive session.

XXI. ADJOURN (1:46:56-1:47:00)

Comm. Beauvais adjourned the meeting at 12:07 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 January 18, 2024 – February 7, 2024

Accounts Payable

	Begin	End		
For General Expenses and Construction	Check #	Check #		
Accts Payable Checks (computer)	417891	417940	\$	186,838.08
VOIDED/ZERO PAYABLE CHECKS			\$	-
Accts Payable ACH	002260	002368	\$	452,889.53
VOIDED/ZERO PAYABLE ACH				
Wire Transfer – Excise Tax			\$	4,367.31
Wire Transfer - Leasehold Tax			\$	175,505.78
Total General Expenses and Construction			\$	819,600.70
Payroll				
Employee Payroll – Draws (Direct Deposit)			\$	-
Voided Payroll Check			\$	-
Voided Checks ==Stub Overrun==				
Employee Payroll Checks PPD (Direct Dep)	002296	002355	\$	178,285.79
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, OASI, PMFL)			\$	128,039.97
Total Payroll			\$	306,325.76
Total General Exp & Payroll			\$	1,125,926.46

Date: February 13, 2024

Port Representative

Port Representative

Commissioner, Steven D. Burke

Commissioner, Connie Beauvais

Commissioner, Colleen McAleer

MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS
January 2024

SUBJECT: REPORTS REQUIRED UNDER THE PROVISIONS OF THE DELEGATION OF AUTHORITY

REPORT	NO ACTION	ATTACHED
Lease Renewals/Options and 1 Year or Less Agreements at Market Rates; Leases, Assignments, Subleases, Berthage/Dockage, & Miscellaneous (Use, Equipment, Hangar, Marina Slips)		X
Lease Bond, Rental Insurance Deviations	X	
Work Contracts (\$50,000 or less) Executed	X	
Work Contracts Completed	X	
Change Orders Authorized	X	
Work by Port Crews or Day Labor (\$50,000 or less)	X	
Claims Settled	X	
Professional & Consulting Services Awarded and Architectural, Engineering & Technical Services Awarded		X
Fees Waived	X	
Uncollectible Accounts Written Off	X	
Experts Engaged for Litigation	X	
Grant Applications/Award	X	
Travel Outside WA, OR, ID and BC, Canada	X	
Surplus Personal Property (under \$10,000)	X	

**LEASES, RENEWALS, AMENDMENTS, MISC. AGREEMENTS and OPTIONS EXECUTED
of One Year or Less Approved by Executive Director
(In Accordance with the Delegation of Authority, Res. 20-1216*)**

January 2024

TENANT NAME	DOCUMENT	LOCATION	FORM OF SURETY	SQ FEET	TERM	MONTHLY RENT
Peninsula Bottling Co., Inc.	2nd Lease Renewal	930 Marine, Suite B	Waived with initial lease	2400 SF warehouse	1 year as of 3.01.2024	\$1,344.00 \$0.56/SF \$25 wastewater
Fire Chief Equipment Co. Inc.	2nd Lease Renewal	930 Marine, Suite D	Waived with initial lease	600 SF office	1 year as of 3.01.2023	\$552.00 \$0.92/SF \$25 wastewater
Natural Systems Design, Inc.	Temporary License (for remodeling)	2032 S. O St	\$500	861 SF Office	2 months as of 2.01.2024	\$-0-
City of Port Angeles (Parks Dept.)	First Lease Renewal	2602 W. 18th St.	Govt. Exempt	6407 SF Bldg 167,871 Land	1 year as of 2.01.2024	\$6,423.83
Ambrose	Temporary License (for due diligence)	S. Airport Road @ Edgewood Dr	None	11 AC	270 days 1.29.2024	\$-0-
Merrill & Ring	Amendment to MTM Lease	S. Airport Road (Log Yard)	Existing Bond \$175,910.88	Reduced Area to 1 Acre	Continue MTM	\$1,045.44

* New Leases, Amendments, Agreements of One Year or Less Approved by Executive Director in accordance with the Delegation of Authority (Res. 20-1216 dated 02-13-2020) Section 1C, and for Marine Terminal Services Agreements (Res. 20-1216 dated 02-13-2020) Section 1F, provided that such agreements shall be for a term of one year or less.

