



REGULAR COMMISSION MEETING
Tuesday, August 13, 2024, at 9:00 am
338 W. First St, Port Angeles, WA 98363
AGENDA

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely, please visit <https://portofpa.com/about-us/agenda-center/>

- I. CALL TO ORDER / PLEDGE OF ALLEGIANCE**
- II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)**
- III. APPROVAL OF AGENDA**
- IV. WORK SESSION**
 - A. Strategic Plan Review.....1
- V. APPROVAL OF CONSENT AGENDA**
 - A. Regular Commission Meeting Minutes – July 23, 2024.....2-5
 - B. Special Commission Meeting Minutes – July 26, 2024.....6
 - C. Vouchers in the amount of \$1,616,281.70.....7
- VI. COMPLETION OF RECORDS**
 - A. Delegation of Authority Report.....8-10
- VII. PLANNING AND CAPITAL PROJECTS**
 - A. Airport Paving Maintenance – Bid Award.....11-12
- VIII. LOG YARD**
 - A. Log Loader RFQ Update.....13-14
- IX. MARINE TRADES AND MARINE TERMINALS**

No items
- X. PROPERTY**

No items
- XI. MARINAS**

No items



XII. AIRPORTS

No items

XIII. OTHER BUSINESS

- A. Resolution 24-1299, Port Travel Policy.....15-20
- B. Resolution 24-1300 – Designation of Bank Signatories.....21-23
- C. Resolution 24-1301 – Designation of Port Auditor.....24-26
- D. Resolution 24-1302 – Appointment of Port Treasurer.....27-29
- E. Resolution 24-1303, Authorization of Investment of Port Monies in the Local Government Investment Pool (LGIP).....30-35

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

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

XVII. FUTURE AGENDA.....36

XVIII. NEXT MEETINGS

- 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

- 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

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.

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.	<p>In conjunction with the Team, achieve commitment for at least two (2) new tenants for waterfront parcels, including MTC.</p> <ol style="list-style-type: none"> Project Baking Soda (in-progress) Project Sugar (in-progress) Project Sea Legs (under discussion) 	1	  
1.6 Develop two sites of Port-owned land industrial airport property that deliver a positive Return on Investment (ROI).	<p>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%.</p> <ol style="list-style-type: none"> Project Piranha TBD, efforts ongoing 	2	 
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 of at least 3%.	3	
2.5 Develop a strategy to increase the Port’s ability to self-perform maintenance and capital improvement projects.	<p>Identify, plan, and complete at least three (3) self-performance projects for 2024 with the Team.</p> <ol style="list-style-type: none"> FM Warehouse Pen-Ply Foundation Demo FIA Terminal Roof Replacement JWM Fuel Dock Upgrades 	4	   
3. Improve Environmental Performance			
3.1 Collaborate with Ecology on Projects	WPAHG, T5/6/7, IMTF		
4. Enhance Stakeholder Engagement and Outreach Efforts			
4.2 Foster partnerships with other agencies in furtherance of workforce and economic development.	<p>Collaborate with Local, County, State, and Tribal governments/agencies to deliver at least two (2) projects that impact the community positively.</p> <ol style="list-style-type: none"> Clallam County - RECOMPETE Lower Elwha – Tumwater Creek City of Port Angeles – Tumwater Truck Route / Marine Drive 	5	  



REGULAR COMMISSION MEETING
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MINUTES

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

John Nutter, Dir. of Finance & Admin.
Braedi Joutsen, Clerk to the Board
Katharine Frazier, Grants & Contracts Mgr.
Chris Hartman, Director of Engineering

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:47)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:48-4:21)

Karen Rogers, Port Angeles, WA – asked the Port Commission to think about supporting the Olympic Medical Center hospital levy that will be on the ballot this fall.

III. APPROVAL OF AGENDA (4:22-4:35)

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

IV. WORK SESSION (4:36-30:25)

- A. June Financial Report: John Nutter
 - Discussion
 - No Action
- B. Cash & Investment Report
 - Presentation: John Nutter
 - Discussion
 - No Action
- C. 2025 Budget Calendar
 - Presentation: Chris Hartman
 - Discussion
 - No Action
- D. Strategic Plan Review
 - This item will be postponed until the next commission meeting.

