



**REGULAR COMMISSION MEETING**  
**Tuesday, August 27, 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. City of Port Angeles Comprehensive Plan Update – Ben Braudrick
- B. July Financial Report.....1-2
- C. Monthly Cash & Investment Report.....3
- D. Strategic Plan Review.....4
- E. Community Partner Program Review and 2024 Overview and Update.....5-14

**V. APPROVAL OF CONSENT AGENDA**

- A. Regular Commission Meeting Minutes – August 13, 2024.....15-19
- B. Special Commission Meeting Minutes – August 13, 2024.....20-21
- C. Vouchers in the amount of \$353,160.75.....22

**VI. COMPLETION OF RECORDS**

No items

**VII. PLANNING AND CAPITAL PROJECTS**

- A. Resolution 24-1305, Port Angeles Boat Haven Marina Master Planning CERB Grant.....23-26

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items



**X. PROPERTY**

- A. Item for Consideration – Shipwrecked Port Angeles LLC. Term Lease.....27-30

**XI. MARINAS**

No items

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

- A. Resolution 24-1302, Appointment of Port Treasurer.....31-34
- B. Resolution 24-1304, Port Travel Policy.....35-40

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

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

**XVII. FUTURE AGENDA.....41**

**XVIII. NEXT MEETINGS**

- A. September 10, 2024 - Regular Commission Meeting
- B. September 24, 2024 - Regular Commission Meeting
- C. October 8, 2024 – Regular Commission Meeting
- D. October 22, 2024 – Regular Commission Meeting

**XIX. UPCOMING EVENTS**

- A. (NTIIC) National Transportation in Indian Country – August 26-29, 2024 – Durant, OK
- B. WPPA Environmental Seminar – September 18-20, 2024 – Walla Walla, WA
- C. WPPA Small Ports Seminar – October 24-25, 2024 – Lake Chelan, WA
- D. International Workboat Show – November 12-14, 2024 – New Orleans, LA
- E. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA

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

**XX. EXECUTIVE SESSION**



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

## **XXI. ADJOURN**

### **RULES FOR ATTENDING COMMISSION MEETING**

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

### **RULES FOR SPEAKING AT A COMMISSION MEETING**

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

## P&L Variance

### Summary

July 31, 2024

		YTD Current Year to Previous Year			YTD Actual to YTD Budget		
Description	YTD Actual	Previous YTD Actual	CY Act vs PY Act Variance	Variance %	YTD Budget	CY Act vs Budget Variance	Variance %
REVENUE							
Dockage	509,748	626,106	(116,358)	▼18.58%	513,331	(3,583)	▼0.70%
Wharfage	163,148	333,701	(170,553)	▼51.11%	323,232	(160,084)	▼49.53%
Service & Facilities	103,452	205,390	(101,938)	▼49.63%	192,500	(89,048)	▼46.26%
Loading & Unloading	-	-	-	-	-	-	-
MT Handling	-	-	-	-	-	-	-
Labor Services	152,959	123,049	29,910	▲24.31%	128,331	24,628	▲19.19%
Log Yard Staging	38,006	28,027	9,979	▲35.61%	26,831	11,175	▲41.65%
Log Yard Land Services	468,623	467,525	1,098	▲0.23%	437,500	31,123	▲7.11%
Log Yard Water Services	89,590	70,981	18,609	▲26.22%	55,419	34,171	▲61.66%
Moorage	1,872,858	1,754,384	118,474	▲6.75%	1,850,779	22,079	▲1.19%
Marina & Yard Fees	279,503	298,701	(19,198)	▼6.43%	281,358	(1,855)	▼0.66%
Landing/Parking Fees	17,183	11,975	5,209	▲43.50%	7,644	9,539	▲124.80%
Hangar/Tie Down	97,769	94,851	2,918	▲3.08%	98,931	(1,162)	▼1.17%
Storage	-	-	-	-	-	-	-
Other User Fees	191,819	212,374	(20,555)	▼9.68%	210,721	(18,902)	▼8.97%
Equipment Rental	147,086	199,414	(52,328)	▼26.24%	168,742	(21,656)	▼12.83%
Land Lease/Rent	364,960	421,010	(56,050)	▼13.31%	441,798	(76,838)	▼17.39%
Structure Lease/Rent	1,260,931	1,159,151	101,781	▲8.78%	1,184,722	76,209	▲6.43%
Use Agmt and Other Rent	48,260	76,208	(27,948)	▼36.67%	71,393	(23,133)	▼32.40%
Utility Pass Thru & Product Sales	546,647	458,469	88,178	▲19.23%	516,600	30,047	▲5.82%
Misc & Interdept Revenue	28,550	11,178	17,372	▲155.42%	21,350	7,200	▲33.72%
<b>TOTAL REVENUE</b>	<b>6,381,093</b>	<b>6,552,491</b>	<b>(171,399)</b>	<b>▼2.69%</b>	<b>6,531,182</b>	<b>(150,089)</b>	<b>▼2.30%</b>
OPERATING EXPENSES							
Salaries & Wages	1,786,759	1,472,505	314,254	▲21.34%	1,704,584	82,175	▲4.82%
Benefits	662,956	564,192	98,764	▲17.51%	673,771	(10,815)	▼1.61%
Non-Maint Charge-Out & Reimbursement	(5,690)	(30,994)	25,304	▼81.64%	(37,996)	32,306	▼85.02%
Supplies	235,760	279,126	(43,366)	▼15.54%	260,736	(24,976)	▼9.58%
Outside Services	725,134	627,087	98,047	▲15.64%	699,650	25,484	▲3.64%
Public Information	82,027	91,413	(9,386)	▼10.27%	75,936	6,091	▲8.02%
Marketing	19,535	11,057	8,478	▲76.67%	34,132	(14,597)	▼42.77%
Community Relations	5,370	5,785	(415)	▼7.18%	5,131	239	▲4.66%
Ads, Dues & Publications	36,109	25,951	10,158	▲39.14%	23,373	12,736	▲54.49%
Travel Meetings	18,624	10,777	7,847	▲72.81%	21,693	(3,069)	▼14.15%
Travel/Training	50,037	17,719	32,318	▲182.40%	18,312	31,725	▲173.25%
Promotional Hosting	1,409	2,895	(1,486)	▼51.32%	5,964	(4,555)	▼76.37%
Rent, Utilities, Insurance & Taxes	756,260	744,979	11,281	▲1.51%	767,417	(11,157)	▼1.45%
Utility (Pass Thru) & Cost of Goods Sold	383,258	333,276	49,982	▲15.00%	413,791	(30,533)	▼7.38%
Other Expenses (Misc & Interdept)	41,385	37,139	4,246	▲11.43%	40,173	1,212	▲3.02%
Maintenance Labor	522,662	474,078	48,584	▲10.25%	570,185	(47,523)	▼8.33%
Maintenance Benefits	210,384	208,818	1,566	▲0.75%	250,600	(40,216)	▼16.05%
Maintenance Charge-Out & Reimbursement	(129,730)	(114,141)	(15,590)	▲13.66%	(175,513)	45,783	▼26.09%
Maintenance (Materials & Services)	245,181	252,587	(7,406)	▼2.93%	234,836	10,345	▲4.41%
<b>TOTAL OPERATING EXPENSES</b>	<b>5,647,429</b>	<b>5,014,249</b>	<b>633,180</b>	<b>▲11.21%</b>	<b>5,586,775</b>	<b>60,654</b>	<b>▲1.09%</b>
Allocated Expenses	-	-	-	-	7	(7)	▼100.00%
<b>OPERATING SURPLUS (DEFICIT) (before Depr)</b>	<b>733,663</b>	<b>1,538,242</b>	<b>(804,579)</b>	<b>▼109.67%</b>	<b>944,400</b>	<b>(210,737)</b>	<b>▼22.31%</b>
Allocated Depreciation	-	-	-	-	-	-	-
Depreciation (includes donated assets)	1,819,981	1,567,497	252,485	▲16.11%	1,793,465	26,516	▲1.48%
<b>OPERATING SURPLUS (DEFICIT) (after Depr)</b>	<b>(1,086,318)</b>	<b>(29,254)</b>	<b>(1,057,064)</b>	<b>▲97.31%</b>	<b>(849,065)</b>	<b>(237,253)</b>	<b>▲27.94%</b>
	-	(0)					

