



**REGULAR COMMISSION MEETING**  
**Tuesday, July 9, 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. OMC Community Education.....1-11
  - B. Trade Forestry Mission to Finland Recap.....12-30
  - C. Client Transparency Requirement.....31-40
- V. APPROVAL OF CONSENT AGENDA**
  - A. Regular Commission Meeting Minutes – June 25, 2024.....41-44
  - B. Vouchers in the amount of \$471,710.60.....45
- VI. COMPLETION OF RECORDS**
  - A. Monthly Delegation of Authority Report.....46-49
- VII. PLANNING AND CAPITAL PROJECTS**
  - A. Resolution 24-1298, Port Recreational & Public Access Plan.....50-83
- 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**

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

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

**XVII. FUTURE AGENDA.....84**

**XVIII. NEXT MEETINGS**

- A. July 23, 2024 – Regular Commission Meeting
- B. August 13, 2024 - Regular Commission Meeting
- C. August 27, 2024 - Regular Commission Meeting
- D. September 10, 2024 – Regular Commission Meeting

**XIX. UPCOMING EVENTS**

- A. WPPA Directors Seminar - July 11-12, 2024 – Kalama, WA
- B. WPPA Staff Retreat – July 16-17, 2024 – Port Angeles, WA
- C. Northwest Martine Terminal Association – July 18-19, 2024 – Bellingham, WA
- D. International Workboat Show – November 12-14, 2024 – New Orleans, LA

**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.



Presented by:  
Darryl Wolfe, CEO



Healthcare is on the ballot

[olympicmedical.org](http://olympicmedical.org)



# OMC is a public hospital

Locally owned by the community and governed by elected officials

- Created by communities to fill the gaps in what the community needs for health care
- Public hospitals like OMC mostly rely on revenue from providing healthcare services (like many other hospitals), but the tax base helps bridge gaps and keep basic and critical services local



# OMC is a public hospital

Locally owned by the community and governed by elected officials

- Services have been developed to meet the demands of our specific community
- Caring for the most vulnerable in our community is an important part of what we do





# Essential services that save lives

OMC provides crucial hospital services 24/7/365



- We provide medical care for patients regardless of ability to pay
  - Our 20-room ER managed 26,200 ER visits in 2023
  - We managed 591 trauma level cases thanks to our 24/7 access to general surgery, orthopedics, diagnostic imaging and more
- 
- 398 births in our labor and delivery in 2023
  - We average about 40 patients in the hospital daily

# Healthcare close to home

The best care is often local care



- Locally accessible care best is crucial for seniors and our most vulnerable populations
- Independent providers, such as stand-alone surgery and imaging centers, can provide value; however, they can control their payer mix to manage their profits. Most accept minimal Medicaid volumes (if at all), for example.
- Rural healthcare is an ecosystem



# Employees are our greatest assets

We have great healthcare workers who provide excellent care



- 1,550 employees care for you
- Reasonable and competitive wages, as well as stability, are crucial to the retention and recruitment of a quality workforce
- As the largest employer in Clallam County, OMC is a critical economic force in addition to being the anchor of our local health care system

# Proposition 1

If passed, Prop 1 supports the viability of 24/7/365 essential services and more

- **Public Hospital District No. 2 operations levy**
  - The current levy provided \$4.9 million to OMC in 2023
  - Last levy lift in 2008
- **Proposition 1**
  - If passed, hospital proposition 1 will support the viability of 24/7/365 essential services, help keep critically needed services local, reinforce our ability to recruit and retain our quality workforce, and give us flexibility and options for *meeting future health care needs of the community*.

\*\* The Commission of Public Hospital District No. 2, Clallam County, Washington (Olympic Medical Center) adopted Resolution No. 556 concerning the district's regular property tax levy. If approved, this proposition would provide additional operating and capital funds for hospital and other health care services. It authorizes a maximum regular property levy rate for collection in 2025 of 75 cents per \$1,000 of assessed value.





# Proposition 1

(cont.)

- If passed, the levy will provide an estimated \$12 million to support essential health care services at Olympic Medical Center, including labor and delivery, trauma and emergency services, and intensive hospital care



# Thank you





# Recent additions

Newer members of our provider team

- **Orthopedics trauma care:** Adam Cota, MD
- **Walk-in Clinic:** Julianne Knezovich, PA-C & Emily Pulte, PA-C
- **Primary care:** Erica Lena, ARNP
- **Wound care:** Richard Standaert, MD
- **Cancer care:** Charene Alderman, ARNP
- **Cardiology:** Zina Hajduczuk, MD [“Hi-due-check”]
- **Midwifery:** Jacqueline Clubine, ARNP, CNM

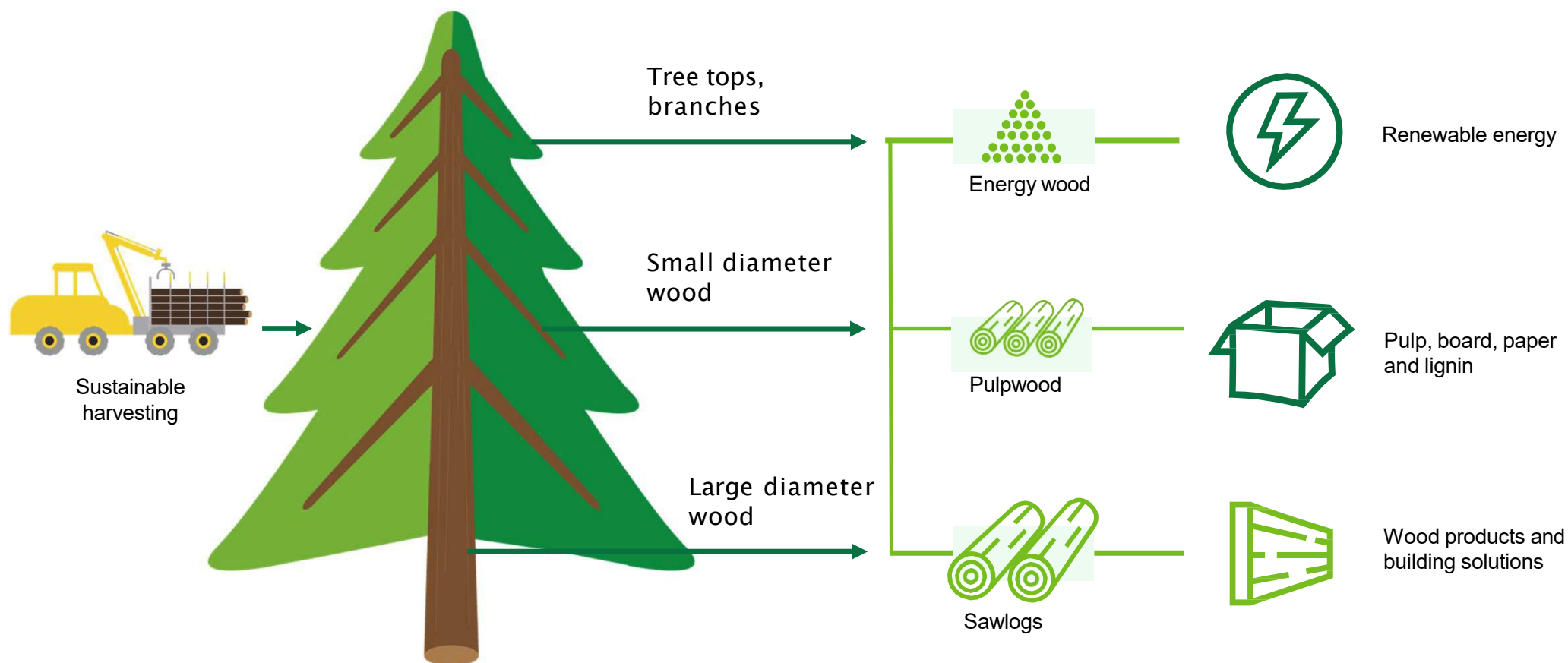


# Look who's coming to OMC

A peek at our new providers

- **Cancer care:** Lesley Cruz, DNP (July)
- **Orthopedics:** Sara Heck, PA-C (August)
- **Urology:** Timothy Hewitt, MD and Laurel Mast, MD (September)
- **Primary Care:** Matthew Sturm, MD (October)
- **OB/Gyn:** Emily Walle, DO (Mid-2025)

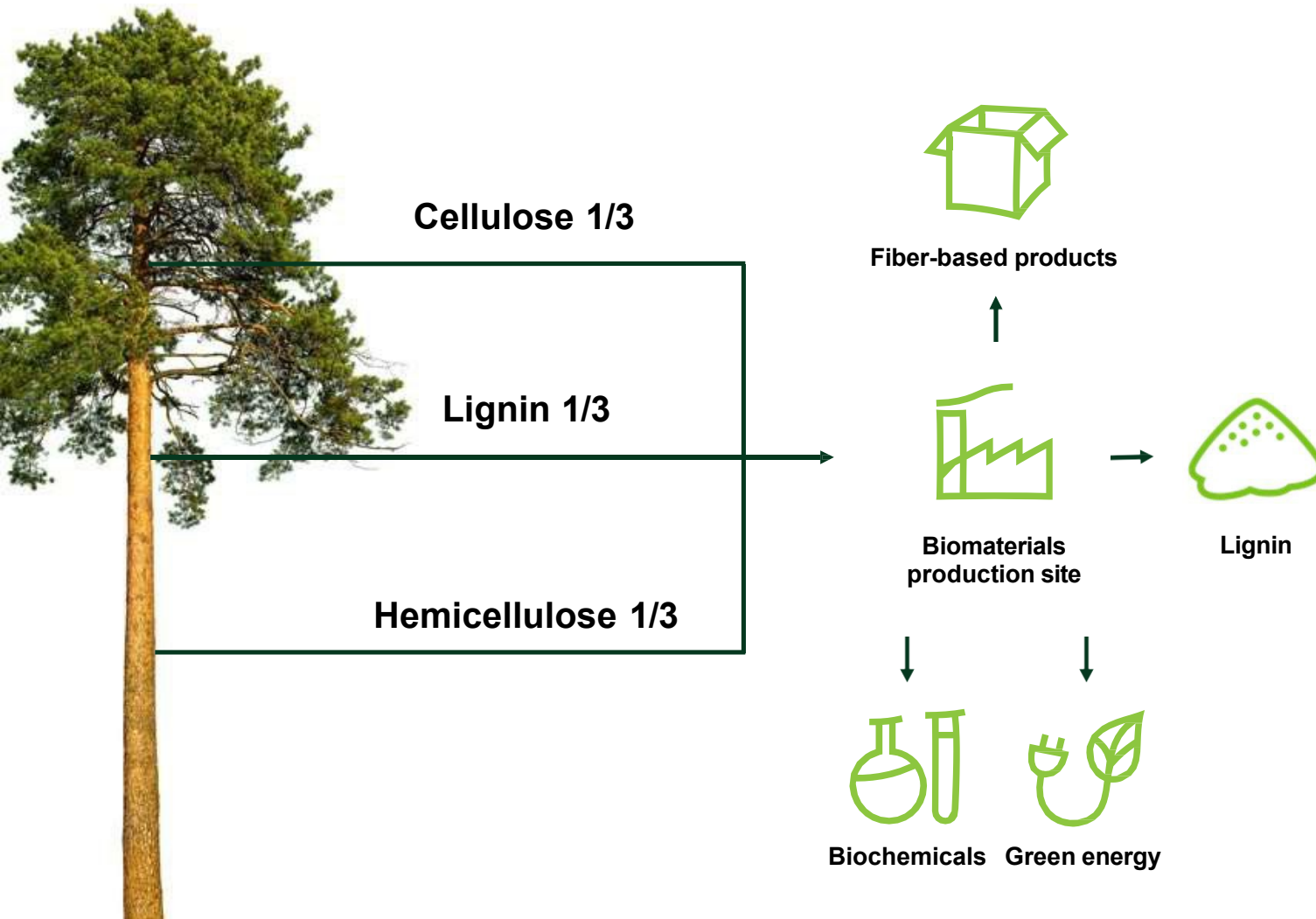
# We use all parts of each harvested tree ensuring optimal use



# Lignin makes up 1/3 of a tree with a world of possibilities



StoraEnso





# Lineo® by Stora Enso

## Nature's own binder

- Lineo® is made from lignin – one of the main building blocks of a tree.
- Lineo® is used in a variety of applications, ranging from replacing phenol in resins for plywood, replacing bitumen in asphalt to developing bio-based and biodegradable polymers.
- Available in dry, granulated form



# NeoLigno® by Stora Enso

## A bio-based and formaldehyde-free binder

- NeoLigno® is a bio-based binder free from formaldehyde and isocyanate
- The lignin used to produce NeoLigno® comes from wood. The wood we use in our operations is certified, fully traceable to its area of origin.
- NeoLigno® is suitable for a wide range of applications. NeoLigno® Trim for particleboard and NeoLigno® Therm for mineral wool.
- NeoLigno® helps our customers to develop more environmentally-friendly and safer end products.