V. APPROVAL OF CONSENT AGENDA (30:26-31:20)

- A. Regular Commission Meeting Minutes – July 9, 2024
- B. Vouchers in the amount of \$831,176.09
 - Discussion
 - Motion to approve the consent agenda: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS (31:21-43:28)

- A. 2nd Quarter Operations Report
 - Presentation: Caleb McMahon, Paul Jarkiewicz
 - Discussion
 - No Action



VII. PLANNING AND CAPITAL PROJECTS (43:29-53:11)

- A. Resolution 24-1298, Port Recreation & Public Access Plan
- Presentation: Katharine Frazier
 - Discussion
 - Motion to adopt Resolution 24-1298, a Resolution of the Commission of the Port of Port Angeles adopting the 2024 Port Recreation and Public Access Plan: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)
- B. Item for Consideration – FIA Terminal Roof Replacement Project
- Presentation: Wilson Easton
 - Discussion
 - Motion to approve the use of Port labor for FIA Terminal Roof Replacement project and that the Commission has determined that this will be a more cost-effective method than contracting the work, and to authorize the Executive Director to purchase the roofing materials from McCreary & Sons LLC, to not exceed \$57,000 including sales tax, and to sign any necessary contracts to fulfill this project: Comm. Burke
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

VIII. LOG YARD

- A. Log Loader RFQ Update
- This item will be postponed until the next commission meeting.

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

No items

XI. MARINAS

No items

XII. AIRPORTS (53:24-58:23)

- A. Taxiway Reconstruction/Rehabilitation Project Contract and AIP Grant Amendments
- Presentation: John Nutter
 - Discussion
 - Motion to authorize the Executive Director to sign a contract amendment with Century West Engineering for the Phase 2 Final Design at a total cost of \$123,397.24, to make minor amendments as may be required, and also to authorize the Executive Director to sign the amended FAA AIP-039 Grant for the final design of the Taxiway Reconstruction/Rehabilitation project: Comm. Burke
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

XIII. OTHER BUSINESS (58:24-1:09:36)

- A. Resolution 24-1299, MRSC Rosters
- Presentation: Katharine Frazier
 - Discussion
 - Motion to introduce Resolution 24-1299, a Resolution of the Port of Port Angeles, Washington on the subject of establishing a small public works roster and the authority to use the roster process to award small public works contracts, and a consultant services roster for general consulting and other professional services: Comm. Burke



- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)
- Motion to waive second consideration: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to adopt Resolution 24-1299, a Resolution of the Port of Port Angeles, Washington on the subject of establishing a small public works roster and the authority to use the roster process to award small public works contracts, and a consultant services roster for general consulting and other professional services: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

XIV. ITEMS NOT ON THE AGENDA (1:09:37-1:13:49)

Comm. Burke asked Port Staff to develop a proposal to increase the Executive Director's \$50,000 signing authority threshold. This amount has not been increased in over 13 years, even though costs have inflated. He would like to see a proposal of what other Ports and local governments are doing. Staff agreed and will work on this while reaffirming the delegation of authority.

XV. COMMISSIONER REPORTS

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:13:50-1:16:20)

Jeff Bowman, Port Angeles, WA – Board President of the Olympic Peninsula Trails Coalition wanted to thank the commission for allowing the group to rent space for their storage conex box. He would also like to express disappointment that his Olympic Peninsula Trails Coalition has not been made aware of the Port's Recreation and Public Access Plan. The group would like the opportunity to engage in conversation with the Commission about this plan.

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (1:16:21-1:16:34)

- 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

XIX. UPCOMING EVENTS (1:16:35-1:17:52)

- A. Cross Laminated Timber Castlegar Trip – August 8, 2024 – Castlegar, B.C.
- B. International Workboat Show – November 12-14, 2024 – New Orleans, LA
- C. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA

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

XX. EXECUTIVE SESSION (1:17:53-1:19:01)

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 60 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 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). 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: 2 minutes
- Start Time: 10:20 am
- Extended: 1 hour and 45 minutes
- End Time: 1:05 pm
- No Action

Public Session of Commission Meeting Reconvened: 1:05 pm

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

XXI. ADJOURN (1:19:02-1:19:30)

Comm. Beauvais adjourned the meeting at 1:05 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Steven Burke, Secretary



SPECIAL COMMISSION MEETING
Friday, July 26, 2024, at 10:00 am
338 W. First St, Port Angeles, WA 98363
MINUTES

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

Caleb McMahon, Dir. of Econ. Development
Braedi Joutsen, Clerk to the Board

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:34)

Comm. Beauvais called the meeting to order at 10:00 am.

II. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:35-0:48)

None.

III. EXECUTIVE SESSION (0:48-1:40)

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: One (1) item concerning real estate sale, purchase, or lease, discussing such matters in executive session are appropriate pursuant to RCW 42.30.110.(1)(b).
- Recess: 4 minutes
- Start Time: 10:00 am
- Extended: 15 minutes
- End Time: 10:45 am
- No Action

Public Session of Commission Meeting Reconvened: 10:45 am.

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

IV. ADJOURN (1:40-1:43)

Comm. Beauvais adjourned the meeting at 10:40 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 July 18, 2024 – August 7, 2024

Accounts Payable

	Begin Check #	End Check #		
For General Expenses and Construction				
Accts Payable Checks (computer)	418418	418471	\$	925,346.09
VOIDED/ZERO PAYABLE CHECKS			\$	-
Accts Payable ACH	003152	003172	\$	68,942.36
Accts Payable ACH	003240	003271	\$	95,738.24
VOIDED/ZERO PAYABLE ACH			\$	-
Wire Transfer – Excise Tax			\$	7,704.53
Wire Transfer - Leasehold Tax			\$	196,836.26
Total General Expenses and Construction			\$	1,294,567.48
Payroll				
Employee Payroll – Draws (Direct Deposit)			\$	-
Voided Payroll Check			\$	-
Employee Payroll Checks PPD (Direct Dep)	003173	003239	\$	188,033.99
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$	133,680.23
Total Payroll			\$	321,714.22
Total General Exp & Payroll			\$	1,616,281.70

Date: August 13, 2024

Port Representative

Port Representative

Commissioner, Steven D. Burke

Commissioner, Connie Beauvais

Commissioner, Colleen McAleer

MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS

July 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)**

July 2024

TENANT NAME	DOCUMENT	LOCATION	FORM OF SURETY	SQ FEET	TERM	MONTHLY RENT
Global Diving & Salvage, Inc.	Third Lease Renewal	202 W Cedar Street #2 & Marine Terminal Storage	\$2,035.46 on file	335 SF Office, 300 SF Storage	7.01.2024-6.30.2025	Rent \$583.70 CAM \$40.00 Util \$65.00
Composite Recycling Technology Center	Second Lease Renewal	2220 W 18th Street (Dust Collector & Conex Box)	\$791.28 on file	628 SF Land	1 year 8.01.2024 to 7.31.2025	\$70.96 \$0.113/SF
Hull Scrubber Corp.	Second Lease Renewal	202 N. Cedar Street #4	\$4,503.60 on file	270 SF Office	1 year 8.01.2024 to 7.31.2025	\$400.95 \$1.485/SF CAM \$40 Util \$65.00
Lambert Consulting L.L.C.	First Lease Renewal	338 W. First Street #101	\$1,035 on file	230 SF Office	1 year 9.01.2024 to 8.30.2025	\$354.20 \$1.54/SF Util \$190.00

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

PROFESSIONAL & PERSONAL SERVICES
AWARDED BY THE EXECUTIVE DIRECTOR
(In Accordance with Delegation of Authority)
July 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
Sundial Advocacy	WA State lobbying services	\$49,990	Retainer plus mileage
Tralient	Online workplace compliance training	\$3,500 over 3 yrs	
Vanir	On-call support for project management services	\$45,000 over 17 months	Time and material – Not to exceed

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

August 13, 2024

Subject: 2024 AIRPORT PAVING MAINTENANCE - BID AWARD

Presented by: Chris Hartman – Director of Engineering

RCW & POLICY REQUIREMENT:

Public works, as defined by RCW 39.04.010, encompasses construction, alteration, repair, or improvement beyond routine maintenance, funded by a municipality. The Port's Delegation of Administrative Authority mandates Commission approval for Public Works contracts exceeding \$50,000.