**PROFESSIONAL & PERSONAL SERVICES
AWARDED BY THE EXECUTIVE DIRECTOR
(In Accordance with Delegation of Authority)
January 2024**

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
Environmental Risk Communications, Inc.	GARS P40 (Formerly GASB 49)	5,500	NA

Consultant Services Selection Summary



Type of Contract: Personal Professional Sole Source Emergency

Res 22-1262: Executive Director authorization shall not exceed \$50,000. Change orders: original cost and all change orders shall not exceed \$50,000. All closely related contracts shall not exceed \$50,000.

Sole Source personal service contract \$50,000 or more: requires Commission to ensure reasonable costs.

\$50,000 to \$200,000 requires evidence of competitive process

Over \$200,000 formal competitive solicitation; requires RFP/RFQ

Non-Competed requires Commission approval to exempt a contract from a competitive process

1. Project Title	GARS P40 Analysis 2024 (Formerly GASB 49)
2. Consultant	Environmental Risk Communications, Inc. (ERCI)
3. Approved Contract Amount	\$5,500
4. SubAccount/GL Account #	90-3-00-SO
5. Budget & Fund Source	Operating Budget
6. Project Manager	Jennifer Baker or Jesse Waknitz
7. Other Terms: (sales tax)	Not Applicable (NA)
8. Closely Related Contracts	ERCI performed the GASB 49 Analysis last year for the Port of Port Angeles.
9. Fed Funding Requirement*	NA

*If federal funding involved, stop and contact Engineering Department for federal requirements. Requires an RFP.

10. Justification
Personal services are required to conduct the annual GARS P40 (Formerly GASB49) pollution remediation obligation analysis for the Port.

11. Scope of Services
GARS P40 is an accounting and financial reporting standard for pollution remediation obligations. Pollution remediation is an obligation to address the current or potential detrimental effects of existing pollution by conducting pollution remediation activities. The Port’s current pollution remediation obligations include MTA Site, K-PLY Site, Western Port Angeles Harbor, Terminal 5/7 Upland and 220 Tumwater Truck Route Site (Shell & Kardlock Sites).
Consultant will develop reserve, watch list, recoveries documentation and present these findings in a cover report per GARS P40.

12. Contract Time	Start Date: January 8, 2024	Completion Date: December 31, 2024

13. Explanation of Cost, Work Schedule, and Contingency

Lump sum fee not to exceed \$5,500

14. Procurement Schedule – Key Milestone Dates

NA

15. Authorized Contract Amount and Any Authorized Contingency

\$5,500 with no contingency

Selection Requirements:

16. Evaluation Team Members

Jesse Waknitz – Environmental Manager

17. Proposals Evaluation/Summary

NA

18. Interviews Summary (if conducted)

NA

19. References Summary

ERCI has conducted the GASB49 Reporting for the Port, each year, over the last 10 years.

20. Negotiations Summary

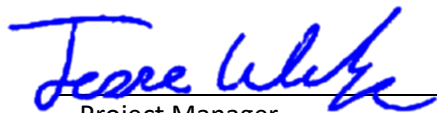
NA

21. Selection Summary

ERCI was selected because they have a good understanding of the Port’s cleanup sites and they completed the GASB49 reporting in a timely and efficient manner last year.

The selection team members affirm that they do not have a conflict of interest with any of the firms evaluated or key personnel of any of the firms, and that the selection process followed Port Consultant Services Procurement Policy and Procedure

SIGNATURES



Project Manager

1/8/2024

date

Selection team member (if needed) date

Selection team member (if needed) date

Engineering Director date (Required for public work, professional, and grant funded contracts)

Commission Approval

Required

Not Required

Scheduled Commission Meeting: _____

Monthly Report Date: January 2024

Approved Commission Meeting: _____

**ITEM FOR CONSIDERATION
OF THE
BOARD OF PORT COMMISSIONERS**

Date: February 13, 2024

Subject: New Lease - Natural Systems Design, Inc.