# Papira® by Stora Enso

## A paper-based protective foam

- Papira® by Stora Enso is a bio-based, plastic-free and paper recyclable foam for protective packaging.
- This lightweight foam can be designed for complex shapes and thus allows for optimal cushioning.
- Papira® makes recycling easy as it allows the consumer to put the whole package in the same curbside collection bin. It is designed to be recycled as paper, but if exiting the circular material stream it will biodegrade.
- The Papira® pilot plant started production in the end of 2021 at Fors Mill, Sweden. Papira® is now being tested and validated with customers.





# FuraCore® by Stora Enso

- FuraCore® by Stora Enso is our breakthrough process to produce FDCA (FuranDiCarboxylic Acid), a bio-based monomer that enables the renewable polymer PEF (PolyEthylene Furanoate).
- PEF is just like its fossil-based counterpart PET (PolyEthylene Terephthalate), but it's bio-based and has performance benefits, making it highly suitable to replace fossil-based plastics, glass and aluminum in a wide range of packaging products.
- FuraCore® enables large scale economic production of FDCA. We are commissioning a pilot facility at Stora Enso's Langerbrugge Mill in Belgium to validate the technology and develop PEF based packaging products.



# The TreeToTextile Company

- A joint venture company owned by H&M Group, Inter IKEA Group, Stora Enso, and LSCS Invest.
- TreeToTextile develops and industrializes a new technology, TreeToTextile Technology™, that enables a new sustainable man-made cellulosic textile fiber.
- TreeToTextile technology provides textile fibers with good sustainability performance at an attractive cost-level. The process uses less chemicals, allowing for a more sustainable and cost-efficient process compared to conventional technologies and fibers.
- TreeToTextile is currently building a demonstration plant at Nymölla in southern Sweden.





# Lignode® by Stora Enso

## Bio-based hard carbon for energy storage

- Wood-based hard carbon can be utilised as a crucial component in batteries typically used in consumer electronics, the automotive industry and large-scale energy storage systems.
- There's a growing demand for batteries and we can meet it with a high-quality and sustainable alternatives.
- Stora Enso's pilot plant for producing lignin-based carbon materials for batteries is located at Sunila Mill, Finland.

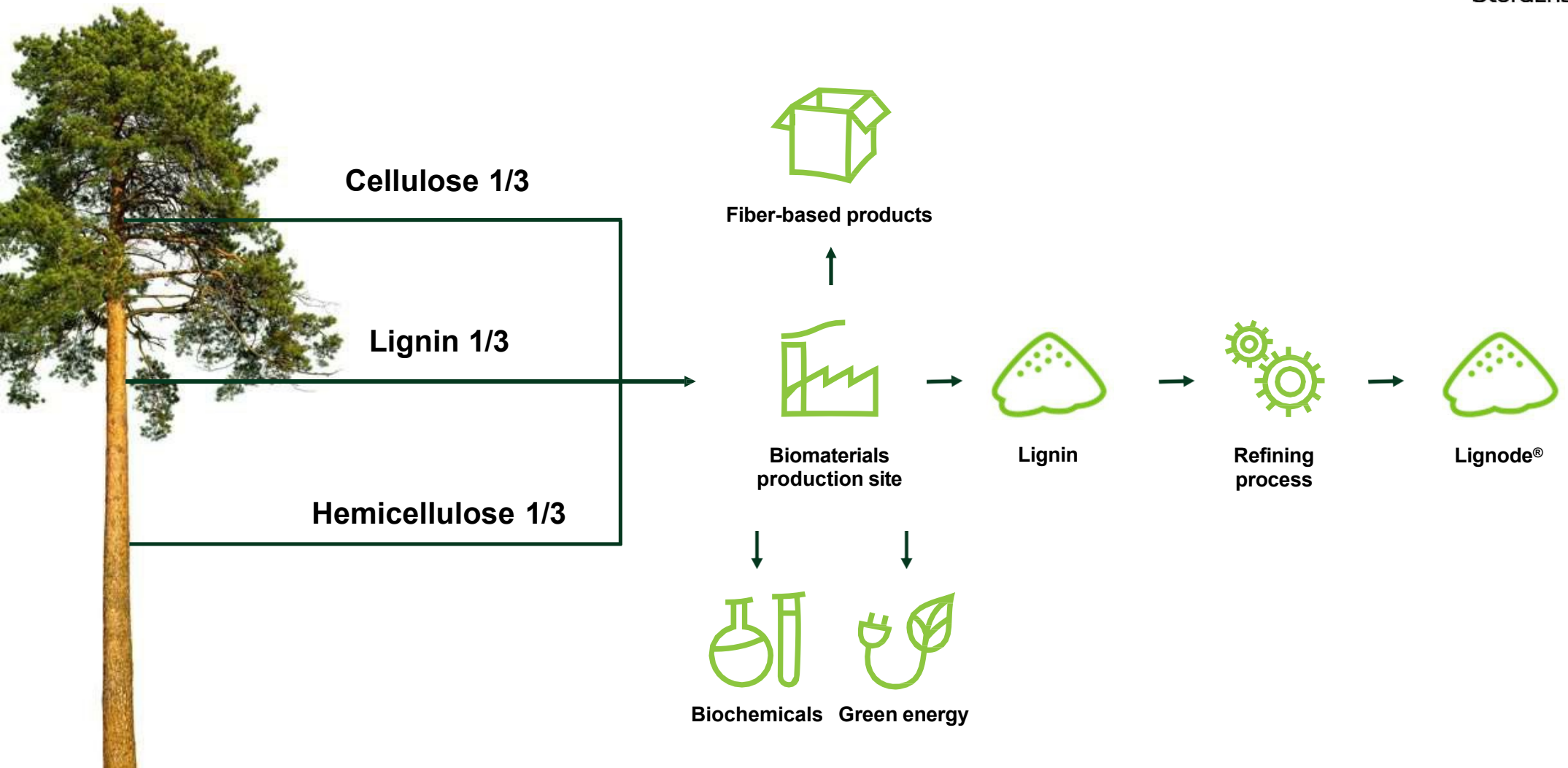




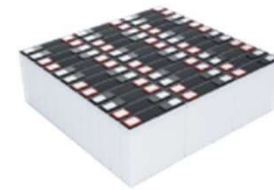
# Lignin makes up 1/3 of a tree with a world of possibilities



StoraEnso



# Lignode® – bio based alternative



**Anode material  
Lignode®**

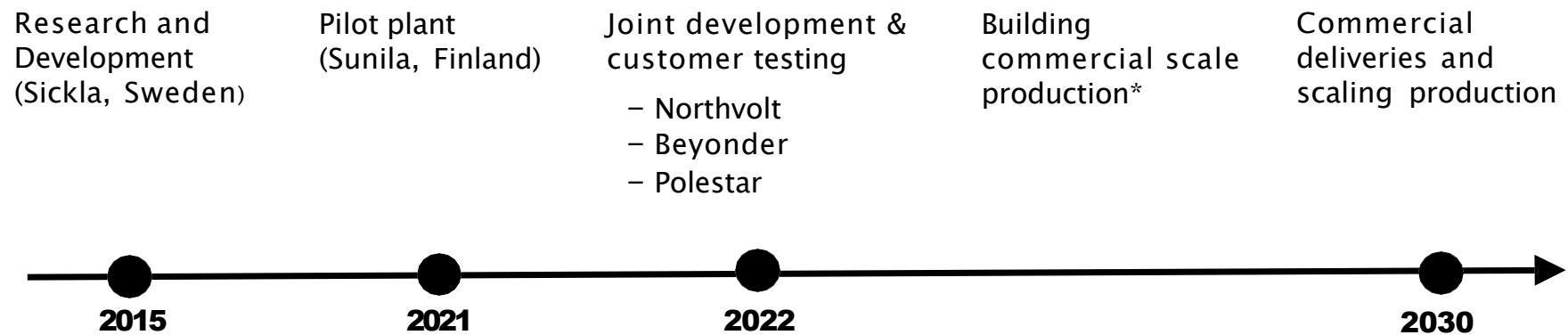
**Anode material  
on foil roll**

**Rolled into  
Lithium-ion cells**

**Cells are stacked  
into battery pack**

- **Electric vehicles**
- **Energy storage**
- **Other electric products**

# We continue the journey together with customers and partners



\*pending Stora Enso's investment decision





**Everything that is made from  
non-renewable materials today,  
can be made from trees  
tomorrow.**



StoraEnso



THE RENEWABLE MATERIALS COMPANY





























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

Date: June 25, 2024

Subject: Port Customer Transparency Requirement Policy

Presented by: Paul Jarkiewicz, Port Executive Director

### **RCW & POLICY REQUIREMENTS:**

The Port's proposed Customer Transparency Requirement (CTR) procedures are patterned off a federal-level Know Your Customer program (KYC), part of the USA Patriot Act of 2001, which imposes requirements on financial institutions and other business organizations to verify the identity of their clients and customers. Port Staff and Legal Counsel proposes that a similar local policy would be of value to the Port and seek Commission approval.

### **BACKGROUND:**

Governments and regulatory bodies worldwide are increasingly adopting enforced stringent regulations mandating the verification of customer identities. This is especially true in the financial and international sectors, where the risk of financial crimes, counterfeit currency and products, and money laundering is significantly high. Institutions are required to adhere to these regulations and establish comprehensive KYC programs to mitigate such risks.

At a federal level, KYC serves as a robust defense against identity theft and financial fraud. By verifying customer identities, organizations can ensure that they are not unknowingly facilitating fraudulent activities.

For all the same reasons, the Port believes customer transparency is vital at the local level as well.

Implementing the proposed CTR procedures also safeguards the Port's reputation. It sends a message that the Port is committed to preventing financial and counterfeiting crimes and maintaining the highest ethical standards. This commitment can help build trust with customers and partners.

The proposed Port CTR procedures include the following steps:

1. Customer Identification:

- a. Initial Intake. As part of doing business with the Port, customers will be required to supply customer identification materials. The information typically includes the customer's full name, address, date of birth, and various identification documents. These documents may include government-issued IDs, passports, utility bills, or any other relevant proof of identity and address.

For corporate customers, customers will be required to provide: Country/State of incorporation, principle place of business address (in state of incorporation), declaration of beneficial ownership with percentage of ownership disclosed, and documentation verifying corporate, LLC and or partnership.



- b. Corporate Customer Information Update. At such time corporate customer information changes, corporate customers will be required to re-submit updated customer identification materials. For the purposes of this Policy, any change of ownership including sale, transfer, liquidation or other disposition of more than 10% of customer corporate stock or limited liability company units will be considered a change.
- 2. Customer Verification:

Once the customer's information and identification documents are collected, the Port may verify the provided information against public databases and records, to check the accuracy and authenticity of the data to ensure it matches the customer's actual identity.

  - a. If at initial customer intake, the Port determines customer-supplied information does not match public databases and records, the information will be returned to the customer for correction and timely resubmittal. No final action will be taken on application, land use agreement, etc. until the Port is satisfied the customer identification information is accurate.
  - b. If at time of corporate customer information update, the Port determines customer-supplied information does not match public databases and records, the information will be returned to the customer for correction and timely resubmittal. Failure to timely re-submit or failure to update corporate customer information when required pursuant to this Policy, the Port may find the customer in default of customer's application, land use agreement, etc. and issue notice of same. Customer may cure the Default by submittal/resubmittal of accurate information to the Port's satisfaction.

3.

**FINANCIAL IMPACT:**

None or minimal.

**RECOMMENDED ACTION:**

Staff recommends the Commission approve the Port Customer Transparency Requirement Policy as proposed.

## Customer Transparency Requirement (CTR) Policy & Procedures

The Port's proposed Customer Transparency Requirement (CTR) Policy & Procedures are patterned off a federal-level Know Your Customer program (KYC), which imposes requirements on financial institutions and other business organizations to verify the identity of their clients and customers.