		YTD Current Year to Previous Year			YTD Actual to YTD Budget		
Description	YTD Actual	Previous YTD Actual	CY Act vs PY Act Variance	CY Act vs PY Act Variance %	YTD Budget	CY Act vs Budget Variance	CY Act vs Budget Variance %
NON-OPERATING INCOME AND EXPENSES							
Interest Earnings	640,021	489,059	150,962	▲ 30.87%	495,831	144,190	▲ 29.08%
Other Tax Receipts	47,856	103,391	(55,535)	▼ 53.71%	81,669	(33,813)	▼ 41.40%
Misc Non-Op Revenues	4,913	1,102	3,812	▲ 345.95%	5,544	(631)	▼ 11.37%
Grant-Operations	21,148	77,024	(55,876)	▼ 72.54%	117,250	(96,102)	▼ 81.96%
Passenger Facility Charges	-	-	-	-	875	(875)	▼ 100.00%
Gain (Loss) & Special Items	15,585	4,893	10,692	▲ 218.51%		15,585	-
TOTAL NON-OPERATING GENERAL REVENUE	729,523	675,468	54,054	▲ 8.00%	701,169	28,354	▲ 4.04%
Environmental	57,146	59,219	(2,073)	▼ 3.50%	116,662	(59,516)	▼ 51.02%
Misc Non-Op Expense	48,235	2,157	46,078	▲ 2136.64%	211,750	(163,515)	▼ 77.22%
TOTAL NON-OPERATING GENERAL EXPENSES	105,381	61,376	44,005	▲ 71.70%	328,412	(223,031)	▼ 67.91%
NET NON-OP GENERAL SURPLUS (DEFICIT)	624,142	614,093	10,049	▲ 1.64%	372,757	251,385	▲ 67.44%
Property Tax Receipts	1,034,974	984,878	50,096	▲ 5.09%	1,035,062	(88)	▼ 0.01%
Grants - Capital	1,077,321	1,822,033	(744,712)	▼ 40.87%	1,296,033	(218,712)	▼ 16.88%
TOTAL NON-OPERATING CAPITAL REVENUE	2,112,295	2,806,912	(694,617)	▼ 24.75%	2,331,095	(218,800)	▼ 9.39%
Bond Costs & Interest Expense	22,430	27,756	(5,327)	▼ 19.19%	25,333	(2,903)	▼ 11.46%
TOTAL NON-OPERATING CAPITAL EXPENSE	22,430	27,756	(5,327)	▼ 19.19%	25,333	(2,903)	▼ 11.46%
NET NON-OP CAPITAL SURPLUS (DEFICIT)	2,089,865	2,779,155	(689,290)	▼ 24.80%	2,305,762	(215,897)	▼ 9.36%
	-	-			-		
NET PROFIT (LOSS)	\$ 1,627,689	\$ 3,363,993	\$ (1,736,304)	▼ 106.67%	\$ 1,829,454	\$ (201,765)	▼ 11.03%

## Investments & Cash held as of 7/31/2024

			12/31/23	3/31/24	4/30/24	5/31/24	6/30/24	7/31/24					
Name	Type	Interest	Face	Face	Face	Face	Face	Face	Annual	Maturity	Invst	Acquisition	
		Rate	Value	Value	Value	Value	Value	Value	Interest	Date	Rating	Call	Date
FHLB 5-year step up**	Bond	3.00%	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	60,000	3/29/2027	Aaa	qtrly	3/29/2022
FHLB 5-year	Bond	5.55%	-	-	2,000,000	2,000,000	2,000,000	2,000,000	111,000	4/18/2029	Aaa	6-mo	4/18/2024
First Federal Invst	Cash	5.41%	4,576,212	6,691,760	6,722,406	6,753,420	6,781,556	6,814,867	368,684				
LGIP Balance	Cash	5.41%	4,743,218	11,750,568	10,299,669	11,349,264	11,399,675	11,452,064	619,557				
Umpqua Bank Account	Cash	0.30%	163,081	413,416	463,906	470,841	676,194	563,056	1,689				

## Investments Called or Matured in 2024

Name	Type	Interest							Maturity	Invst	Redemption	
		Rate							Date	Rating	Call	Date
FNMA 1-year	Bond	5.40%	2,000,000	-	-	-	-	-	7/19/2024	Aaa	6-mo	1/19/2024
FHLMC 5-year	Bond	6.25%	2,000,000	-	-	-	-	-	10/26/2028	Aaa	qtrly	1/26/2024
FHLB 3-year doubler***	Bond	5.50%	2,000,000	-	-	-	-	-	3/28/2025	Aaa	qtrly	3/28/2024
FNMA 1-year	Bond	5.20%	2,000,000	-	-	-	-	-	3/30/2024	Aaa	qtrly	3/30/2024

## Ending Investment/Cash Balance

19,482,511	20,855,744	21,485,981	22,573,525	22,857,425	22,829,987	1,160,930
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## Outstanding Debt

		12/31/23	3/31/24	4/30/24	5/31/24	6/30/24	7/31/24					
	Rate	Amount	Amount	Amount	Amount	Amount	Amount					
2015 PABH 2006 refi	2.29%	707,714	707,714	707,714	707,714	707,714	707,714	10 year note, final annual payment 12/01/2025				
CERB Washdown	2.00%	673,324	639,678	639,678	639,678	639,678	639,678	20 year, 1st annual payment made Jan 2021				
CARB Airport Utilities	2.00%	687,480	655,362	655,362	655,362	655,362	655,362	20 year, 1st annual payment made Jan 2022				
		2,068,518	2,002,754	2,002,754	2,002,754	2,002,754	2,002,754					
Ending Balance		17,413,993	18,852,990	19,483,227	20,570,771	20,854,671	20,827,233					

\* Cash balances shown do not include funds held as the Harbor Group treasurer or funds reserved for K-Ply monitoring activities.

\* Cash and investments do include \$517,500 received from Shell for upcoming environmental cleanup at 220 Tumwater (former longshore parking lot)