Presented by: Caleb McMahon, Director of Economic Development

Location: 2032 S. O Street (Office)

RCW & POLICY REQUIREMENTS

Per RCW 53.08.08 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 an 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 than three years' rent. The lease shall be considered in default if the security is not maintained. The Port Commission may, at 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 Ports Delegation of Authority, all term lease agreements of real property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.4 Commission approval is required for any lease containing non-standard terms or conditions.

BACKGROUND/LEASE DETAILS:

This office building is in the North Airport Industrial Park (NAIP) and has remained unrented for two years since the Port's last tenant vacated. The proposed tenant, Natural Systems Design, Inc., provides engineering services such as riparian design, wetland delineation, and aquatic monitoring. The proposed lease term is three years for the office and adjacent fenced land. The base rent is the current appropriate rate.

Proposed Rate:

Leased Area	Sq Ft	Rate/SF	Monthly Rate
Office - 2032 S. O Street	861	\$1.07	\$ 921.27
Fenced Land	4,800	\$0.10	\$ 480.00
Base Rent			\$ 1,401.27
Leasehold Tax		12.84%	\$ 179.92
Monthly Payment			\$ 1,581.19

Term: 3 years

Options to Renew: Three x one-year options, at Port's discretion and consent.

Commencement Date: March 1, 2024

Current Bond/Security: Port policy requires three months of rent as a financial security deposit. $\$1,401.27 \times 3 \text{ months} = \$4,203.81$.

Non-Standard or Unique Terms: Natural Systems Design plans to utilize the office for multiple employees. To best fit their staff, they propose remodeling the interior by removing one non-load-bearing interior wall and replacing the center room flooring to match the existing click-together wood-type flooring in other rooms. The Engineering Team has approved the proposed remodeling, estimated at \$6,581.00 by a local company, North Olympic Construction. The Port will contribute 50% of the remodeling cost as a monthly rent credit for the duration of the three-year lease. A temporary license/access agreement for the construction company to do this remodeling work will be executed.

RECOMMENDED ACTION:

On a motion and second, the Port Team recommends that the Commission authorize the Executive Director to sign the lease per the terms and conditions presented and make minor modifications to the lease as necessary.



**ITEM FOR CONSIDERATION
BY THE
BOARD OF PORT COMMISSIONERS**

Date: February 13, 2024

SUBJECT: New Lease – Peninsula Trails Coalition

Presented by: Caleb McMahon, Director of Economic Development

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 or instrument 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 than three years' rent. The lease shall be considered in default if the security is not maintained. 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:

Peninsula Trails Coalition currently has a one-year Temporary License Agreement with the Port which expires February 29, 2024. The License is to use the Port's 20-foot Conex box, located at the Fairchild International Airport long-term parking area on undeveloped ground. In collaboration with Peninsula Adventure Sports, Peninsula Trails Coalition organizes multiple athletic races for the community. Utilizing this conex box is essential for the storage of their race equipment.

Peninsula Trails Coalition desires a three-year lease to replace the License Agreement beginning March 1, 2024.

Port Area: William Fairchild International Airport.

Address: 1402 Fairchild Airport Road, in the Port's undeveloped long-term parking area.

Leased Space: 200 sf of land, with a Port-owned Conex for storage.

Document: Commercial Ground Lease

Permitted Use: Storage of materials incidental to community events and athletic races.

Proposed Rate: The rent of \$100/month is waived for the Lessee's In-Kind Services. The lessee will pay the leasehold excise tax. The services provided are promoting the Port, promoting community athletic events, use of the Discovery Trail, and active tourism to the North Olympic Peninsula. Using the Conex-box to store event and race materials assists this non-profit in continuing its work for Port Angeles and the Clallam County community.