Governments and regulatory bodies worldwide are increasingly adopting enforced stringent regulations mandating the verification of customer identities. This is especially true in the financial and international sectors, where the risk of financial crimes, counterfeit currency and products, and money laundering is significantly high. Institutions are required to adhere to these regulations and establish comprehensive KYC programs to mitigate such risks.

At a federal level, KYC serves as a robust defense against identity theft and financial fraud. By verifying customer identities, organizations can ensure that they are not unknowingly facilitating fraudulent activities.

For all the same reasons, the Port believes customer transparency is vital at the local level as well.

Implementing the proposed CTR procedures also safeguards the Port's reputation. It sends a message that the Port is committed to preventing financial and counterfeiting crimes and maintaining the highest ethical standards. This commitment can help build trust with customers and partners.

The proposed Port CTR Policy & Procedures include the following steps:

1. Customer Identification:

- a. Initial Intake. As part of doing business with the Port, customers will be required to supply customer identification materials. The information typically includes the customer's full name, address, date of birth, and various identification documents. These documents may include government-issued IDs, passports, utility bills, or any other relevant proof of identity and address.

For corporate customers, customers will be required to provide: Country/State of incorporation, principle place of business address (in state of incorporation), declaration of beneficial ownership with percentage of ownership disclosed, and documentation verifying corporate, LLC and or partnership.

- a. Corporate Customer Information Update. At such time corporate customer information changes, corporate customers will be required to re-submit updated customer identification materials. For the purposes of this Policy, any change of ownership including sale, transfer, liquidation or other disposition of more than 10% of customer corporate stock or limited liability company units will be considered a change.

2. Customer Verification:

Once the customer's information and identification documents are collected, the Port may verify the provided information against public databases and records, to check the accuracy and authenticity of the data to ensure it matches the customer's actual identity.

- a. If at initial customer intake, the Port determines customer-supplied information does not match public databases and records, the information will be returned to the customer for correction and timely resubmittal. No final action will be taken on application, land use agreement, etc. until the Port is satisfied the customer identification information is

accurate.

- b. If at time of corporate customer information update, the Port determines customer-supplied information does not match public databases and records, the information will be returned to the customer for correction and timely resubmittal. Failure to timely re-submit or failure to update corporate customer information when required pursuant to this Policy, the Port may find the customer in default of the customer's application, land use agreement, etc., and issue notice of same. Customer may cure the Default by submittal/resubmittal of accurate information to the Port's satisfaction.

The Port proposes to use the attached forms to implement the proposed Port CTR procedures.

Attachments:

- Individual Form
- Corporate Form



## Customer Transparency Requirement | Individual

### For Port use only

Application Type\*

☐ New ☐ Update

Account Type\*

☐ Normal ☐ Minor ☐

### ☐ 1. Personal Details

	Prefix	First Name	Middle Name	Last Name
<input type="checkbox"/> Name* (Same as ID proof)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	<input type="checkbox"/> M- Male	<input type="checkbox"/> F- Female		
PAN*	<input type="text"/>		<input type="checkbox"/>	
Marital Status*	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/>	
Citizenship*	<input type="checkbox"/> U.S.	<input type="checkbox"/> Other – Country	Country Code	<input type="text"/>
Residential Status*	<input type="checkbox"/> Resident Individual	<input type="checkbox"/> Non Resident	<input type="checkbox"/> Foreign National	<input type="checkbox"/>

### ☐ 2. PROOF OF IDENTITY AND ADDRESS

<input type="checkbox"/> A-Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>
<input type="checkbox"/> B-Voter ID Card	<input type="text"/>		
<input type="checkbox"/> C-Driving Licence	<input type="text"/>	Driving Licence Expiry Date	<input type="text"/>
<input type="checkbox"/> D-NREGA Job Card	<input type="text"/>		
<input type="checkbox"/> E-National Population Register Letter	<input type="text"/>		

Address [For other than resident Individual, please mention Overseas Address]

Line 1*	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
District*	<input type="text"/>
Pin/Post Code*	<input type="text"/>
City/Town/Village*	<input type="text"/>
State/U.T Code*	<input type="text"/>
ISO 3166 Country Code*	<input type="text"/>

### ☐ 3. CURRENT ADDRESS DETAIL

☐ Same as above mentioned address (In such cases address details as below need not be provided)

I. Anyone of the following:

<input type="checkbox"/> A-Passport Number	<input type="text"/>
<input type="checkbox"/> B-Voter ID Card	<input type="text"/>
<input type="checkbox"/> C-Driving License	<input type="text"/>
<input type="checkbox"/> D-National Population Register Letter	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Deemed Proof of Address – Document Type code	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

No need to attach. Aadhaar card. If submitted, Aadhaar Number to be masked by the customer

No need to attach. Aadhaar card. If submitted, Aadhaar Number to be masked by the customer

No need to attach. Aadhaar card. If submitted, Aadhaar Number to be masked by the customer

Address

Line 1*	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
District*	<input type="text"/>
Pin/Post Code*	<input type="text"/>
City/Town/Village*	<input type="text"/>
State/U.T Code*	<input type="text"/>
ISO 3166 Country Code*	<input type="text"/>

☐ 4. Contact Details

Tel. (Off) [ ] [ ] [ ] - [ ] [ ] [ ] [ ] Tel. (Res) [ ] [ ] [ ] - [ ] [ ] [ ] [ ] Mobile\* [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Email ID\*

\*mandatory and subject to validation, hence provide the valid information in legible manner

☐ 5. Remarks (If any)

[illegible]

## 6. Applicant Declaration

- I hereby declare under penalty of perjury in the state of Washington that the details furnished above are true and correct to the best of my knowledge/belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting. I am aware that I may be held liable for it.
- I hereby declare that I am not making this application for the purpose contravention of any Act, Rules, Regulations or any statute of legislation or any notifications/directions issued by any governmental or statutory authority from time to time.
- Signed \_\_\_\_\_ Printed Name: \_\_\_\_\_

▪ Signed \_\_\_\_\_ Printed Name: \_\_\_\_\_

[illegible]

## 7. Attestation / For Port Use only

Documents Received ☐ Certified Copies ☐  
☐ Equivalent e-document ☐

**General instructions:**

1. Self-Certification of documents is mandatory.
2. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the list mentioned under [F].
3. If any proof of identity or address is in a foreign language, then translation into English is required duly attested by the official as indicated above
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If current & permanent addresses are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport / PIO Card /OCI and overseas address proof is mandatory.
8. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
9. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board / Passport of Minor / Birth Certificate must be provided.

**A. Clarification / Guidelines on filling 'Personal Details' section**

1. Name: The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
2. One of the following is mandatory: Mother's name, Spouse's name, Father's name.

**B. Clarification / Guidelines on filling 'Current Address details' section**

1. In case of deemed PoA such as utility bill, the document need not be uploaded on CKYCR
2. PoA to be submitted only if the submitted Pol does not have current address or address as per Pol is invalid or not in force.
3. State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
4. In Section 2, one of I, II and III is to be selected. In case of online E-KYC authentication, II is to be selected.
5. In Section 3, one of I, II, III and IV is to be selected. In case of online E-KYC authentication, II is to be selected.
6. List of documents for 'Deemed Proof of Address'

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
02	Property or Municipal tax receipt.
03	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
04	Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation.

7. Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.
8. "Equivalent e-document" means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.
9. "Digital KYC process" has to be carried out as stipulated in the PML Rules, 2005.

**C. Clarification / Guidelines on filling 'Contact details' section**

1. Email/Mobile is mandatory for upload into KRA system and please provide.
2. Please mention two-digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999)
3. Do not add '0' in the beginning of Mobile number.

**D. Clarification / Guidelines on filling 'Related Person details' section**

1. Provide KYC number of related person, if available.

**E. Clarification on Minor**

1. Guardian details are optional for minors above 10 years of age for opening of bank account only
2. However, in case guardian details are available for minor 10 years of age, the same (or CKYCR number of guardian) is to be uploaded.

**F. List of people authorized to attest the documents after verification with the originals:**

1. Authorised officials of Asset Management Companies (AMC).
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD compliant mutual fund distributors.
4. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
5. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.
6. Government authorised officials who are empowered to issue Apostille Certificates.

**G. List of people authorized to perform In Person Verification (IPV):**

1. Authorised officials of Asset Management Companies (AMC).
2. Authorised officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC.
3. KYD compliant mutual fund distributors.
4. Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (for investors investing directly).
5. In case of NRI applicants, a person permitted to attest documents, may also conduct the In Person Verification and confirm this in the KYC Form.

**H. PAN Exempt Investor Category**

1. Investments (including SIPs), in Mutual Fund schemes up to INR 50,000/- per investor per year per Mutual Fund.
2. Transactions undertaken on behalf of Central/State Government, by officials appointed by Courts, e.g., Official liquidator, Court receiver, etc.
3. Investors residing in the state of Sikkim.
4. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India



## List of two digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State/U.T	Code	State/U.T	Code	State/U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chhattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarkhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

## List of ISO 3166 two digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GO	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Island	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Island	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Moyotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SI
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NZ	Taiwan province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire   Code d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion   Reunion	RE	Virgin Island, U.S.	VI
Croatia	HR	Korea, Republic	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao   Curacao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy   Saint Barthelemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French Part)	MF		

## **CUSTOMER TRANSPARENCY REQUIREMENTS**

### **NON-INDIVIDUALS FORM CORPORATE ENTITY**

Company Name:..... Registration No:.....

Postal Address:.....

Physical Address:.....

Email Address:.....

Country/State of Incorporation:.....Website:.....

Brief Description of Business:.....

Principle Place of Business address (in state of incorporation)

.....

### **CONTACT PERSON**

Title:..... Name(s)..... Surname.....

Date of Birth:..... National ID/Passport No.....

Telephone:..... Fax:.....

Email Address:.....

Physical Address:.....

Village/Town/City:..... Country.....

### **BANKING DETAILS**

Bank Name:..... Branch:.....

Branch Code:..... Account

Number:.....

### **DECLARATION OF BENEFICIAL OWNERSHIP**

The Company hereby confirms and declares that as at date hereby, the following individual(s) is/are the ultimate principal beneficial owner(s) of the Company through ownership in the intermediate or ultimate holding companies:

Full Name	Residential Address	Date of Birth	Nationality	Percentage of Ownership (%)

## DOCUMENT REQUIREMENTS

The following documents should be provided for verification:

### Company

- ℞ Certificate of incorporation or Limited Liability Company Documentation
- ℞ Notice of Registered Office and Postal Address
- ℞ Identification documents of the person(s) managing the company
- ℞ Resolution specifying who is authorized to act on behalf of the company
- ℞ Identification document(s) of the person(s) authorized to act on behalf of the company
- ℞ Identification document e.g. Certified copy of ID/Passport

### Partnerships

- ℞ Partnership agreement
- ℞ Identification documents of the natural persons who are partners e.g Certified copy of ID/Passport
- ℞ Resolution specifying who is authorized to act on behalf of the partnership
- ℞ Identification document(s) of the person(s) authorized to act on behalf of the partnership

## DECLARATION

I hereby declare under penalty of perjury in the State of Washington that the information provided above is true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misrepresenting, I am aware that I may be liable for it.

Full Name:

Designation/Position: .....

Signed:..... Date:.....

Location: \_\_\_\_\_



**REGULAR COMMISSION MEETING**  
**Tuesday, June 25, 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	John Nutter, Dir. of Finance & Admin.
Colleen McAleer, Commissioner	Caleb McMahon, Dir. of Econ. Development
Steve Burke, Commissioner*	Katharine Frazier, Grants & Contracts Mgr.
Paul Jarkiewicz, Executive Director	Braedi Joutsen, Clerk to the Board
	<i>*Commissioner Burke joined the meeting at 09:50 AM</i>

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:31)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:32-0:56)**

None.