\*\* 5-year step up rates by year are 2%, 2.5%, 3%, 4%, 5%

\*\*\* 3-year doubler rates by year were 1.375%, 2.75%, 5.5%

Port of Port Angeles
2024 Strategic Goals Update
Top Five Priorities

Goal & Initiative	Comments/Progress	2024 Ranking	Progress
1. Market and invest in strategic infrastructure to foster prosperity wage jobs			
1.1. Expand maritime commerce by developing the Marine Trades industrial park and additional acres of industrial-zoned waterfront properties.	In conjunction with the Team, achieve commitment for at least two (2) new tenants for waterfront parcels, including MTC. <div>             1. Project Baking Soda (in-progress)             2. Project Sugar (in-progress)             3. Project Sea Legs (ongoing)           </div>	1	<div> <div></div> <div></div> <div></div> </div>
1.6 Develop two sites of Port-owned land industrial airport property that deliver a positive Return on Investment (ROI).	With the Economic Development Team, plan the development of at least two Port-owned parcels to meet demand and an ROI threshold of at least 10%. <div>             1. Project Piranha             2. TBD, ongoing           </div>	2	<div> <div></div> <div></div> </div>
2. Assure Sound Financial and Economic Return on Port Assets			
2.1 Annually generate positive earnings for the Port.	Balance Port income and cost of goods and deliver an annual net surplus before depreciation of at least 3%.	3	<div> <div></div> </div>
2.5 Develop a strategy to increase the Port’s ability to self-perform maintenance and capital improvement projects.	Identify, plan, and complete at least three (3) self-performance projects for 2024 with the Team. <div>             1. FM Warehouse             2. Pen-Ply Foundation Demo             3. FIA Terminal Roof Replacement             4. JWM Fuel Dock Upgrades           </div>	4	<div> <div></div> <div></div> <div></div> <div></div> </div>
3. Improve Environmental Performance			
3.1 Collaborate with Ecology on Projects	WPAHG, T5/6/7, IMTF		<div> <div></div> </div>
4. Enhance Stakeholder Engagement and Outreach Efforts			
4.2 Foster partnerships with other agencies in furtherance of workforce and economic development.	Collaborate with Local, County, State, and Tribal governments/agencies to deliver at least two (2) projects that impact the community positively. <div>             1. Clallam County - RECOMPETE             2. Lower Elwha – Tumwater Creek             3. City of Port Angeles – Tumwater Truck Route / Marine Drive           </div>	5	<div> <div></div> <div></div> <div></div> </div>



## Policy & Procedure: Community Partner

### Program

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<b>Approval Required:</b> (check box) <input type="checkbox"/> Commissioners (Policy) <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director	<b>Approved By:</b>  _____ Executive Director  _____ Program Administrator	<b>Approval Reference:</b> (if applicable) RCWs 53.08, 39.80, 39.04, 39.12, 35.21  <b>Effective Date:</b> 2/10/15, revised 1/26/16, 1/23/17, 9/19/17, and 8/14/2018 in commission meeting minutes, 9/3/2019, 7/13/2021 in commission meeting minutes, 8/22/2023 in commission meeting minutes
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### I. Purpose

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

### II. Definitions

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



**Program**

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expansion of existing industries and trades, including trades that rely on the use of Port properties and facilities.

- Environmental Stewardship Project: An environmental stewardship program promotes environmental improvements through projects such as watershed management and habitat protection (RCW 35.21.278; RCW 53.08.255). Environmental stewardship projects require, by statute, a 3:1 cost-share match by the applicant. A match may include, but is not limited to, volunteer time at a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project. The Port has restricted this program to the following qualifying applicants: Non-profit and Tribal entities only.

**III. Policy**

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

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

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

**IV. Procedures****A. Funds**

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

**Program**

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Monies in the fund shall be used for 1:1 matching funds for projects undertaken by the successful applicants, except for the environmental stewardship projects, which require 3:1 matching funds (see “Definitions” above). Fund monies shall not be used to provide the sole source of financing for projects undertaken by successful applicants. Applications that are not being funded in part by the applicant and/or through other public funds will not be considered. Applications for funds must specify sources for other project funds. Applicants may apply for fund monies for multiple projects, but each project shall be the subject of a separate application. Exceptions to the fund matching ratio can be made with the approval of the Commission. The Commission may also consider in-kind services in place of matching funds.

**B. Applications and Application Screening**

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

**1. Staff Screening:**

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

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

The Clerk of the Board shall forward all pre-screened applications with a summary sheet for Commission funding recommendations. Staff will provide comments regarding any concerns or possibility of Port sponsorship to the Commission no later than the first regular meeting in October.

**Program**

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**2. Commission Screening:**

At any public meeting in October, the Port Commissioners may discuss which applicants (if any) should be invited to provide a presentation regarding the proposed project and answer questions posed by the individual commissioners. Any requested presentation should be scheduled for a November Commission meeting. An invitation for an applicant to present does not indicate the merit of the project; it is simply to answer questions about the project.

The Port Commission shall evaluate and prioritize the pre-screened applications and announce the funding recipients no later than the first Commission meeting in December. The Port Commission shall evaluate all pre-screened applications and shall prioritize them using such factors as the amount of funding requested for the project, the percentage of the overall total project cost being requested in the application, the nature of the project in the application, and the most direct linkage to Port's mission and vision.

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

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

**C. Fund Disbursement:**

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

**Program**

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**D. Hold-Over:**

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

**V. References**

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



## Port of Port Angeles Community Partner Program Application

The Port of Port Angeles' 2024 Community Partner Program offers matching funds of up to the amount established during the annual budget process for use in eligible economic development projects, education projects and workforce training, community events, tourism promotion projects, and environmental stewardship programs in Clallam County. Annually the Commission's goal is to utilize 4% to 5% of the Port's property tax revenue to benefit the citizens of Clallam County. To be eligible, the applicant must be a public or non-profit group or an incorporated or unincorporated small city of no more than 10,000 residents. Each applicant's request will be limited to \$10,000 or less. Port-sponsored events or projects promoting Port facilities or the Port's mission will be part of the Port's operating budget rather than being included in this program.

### Definitions

Community Event: A community event is a local event or activity which may attract non-Clallam County residents. A community event must provide the Port the opportunity to educate and market the Port to the event attendees.

Education Project and Workforce Training: An education project will identify, evaluate, and/or provide exposure to local needs and opportunities in the areas of workforce training, vocational outreach, and/or career education for Clallam County residents in manufacturing and the skilled trades. A workforce training project may include occupational job training and placement, job advancement and job retention, pre-apprenticeship training, or occupational programs associated with the local economy and development. Such programs may be operated by either non-profit, private, or public entities. Although the Port is authorized to work with private entities for workforce training, the Community Partner Program is limited to governmental agencies and non-profits.

Economic Development Project: An economic development project promotes the creation and/or retention of jobs and the growth of household incomes in Clallam County by developing new industries and trades or expanding existing industries and trades, including trades that rely on the use of Port properties and facilities.

Environmental Stewardship Project: An environmental stewardship program promotes environmental improvements through projects such as watershed management and habitat protection (RCW 35.21.278). Environmental stewardship projects require, by statute, a 3:1 cost-share match by the applicant. A match may include, but is not limited to, volunteer time at a predetermined rate (including participants' time), in-kind donations, and cash donations or grants acquired during the project. The Port has restricted this program to the following qualifying applicants: Non-profit and Tribal entities only.

### How It Works

As stated in the introduction, the Board of Commissioners determines the available funds for the year.

For 2025, \$10,000 will be allocated for environmental stewardship projects, with the remaining funds being split as follows: no more than 25% for community events, with the remaining 75% available for education and workforce training projects and economic development projects.

The application window will open on September 1, 2024, and close at 5:00 pm on September 30, 2024. All applications must be \$10,000 or less. Following the solicitation period, the Port shall perform a “pre-screening” of the applications, ensuring the application is complete and that supporting documentation is attached if necessary. Port staff may reject incomplete applications or applications that fail to meet the legal requirements set forth for port districts in RCW 53.08.245, RCW 53.08.255, RCW 53.08.260-.270, RCW 53.08.420, and RCW 35.21.278.

Port staff will forward all eligible proposals to the Board of Commissioners by October 15, 2024. The Board will then award funds based on the proposals meeting the definitions above and the availability of funds. The awards will be determined no later than the first Commission meeting in December. The number and value of individual awards may vary from year to year depending on the selections by the Board of Commissioners, available funds, and the proposals submitted. Each successful applicant will then have until the end of the 2025 calendar year to spend the project money and submit supporting documentation to the Port of Port Angeles for reimbursement. If funds are needed in advance, the applicant must appoint a fiscal agent to pre-pay the funds to the applicant or the vendor.