BACKGROUND:

William R. Fairchild International Airport relies on many acres of asphalt pavement. Regular pavement maintenance is crucial for safe and efficient airport operations. This project targets the replacement of a 20,000-square-foot deteriorated asphalt section on the taxi lane between Life Flight and the 600/700 Hangars.

The project was advertised for bids in the Peninsula Daily News on July 18, 2024, and listed by the Seattle Daily Journal of Commerce. An onsite pre-bid meeting was held on July 25th, and bids were opened on August 1, 2024.

ANALYSIS:

The project estimate is \$140,000. Lakeside Industries Inc. submitted the sole bid of \$107,266.50 (inclusive of sales tax). The bid was reviewed and determined to be responsive to all bid submittal requirements. Lakeside's bid bond, prevailing wage compliance, and project history met all bidder qualification requirements confirming that Lakeside Industries Inc. is a responsible bidder.

ENVIRONMENTAL IMPACT:

Necessary environmental reviews have been completed, and the project holds the following approvals and permits:

- Port of Port Angeles Maintenance Project SEPA Exemption
- City of Port Angeles Construction Stormwater Discharge Permit
- City of Port Angeles Clearing and Grading Permit - Exemption

FISCAL IMPACT:

The 2024 Capital budget allocated \$140,000 for this project. Estimated costs breakdown:

• Construction - low bid	\$ 107,266.50
• <u>Contingency (15%)</u>	<u>\$ 16,089.98</u>
Total Estimated Cost	\$ 123,356.48

RECOMMENDED ACTION:

Staff recommends the Commission 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).

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

August 13, 2024

SUBJECT: Log Loader RFQ Update

STAFF LEAD: Chris Hartman, Director of Engineering

RCW & POLICY REQUIREMENTS:

The Port's Delegation of Administrative Authority, Resolution 24-1290, Section IV.B requires Commission approval for equipment acquisitions exceeding \$50,000.

The Port's Delegation of Administrative Authority, Resolution 24-1290, Section XII.A, requires the Executive Director to make written certification to the Commission that the listed property is no longer needed for Port purposes and to solicit offers for purchase from at least three parties, whenever possible.

BACKGROUND:

Following informal Commission discussions in June about acquiring new equipment to enhance Log Yard operations, Port staff prepared a formal Request for Qualifications (RFQ) for a hydraulic log loader. The RFQ outlined required equipment specifications, including grapple type (Robotec), engine hours (<500), reach height (42-46'), track length (16-18'), and operating weight (100,000 – 120,000lbs).

On July 3, the Port shared the RFQ with six qualified equipment vendors: Cascade Trader, Feenaughty, Modern Machinery, NC Machinery, PAPE, and Triad Machinery.

The RFQ response period ended on July 21. The Port received four responsive quotes: two from Cascade Trader, one from Triad Machinery, and one from Modern Machinery.

ANALYSIS:

The four bids ranged from a low of \$449,000 to a high of \$729,493:

- \$449,000: Develon DX380LL-5 with a reconditioned boom from **Cascade Trader**
- \$474,000: Develon DX380LL-5 with a new boom from **Cascade Trader**
- \$527,000: Link-Belt 5040TLW from **Triad Machinery**
- \$729,493: Timber Pro TN785D-LL from **Modern Machinery**

After analyzing each quote and product, Port staff believes that the \$449,000 Develon DX380LL-5 with a 44' reconditioned boom addresses both budgetary and log yard

operation considerations. The Develon log loader is a new machine and would come equipped with a Robotec 6065HD log grapple and a three-year/5,000 hour warranty.

In follow-up conversations with Cascade Trader representatives, it was determined that the Port will be able to trade in the Log Yard's existing Doosan 225 for a \$20,000 purchase credit. This will defray a small portion of the new machine's cost.