Monthly Rent	SF	Leasehold Excise Tax
\$100/month *	200	\$12.84
* For providing in-kind services, the parties agree that the fair market rental rate of \$100/month will be waived. Lessee will pay monthly Leasehold Excise Tax.		
To the extent Lessee no longer uses the Premises for the Authorized Use, Lessee shall pay the fair market rental rate for the remainder of that Lease term.		

Escalation: Annual consumer price index adjustments to base rent.

Commencement Date: March 1, 2024

Term: Three years. March 1, 2024 - February 28, 2027.

Options to Renew: Three x (1) one-year options to renew with the Port's consent.

Unique Terms and Conditions: The Port reserves the right to relocate the Conex box to another Port property location as required.

Other Special Considerations: The Port allows the Lessee to decorate the Conex box with Peninsula Trails Coalition, the Olympic Discovery Trail, and associated outdoor companies, and the name of the Port. The Port understands that this advertisement will promote interest in the Olympic Discovery Trail, and recreational events across the North Olympic Peninsula. A temporary sign has been added to the Conex box, and a full wrap-around sign of this design is anticipated to be added to the Conex box in 2024.

Utilities: None

Tenant Improvements: None

Financial Security: The proposed financial security for the tenant is \$500. The Port has previously received a deposit of \$500.00.



Current Conex-box with the temporary sign

RECOMMENDED ACTION:

On a motion and second, Staff recommends the Commission authorize the Executive Director to sign a lease per the terms and conditions presented.

**ITEM FOR CONSIDERATION
BY THE
BOARD OF PORT COMMISSIONERS**

February 13, 2024

SUBJECT: PORT RESOLUTION TO SELL ABANDONED VESSEL

Presented by: John Nutter, Director of Finance & Administration

RCW & POLICY REQUIREMENTS:

The Port follows the Revised Code of Washington (RCW) statutes in selling vessels that have failed to pay outstanding marina charges. According to the RCW, such vessels are deemed abandoned and may be sold to recover outstanding charges.

RCW 53.08 requires a separate Port resolution before sales of such vessels occur.

Article VIII A of the Commission Bylaws requires that resolutions be introduced at one meeting before being considered for adoption at the next meeting. This provision may be superseded by unanimous consent of the Commission.

BACKGROUND:

To facilitate the passage of boat sale resolutions, which are identical except for the names of the vessels, their owners, and the auction date, staff introduced a draft of boat sale resolutions on August 10, 1998. The Commission approved the form of these resolutions (first reading) and directed staff to fill in appropriate vessel, owner, and auction date information in the final resolutions (second and final reading).

ANALYSIS:

The owner(s) of the vessel listed in Resolution No. 24-1291 have failed to respond to several notices regarding their delinquency adequately. An auction will be held to sell the vessels. If the sale proceeds fail to reimburse the Port completely, the account will be turned over to a collection agency.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

The charges accrued by the vessel have already been recognized as revenues in Port accounts. Conducting an auction enables the Port to begin collecting on these receivables.

<u>Customer</u>	<u>Boat</u>	<u>Description</u>	<u>Moorage/ Storage</u>	<u>Other Charges</u>	<u>LHT</u>	<u>Current Balance</u>
Christopher Johnson	VN7580KU	32' Trojan	3,298.70	570.49	426.80	\$4,300.52

RECOMMENDED ACTION:

Adopt Resolution No. 24-1291 and authorize the auction to proceed.



24-1291

A RESOLUTION DIRECTING SALE OF ABANDONED VESSEL

WHEREAS, the Commission of the Port of Port Angeles has seized the vessel described below for failure to pay Port charges; and

WHEREAS, the owners of such vessel have failed to make satisfactory payment of such charges; and

WHEREAS, the Port has complied with provisions of Revised Code of Washington (RCW) 53.08 and the Port's Rules and Regulations adopted pursuant to such statute in notifying such owners of their delinquencies; and

NOW THEREFORE BE IT RESOLVED that the Commission directs the following vessel be sold at public auction pursuant to procedures provided in RCW 53.08 and the Port's Rules and Regulations pursuant to such statute.

"WN7580KU"

The time and date of this auction will be scheduled in accordance with applicable statutes; public notice of these auctions will be made in conformity with RCW regulations.