### Guidelines

1. Projects must provide a direct link to economic development, education and workforce training, community events, and environmental stewardship programs as defined above.
2. Applicants **must** limit their request for funds to \$10,000 or less.
3. Applicants must document the needs/benefits of their project. For example, in the education project and workforce training category, documentation could demonstrate the need for vocational outreach to local schools about the skilled trades.
4. Projects deemed most “ready-to-go” or that fill a needed funding gap shall receive preference. For example, if project funding helps to secure additional funds from the public or private sector, the project would receive preference.
5. A minimum 1:1 cost-share match by the applicant is preferred for all categories except environmental stewardship projects. The match does not necessarily have to be local dollars; in-kind contributions will be considered. Matching funds must be firmly committed and documented as part of the application.
6. For the environmental stewardship project category, applicants must provide a minimum 3:1 cost-share match. Matches may include volunteer time at a predetermined rate (including participants’ time), in-kind donations, and cash donations or grants acquired during the project.
7. Reimbursement by the Port is based on actual expenses documented by the applicant through paid invoices. Proof of payment must be submitted with the invoices. All payments will be made to the organization or group requesting the funds or a fiscal agent appointed by the organization or group.
8. Projects should be consistent with the applicant’s and/or Port’s mission and/or strategic plans.
9. Projects must be within the port district’s legal and statutory authority\*.
10. Following award notification, an interlocal agreement with the Port of Port Angeles may need to be executed.
11. Applications for financial support for the ongoing operations of the applicant will not be considered.
12. Once the project is complete, a 3-minute presentation to the Port Commission at an open public meeting may be required.
13. **Preference may be given to applicants who have not previously received two (2) consecutive years of Community Partner Program funds.**
14. Preference will be given to applicants who have not received Lodging Tax Advisory Committee (LTAC) funds for their project.

### **Instructions**

1. Please type or legibly print your responses on the Community Partner Program Application.
2. Answer each question in the space provided. If more space is needed, either extend the page length or add additional pages.
3. Attach supporting documents for your project i.e., budget, quotes, plans, etc.
  - a. If an entity is a non-profit, please attach form 990.
  - b. Committed matching funds for the project must be documented in writing and submitted.
4. Sign and date the application.
5. Send the completed application to the Port of Port Angeles, PO Box 1350, Port Angeles, WA 98362, or email it to [braedij@portofpa.com](mailto:braedij@portofpa.com) by **5:00 pm on September 30, 2024**.
6. Call or email Braedi Joutsen at (360) 417-3454 or [braedij@portofpa.com](mailto:braedij@portofpa.com) with any questions relating to the information and instructions above.

*\*As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements outlined in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245). Additionally, the Port is bound by the Constitution of the State of Washington. Articles VIII, Sections 5 and 7 prohibit the Port from loaning or gifting state funds, property, or credit.*

## Community Partner Program Application

### Organization

Organization Name:			
Address:			
City:	County:	State:	Zip Code:
Website:		Organization Legal Status, ie 501(c)3 or 107(c)(1):	
Organization/Representative/Contact: Name and Title:		Phone:	Email Address:
Has your organization received funding from the Community Partner Program before? When, how much and what for?			

### Project Information

What category does your project represent? (Check the box below)			
Economic Development	Education	Community Event	Enviromental
Title and Brief Description of Project:			
Firm Financial Commitments to Date: Source		Total Project Cost:	
Amount Requested from the Port of PA:		Has your project received LTAC funding? If so, how much?	
Port Funds: Specifically, how would you use the Port's funding?			



## Need

Why is this project important for economic development in Clallam County? How is this project consistent with the communities and/or Port's strategic/comprehensive plans? Attach and reference relevant plans, if applicable.

## Approach

Describe the plan for implementation of this project. When would you need the funds? What is the timeline for completion?

## Signature

Printed Name:	Date:
Signature:	



**REGULAR COMMISSION MEETING**  
**Tuesday, August 13, 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  
Colleen McAleer, Commissioner  
Steve Burke, Commissioner  
Paul Jarkiewicz, Executive Director

Jennifer Baker, Interim Dir. of Finance & Admin.  
Braedi Joutsen, Clerk to the Board  
Caleb McMahon, Director of Economic Development  
Chris Hartman, Director of Engineering

**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) (0:32-1:12)**

None.

**III. APPROVAL OF AGENDA (1:13-1:24)**

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

**IV. WORK SESSION (1:25-14:33)**

- A. Strategic Plan Review
- Presentation: Paul Jarkiewicz
  - Discussion
  - No Action

**V. APPROVAL OF CONSENT AGENDA (14:34-20:32)**

- A. Regular Commission Meeting Minutes – July 23, 2024
- B. Special Commission Meeting Minutes – July 26, 2024
- C. Vouchers in the amount of \$1,616,281.70
- Discussion
  - Motion to approve the consent agenda: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS (20:33-20:53)**

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

**VII. PLANNING AND CAPITAL PROJECTS (20:54-24:36)**

- A. Airport Paving Maintenance – Bid Award
- Presentation: Chris Hartman
  - Discussion



- Motion to authorize the Executive Director to execute a public works contract with Lakeside Industries Inc. for the 2024 Airport Paving Maintenance project, totaling \$123,356.48 (including sales tax and a 15% contingency): Comm. Burke
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

#### **VIII. LOG YARD (24:37-38:51)**

##### **A. Log Loader RFQ Update**

- Presentation: Chris Hartman
- Discussion
- Motion to authorize the Executive Director to sign a purchase agreement with Cascade Trader for the DX380LL-5 Log Loader with a reconditioned 44' boom at a total cost of \$467,181.00 including Washington State sales tax and a \$20,000 trade-in credit for the Port's Doosan 225n: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)
- Motion to acknowledge that the Port's existing Doosan 225 is surplus to its purposes and waive the requirement to solicit offers from at least three (3) parties: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

#### **IX. MARINE TRADES AND MARINE TERMINALS**

No items

#### **X. PROPERTY**

No items

#### **XI. MARINAS**

No items

#### **XII. AIRPORTS**

No items

#### **XIII. OTHER BUSINESS (38:52-1:06:32), (1:18:29-1:20:02)**

##### **A. Resolution 24-1299, Port Travel Policy**

- Presentation: Braedi Joutsen
- Discussion
- No Action
- *Will be brought back at the next regular meeting.*

##### **B. Resolution 24-1300 – Designation of Bank Signatories**

- Presentation: Paul Jarkiewicz
- Discussion
- Motion to introduce Resolution 24-1300 reaffirming Umpqua Bank as the Port's depository and designation of individuals authorized to transact business with the depository: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- 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 24-1300 reaffirming Umpqua Bank as the Port's depository and designation of individuals authorized to transact business with the depository: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)
- C. Resolution 24-1301 – Designation of Port Auditor
- Presentation: Paul Jarkiewicz
  - Discussion
  - *Tabled until after Executive Session*
  - Motion to introduce Resolution 24-1301, a resolution of the Port of Port Angeles designating the Port Auditor as Karen Goschen and Deputy Port Auditor as Jennifer Baker: Comm. Burke
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)
  - Motion to waive second consideration: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)
  - Motion to adopt Resolution 24-1301, a resolution of the Port of Port Angeles designating the Port Auditor as Karen Goschen and Deputy Port Auditor as Jennifer Baker: Comm. Burke
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)
- D. Resolution 24-1302 – Appointment of Port Treasurer
- Presentation: Paul Jarkiewicz
  - Discussion
  - *Tabled until after Executive Session*
  - *This item is tabled and will be addressed at the next regularly scheduled Commission Meeting.*
- E. Resolution 24-1303, Authorization of Investment of Port Monies in the Local Government Investment Pool (LGIP)
- Presentation: Paul Jarkiewicz
  - Discussion
  - Motion to introduce Resolution 24-1303 authorizing investment of Port of Port Angeles monies in the local government investment pool as amended: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - 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 24-1303 authorizing investment of Port of Port Angeles monies in the local government investment pool as amended: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

#### **XIV. ITEMS NOT ON THE AGENDA**

#### **XV. COMMISSIONER REPORTS (1:06:33-1:15:58)**

Comm. McAleer provided a recap of her trip to Castlegar, B.C., this last week to tour the mass timber facility of Kalesnikoff Lumber Co. Ltd.