**III. APPROVAL OF AGENDA (0:57-1:52)**

- Motion to approve the agenda with the addition of T1/T3 Bid Award: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

**IV. WORK SESSION (1:53-1:21:33)**

- A. Dan Shea Recognition
  - Discussion
  - No Action
- B. USCG Visit to Commission
  - Presentation: Coast Guard Air Station Executive Officer CDR Roger Barr
  - Discussion
  - No Action
- C. Maritime Festival Recap
  - Presentation: Caleb McMahon
  - Discussion
  - No Action
- D. Strategic Plan Update
  - Presentation: Paul Jarkiewicz
  - Discussion
  - No Action
- E. Client Transparency Requirement
  - Presentation: Paul Jarkiewicz
  - Discussion
  - No Action

***\*Comm. Burke joined the meeting at 9:50 am.***

- F. May Financial & Cash/Investment Report
  - Presentation: John Nutter
  - Discussion
  - No Action

**V. APPROVAL OF CONSENT AGENDA (1:21:34-1:23:13)**

- A. Regular Commission Meeting Minutes – June 11, 2024
- B. Vouchers in the amount of \$280,751.00
  - Discussion
  - Motion to approve the consent agenda as presented: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS**

No items

**VII. PLANNING AND CAPITAL PROJECTS (1:23:14-1:36:24)**

- A. Item for Consideration – Resolution 24-1296, Matching Funds for the WSDOT Port Electrification Program
  - Presentation: Katharine Frazier
  - Discussion
  - Motion to introduce Resolution 24-1296, a Resolution of the Board of Commissioners of the Port of Port Aneles committing matching funds and authorizing the Executive Director to apply for a State Department of Transportation Port Electrification Grant for zero-emission equipment and shore power upgrades: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)
  - Motion to waive second consideration: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)
  - Motion to adopt Resolution 24-1296: Comm. Burke
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)
- B. T1/T3 Repair Bid Award
  - Presentation: Katharine Frazier
  - Discussion
  - Motion to authorize the Executive Director to execute a public works contract with Legacy Contracting Inc. for the Terminal 1 and Terminal 3 repairs project for the total amount of Two Million Eight Hundred Eighty-Nine Thousand Fifteen Dollars and Seventy-Nine Cents (\$2,889,015.79). This contract total includes Washington State Sales Tax and a 5% contingency budget for potential change orders: Comm. Burke
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)

**VIII. LOG YARD (1:36:25-1:36:38)**

- A. Log Loader Update
  - Presentation: Paul Jarkiewicz
  - No Action

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY (1:36:39-1:39:01)**

- A. Item for Discussion – R&R Development Final Lease Renewal
  - Presentation: Caleb McMahon
  - Discussion
  - No Action

**XI. MARINAS**

No items

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS (1:39:02-1:48:39)**

- A. Endorsement Letter – Osprey Logistics 2024 Marine Highway Program Application
  - Presentation: Katharine Frazier
  - Discussion
  - Motion to approve the letter as presented: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)
  
- B. Resolution 24-1297 – Boat Auction
  - Presentation: John Nutter
  - Discussion
  - Motion to adopt Resolution 24-1297 and authorize the auction to proceed: Comm. Burke
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS (1:48:40-2:01:33)**

Comm. Beauvais cannot attend the US Coast Guard Change of Command ceremony on August 9<sup>th</sup>.

Comm. Burke mentioned he will make a more in-depth presentation at the next commission meeting regarding his forestry trade mission to Finland.

Comm. McAleer shared that she and Caleb attended the Oregon Mass Timber Coalition yesterday in Portland, Oregon.

Comm. Beauvais shared that she spoke with the Commissioner of Public Lands, Hilary Franz, about the Port and other public entities conducting Good Neighbor Authority Treatment on federal forest lands.

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:01:34-2:01:58)**

None.

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS (2:01:59-2:02:21)**

- A. July 9, 2024 – Regular Commission Meeting
- B. July 23, 2024 - Regular Commission Meeting
- C. August 13, 2024 - Regular Commission Meeting
- D. August 27, 2024 – Regular Commission Meeting

**XIX. UPCOMING EVENTS (2:02:22-2:04:18)**

- A. WPPA Finance & Administration Seminar – June 26-28, 2024 – Vancouver, WA
- B. WPPA Directors Seminar - July 11-12, 2024 – Kalama, WA



- C. WPPA Staff Retreat – July 16-17, 2024 – Port Angeles, WA
- D. WPPA Commissioner Seminar - July 22-24, 2024 – Richland, WA
- E. USCG Change of Command Ceremony - August 9, 2024 – Port Angeles, WA
- F. Fort Lauderdale International Boat Show – Oct. 30-Nov. 3, 2024 – Ft. Lauderdale, FL

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

**XX. EXECUTIVE SESSION (2:04:19-2:05:25)**

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. Following the executive session, the Commission is not expected to take action in public session.
- Discussion: Two (2) items concerning real estate sale, purchase, or lease, discussing such matters in executive session are appropriate pursuant to RCW 42.30.110.(1)(c).
- Recess: 5 minutes
- Start Time: 11:15 am
- End Time: 11:45 am
- No Action

Public Session of Commission Meeting Reconvened: 11:45 am

Commissioner Beauvais noted that as a result of the executive session there was no action to be taken.

**XXI. ADJOURN (2:05:26-2:05:28)**

Comm. Beauvais adjourned the meeting at 11:45 am.

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 June 20, 2024 – July 2, 2024**

**Accounts Payable**

	<b>Begin Check #</b>	<b>End Check #</b>		
<b>For General Expenses and Construction</b>				
Accts Payable Checks (computer)	418350	418383	\$	111,058.14
VOIDED/ZERO PAYABLE CHECKS			\$	-
Accts Payable ACH	003013	003023	\$	61,567.33
Accts Payable ACH	003088	003113	\$	41,787.00
VOIDED/ZERO PAYABLE ACH			\$	-
Wire Transfer – Excise Tax			\$	7,732.11
Wire Transfer - Leasehold Tax			\$	-
<b>Total General Expenses and Construction</b>			<b>\$</b>	<b>222,144.58</b>
<b>Payroll</b>				
Employee Payroll – Draws (Direct Deposit)			\$	-
Voided Payroll Check			\$	-
Employee Payroll Checks PPD (Direct Dep)	003024	003087	\$	177,400.76
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$	72,165.26
<b>Total Payroll</b>			<b>\$</b>	<b>249,566.02</b>
<b>Total General Exp &amp; Payroll</b>			<b>\$</b>	<b>471,710.60</b>

Date: July 9, 2024

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

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

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

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

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

# MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS

## June 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, Resolution 24-1290 dated 1.09.2024)**

**June 2024**

<b>TENANT NAME</b>	<b>DOCUMENT</b>	<b>LOCATION</b>	<b>FORM OF SURETY</b>	<b>SQ FEET</b>	<b>TERM</b>	<b>MONTHLY RENT</b>
Baranof Yacht Sales LLC	Term Lease	2577 W Sequim Bay Rd, JWM Crow's Nest Office	3 months rent \$1,500	220 SF Office	1 year 6.01.2024-5.31.2025	\$500 \$25 CAM
Project Macoma LLC	Second Temporary Access License Agreement	1301 Marine Drive Land near Terminal 7 for access	Waived	Acreage near log yard	3 months July 1, 2024 - Oct 1, 2024	Fee waived
Andy Choi	Amendment to License 6.28.2024	801 Marine Dr (10,322 SF)	Waived	Reduced Area by 1,683 SF	Current MTM License dated 6.29.18	\$607.55 \$0.058
Westport, L.L.C.	Third Lease Renewal	Boatyard Dry storage	\$2,324.06 on file	13,847 SF	1 year 8/1/2024-7/31/2025	\$2,215.52 \$0.16/SF

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

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
Floyd Snider	On-Call Strategic Support for Environmental Projects Amendment 02	\$10,000	Time and material - Not to exceed

**PROFESSIONAL SERVICES AGREEMENT AMENDMENT**

**PORT OF PORT ANGELES**

**Project:** On-Call Strategic Support for  
Environmental Projects

**Original Agreement Date.** 3/21/2023

**Amendment No.** 02

The On-Call Strategic Support for Environmental Projects agreement by and between the Port of Port Angeles (Port) and Floyd Snider (Consultant) is amended as follows:

**The compensation for this agreement has been increased by Ten Thousand Dollars (\$10,000) to a total agreement sum not to exceed Forty-five Thousand Dollars (\$45,000).**

The effective date of this Amendment 02 upon execution whichever is later.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT.

THIS AMENDMENT, consists of one (1) page is executed by the persons signing below who warrant that they have the authority to execute this Amendment under the original Agreement.

IN WITNESS WHEREOF, the PORT and the CONSULTANT have signed this Amendment.

FLOYD SNIDER



Signature

Principal

Title

6/25/2024

Date

PORT OF PORT ANGELES



Signature

Title

EXECUTIVE DIRECTOR

Date

06/20/2024



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

**July 9, 2024**

**SUBJECT: Recreation & Public Access Plan**

**STAFF LEAD: Katharine Frazier – Grants & Contracts Manager**

**BACKGROUND:**

The Port is required to renew a comprehensive recreation and public access plan to be eligible for funding through many grant programs offered by the Washington State Recreation & Conservation Office (RCO). Grants that require this plan include the Boating Facilities Program and the Washington Wildlife and Recreation Program.

The Recreation and Public Access Plan details an organization's plans to build and maintain facilities that provide recreation opportunities and access to natural spaces, including the waterfront. It includes an inventory of existing facilities, data on statewide recreational trends, and details on the Port's budgeted facility improvement projects.

The Port's most recent Recreation and Public Access Plan was adopted by the Commission on February 27, 2018. The 2018 Plan has expired, and the Port must adopt a new Plan for the next six years by September 1, 2024.

**ANALYSIS:**

Port staff have prepared an updated 2024 Recreation & Public Access Plan based on the 2018 plan. Updates are focused on:

- Reflecting recreation-related projects from the 2024 Capital Budget, including those projected through 2028
- Integrating new data on recreation and water access trends that can inform future planning efforts and decisions
- Summarizing public input and feedback collected from partner agencies, including Clallam County and the Jamestown S'Klallam Tribe

**FISCAL IMPACT:**

Submitting an updated Recreation & Public Access Plan to RCO will have no fiscal impact, but it will make the Port eligible for future rounds of funding under programs like the Boating Facilities Program.

**RECOMMENDED ACTION:**

Make a motion to introduce Resolution No 24-1298. If unanimous, introduce Resolution No 24-1298. Then, approve and adopt Resolution No 24-1298 without waiving a second consideration at the next public meeting on July 23<sup>rd</sup>, 2024.

**NEXT STEPS:**

If Resolution No 24-1298 is adopted, Port staff will finalize the Plan by attaching the Resolution as an appendix. Then, staff will send the new Plan to the Director of RCO for agency review and approval.

**24-1298**

A RESOLUTION of the Port Commission of the Port of Port Angeles adopting the 2024 Port Recreation and Public Access Plan.

WHEREAS, the Port of Port Angeles adopted Resolution No. 18-1168 on February 27, 2018, establishing and adopting the existing 2018 – 2024 Park and Recreation Plan; and

WHEREAS, a Recreation and Public Access Plan is required to maintain eligibility for certain Recreation and Conservation Office (RCO) grant programs; and

WHEREAS, the updated 2024 Plan was drafted in accordance with the guidelines of the State of Washington Recreation and Conservation Office planning policies; and

WHEREAS, on May 30, 2024, pursuant to RCW 53.08.270, the draft plan was provided to local park and recreation agencies with jurisdiction for their review; and

WHEREAS, on May 31, 2024, the draft plan was provided to members of the public, including marina tenants, to solicit feedback on recreation facility investments and maintenance; and

WHEREAS, the draft 2024 Plan was presented to the Port Commission at the July 9, 2024, Port Board of Commissioners Meeting; and

WHEREAS, Port staff shall submit the 2024 Recreation and Public Access Plan to the Recreation and Conservation Office (RCO), thus meeting the eligibility requirements for the next six years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Port Angeles that:

The Port of Port Angeles 2024 Recreation and Public Access Plan is hereby adopted. Any new park, recreation, and public access projects on Port property therein shall be incorporated into the Port's Comprehensive Scheme of Harbor Improvement Plan as appropriate. The prior Port 2018-2024 Park and Recreation Plan adopted under Resolution No. 18-1168 is hereby repealed.