FISCAL IMPACT:

The Port's 5-year Capital Improvement Plan indicated the purchase of a new log loader in 2025 for \$400,000. After receiving quotes from the vendors, the log loader purchase will cost \$467,181.00, including state and local sales tax:

Purchase Price	\$449,000.00
Trade-In Credit Deducted from Price	\$20,000.00
Subtotal	\$429,000.00
8.9% Washington State/Local Sales Tax	\$38,181.00
Total Purchase Cost	\$467,181.00

**It is the Port's intent to finance this with the State Treasurers Office via the LOCAL finance program.*

ENVIRONMENTAL IMPACT:

The recommended Develon DX380LL-5 has an EPA Tier 4 diesel engine, which will burn cleaner and produce fewer greenhouse gas emissions than the Port's 2007 Doosan 225.

RECOMMENDED ACTION:

Staff recommends the Commission introduce and pass a motion authorizing 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 225.

Staff recommends that the Commission 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.

ATTACHMENTS:

- Develon DX380LL-5 Log Loader with reconditioned boom quote sheet

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

August 13, 2024

SUBJECT: PORT RESOLUTION 24-1299 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 when engaged in official business of the Port District, employees, officers, and commissioners of port districts shall be entitled to receive their necessary and reasonable travel and other business expenses incurred.

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 24-1299 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 guidance to the State policies.

The proposed Resolution has recommended revisions to Resolution 22-1265 for consideration. Also included in the packet is the Port Procedure for implementing the revised Policy.

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. 24-1299 and rescind Res 22-1265.

24-1299

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 the 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 private or chartered boat or aircraft is used, the reimbursement shall be set by the Port Auditor 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 permitted by law.

- E. Customary tips and gratuities for actual meal expenses (per diem meal expenses includes 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, 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. Commissioner travel outside of Washington, Oregon and 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 Commission.

- D. 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 and 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 is combined, the Port will pay up to the equivalent of that which would have been paid had the travel been solely for Port purposes. Spouses’ travel will not be paid by the Port.
 - G. Promotional Hosting is addressed in a separate Commissioner Resolution.
7. Loss Incurred During Port Travel: The Executive Director may, in 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 for time away from work, direct flights, 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 13th day of August 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Colleen M. McAleer, Vice President

Steven Burke, Secretary

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

August 13, 2024

Subject: Resolution No. 24-1300, New Signatories for Port Bank Accounts

Presented by: Paul Jarkiewicz, Executive Director

RCW & POLICY REQUIREMENTS

Per RCW 53.36.015, a port district that acts as its own treasurer may, by resolution, adopt a policy for the payment of claims or other obligations of the port district.

BACKGROUND

On January 22, 2019, by Resolution No. 21-1237, the Port affirmed certain employees as designated signatories on the Port bank accounts at Umpqua Bank. Due to staffing changes, the authorized signatories need to be updated.

ANALYSIS

Change the designated signatories to reflect the removal of former employees John Nutter, Trisha L. Miller, and Geoff C. James.

ENVIRONMENTAL IMPACT

None

FISCAL IMPACT

None

RECOMMENDED ACTION

In conformity with Commission bylaws, Resolution No. 24-1300 is offered for introduction.

Move to introduce Resolution No. 24-1300 reaffirming Umpqua Bank as the Port's depository and designating individuals authorized to transact business with the depository.

Staff recommends acceptance for introduction and consideration for adoption at the Commission's discretion

RESOLUTION OF THE PORT OF PORT ANGELES DESIGNATING INDIVIDUALS AUTHORIZED TO TRANSACT BUSINESS WITH DEPOSITORY.

WHEREAS, pursuant to RCW 53.36.015, the Port Commission (the "Commission") of the Port of Port Angeles (the "Port"), by Resolution No. 14-1093, designated Umpqua Bank as the bank where Port funds are to be deposited and Port checks are to be drawn; and

WHEREAS, the Treasurer of the State of Washington has authorized Umpqua Bank to accept public deposits as a public depository pursuant to Ch. 39.58 RCW; and

WHEREAS, it is appropriate to continue the designation of Umpqua Bank as the bank of deposit for Port funds; and

WHEREAS, pursuant to RCW 53.36.015 a port district that acts as its own treasurer may, by resolution, adopt a policy for the payment of claims or other obligations of the port district. The port commission shall designate the qualified public depository where checks are to be drawn, and the officers authorized to sign checks.

WHEREAS, it is appropriate and necessary to authorize certain Port personnel to transact business with Umpqua Bank.