Comm. McAleer also shared that General Manager Dave Lowry from Interfor will soon be on Coffee with Colleen. Mr. Lowry has confirmed that even though Interfor is moving to a week on week off for production, the mill is doing well with no intent to sell the mill.

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)  
(1:15:59-1:16:11)**

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS (1:16:12-1:16:19)**

- A. August 27, 2024 - Regular Commission Meeting
- B. September 10, 2024 - Regular Commission Meeting
- C. September 24, 2024 – Regular Commission Meeting
- D. October 8, 2024 – Regular Commission Meeting

**XIX. UPCOMING EVENTS (1:16:20-1:16:35)**

- A. International Workboat Show – November 12-14, 2024 – New Orleans, LA
- B. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA

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

**XX. EXECUTIVE SESSION (1:16:36-1:18:28)**

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 90 minutes. Following the executive session, the Commission is expected to take action in public session.
- Discussion: Two (2) items concerning real estate sale, purchase, or lease, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110.(1)(b). One (1) item concerning the performance of a public employee, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(g). Three (3) items concerning legal and financial risk, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 2 minutes
- Start Time: 10:25 am
- Extended: 25 minutes
- End Time: 12:20 pm

Public Session of Commission Meeting Reconvened: 12:20 pm.

Commissioner Beauvais noted that as a result of the executive session, action will be taken (see resolutions).

**XXI. ADJOURN (1:20:03-1:20:06)**

Comm. Beauvais adjourned the meeting at 12:23 pm.



PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Connie Beauvais, President

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Steven Burke, Secretary



**SPECIAL COMMISSION MEETING**  
**Tuesday, August 13, 2024, at 8:00 am**  
**338 W. First St, Port Angeles, WA 98363**  
**MINUTES**

The SPECIAL 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  
Colleen McAleer, Commissioner  
Steve Burke, Commissioner

Caleb McMahon, Dir. Economic Development  
Braedi Joutsen, Clerk to the Board  
Paul Jarkiewicz, Executive Director

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:32)**

Comm. Beauvais called the meeting to order at 8:00 am.

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:33-0:41)**

None.

**III. EXECUTIVE SESSION (0:42-1:37)**

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 55 minutes. Following the executive session, the Commission is not expected to take action in public session.
- Discussion: One (1) item concerning legal and financial risk, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 4 minutes
- Start Time: 8:05 am
- End Time: 9:00 am
- No Action

Public Session of Commission Meeting Reconvened: 9:00 am

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

**IV. NEXT MEETINGS**

- A. August 13, 2024 – Regular Commission Meeting
- B. August 27, 2024 – Regular Commission Meeting
- C. September 10, 2024 – Regular Commission Meeting
- D. September 24, 2024 – Regular Commission Meeting

**V. ADJOURN (1:38-1:42)**

Comm. Beauvais adjourned the meeting at 9:00 am



PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Connie Beauvais, President

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Steven Burke, Secretary



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

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Port of Port Angeles, and that we are authorized to authenticate and certify to said claim.

This process is in compliance with the applicable RCWs and the State Auditor's Budget Accounting and Reporting System (BARS) requirements. Further, the Port maintains effective internal controls to ensure that all disbursements are valid obligations authorized in accordance with the Delegation of Authority Policy.

**SUMMARY TRANSMITTAL August 8, 2024 – August 21, 2024**

**Accounts Payable**

	<b>Begin</b>	<b>End</b>	
<b>For General Expenses and Construction</b>	<b>Check #</b>	<b>Check #</b>	
Accts Payable Checks (computer)	418472	418519	\$ 78,621.12
VOIDED/ZERO PAYABLE CHECKS			\$ -
Accts Payable ACH	003272	003310	\$ 228,226.91
Accts Payable ACH			\$ -
VOIDED/ZERO PAYABLE ACH			\$ -
Wire Transfer – Excise Tax			\$ -
Wire Transfer - Leasehold Tax			\$ -
<b>Total General Expenses and Construction</b>			<b>\$ 306,848.03</b>
<b>Payroll</b>			
Employee Payroll – Draws (Direct Deposit)			\$ 42,975.00
Voided Payroll Check			\$ -
Employee Payroll Checks PPD (Direct Dep)			\$ -
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$ 3,337.72
<b>Total Payroll</b>			<b>\$ 46,312.72</b>
<b>Total General Exp &amp; Payroll</b>			<b>\$ 353,160.75</b>

Date: August 27, 2024

**CERTIFICATION**

I, the Port Auditor or Deputy Auditor, do hereby clarify that the claims listed above are true and valid obligations and that appropriate and effective internal controls are in place to ensure that the outstanding obligations have been processed in accordance with the Port of Port Angeles procurement / payment policies and delegation of authority.

\_\_\_\_\_  
Auditor / Deputy Auditor

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

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

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

\* Detail is available upon request to Jennifer Baker, Interim Director of Finance & Administration:  
[jenniferb@portofpa.com](mailto:jenniferb@portofpa.com)

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

**August 27, 2024**

**SUBJECT: Port Angeles Boat Haven Marina Master Planning – CERB Grant Application**

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

**RCW & POLICY REQUIREMENTS:**

The Port's Delegation of Administrative Authority, Resolution 24-1290, Section XVIII requires the Executive Director to receive Commission authorization to apply for grants or loans exceeding \$50,000.

**BACKGROUND:**

The Community Economic Revitalization Board (CERB), part of the Washington State Department of Commerce, offers grants to public agencies that foster economic development and job creation. CERB grants can be used to plan facility improvements that benefit the local economy and community.

The Port is applying for CERB funds to begin a Marina Master Planning process for the western and central portions of the Port Angeles Boat Haven (Boat Haven). These sections of the Boat Haven are reaching the end of their useful life and will require extensive renovations. The renovations are slated for FY2029 in the Port's Capital Improvement Plan.

The Marina Master Planning project proposed for CERB funding will include:

- Market analysis
- Outreach to the public and the business communities (marine trades, fishing, etc.)
- Development of alternatives and cost estimates
- Feasibility analysis of each alternative, including permitting needs
- Selection of preferred alternative and a written justification

Planning considerations will focus on float types and layout, infrastructure needs (water, shore power), and safety (fire suppression, emergency ladders). The process intends to determine the most economically viable, beneficial concept for the next iteration of the Boat Haven by considering market demands, economic and social impacts, engineering and construction cost estimates, and environmental best practices.

### **ANALYSIS:**

The above planning activities will produce materials that the Port can use to apply for design/engineering and eventual construction funds. Most importantly, planning will produce a selected alternative for Boat Haven renovations based on market trends, public and business community input, and cost/permitting considerations.

The CERB Board accepts applications on a rolling basis and meets bimonthly to review proposals. The Port is applying for the September 30, 2024, deadline and, if invited, will present to the CERB Board at the following meeting on November 21.

### **FISCAL IMPACT:**

The Port seeks \$75,000 from CERB with a \$50,000 match (\$125,000 total). Matching funds are being proposed as part of the Port's forthcoming 2025 Capital Improvement Plan.

CERB Grant:	\$75,000
Port Cash Match: (40%)	<u>\$50,000</u>
<b>Total Grant Budget:</b>	<b>\$125,000</b>

The Port is electing to provide a higher match percentage than the required 20% in order to accomplish all planning activities. Due to a CERB program change, the Port's Marina Master Planning project is only eligible for a \$75,000 grant instead of \$100,000. As of 2024, only site readiness and development activities qualify for \$100,000 in CERB funding.