ADOPTED this 13th day of February, 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Colleen M. McAleer, Vice President

Steven D. Burke, Secretary



Celebrating **100** years serving Clallam County

P.O. Box 1350
338 West First Street
Port Angeles, WA 98362
360.457.8527

Board of Commissioners
Connie Beauvais, President
Colleen McAleer, Vice President
Steven Burke, Secretary
Executive Director
Paul Jarkiewicz

Secretary Pete Buttigieg
Secretary of the U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

February 13, 2024

Re: Letter of Support for Port Angeles Mobility Planning FY24 RAISE Application

Dear Secretary Buttigieg,

The Port of Port Angeles (Port) fully supports the City of Port Angeles's (City) 2024 RAISE application, Port Angeles Mobility Planning: Safe and Effective Movement for Freight and People.

The Port and the City are dedicated to collaborating on this initiative and program as Co-Applicants.

This RAISE Grant will support the necessary planning efforts for making meaningful freight transport efficiency gains that will boost the region's economic prosperity and reduce greenhouse gas impacts.

These proposed activities would improve Port access and operations along the Tumwater Truck Route and Marine Drive, the two major freight routes to the Port's Marine Terminal Facilities. In the current design, these roads cause time-consuming traffic backups that lead to longer cargo load times, increase carbon emissions from trucks, and create traffic congestion in our downtown area.

These freight-heavy roads also intersect and interact closely with the Olympic Discovery Trail (ODT), a nonmotorized trail popular with bikers and pedestrians to access the Olympic National Park. With these RAISE funds, the Port and City can assess and design safer pedestrian interfaces and more efficient traffic patterns and protect users of the ODT while enabling easier freight access to Marine Terminal Facilities.

Redesigning the Port's Marine Terminal would lead to a more streamlined truck traffic flow through Port facilities, decrease cargo load times, and vastly improve pedestrian traffic flow. Current weight restrictions on some of the Port Terminal's bridges and trestles mandate that loaded freight and cargo vehicles can only enter from the west side, forcing trucks to take an indirect route to the Marine Terminal along Marine Drive.

RAISE funds would enable the Port to complete the necessary planning to rehabilitate the terminal and its roadways and allow trucks to enter the terminals from either side. This work will result in benefits ranging from faster load times, higher cargo throughput, reduced truck-related Vehicle Miles Traveled (VMT), eased traffic congestion, and reduced emissions.

We believe the proposed projects can work in tandem to increase our region’s economic competitiveness, improve pedestrian and driver safety, and enhance the local environment and quality of life. The 2024 RAISE program is crucial to making these efforts a reality for our rural, disadvantaged community.

We are excited to support and collaborate on the Port Angeles Mobility Planning Project (PAMPP) and respectfully request your consideration of this application.

Thank you for this opportunity to support the City, the Port, and the North Olympic Region in making infrastructure upgrades that will protect constituents, and improve lives and livelihoods.

Sincerely,

Connie Beauvais
Commissioner
Port of Port Angeles

Steven Burke
Commissioner
Port of Port Angeles

Colleen McAleer
Commissioner
Port of Port Angeles



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February 13, 2024

NOAA Selection Official

NOAA Office of Coastal Management

2234 South Hobson Avenue

Charleston, SC 29405-2413

RE: Letter of Support for the North Olympic Peninsula Climate Resilience Collaborative Proposal

The Port of Port Angeles (Port) is pleased to support the North Olympic Peninsula Climate Resilience Collaborative. The Port’s marine terminal facilities provide an essential connection between the remote North Olympic Peninsula and the economies of urban Western Washington, British Columbia, and beyond. With the waterfront so profoundly connected to our working waterfront, local culture, and economy, the Port understands its importance to communities across the region – and the threats posed to our region under climate change.