ADOPTED by the Port Commission in a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 2024

PORT OF PORT ANGELES  
PORT COMMISSION

\_\_\_\_\_  
Connie Beauvais, President

\_\_\_\_\_  
Colleen McAleer, Vice President

\_\_\_\_\_  
Steven Burke, Secretary



# **Port of Port Angeles**

## **Recreation and Public Access Plan**

### **2024**

*July 23, 2024*



*Prepared by:*

***Port of Port Angeles***  
***338 W. First Street***  
***Port Angeles, WA 98362***

## Contents

Introduction .....	4
Purpose .....	4
Jurisdiction .....	4
Background .....	5
Goals and Objectives.....	6
Recreation and Public Access Goals.....	6
Recreation and Public Access Objectives.....	6
Inventory.....	7
Community Setting .....	7
Existing Inventory.....	8
John Wayne Marina .....	8
Port Angeles Boat Haven (Boat Haven) .....	12
<i>Figure 5: Port Angeles Boat Yard</i> .....	13
City of Port Angeles Waterfront Trail & Valley Creek Estuary .....	15
Olympic View Airport Loop .....	16
Public Involvement .....	17
Demand and Need Analysis .....	18
Population Trends.....	18
Statewide Recreation Trends.....	18
Response to Demand .....	19
Capital Improvement Plan .....	19
Strategy .....	19
Proposed Projects .....	20
John Wayne Marina .....	21
Port Angeles Boat Haven (PABH) .....	22
<b>Public Access Plan</b> .....	23
Plan Adoption.....	26
Appendix A: Comments on Recreation & Public Access Plan .....	<b>Error! Bookmark not defined.</b>
Appendix B: Shoreline Public Access Background .....	29

ADOPTION RESOLUTION .....	30
SELF CERTIFICATION FORM.....	31
<b>Figures:</b>	
Figure 1: Clallam County/Port District	
Figure 2: John Wayne Marina Overview	
Figure 3: Port Angeles Boat Haven Overview	
Figure 4: Port Angeles Inner Harbor Public Access Plan	
Figure 5: John Wayne Marina Public Access Plan	
<b>Appendices:</b>	
Appendix A: Comments on Recreation & Public Access Plan	
Appendix B: Shoreline Public Access Background	
Appendix C: Adoption Resolution & Self Certification Form	



## Introduction

### **Our Vision:**

*A Prosperous Clallam County*

### **Our Mission:**

*We bring people, resources and industry together to foster economic prosperity and living wage jobs.*

Per

[Port of Port Angeles Strategic Plan 2015-2020](#)

## Purpose

The Port of Port Angeles Recreation and Public Access Plan establishes a framework to guide the operation, development, and improvement of public recreation lands and facilities under the Port of Port Angeles' (Port) ownership. This plan is for recreational facilities only and is consistent with the Washington State Recreation and Conservation Office (RCO) Comprehensive Plan Guidelines.

This plan also provides the basis for eligibility for federal and state financial assistance. All elements necessary to qualify for recreation funding are included in this plan:

- Goals and objectives
- Inventory
- Public Involvement
- Demand and need analysis
- Capital Improvement Program
- Local Adoption

This Plan will be revised each spring to mirror the Port's capital budget planning process.

## Jurisdiction

The Port of Port Angeles is a port district (municipal corporation) approved by Clallam County voters in 1922 and established in 1923. The Port is responsible for promoting and enhancing the economic vitality of Clallam County through business development and job creation and serves the community as both a public steward and an economically self-sustaining enterprise.

Title 53 of the Revised Code of Washington (RCW) enables ports to operate certain recreational facilities. RCW 53.08.260 enables port districts to construct, improve, maintain, and operate public park and recreation facilities when such facilities are necessary to fully utilize boat landings, harbors, wharves, and piers; air, land and water passenger and transfer terminals and waterways; and other port facilities.

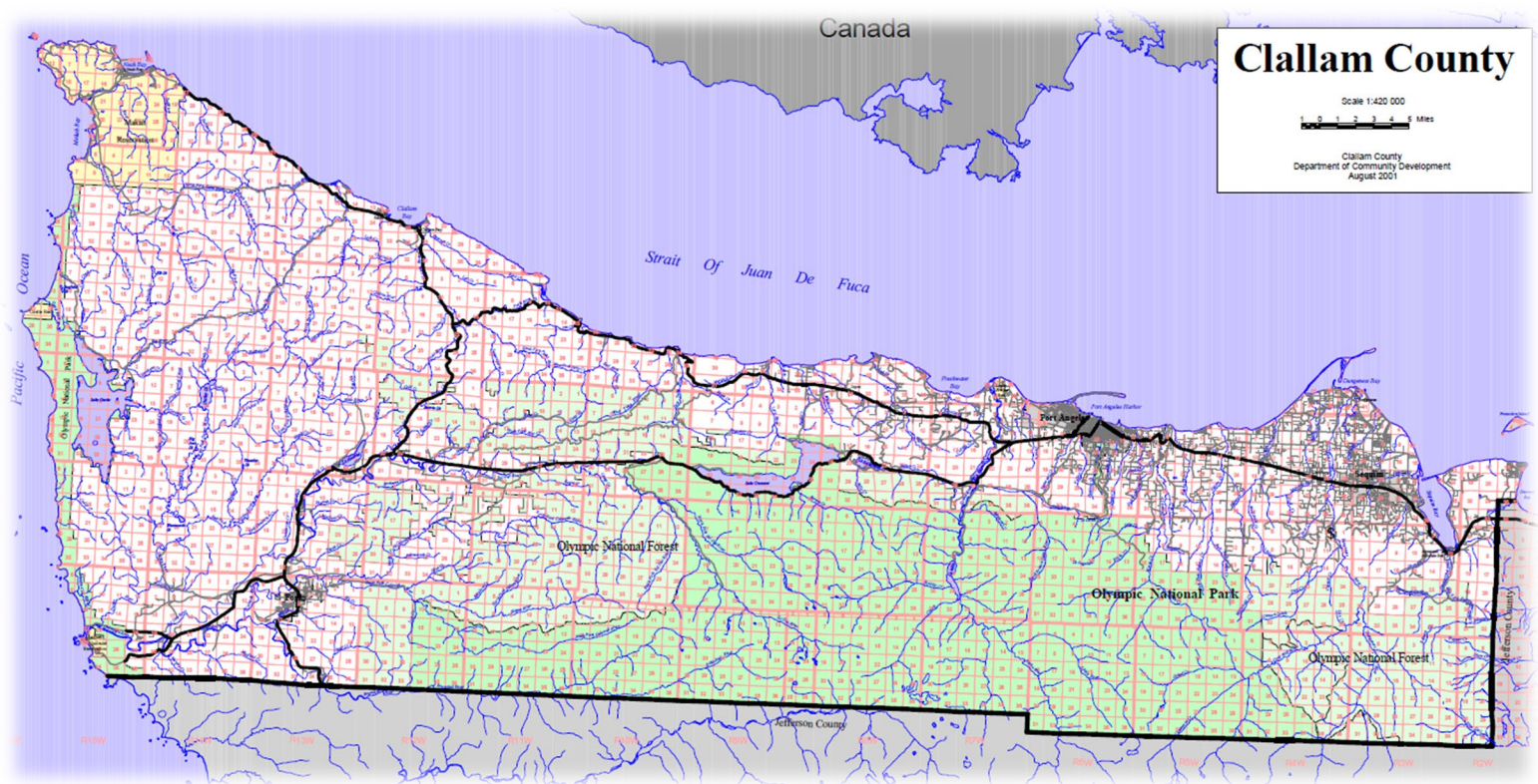
Through the provision of increased public access, the Port of Port Angeles upholds the Public Trust Doctrine as detailed in local Shoreline Master Programs. The Doctrine's essence is that the state's waters are a public resource available to all citizens for navigation, commerce, fishing, recreation, and similar

uses and that this trust is not invalidated by private ownership of the underlying land. The Doctrine limits public and private use of tidelands and other shorelands to protect the public's right to use the State's waters. While the Doctrine does not allow public trespass on privately owned lands, it does protect public use of navigable water bodies below the ordinary high-water mark.

The Shoreline Management Act is one of the primary means of enabling the Public Trust Doctrine. All Shoreline Master Programs must include a public access element to make provisions for public access to publicly owned areas and a recreational element to preserve and develop recreational opportunities.

While Port district boundaries cover the entire county, this plan will discuss only recreation lands and facilities owned and operated by the Port of Port Angeles. Figure 1 shows Clallam County/Port District for an overview of the Port District. Clallam County and the cities within the county maintain their own comprehensive park and recreation plans.

**Figure 1: Clallam County/Port District**



## Background

The Port is a complex enterprise that operates, manages, and makes capital investments in four lines of business: Marine Facilities, Marinas, Airports, and Industrial Properties.

These businesses include four marine terminals, two airports, two marinas, industrial business parks, and several other industrial and commercial properties. In addition to its business responsibilities, the Port also plays an important role in redeveloping industrial properties throughout Clallam County.

Historically, the Port provided facilities for handling logs transported from the Olympic Peninsula to destinations in the Puget Sound and along the West Coast, and for export to Pacific Rim countries. Log handling is still an important business line to the Port and our county, but in recent years, the Port has modernized its facilities and expanded its marine terminal services to support vessel repair services.

Today, the Port is working diligently to strengthen Clallam County's economy through strategic investments in its facilities, partnerships with public and private entities to reposition and revitalize key properties, and identification of emerging markets and new business opportunities that create community value and facilitate new job development.

## Goals and Objectives

### Recreation and Public Access Goals

The Port of Port Angeles prioritizes recreational public access. The Port's vision is to support our existing public recreational facilities so that residents, visitors, and future generations can maintain a healthy, active lifestyle by exploring the open spaces, shorelines, and waters under Port ownership or control.

The following goals are based on prior public input, the Port's mission and strategic priorities, and available recreational resources:

**Goal 1.** Ensure that, where practical and safe, Port recreation sites, facilities, and their shoreline environments are accessible to all community members.

**Goal 2.** Continue to maintain and expand recreational boating, fishing, and pedestrian shoreline access opportunities.<sup>1</sup>

**Goal 3.** Balance the maximization of public access with minimizing safety risks to the public and the working waterfront community members.

**Goal 4.** Preserve or enhance shorelines, near-shore, and marine habitats where opportunities exist.

### Recreation and Public Access Objectives

The Port's goals will be met by implementing the following objectives as feasible:

**Objective 1.** Maintain, improve, and expand (where appropriate) boat ramp access points for

<sup>1</sup> Appendix B, attached, is detailed City of Port Angeles Shoreline Master Program language regarding Public Access.



recreational boaters.

**Objective 2.** Ensure recreation facilities are identifiable and easy to locate by implementing a system of easily visible signage for all Port recreation sites.

**Objective 3.** Invest in improvements and maintenance projects at the Port Angeles Boat Haven and John Wayne Marina to improve the experience of day users, recreational fishers, and moorage clients. Improvements should include the rehabilitation of existing showers and restrooms, the development of new additional facilities, laundry facilities, fish cleaning stations, and picnic areas at both marinas, as needed.

**Objective 4.** Collaborate with the City of Port Angeles, Peninsula Trails Coalition, Clallam County, the Lower Elwha Klallam Tribe, and the Jamestown S’Klallam Tribe to improve and ensure balance between our communities’ working waterfront and safe public access to Port-owned property adjacent to the Waterfront and Olympic Discovery Trails (as detailed on the Public Access Plan, Figures 10 & 11).

**Objective 5.** Contribute to habitat preservation and improvement efforts by identifying conservation opportunities in Port infrastructure projects, including through the Puget Sound Partnership and collaboration with local partners like the Lower Elwha Klallam Tribe and Clallam County Marine Resources Committee.

## Inventory

### Community Setting

Clallam County is composed of 1,738 square miles and lies across the northern half of Washington’s Olympic Peninsula, the northwest corner of the Pacific Northwest. Its western and northern boundaries are the Pacific Ocean and Strait of Juan de Fuca shorelines. The southern boundary cuts through Olympic National Park, the nearly million-acre wilderness interior of the Peninsula. The high mountains, rugged coastlines, deep forest, miles of unspoiled rivers, clean air and water, and marine climate offer a most unusual combination of environmental amenities. When the cultural, educational, and social amenities available in the cities and towns are considered, along with the range of living styles from small towns to rural to backwoods, the county becomes a uniquely desirable place to live and work.

Clallam County is home to three incorporated municipalities: Port Angeles (the county seat), Sequim, and Forks. The county is also home to four federally recognized Tribes: the Jamestown S’Klallam, Lower Elwha Klallam, Makah, and Quileute Tribes.