CERB funding is designed to help public agencies develop initial plans that can be used to apply for construction funds from both State and Federal programs. By applying for CERB planning funds, Port Staff hopes to develop the Boat Haven renovation project into one that is competitive for larger pools of construction funding.

### **RECOMMENDED ACTION:**

Staff recommends the Commission introduce Resolution 24-1305 authorizing the Port's Executive Director to apply for a total of \$125,000 in CERB funding, including \$50,000 in local match. If the introduction of the resolution is unanimous, make a motion to adopt Resolution 24-1305.

**A RESOLUTION OF THE PORT OF PORT ANGELES, WASHINGTON,  
AUTHORIZING SUBMISSION OF AN APPLICATION FOR A COMMUNITY  
ECONOMIC REVITALIZATION BOARD GRANT IN THE APPROXIMATE  
AMOUNT OF \$125,000.00 FOR WEST BOAT HAVEN MARINA MASTER  
PLANNING.**

**WHEREAS**, Community Economic Revitalization Board (CERB) funds are available to support feasibility and planning work in furtherance of economic development; and

**WHEREAS**, the Port of Port Angeles desires to pursue an objective market and feasibility analysis for West Boat Haven Marina Planning consistent with the purposes of the CERB; and

**WHEREAS**, the CERB Project represents a commitment of resources toward enhancing the vitality of the area and expansion of economic and employment opportunities for Port Angeles and Clallam County, together with increased tax revenues; and

**WHEREAS**, in the event the application for CERB funding is approved, and the grant is accepted by the Port, the Port will comply with all applicable federal and State requirements in regard to the environmental impact of the project; and

**WHEREAS**, the project will not result in the transfer/relocation of jobs from one part of the state of Washington to another; and

**WHEREAS**, the Port intends to apply for the planning grant maximum of \$75,000 in CERB funds; and

**WHEREAS**, the matching portion of the grant is a minimum of 20% of the project amount, and the Port intends to provide a higher match percentage (\$50,000 total) to support project goals; and

**WHEREAS**, the Port finds that an application should be submitted for consideration by CERB and that such submission will promote economic development within Port Angeles and Clallam County.

**NOW, THEREFORE, BE IT RESOLVED** that the Port of Port Angeles, Washington, as follows:

1. That the Executive Director is hereby authorized to submit an application to the Community Economic Revitalization Board, for and on behalf of the Port, for CERB funding in the approximate amount of \$125,000.00 for the CERB Project; and
2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and
3. That, in the event such application is approved, the Executive Director is authorized to enter into an agreement for such funding; and
4. That this Resolution shall be effective upon passage and signatures hereon in accordance with law.

PASSED this \_\_\_\_ day of (Month/year)

PORT OF PORT ANGELES  
PORT COMMISSION

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Connie Beauvais, President

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Colleen McAleer, Vice President

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Steven Burke, Secretary

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

Date: August 27, 2024

Subject: New Term Lease – Shipwrecked Port Angeles LLC

Presented by: Caleb McMahon, Director of Economic Development

**RCW & POLICY REQUIREMENTS**

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

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

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

**BACKGROUND:**

This potential tenant desires to lease the office building at 720 Marine Drive, formerly used by Blake Sand & Gravel as a showroom, and more recently as an office for a local business. Dave Houx, the proposed tenant, plans to remodel the building interior for a new restaurant called **Shipwrecked Bar & Grill**. Mr. Houx's business plan is to serve burgers, BBQ and smoked pork, fish and chips, and other popular meals. The tenant desires to remodel the interior. This building has been vacant since August 2022, and the Port is pleased to have this potential tenant bring a restaurant to the marina area.

**LEASE DETAILS:**

**Leased Space:** 1,300 square feet building, with adjacent parking area.

**Address:** 720 Marine Drive, Port Angeles, WA 98363.

**Port Area:** Port Angeles Marina

**Current Use:** Vacant office.

**Proposed Use:** Restaurant and Bar called "Shipwrecked Bar and Grill".

**Lease Term:** 5-year initial term.

**Options to Renew:** Five x five-year options to renew with the Port's consent.

**Commencement Date:** September 1, 2024

**Escalation:** By annual CPI

**Common Area Maintenance (CAM):** N/A

**Utilities:** Tenant's responsibility

**Tenant's Proposed Improvements:**

1. All city/county/state permits for the project
2. Renovate restrooms for ADA compliance.
3. Plumbing, electrical, HVAC, and lighting renovations
4. New floor surface throughout
5. Update the lighted street sign
6. Kitchen improvements
7. Concrete work for handicapped parking, motorcycles, dumpsters, etc., as required
8. Add a boat to the north side of the building with a sign as an eye-catcher

**Port's Proposed Assistance:**

1. Remove all interior walls.
2. Remove carpeting.
3. Remove counters in the kitchen.
4. Purchase and install exterior lighting for security.
5. Install doors purchased by the tenant.
6. Assist with the relocation of the large boat from the marina across the street to the property.

**Financial Security:** Three months rent in the amount of (\$4,173.00)

**Non-standard terms requiring Commission approval:**

The value of the Tenant's proposed improvements to the property is estimated at \$30,000. All renewal extensions will be at fair market rent.

**Unique Terms:** Reduced rent for a period of five years due to the tenant-paid renovations to the Port's property.

**ENVIRONMENTAL IMPACT:** None

**FISCAL IMPACT OF THE LEASE:**

1,300 SF @ \$1.07/SF = \$1,391.00

Reduction of rent for five years at 75% of fair market value:

1,300 SF @ \$0.80/SF = \$1,040.00

Reduced revenue from lease: \$28,860 over five (5) years

Cost contribution of Port labor: \$30,000 (removal of walls, door installation, etc.)

Total contribution: \$58,860

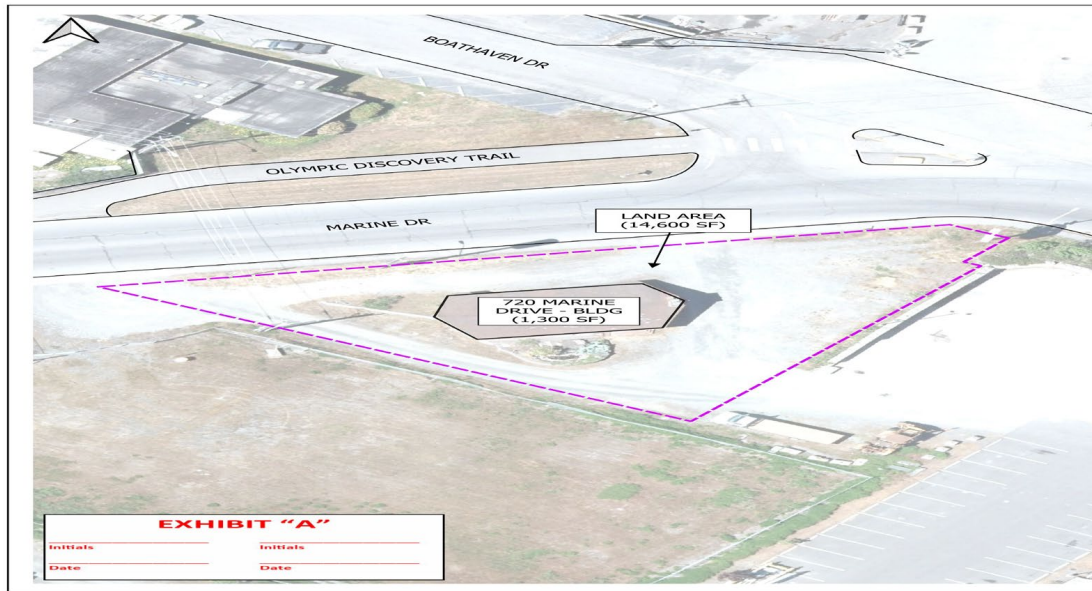
The value of the tenant-paid improvements is \$100,000+.