NOW, THEREFORE, BE IT RESOLVED:

1. **Reaffirmation of Designation of Depository.** Umpqua Bank is hereby reaffirmed as the bank where Port funds are to be deposited and Port checks are to be drawn.
2. **Designation of Persons to Withdraw Funds from Umpqua Bank.** Port funds may be withdrawn from Umpqua Bank on checks signed on behalf of the Port by any two (2) of the following, acting in concert:

Paul Jarkiewicz;
Chris Hartman; &
Caleb McMahon

3. **Further Authorizations.** In addition to the authority granted in Section 2 above to issue checks from Umpqua Bank on behalf of the Port, any two (2) of the individuals named in Section 2 above, acting in concert, are hereby authorized to transact business with Umpqua Bank to include depositing, investing, opening, closing and/or reinvesting, by direct deposit or wire funds transfer, in person or as per telephone or email instructions, such authority to remain until official revocation is provided.

24-1300 (cont'd)

4. **Rescission of Prior Resolutions.** This Resolution No. 24-1300 supersedes Resolution 21-1237 designating Umpqua Bank as the bank where Port funds are to be deposited and Port checks are to be drawn and authorizing certain individuals to issue checks on behalf of the Port, 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 13th day of August 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Colleen M. McAleer, Vice President

Steven Burke, Secretary

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

August 13, 2024

**SUBJECT: Designating Auditor and Confirming
 Deputy Auditor**

PRESENTED BY: Paul Jarkiewicz, Executive Director

RCW & POLICY REQUIREMENTS

Per RCW 53.36.010 the commission of a port district may designate by resolution a person having experience in financial or fiscal matters as a port auditor to sign warrants and certify vouchers approved by the commission.

BACKGROUND

Per Resolution No. 19-1202, the Commission designated John B. Nutter as Port Auditor and confirmed Trisha Miller as Deputy Auditor.

ANALYSIS

Resolution No. 24-1301 appoints Karen Goschen, as Port Auditor, and relieves John Nutter as Port Auditor as he is no longer employed with the Port of Port Angeles. It also appoints Jennifer Baker, Director of Finance and Administration as Deputy Auditor.

ENVIRONMENTAL IMPACT – None

FISCAL IMPACT – None

RECOMMENDED ACTION

Introduce Resolution No. 24-1301 appointing the Port Auditor as Karen Goschen and Deputy Auditor as Jennifer Baker.

If introduction of the resolution is unanimous, Resolution No. 24-1301 may be adopted at the same meeting as it was introduced.

A RESOLUTION OF THE PORT OF PORT ANGELES DESIGNATING AUDITOR.

WHEREAS, the Port Commission (the “Commission”) of the Port of Port Angeles (the “Port”) has determined that it is appropriate to appoint a Port Auditor for purposes of performing the functions of that office as set forth in RCW 53.36.010, provided that a comprehensive financial audit is performed annually by an independent third party; and

WHEREAS, by Resolution No. 19-1202 the Commission designated John Nutter as Port Auditor and confirmed Trisha L. Miller as Deputy Port Auditor to perform the functions as set forth in RCW 53.36.010; and

WHEREAS, John Nutter has served the Port well as its Auditor, but has left the Port’s employ; and

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

WHEREAS, Karen Goschen is an appropriate and suitable person to serve as Auditor.

NOW, THEREFORE, BE IT RESOLVED:

1. Appointment of Port Auditor. John B. Nutter is hereby relieved from his duties as Port Auditor, and Karen Goschen is appointed Port Auditor and is directed to perform the functions and duties of the Port Auditor as required by RCW 53.36.010.

2. Appointment of Deputy Auditor. Jennifer Baker is hereby appointed as Deputy Auditor of the Port and is authorized to perform such duties as may be required of her by the Port Auditor and to act in the Auditor’s stead in the absence of the Auditor.

3. Annual Audit. A comprehensive financial audit of the Port shall be performed annually by an independent third party.

4. Rescission of Prior Resolutions. This Resolution No. 24-1301 supersedes Resolution 19-1202 appointing the Port Auditor and Deputy Auditor, and said prior resolution is hereby rescinded.

24-1301(cont.)