The county is rich in natural resources and recreational opportunities on public land. Approximately 46% of the county is federal land (National Park & National Forest), approximately 14% is state land (Timber Lands & State Parks), approximately 1% is local government (County, Cities, Port & School Districts) and 39% is private land. The Port of Port land area is approximately 858 acres or .08% of the county land area.

## Existing Inventory

Clallam County has many existing facilities owned or managed by other agencies and Tribal governments including trails, campgrounds, boat launches, marinas, picnic areas, shelters, natural areas, open space, community and regional parks, multi-use trails, special use areas and other amenities. Only those pertaining to Port owned facilities are included in this chapter.

### John Wayne Marina

A new marina was proposed in the late 1970s by the Port of Port Angeles to meet the demand for a marina in eastern Clallam County. Surveys indicated the existence of many non-trailerable pleasure boats, as well as commercial fishing boats for which there were no moorage opportunities. The project was also designed to increase access to the relatively protected waters between Dungeness Spit and McCurdy Point which lies west of Port Townsend. The Port was able to undertake construction of a marina on the west shore of Sequim Bay following the donation of property for that purpose by the estate of film star John Wayne. Construction on [John Wayne Marina](#) (*link*) started in 1983 and was completed in 1984.

*Figure 2: John Wayne Marina, looking west*



Moorage is provided in a 13-acre oval shaped wet moorage basin. The basin and access channel are protected by a 1,800 lineal foot rubble mound breakwater. Concrete floats provide 300 permanent moorage slips and 22 transient slips for visiting boats. Additional floats will be added as needed until the ultimate capacity of approximately 355 slips is reached.

Service facilities are provided to meet boater needs. These include boat fuel and a sewage pump out station on the fuel float near the marina entrance, disposal receptacles for trash and used oil, electrical and water service to the floats, and a remote restroom building. In addition, the main service building

provides restrooms and showers, a self-service laundry, and a harbormaster's office for the boater's convenience. Lease space in the service building allows businesses to provide various goods and services for the boater's needs. Currently, this space is occupied by a restaurant. Finally, the building provides space for the Sequim Bay Yacht Club, and a large public meeting room with a kitchen which can be rented on a daily basis.

Within the protected marina basin is a two lane boat launch with an associated lot for truck and trailer parking. This ramp is popular with local and visitor boaters alike because of year-round access and proximity to prime recreational fishing and crabbing locations.

The marina is a popular recreation area for the non-boater too. A ½ acre park allows picnicking, boat and wildlife viewing, and other passive recreational activities. The waterfront promenade and the deck and viewing tower of the service building are popular attractions. The Pitship Point breakwater at the basin entrance channel is used for fishing. Finally, the 8-acre public beach south of the basin is available to the public for a variety of activities such as kayak and paddleboard launching, beach combing, and sunbathing. Picnic tables are provided overlooking the beach.

The kiosk at the top of the boat launch ramp presents a permanent interpretative display, educating the boaters about the importance of protecting the marine environment. One side shows the birds and mammals likely to be seen in the Sequim Bay vicinity. The other side depicts the various ways boaters can disturb wildlife, and cautions boaters to avoid those practices. This is particularly important because Protection Island and Dungeness Spit, located near Sequim Bay, are wildlife sanctuaries.

The east-central segment of the [Olympic Discovery Trail](#) (link) runs just a half mile west of the marina. Trail users enjoy easy access to the public marina facilities via White Feather Way and W. Sequim Bay Road.

Since its opening in 1984 the marina has become a major attraction and source of pride for the Sequim area. Sequim's reputation as a retirement area has been enhanced by having a first-class marina facility. Visits by boaters from other areas have also increased dramatically. The marina is a center for a wide variety of recreational activities from strolling and observing to fishing and clamming. The public meeting room is also a hub of activity, with events from public forums to wedding receptions. In short, rather than just a boat marina, John Wayne Marina has become a major waterfront recreation center in eastern Clallam County.

In addition to the wide range of on and off-water public recreation opportunities, John Wayne Marina plays a key role in the Jamestown S'Klallam Tribe's Federally permitted and Treaty protected shellfish aquaculture work. The Tribe operates four FLUPSYs (floating upweller systems) at John Wayne Marina that support commercial and subsistence shellfish production. The Tribe also has multiple vessels moored at John Wayne Marina used for natural resource enforcement, oil spill response, as well as commercial and subsistence treaty resource harvest. The Port of Port Angeles works with the Jamestown S'Klallam Tribe to ensure Tribal access and recognizes John Wayne Marina provides important infrastructure for economic development and treaty resource protection efforts of the Tribe. The Port of Port Angeles also recognizes that marina operations and associated improvements



sometimes pose environmental and cultural resource challenges. When necessary, the Port of Port Angeles works cooperatively with the Tribe to identify meaningful mitigation measures.

Figure 3: John Wayne Marina Overview





### Port Angeles Boat Haven (Boat Haven)

The Port owns and operates the [Port Angeles Boat Haven](#) (link) on the Port Angeles Harbor. The Boat Haven is a certified Clean Marina that provides easy water access for both recreational and commercial boaters. Closer to the Pacific Ocean than any other port on the Puget Sound, the Boat Haven is the best option for no-hassle access to all points northwest.

*Figure 4: Port Angeles Boat Haven, looking north*



The Boat Haven has 442 slips for all types of craft. Boaters have access to a wide range of services, including water, electricity, fuel, sewage pump out station, boat hoist and transient moorage. The moorage is arranged in three separate sections. Each section has its own parking area. Restrooms are provided on the east side and the west side. The east restroom buildings have showers. Waste oil disposal areas are provided on both sides of the marina, as well as trash receptacles.

The Boat Haven underwent renovation in 2007-2009 to reconfigure the existing space, provide larger slips with easier access, and update facilities.

The two-lane West Boat Launch is located at the west end of the Boat Haven. This ramp has its floats removed during winter to prevent storm damage. This facility was reconstructed in 2016 utilizing RCO Boating Facility Grant funding. Directly adjacent to this ramp along the shoreline is a pocket park with picnic tables and trash receptacles.

The Port developed a pocket park adjacent to the West Boat Launch. The objective of building the park adjacent to the boat launch area was to create a pleasant and attractive site for passive recreation. The park is used by boaters and those who accompany boaters before launching and after retrieval of boats.



Also, users include the public who enjoy being close to the activity associated with boating and fishing, and who enjoy watching boating activities in Port Angeles Harbor. Prior to the construction of the park there was no place for non-boating users, except for an unimproved grass area.

Adjacent to the boat haven is a public boat yard. This facility is available for the maintenance and repair of vessels under 65 feet in length. A 70-ton mobile straddle hoist can be used to take the smaller boats out of the water and place them in dry storage spaces for maintenance and repair work.

*Figure 5: Port Angeles Boat Yard*



Figure 6: Port Angeles Boat Haven Overview





### City of Port Angeles Waterfront Trail & Valley Creek Estuary

The [City of Port Angeles Waterfront Trail](#) (*link*) extends for nearly 8 miles along the inner Port Angeles Harbor shoreline from the Morse Creek Rail Road Trestle to the US Coast Guard Air Station at the tip of Ediz Hook. The Waterfront Trail is part of the [Olympic Discovery Trail](#) (*link*) that is under development from Bainbridge Island to La Push on the Pacific Ocean.

The City Waterfront Trail runs directly adjacent to Port waterfront property for two miles along the inner harbor west of Hollywood Beach. At the Port's Valley Creek Estuary stretch of trail, there is access to the shoreline, in addition to the extensive access provided at the Boat Haven marina.

The Port constructed the Valley Creek estuary in 1997 as restoration for filling in the adjacent K-PLY Mill Log Pond. The estuary portion was the Port's responsibility as a restoration site. The estuary provides a visible and effective transition between Downtown Port Angeles and the Port's working waterfront to the west. The upland Valley Creek Estuary Park was developed through a cooperative effort between the City of Port Angeles, Port Angeles Soroptimist Club, and the Port. The City maintains this park on Port-owned land and provides a viewing tower, an interpretative pavilion, interpretative signs, overlooks, landscaping, and a bridge over Valley Creek.

*Figure 7: Valley Creek Estuary Park and Waterfront Trail*





In 2015, the City completed their Railroad Avenue Esplanade and Oak Street Waterfront Park east of Valley Creek Estuary as detailed in the City Waterfront Transportation Improvement Plan. The Waterfront Park directly blends into the Port Valley Creek Estuary. The three-acre City Waterfront Park and adjacent Esplanade re-envision the waterfront experience and connect downtown Port Angeles to the Harbor shoreline for residents and visitors.

*Figure 8: City Waterfront Park and Port Valley Creek Estuary, looking east to the Esplanade*



### **Olympic View Airport Loop**

Since April 2014, Port staff has been working with a dedicated group of local pilots and citizens to complete a pedestrian/bicycle loop around [Fairchild Airport](#) (link). The loop was envisioned to incorporate existing roads, the Olympic Discovery Trail, and newly constructed gravel pathways. The northern half of this loop, officially known as the Olympic View Airport Loop (OVAL), has been completed at minimal cost. This northern section of trail that consists of newly constructed gravel pathways and existing paved airport roads is approximately 1.3 miles in length. This route connects S. L Street to the Olympic Discovery Trail at 18<sup>th</sup> Street.

The southern half of the loop, however, will require some fencing, more extensive clearing operations, and possibly negotiations with private citizens who own property adjacent to the proposed loop. When completed, this loop trail will be approximately 5 miles in length. This ongoing project will provide a new and welcomed recreational opportunity to the citizens of Clallam County. The loop will also increase the public's appreciation and awareness of a vibrant commercial airport's importance to the long-term economic well-being of the county.

*Figure 9: Olympic View Airport Loop, looking west*



## **Public Involvement**

Public involvement is important to a port recreation plan. In spring 2024, the Port conducted targeted outreach to the public and sought feedback from local recreation communities. Outreach included messaging to the Port’s marina user listservs and the City of Sequim Parks, Arbor, & Recreation Board.

To coordinate recommendations in the Port Recreation and Public Access Plan with other park and recreation providers, the draft plan was sent in May 2024 to the following municipalities and tribal governments for review and comment:

- City of Port Angeles
- City of Sequim
- Jamestown S’Klallam Tribe
- Lower Elwha Tribe
- Clallam County

Comments on the Draft Recreation and Public Access Plan are included in Appendix A.

## Demand and Need Analysis

The purpose of this chapter is to prepare updated forecasts of demand for the infrastructure associated with various recreational activities supported by the Port of Port Angeles. This analysis was developed using national, state, and local data about population characteristics and recreation trends.

Forecasting is a key element in the planning process. Forecasts of activities presented in this chapter are to be used as guidelines for the formulation of long-term recreation development and improvement plans. Participation trends and forecasts help the Port proactively keep its development plans in line with public demand.

Participation in various outdoor activities can be affected by changes in population, available sites and infrastructure, lifestyles, economics, technology, and the politics of land use. With an understanding of these characteristics and use of the best available data, this plan makes a best estimate of change in recreation patterns to assist with determining future Port outdoor recreational needs.

## Population Trends

Washington's population is expected to grow by 2.2 million people by 2050 per the Washington State Office of Financial Management's 2023 [Forecast of the State Population](#) report. This growth will result in a total population of 9.9 million, up from 7.7 in 2020 – an annual growth rate of 0.8%. Increase in population is expected to be mostly from people moving into the state, which is often the result of the attractiveness of Washington as a place to live. An increasing population means more people enjoying outdoor spaces, but it also means more congestion and competition for recreation resources. The

The national population is aging, and with Clallam County's status as a desirable retirement location, the county follows this trend. The percentage of residents in Clallam County age 65 and older has steadily risen from 24.1% in 2010 to 32.3% in 2023 ([American Community Survey](#)). Meanwhile, in 2023 the state's 65 and older population was 16.8% and the median age was 38.4, compared to 52.3 years in Clallam County.

As older Washington residents remain highly active, the aging demographic trend is having an impact on recreation in the state. According to the [2023 Recreation and Conservation Plan](#) for Washington State, the 60 years and older age group is the fast growing group in the state. This age group is becoming increasingly fit and engaged in the state's outdoor resources, and they will seek a diversity of recreational experiences.