**RECOMMENDED ACTION:**

Staff recommends that the Commissioners authorize the Executive Director to sign the lease as proposed.







 of Port Angeles <small>Serving Clallam County Since 1923</small>	
LEASE: SHIMMICK PORT ANGELES LLC - 720 MARINE DRIVE	<b>EXHIBIT A: PREMISES</b>
<b>SCALE:</b> 1"=40'	
<b>LEASE #:</b> NA	
<b>DATE:</b> 7/25/2024	
<b>SHEET:</b>  <b>1 OF 1</b>	

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

**August 27, 2024**

**SUBJECT: Resolution No. 24-1302 Designating Treasurer, Confirming Deputy Treasurer and Blanket Fidelity Bond to Protect Against Loss**

**PRESENTED BY: Paul Jarkiewicz, Executive Director**

**RCW & POLICY REQUIREMENTS:**

Per RCW 53.36.010 the commission of a port district which meets certain requirements may designate by resolution a person having experience in financial or fiscal matters as treasurer of the port district to act with the same powers and under the same restrictions as provided by law for a county treasurer acting on behalf of a port district. The commission shall require a bond which will protect the district against loss.

**BACKGROUND**

Per Resolution No. 19-1201, the Commission designated John B. Nutter as Treasurer and confirmed Trisha Miller as Deputy Treasurer. Additionally, Resolution 19-1201 authorized the Port to maintain a blanket fidelity bond in the amount of \$4,000,000 to provide protection against loss.

**ANALYSIS**

Resolution No. 24-1302 appoints Chris Hartman, Port Treasurer, and Paul Jarkiewicz, Deputy Port Treasurer, and relieves John Nutter and Trisha Miller, both of whom are no longer employed with the Port of Port Angeles.

Resolution No. 24-1302 also confirms the use of a blanket fidelity bond against loss by all employees, including the Treasurer and Deputy Treasurer, in the amount of \$4,000,000. The blanket fidelity bond provides sufficient protection against loss to the Port.

**ENVIRONMENTAL IMPACT** – None

**FISCAL IMPACT** - None

### **RECOMMENDED ACTION**

Introduce Resolution No. 24-1302 appointing the Port Treasurer as Jennifer Baker and confirming the Deputy Treasurer as Steven Burke.

If introduction of the resolution is unanimous, Resolution No. 24-1302 may be adopted at the same meeting as it was introduced.

**A RESOLUTION OF THE PORT OF PORT ANGELES DESIGNATING TREASURER, AND CONFIRMING BLANKET FIDELITY BOND TO PROTECT AGAINST LOSS.**

WHEREAS, pursuant to RCW 53.36.010, the Port Commission (the "Commission") of the Port of Port Angeles (the "Port"), by Resolution No. 18-1164, designated Melinda B. Smithson, a person who has experience in financial or fiscal matters, as Treasurer of the Port, to act with the same powers and under the same restrictions as provided by law for a county treasurer acting on behalf of a port district; and

WHEREAS, John Nutter has served the Port well as its Treasurer, but has left the Port's employ as of August 7, 2024; and

WHEREAS, it is necessary and appropriate to relieve John Nutter as Treasurer and appoint a successor Treasurer to perform the duties of the office of the Port Treasurer; and

WHEREAS, the Port has on its present staff an individual with experience in Port business and financial and fiscal matters and appropriately qualified to serve as Treasurer, to-wit: Chris Hartman as Port Treasurer, and Paul Jarkiewicz as Deputy Port Treasurer.

WHEREAS, pursuant to RCW 53.36.010, the Commission shall require that a bond be provided for the Treasurer in an amount and under terms and conditions the Commission finds will protect the Port against loss; and

WHEREAS, the Port maintains a blanket fidelity bond against loss by all employees, including the Treasurer and Deputy Treasurer, in the amount of \$4,000,000, which blanket fidelity bond provides sufficient protection against loss to the Port.

NOW, THEREFORE, BE IT RESOLVED:

**1. Appointment of Port Treasurer.** John Nutter is hereby relieved from his duties as Treasurer of the Port, and Chris Hartman shall be appointed to serve as Treasurer of the Port, to act with the same powers and under the same restrictions as provided by law for a county treasurer acting on behalf of a port district.

**2. Appointment of Deputy Treasurer.** Paul Jarkiewicz shall be appointed as Deputy Treasurer of the Port, and is authorized to perform such duties as may be required of her by the Port Treasurer and to act in the Treasurer's stead in the absence of the Treasurer.

**3. Bond.** The Port shall maintain a blanket fidelity bond, a surety bond, or such other protection as may be authorized by law, sufficient to protect the Port against any such loss as may arise from the actions of the Port Treasurer and Port Deputy Treasurer.

**4. Rescission of Prior Resolutions.** This Resolution No. 24-1302 supersedes Resolution 19-1201 confirming or appointing the Port Treasurer and Deputy Treasurer and allowing a blanket fidelity bond, and said prior resolution is hereby rescinded.

ADOPTED by the Port Commission of the Port of Port Angeles at a regular meeting thereof held this 13<sup>th</sup> day of August 2024.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Connie L. Beauvais, President

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Colleen McAleer, Vice President

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Steven Burke, Secretary

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

**August 27, 2024**

**SUBJECT: PORT RESOLUTION 24-1304 TRAVEL POLICY**

**Presented by: Braedi Joutsen, Human Resource Admin/Clerk to Board**

**RCW & POLICY REQUIREMENTS:**

- RCW 42.24.090 Reimbursement Claims by Officers and Employees. Code provides direction for reimbursement of expenditures by public officials and agencies for transportation, lodging, meals or any other purpose. Further, the rate for these reimbursements may be computed on a mileage, hourly, per diem, monthly, or another basis.
- RCW 42.24.115 Charge Cards for Officers and Employees' Travel Expenses. Code provides allowance for a municipal subdivision the issuance of charge cards for the purpose of covering expenses incident to authorized travel. All charges against the charge card require shall submit a fully itemized travel expense voucher will be submitted by the individual.
- RCW 42.24.120 thru 42.24.160 – Advancements for Travel Expenses. Code permits reasonable allowances to be paid in advance of expenditure.
- RCW 53.08.175 Reimbursement of expenses. Code provides that employees, officers, and commissioners of port districts shall be entitled to receive their necessary and reasonable travel and other business expenses incurred when engaged in official business of the Port District.

**BACKGROUND:**

The Commissioners have, by resolution, established a policy for reimbursement and payment of travel and other business expenses by employees or commissioners engaged in official activities and travel on behalf of the Port District.

**ANALYSIS:**

Upon review of Commission Resolution 24-1304 and the current Port travel procedure, it is viewed that while general policy guidance regarding travel expenditures and reimbursement is given, a revision is desired to update, simplify, and align the guidance with State policies.

The proposed Resolution recommends revisions to Resolution 22-1265 for consideration. The port procedure for implementing the revised policy is also included in the packet.

**ENVIRONMENTAL IMPACT:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDED ACTION:**

Recommend the Commission upon review of the changes made from the comments made at the last Regular Commission Meeting and adopt Commission Resolution No. 24-1304 and rescind Resolution 22-1265.

**24-1304**

A RESOLUTION GOVERNING THE REIMBURSEMENT AND PAYMENT OF TRAVEL AND OTHER BUSINESS EXPENSES AND RESCINDING RESOLUTION NO. 22-1265, Dated September 13, 2022; and

WHEREAS, Commissioners and employees of the Port of Port Angeles (hereafter, collectively referred to as "Port Personnel") shall be engaged in official activities on behalf of the Port; and

WHEREAS, it is the policy of the Port that all Port Personnel shall receive their reasonable and necessary travel and other business expenses when engaged in official Port business; and

WHEREAS, it is in the best interest of the Port to establish basic rules and regulations governing the reimbursement and payment of travel and other expenses; and

WHEREAS, this resolution is made pursuant to RCW 42.24.090, RCW 53.08.176, and other applicable state laws.