Climate change brings critical risks to the North Olympic Peninsula, a geographically isolated region in northwest Washington State with coastlines on the Pacific Ocean, the Strait of Juan de Fuca, and the Hood Canal. Challenges for our region include sea level rise, increased riverine and estuary flooding due to more extreme precipitation events, water scarcity and drought created by reduced snowpack and changing precipitation patterns, and emergency preparedness for these risks, especially for our most vulnerable populations.

The region has a long history of collaborating on climate change planning and preparedness. However, in our rural, disadvantaged area, sustaining these efforts has not been easy over time. Creating a Climate Resilience Collaborative through a funded NOAA grant would provide the financial resources required to develop a collaborative framework that would extend beyond the grant's performance period and move risk reduction projects and actions from the planning phase to implementation ready.

Completion of these objectives will prepare the North Olympic Peninsula for the sustained regional effort necessary to reduce risks and increase our economic and climate resilience. We urge NOAA to support this critically important project.

We appreciate your consideration.

Sincerely,

Connie Beauvais
Commissioner
Port of Port Angeles

Steven Burke
Commissioner
Port of Port Angeles

Colleen McAleer
Commissioner
Port of Port Angeles

WE BRING PEOPLE, RESOURCES AND INDUSTRY TOGETHER TO FOSTER LIVING WAGE JOBS



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Executive Director
Paul Jarkiewicz

February 13, 2024

Washington Military Department
Emergency Management Division
20 Aviation Dr Ste 20
Camp Murray, WA 98430

Re: Support for Clallam County’s State Homeland Security Program Grant Application

The Port of Port Angeles fully supports Clallam County’s 2024 State Homeland Security Program (SHSP) grant. The requested funds for Starlink equipment will provide vital communication infrastructure for the county’s geographically isolated northwest region, which spans the Neah Bay and the Makah Reservation to the small communities of Clallam Bay and Sekiu.

These highly underserved populations face multiple disadvantages even in non-emergency situations, ranging from a lack of reliable radio connection and cell service to relying on only two primary roads (Highways 101 and 112) in and out of the area, which are prone to weather-related closures and frequent landslides.

Due to the lack of basic telecommunications infrastructure to address connectivity issues, the northwest region lags far behind other areas, such as Port Angeles and Sequim, in its emergency response capabilities. Starlink equipment will ensure that our county’s most vulnerable communities can stay connected with the county Emergency Operations Center (EOC), communicate their needs, and receive assistance during emergencies despite geographic challenges. These capabilities are necessary during any emergency, particularly in the case of a Cascadia megathrust event that would hit these areas harder than communities to the east.

The Port is committed to collaborating with Clallam County Emergency Management, Clallam County Fire District #5, and all agencies that operate under the joint Clallam County EOC umbrella in the Olympic Region. The Port has an agreement with Clallam County Fire District 5, which leases space at the Port’s Sekiu Airport to store and maintain fire response equipment. The Port supports this space being used to establish Starlink infrastructure in a backup location, that will facilitate better communications between the EOC and the Fire District during emergency events.

We appreciate your strong consideration of this proposal for the potential it brings to meaningfully impact the Northwest Region of Clallam County and bring it up to par with better-resourced areas.

Sincerely,

Connie Beauvais
Commissioner
Port of Port Angeles

Steven Burke
Commissioner
Port of Port Angeles

Colleen McAleer
Commissioner
Port of Port Angeles

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Future Agenda Items –Commission Meeting

2/13/2024

February 27, 2024 (Regular Commission Meeting)

- FM Pole Building
- CRTC Term Lease 1050
- Annual Capital Projects Report

March 12, 2024 (Regular Commission Meeting)

- Monthly DofA

March 26, 2024 (Regular Commission Meeting)

April 9, 2024 (Regular Commission Meeting)

- Monthly DofA

April 23, 2024 (Regular Commission Meeting)

Upcoming Events/Announcements

- Feb 2-10: Seattle Boat Show (Seattle)
- Feb 2: WPPA Port and Maritime Day (Olympia)
- Feb 24-25: Northwest Aviation Conference (Puyallup)
- April 2-4: AFRC Annual Conference (Stevenson)
- April 24-26: Olympic Logging Conference (Victoria, BC)

Future

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