## Statewide Recreation Trends

The [State of Washington 2022 Assessment of Outdoor Recreation Demand Report](#) identifies 23 outdoor recreation categories. The top ten favored activities for the Peninsulas region (Clallam, Jefferson, Mason, and Kitsap Counties) and percentage of responses are:

1. Walking (or using a mobility device) on Roads/Sidewalks: 91%
2. Wildlife/Nature Viewing: 90%
3. Walking/Day Hiking (or using a mobility device) on Trails: 89%
4. Scenic Driving or Sightseeing: 88%



5. Picnic, BBQ, or Cookout: 68%
6. Visiting Outdoor Cultural/Historical Facilities and Attending Cultural Events: 66%
7. Hanging Out: 64%
8. Community Garden or Farmers' Market: 63%
9. Gathering/Collection (anything in nature): 55%
10. Swimming (natural settings): 53%

While boating is not a preferred recreational activity for most Clallam County residents, it is important to the economy with people spending about \$4.5 billion/year on recreation boating in Washington State per *Earth Economics, Economic Analysis of Outdoor Recreation in Washington State 2020*. 44% of Washington residents participated in motorized boating and 14% participated in sailing ([2023 Recreation and Conservation Plan](#)). In addition, 61% swam in natural settings and 52% participated in paddleboarding activities, both of which are options at public water access points like those maintained by the Port.

Supporting boating facilities is the Port's recreational activity niche and is important to our local and state economy. Boating on marine waters is a seasonal activity tied directly to the pleasant summer weather found in Western Washington and recreational fishing and crabbing seasons. Boating related to both recreation and commercial fishing is a key part of our coastal, rural economy.

## **Response to Demand**

The Port will continue to support recreational boating and water access facilities by conducting ordinary maintenance and capital improvements as needed. The expansion of these facilities will depend on stakeholder input during the development of the annual capital budget and the availability of state and federal grants to fund such infrastructure improvements.

With walking in a park or trail like setting being the most favored recreational activity in Clallam County the Port will continue to collaborate with the City of Port Angeles, City of Sequim, Peninsula Trails Coalition, Clallam County, Lower Elwha Klallam Tribe and the Jamestown S'Klallam Tribe to improve and ensure accessibility to Port owned property adjacent to the Waterfront and Olympic Discovery Trails.

## **Capital Improvement Plan**

The following is a brief overview of strategies that address the Port of Port Angeles's role in providing public access opportunities along with a summary of project development plans and the proposed capital improvement program for submittal to the Recreation and Conservation Funding Board for the next 5 year planning cycle.

## **Strategy**

This plan recommends that the Port of Port Angeles pursue a strategic approach where:

- The Port assumes responsibility for functions and/or site-specific projects that no other agency or organization provides. Where possible, the Port will also strategically help coordinate or support these functions and activities at project sites led by other viable sponsors.
- The Port will assume a primary role in the development and maintenance of boat launch sites and marinas in locations that are currently owned by the Port or those that complement the Port's planned land uses.
- The Port will work with other public agencies, such as the City of Sequim, City of Port Angeles, Lower Elwha Klallam Tribe, and Clallam County to provide public access along the shoreline. The Port and its partners will collaboratively create and maintain a system of interconnected trails, natural corridors, and related facilities accessing Port properties and connecting community parks and public facilities in locations which are compatible with Port industrial or marine trades activities. See the Public Access Plan section below for details of these existing and proposed public access points.

## Proposed Projects

The following proposed project elements are based on the current Port 2024 Budget approved via Port Commissioners' Resolution No 23-1288. Modifications and the addition of projects at the following facilities will be documented on a yearly basis in the Port's annual Budget.

It is important to note that the five-year Capital Improvement Plan is a living planning document and is open to changes as needed. For example, if an unforeseen funding opportunity becomes available, the Port may opt to move a project from one year to another to take advantage of the opportunity. Alternatively, if repair to a site or a facility becomes critical, the Port may opt to rebalance funds and scheduling between projects to facilitate necessary or time-sensitive work. The Port of Port Angeles will consult with area Tribes to ensure compliance with cultural and environmental regulations for proposed improvements to the Port's facilities.

## John Wayne Marina

**Table 1: Proposed Projects at John Wayne Marina**

Project Description	Potential Grant Funding Source	Alignment To Recreation Goals	2024	2025	2026	2027	2028
Float & Pile Repairs	BIG, BFP	Objective 3			\$300,000	\$260,000	
Sewer Pump Out Replacement	CVA	Objective 3		\$17,500			
Ductless Heat Pump	TBD	Objective 3		\$12,000			
Boat Launch Float Replacement	BIG	Objective 3	\$85,750				
Grant Funding Sources: ALEA – Aquatic Lands Enhancement Account, BFP – Boating Facilities Program, BIG – Boating Infrastructure Grant Program, CVA – Clean Vessel Act, LWCF – Land and Water Conservation Fund State and Local Assistance, WWRP – Washington Wildlife and Recreation Program, NA – Not Applicable & TBD – To Be Determined							

### Boating Facilities Projects at John Wayne Marina

- Float & Pile Repairs: The floats at John Wayne Marina have exceeded their useful lifespan. This critical infrastructure will be replaced to ensure boaters can continue to moor their vessels in the marina and enjoy access to Sequim Bay and the Strait of Juan de Fuca.
- Sewer Pump Out Replacement: This project will maintain clean, safe pump out facilities for boaters.
- Boat Launch Float Replacement: Current project in 2023-2024 to procure and install a new and improved boat launch float for public use.

### Public Access Projects at John Wayne Marina

- Ductless Heat Pump Replacement: The heat pump providing climate control to the Harbormaster’s Office, restaurant, Sequim Bay Yacht Club, and public meeting room, and boater showers/restrooms has exceeded its useful lifespan. This project will include procurement and installation of a new ductless heat pump to maintain safe and comfortable facilities for boaters and other marina visitors.



## Port Angeles Boat Haven (PABH)

**Table 2: Proposed Projects at Port Angeles Boat Haven**

Project Description	Potential Grant Funding Source	Alignment To Recreation Goals	2024	2025	2026	2027	2028
Boat Launch Restroom	BFP, BIG, WWRP	Objective 3			\$25,000		
West PABH Float Replacements	BFP, BIG	Objective 3	\$70,000	\$20,000	\$150,000	\$250,000	\$100,000
Grant Funding Sources: ALEA – Aquatic Lands Enhancement Account, BFP – Boating Facilities Program, BIG – Boating Infrastructure Grant Program, CVA – Clean Vessel Act, LWCF – Land and Water Conservation Fund State & Local Assistance, WWRP – Washington Wildlife and Recreation Program & TBD – To Be Determined							

### Boating Facilities Project at Port Angeles Boat Haven

- Boat Launch Restroom: Renovation of the public restroom at the PABH boat launch. This restroom serves all Boat Launch visitors, including non-boaters who visit the facility for access to shoreline views.
- West PABH Float Replacements: The western floats at PABH have exceeded their useful lifespan. This critical infrastructure will be replaced to ensure boaters can continue to moor their vessels in the marina and enjoy access to Port Angeles Harbor and the Strait of Juan de Fuca.

## Public Access Plan

Public access to the shoreline in Clallam County is important. The Shoreline Management Act is one of the primary means by which the Public Trust Doctrine is enabled. The City of Port Angeles, City of Sequim, and Clallam County Shoreline Master Programs (SMPs) include a public access element to make provisions for public access to publicly owned areas, and a recreational element for the preservation and enlargement of recreational opportunities.

Providing improved and expanded safe public access to the shoreline as part of future Port development aligns with existing local SMPs. The Port will work with other public agencies, such as the City of Sequim, City of Port Angeles, and Clallam County to identify, develop, and maintain safe shoreline access points.

Figure 10 – Port Angeles Inner Harbor Public Access Plan and Figure 11 – John Wayne Marina Public Access Plan provide an overview of existing and potential public access locations that are compatible with Port industrial and marine trades activities and build upon existing access point and recreational trail networks. Balance between existing and new public access with marine trades and heavy industrial activities along our communities working waterfront is important. Recreational opportunities for residents and visitors to our area are essential for a healthy community. Living-wage jobs generated by the working waterfront are key to the community's financial health and future.

Industry, economic development, and recreation can safely coexist within the whole landscape of Port Angeles Harbor. Taking advantage of this landscape by appropriately locating public access at significant geographic features and in between industrial areas is the Port's responsible goal and objective. The Port Angeles Inner Harbor Public Access Plan (Figure 10) and the John Wayne Marina Public Access Plan (Figure 11) provide an overview of existing and potential public access locations that are compatible with industrial and marine trades activities. These plans build upon existing access points and recreational trail networks maintained by the Port, City of Port Angeles, and other partners.

Through thoughtful development and renovation of public recreation sites along the shoreline, the Port of Port Angeles will strive to preserve our working waterfront and the safety of the public that visit and work within these important facilities.