NOW, THEREFORE, BE IT RESOLVED that:

1. Travel Expenses: Travel expenses shall be defined to include the following items:
  - A. Transportation via motor vehicle; private vehicles, boat, or aircraft; public transportation (airline, railroad, or bus line); taxicab; limousine; rented vehicle, boat or aircraft; or other appropriate means of transportation.
    - (1) When private vehicles are used, the reimbursement shall be at a rate per mile traveled. The rate of compensation per mile will be at the authorized Internal Revenue Service (IRS) Standard Mileage Rate for business miles in effect at the time of travel.
    - (2) When a private or chartered boat or aircraft is used, the Port Auditor shall set the reimbursement based on appropriate comparables or other alternative modes of transportation.
  - B. Lodging, including hotel, motel, or similar accommodations as may be required.
  - C. Subsistence, including charges for all meals required when engaged in Port business. Reimbursement may be based on actual costs or per diem in lieu of actual costs when travel requires overnight lodging. The rate of per diem will be the maximum amount allowed by law.
  - D. Other expenditures connected with traveling may include but are not limited to: telephone and FAX services; baggage and luggage handling charges; parking fees; taxis; airporter



services; supplies; internet and business center fees; and other expenses and incidentals as permitted by law.

- E. Customary tips (15%-20%) and gratuities for actual meal expenses (per diem meal expenses include tips), taxi drivers, bellhops, housekeeping, parking attendants, etc.
- 2. Official Travel: Port Personnel shall be engaged in official travel on behalf of the Port District when engaged in the following activities:
    - A. Travel connected with calling upon customers or potential customers of the Port District for the purpose of promoting and selling the services and facilities of the Port District.
    - B. Travel required for the purpose of meeting with, negotiating, or consulting with others for the purpose of carrying out official functions, duties or projects of the Port District. Examples of such travel include, but are not limited to, meetings or conferences on matters related to: (a) navigation, airports, harbor, waterway improvement, industrial, and economic development; (b) planning, engineering, or development of Port facilities; (c) employee and labor relations; (d) Port rates and tariffs; (e) inspection of facilities or equipment and potential applications; and (f) other similar activities necessary to Port construction, maintenance or operation.
    - C. Travel connected with attendance at meetings of organizations in which the Port district is affiliated for purposes of education, networking, research, promotion, joint action or official representation.
    - D. Travel for attendance at regular and special meetings of the Port Commission by Port Commissioners from their place of permanent or temporary residence to the place of meeting of the Commission.
  - 3. Business Expenses: Port Personnel shall be entitled to their necessary and reasonable business expenses incurred on behalf of the Port District. Business expenses shall include charges for registration, incidentals, meals, printed matter, or such other items as may be a necessary part of the participation in the organization, event or activity.
  - 4. Charge Cards: Charge or credit cards acquired in the name of the Port are to be used for Port related travel and business expenses. The distribution and use of Port charge or credit cards shall be in accordance with all applicable statutes and Commissioner Resolutions.
  - 5. Travel Authorization: Authorization for the direct purchase of transportation and other travel costs shall be as follows:
    - A. Commissioners' travel outside of Washington, Oregon, British Columbia, Canada must be approved in advance by the Port Commission.
    - B. Employee travel outside of Washington, Oregon, and British Columbia, Canada must be approved in advance by the Executive Director.
    - C. Any travel in excess of \$5,000 per individual must be approved in advance by the Port Commission.

- D. The purchase of transportation and other related travel expenses may be made directly by the individual or through the Port.
  - E. In the event of a conflict between any grant of authority to the Executive Director pursuant to this Resolution and pursuant to the Commission Policy Directive on Administrative Authority of Executive Director (the “Master Policy”), this Resolution will control.
6. Expense Reimbursement: Any Port Personnel authorized to make expenditures for travel and other business expenses shall be reimbursed subject to the following:
- A. In filing claims for reimbursement, an official form containing information required by the office of the State Auditor shall be used.
  - B. In those cases when Port business travel requires overnight lodging, Port personnel may choose between providing itemized receipts in filing claims for reimbursement or receiving the current federal per diem allowance for the area of travel.
  - C. Any reimbursement over \$25 must be supported by an appropriate receipt or other proof of payment. All charges on a Port credit card must be supported by an appropriate receipt or other proof of payment.
  - D. The date, location, and purpose of the expenditure shall be specified.
  - E. All staff travel reimbursement requests will be reviewed and approved by the direct supervisor, the Port Auditor, or the Deputy Port Auditor. Travel reimbursements for the Executive Director and Commissioners shall be reviewed and may be approved by the Port Auditor or Deputy Port Auditor.
  - F. Reimbursement of personal expenses, alcohol, hospitality bar charges, and entertainment are prohibited expenses. All personal or non-Port related costs must be billed and paid for separately at the time of incurring the costs. If Port travel and personal travel are combined, the Port will pay up to the equivalent of that which would have been paid had the travel been solely for Port purposes. The Port will not pay for spouses’ travel.
  - G. Promotional Hosting is addressed in a separate Commissioner Resolution.
7. Loss Incurred During Port Travel: The Executive Director may, at his or her discretion, authorize the reimbursement of up to \$1,000 to a Port Commissioner or employee for costs incurred as a result of property damage or loss suffered by the Commissioner or employee during travel for official Port business. Any such claim by the Executive Director shall be reviewed and may be approved by the Port Auditor or Deputy Port Auditor.
8. Travel Advances: Advances for authorized travel may be made pursuant to the procedure outlined in RCW 42.24.120 *et seq.*, as now enacted or hereafter amended. Port staff may establish and maintain

the revolving fund for travel advances as authorized by statute and Commissioner Resolution.

- 9. Minimize Total Cost: In all travel, an attempt shall be made to minimize the cost to the Port in obtaining transportation, lodging, meals, etc. An effort shall be made to adjust schedules, utilize alternative transportation, and/or utilize lower-cost hotels when the total cost to the Port can be reduced as a result. Consideration will be given to time away from work, direct flights, the convenience of traveling with others, including networking opportunities, and reduction of fatigue to improve travel safety and productivity. Premium fares or extra costs must demonstrate a clear business purpose and must be approved in advance.
- 10. Administration: The Executive Director or his or her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this Resolution.
- 11. **Resolution No. 22-1265** and all other resolutions previously passed by the Port Commission dealing with the same subject matter are hereby rescinded.

ADOPTED this 27<sup>th</sup> day of August 2024.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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

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Colleen M. McAleer, Vice President

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Steven Burke, Secretary

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

8/27/2024

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

- Monthly DofA Report
- Introduce Capital Budget Development Process

### **September 24, 2024 (Regular Commission Meeting)**

- August Financial Report
- Monthly Cash & Investment Report
- Strategic Plan Review

### **October 8, 2024 (Regular Commission Meeting)**

- Monthly DofA Report

### **October 22, 2024 (Regular Commission Meeting)**

- Monthly DofA Report
- September Financial Report
- Monthly Cash & Investment Report
- Strategic Plan Review
- 3<sup>rd</sup> Quarter Operations Report

### **Upcoming Events/Announcements**

- Sep. 18-20 – WPPA Environmental Seminar (Walla Walla, WA)
- Oct. 24-25 – WPPA Small Ports Seminar (Lake Chelan, WA)
- Nov. 12-14 – International Workboat Show (New Orleans, LA)
- Nov. 20-22 - Pacific Marine Expo (Seattle, WA)
- Dec. 11-13 – WPPA Annual Meeting (Bellevue, WA)

### **Future**

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