Figure 10: Port Angeles Inner Harbor Public Access Plan

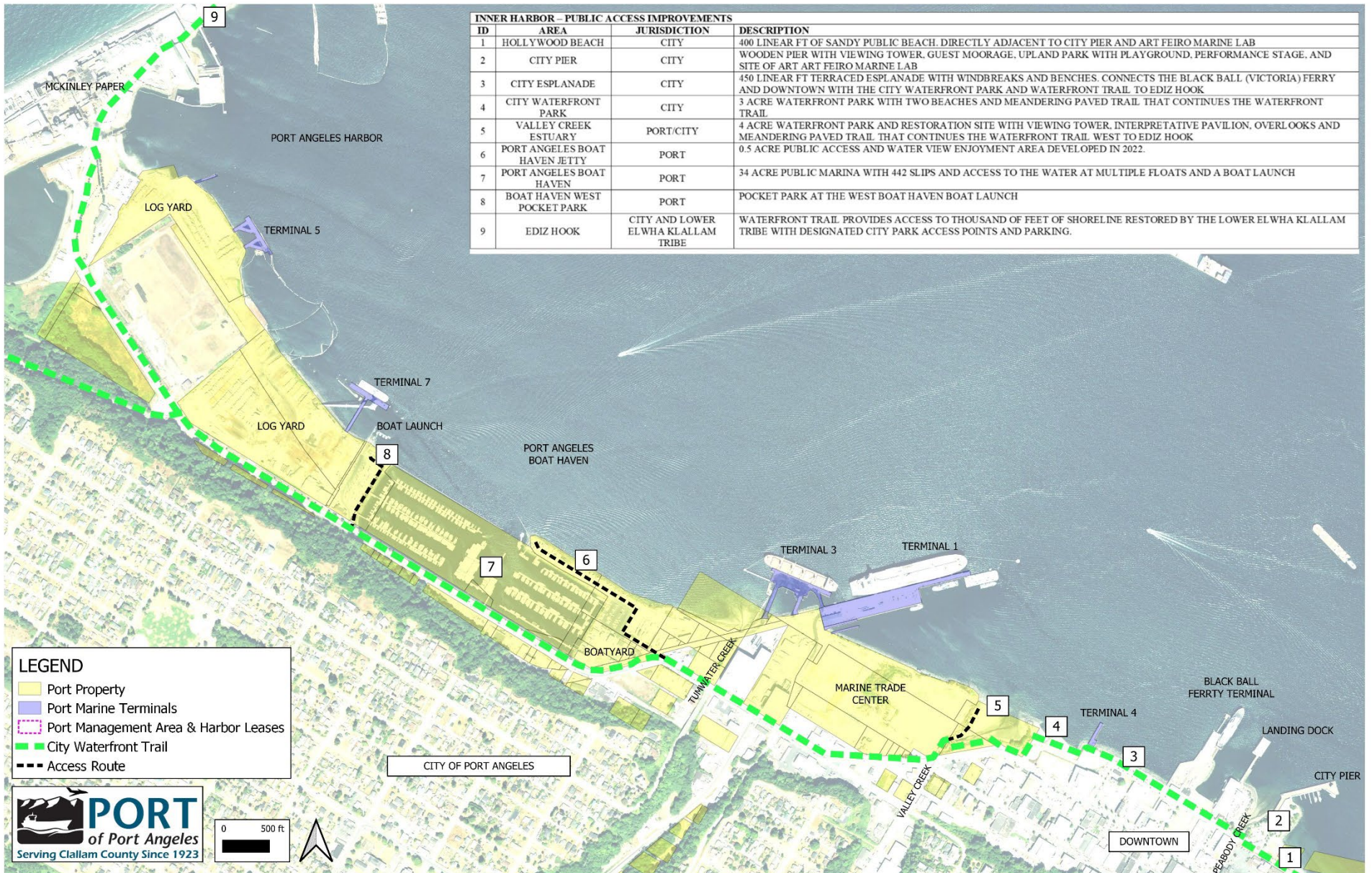
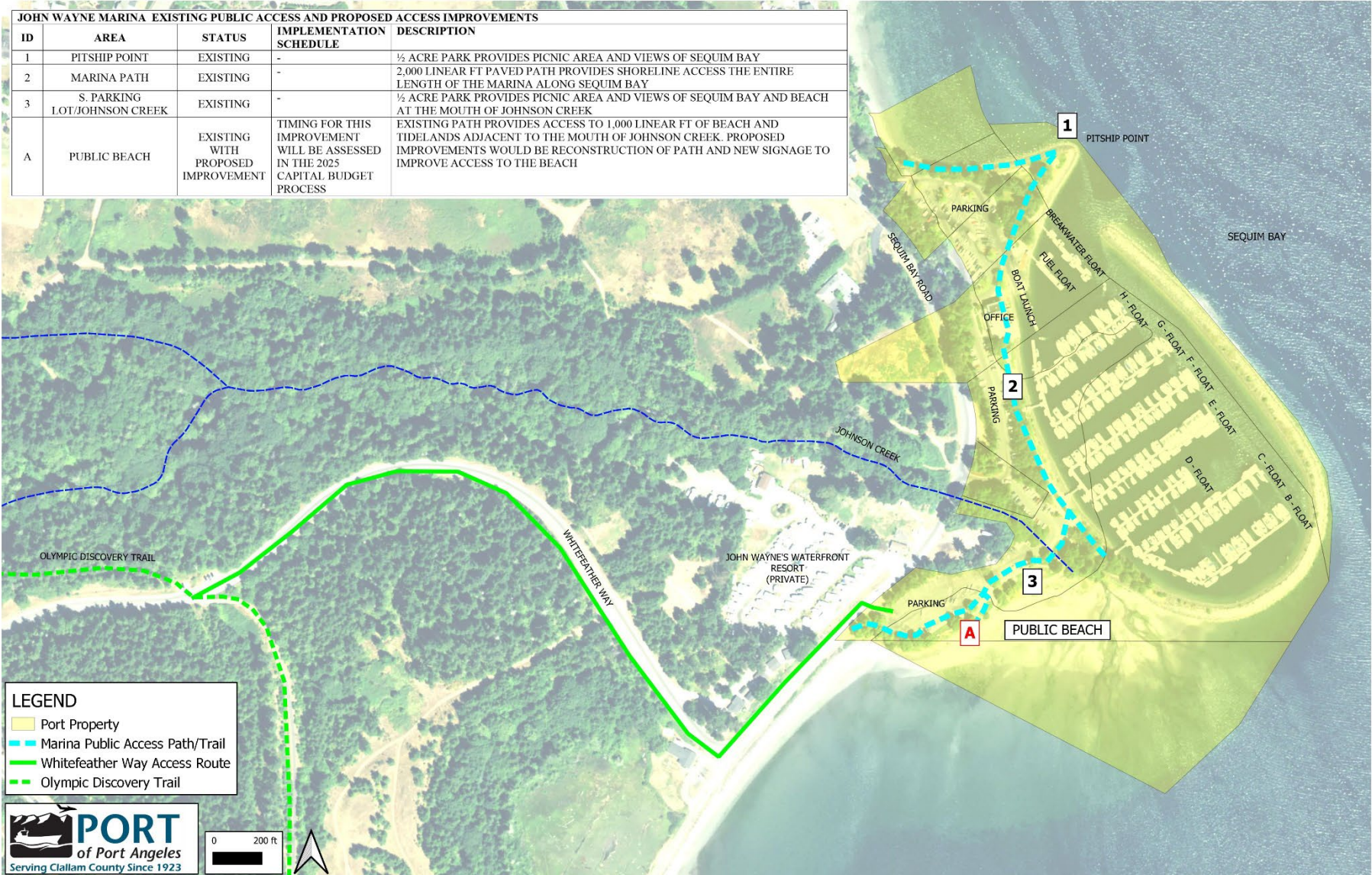




Figure 11: John Wayne Marina Public Access Plan



## Plan Adoption

Port of Port Angeles Recreation and Public Access Plan was formally adopted via resolution at the July 23, 2024 Port of Port Angeles Commission meeting.

The Recreation and Public Access Plan will be updated on an annual basis in October to mirror the development and adoption of the annual Port Budget and Capital Improvement Plan.

Adoption Resolution and Self Certification Form are included as Appendix C.

## Appendix A: Public Comments and Feedback on Draft Plan

### General Public Comments

The Port has received four comments from the Clallam County public about the proposed Recreation and Public Access Plan. The comments (deidentified) are below.

1. Appreciate the opportunity to comment. As an active boater in the Sequim area for over 20 years, I think that the investments made to the John Wayne Marina are much needed and highly recommended! Trying to divest the Marina is not in the best interest of the Port of Port Angeles. I would also suggest that the Port look to partner with the local school district, the Tribe, Washington Department of Fish and Game and the Pacific Northwest National Laboratory Sequim Bay facility to start a hatch box silver salmon program at the outlet of Johnson Creek at the Marina as a destination fishery for Sequim Bay! That sort of investment for recreation would be huge for the area and John Wayne Marina! I have lived in Alaska and have seen the positive economic and recreational opportunities at several destination fisheries in Cordova, Kodiak Island, and Homer Spit to name a few. Limited cost, excellent educational opportunities and outstanding recreational possibilities exist with a program like this. *(Received May 31, 2024)*
2. Thanks for reaching out to me for comments on the draft Port plan, particularly as it pertains to my four years as a tenant of the John Wayne Marina. It is a four hour drive for me to get to the [my boat and slip space] from my home in Portland. I wouldn't keep my boat that far away unless it was worth it. I've been in lots of marinas. Nothing comes close in terms of what John Wayne Marina has to offer. I like the recognition in this plan as to how proud the locals are of this marina, and the trickle down effect on the local economy to which I'm a regular contributor to. I endorse the spend on improving the public float and ramp area, as well as the upgrade to the heat pump in the building. Keep up the good work. I am happy and contented with the work being done, the insight the plan demonstrates and the proposals being made. Thanks for reaching out. *(Received June 2, 2024)*
3. Looks reasonable and appropriate to me. JWM is a fantastic marina, absolutely everyone that uses it agrees. Am pleased to see monies being inserted to continue the facility for the community. Thanks. *(Received June 5, 2024)*
4. I currently rent a 42' boat slip at John Wayne Marina. One improvement suggestion is improving shore power. My boat requires 240V 50 amp shore power. The slip I rent has a 120V 30 amp power outlet. That means I cannot run air conditioning, heating, or the stove. Two 120 volt 30 amp outlets would work since I have an adapter that makes two 120V outlets into 240V. The 240V service I see is on the slips for the yachts. My suggestion is to expand the 240V 50-amp service to the 42' moorage slips. Another suggestion is to add the shore power and the slip sizes to the marina map. A third long-term suggestion is to add covered slips to a couple of the floats. Please consider upgrading the shore power and the marina map. Note: I would happy to pay to have the 240V 50 amp service installed at the slip I rent. Everything else looks great! *(Received June 5, 2024)*



## Local Cities, Tribes, and County Comments

**Luke Strong-Cvetich, Tribal Planning Director, Jamestown S’Klallam Tribe** (sent 6/5/2024)

Hi Katherine:

Attached is the Port’s Draft 2024 Recreation & Public Access Plan with input from JST staff. Track changes is on, I expanded on the “Existing Inventory” to highlight some interests more specific to JST. Let me know if you have any questions.

Thanks,  
Luke

**Port Response** (sent 6/14/24)

Hi Luke,

Thanks again for providing feedback – I wanted to let you know that I’ve incorporated all of your additions into the proposed plan that we will put in front of our Board of Commissioners for approval. I really appreciate you taking the time to review and make those additions!

Have a great weekend,

Katharine Frazier

Grants & Contracts Manager

**Donald Crawford, Director of Parks, Fair, & Facilities Department, Clallam County** (sent 6/15/2024)

Kathrine, I have read the plan draft and find it comprehensive. I only have one comment: the landscaping along Marine Drive and around the Estuary Park is unsuccessful. However, I see a great opportunity here. This very public area could be more aesthetically pleasing. Currently, the area's appearance screams, “You have left the tourist center of PA!” It should scream, “Keep going; there is way more to experience ahead!” This area has the potential for funding by reintroducing native landscaping that improves the aesthetics and environmental sensitivity of the estuary. As I am sure you probably know, countless grant and incentive programs exist to develop and reenergize estuaries.

Previously, I was the director of two major university grounds departments. For that reason, I am more sensitive.



**Port Response** (sent 6/17/2024)

Hi Donald,

Thanks – this is great feedback! Your suggestion aligns well with future improvements we’d like to make along Marine Drive for Olympic Discovery Trail users. I agree that the current space doesn’t feel welcoming to pedestrians/bikers and a lot could be done to improve the experience for them, as well as the environment around the estuary.

I really appreciate you taking the time to provide your thoughts about the Port’s proposed plan!

All the best,

Katharine Frazier

## Appendix B: Shoreline Public Access Background

### **Public Access and the City of Port Angeles (COPA) Shoreline Master Program (SMP)**

Throughout the COPA SMP public access is listed as a requirement for development. This is in line with the Shoreline Management Act preferred uses ([RCW RCW 90.58.020](#)), that reads “Increase public access to publicly owned areas of the shorelines” being use number 5 of 7.

The COPA SMP also mirrors the language of [WAC173-26-221\(4\)](#) in that: “Requires that shoreline development by public entities, including local governments, port districts, state agencies, and public utility districts, include public access measures as part of each development project, unless such access is shown to be incompatible due to reasons of safety, security, or impact to the shoreline environment.” & “Where it is demonstrated to be infeasible due to reasons of incompatible uses, safety, security, or impact to the shoreline environment or due to constitutional or other legal limitations that may be applicable. In determining the infeasibility, undesirability, or incompatibility of public access in a given

*situation, local governments shall consider alternate methods of providing public access, such as off-site improvements, viewing platforms, separation of uses through site planning and design, and restricting hours of public access.”*

#### **COPA SMP – Public Access**

##### **Chapter 3, Section 8 – Public Access**

*“Commercial and industrial development on the waterfront should be encouraged to provide a means for visual and physical access to the shoreline area wherever feasible. Public access is required, unless demonstrated infeasible, for development on public land, including the Port of Port Angeles.*

*Public access is not required if infeasible due to reasons of incompatible uses, safety, security, or impact to the shoreline environment. In those instances, alternative means of providing public access shall be proposed. Where on-site public access is not required because of above infeasibility, the City shall consider alternate methods of providing public access such as offsite improvements, viewing platforms, separation of uses through site planning and design, and restricting hours of public access.”*

##### **Chapter 5, Section B(5) Industrial Specific Regulations**

*“New industrial development should be required to provide physical and/or visual access, when feasible and when such access does not cause significant interference with industrial operations or hazards to life and property. All new or expanded industrial uses or developments located adjacent to the Olympic Discovery/Waterfront Trail shall provide a minimum 10-foot-wide strip of landscaping between buildings and the trail. The landscaping shall include:*

- a) Shrubs that will grow to at least 3 feet high within two years of planting;*
- b) Vegetative ground cover that will cover the planted area within at least two years;*
- c) Trees will be required if the Administrator determines there is sufficient space depending on the setting and the desired tree species; and*
- d) The City Shoreline Administrator may modify required landscaping patterns within these areas to avoid safety and security concerns.”*

## **Appendix C: Adoption Resolution & Self Certification Form**

### **ADOPTION RESOLUTION**



**SELF CERTIFICATION FORM**

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

7/9/2024

### **July 23, 2024 (Regular Commission Meeting)**

- June Financial Report
- 2<sup>nd</sup> Quarter Operations Report

### **August 13, 2024 (Regular Commission Meeting)**

- Monthly DofA Report

### **August 27, 2024 (Regular Commission Meeting)**

- July Financial Report
- Community Partner Program Discussion

### **September 10, 2024 (Regular Commission Meeting)**

- Monthly DofA Report

### **Upcoming Events/Announcements**

- July 11-12 WPPA Directors Seminar (Kalama, WA)
- July 16-17 WPPA Staff Retreat (Port Angeles)
- July 18-19 Northwest Marine Terminal Association Meeting (Bellingham, WA)
- Nov. 12-14 – International Workboat Show (New Orleans, LA)

### **Future**

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