ADOPTED by the Port Commission of the Port of Port Angeles at a special meeting thereof held this 13th day of August, 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Steven D. Burke, Vice President

Colleen M. McAleer, Secretary

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

August 13, 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 \$2,000,000 to provide protection against loss.

ANALYSIS

Resolution No. 24-1302 appoints Jennifer Baker, Director of Finance and Administration, and Steven Burke, Port Commissioner as Deputy Treasurer, and relieves John Nutter and Trisha Miller 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 \$2,000,000. 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: Steve Burke ; and Jennifer Baker as Deputy 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 \$2,000,000, 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 Jennifer Baker 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. Steve Burke 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 13th day of August 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Colleen McAleer, Vice President

Steven Burke, Secretary

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

August 13, 2024

**Subject: Resolution No, 24-1303 Authorizing Investment of Port of Port Angeles
Monies in the Local Government Investment Pool.**

Presented by: Paul Jarkiewicz, Executive Director

RCW & POLICY REQUIREMENTS

Per RCW 53.36.010, a port district that acts as its own treasurer shall act with the same power and under the same restrictions as provided by law for a county treasurer acting on behalf of a port district. Therefore, per RCW 53.36.050, the port district is allowed to invest any funds which are determined by the port commission to be, in excess, of the current needs of the port district.

Resolution 24-1303 establishes the investment policy to govern the investment of excess Port funds and authorizes the Port Treasurer and Deputy Treasurer to invest funds.

BACKGROUND

The Port has an established account with the Washington State Local Government Investment Pool (LGIP). Individuals making deposits and withdrawals on behalf of the Port must be identified by name on the LGIP Transaction Authorization Form and be approved by the Commission.

Due to staffing changes, the Port will be completing a new Transaction Authorization Form, adding Paul Jarkiewicz and Jennifer Baker, and removing John Nutter, Director of Finance & Administration, Trisha Miller, Finance Manager, and former Executive Director Karen Goschen. The new form authorizes Paul Jarkiewicz, Executive Director, and Jennifer Baker, Interim Director of Finance and Administration, to conduct transactions with the LGIP on behalf of the Port. The Port must also identify by resolution an "authorized individual" to authorize all amendments, changes or alterations to this form. Paul Jarkiewicz, Executive Director, currently the authorized individual for the LGIP, will continue in this role for the Port.

ANALYSIS

The last resolution regarding LGIP authorization was Resolution No.19-1204, which confirmed the continuance Karen Goschen, Trisha Miller, and John Nutter as authorized individuals to transact business with the LGIP on behalf of the Port.

Resolution 24-1303 will confirm Paul Jarkiewicz, Executive Director, as the authorized individual who may authorize all amendments, changes or alterations to the Transaction Authorization Form and Jennifer Baker as an authorized individual to transact business with the LGIP on behalf of the Port.

ENVIRONMENTAL IMPACT

None

FISCAL IMPACT

None

RECOMMENDED ACTION

Accept introduction of Resolution No. 24-1303 authorizing Paul Jarkiewicz and Jennifer Baker to conduct transactions with the LGIP on behalf of the Port and confirming Paul Jarkiewicz as the authorized individual who may authorize all amendments, changes or alternations to the Transaction Authorization Form.

If introduction of the resolution is unanimous, Resolution No. 24-1303 may be adopted at the same meeting as it was introduced.

A RESOLUTION AUTHORIZING INVESTMENT OF PORT OF PORT ANGELES MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, PORT OF PORT ANGELES, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the PORT OF PORT ANGELES, the “governing body” or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the PORT OF PORT ANGELES and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Paul Jarkiewicz, Executive Director, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the Board of Commissioners of the Port of Port Angeles on this 13th day of August, 2024.

PORT OF PORT ANGELES
PORT COMMISSION

Connie L. Beauvais, President

Colleen McAleer, Vice-President

Steven Burke, Secretary

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name: Port of Port Angeles
Mailing Address: PO Box 1350, Port Angeles, WA 98362

Statement Delivery Options:

☒ EMAIL: jenniferb@portofpa.com ☐ FAX: _____ ☐ BOTH

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than listed)

Bank Name: Umpqua Bank
Branch Location: 1033 E. 1 st Street, Port Angeles, WA 98362
Bank Routing Number: 123205054
Accounting Number: 9804326248
Account Name: Port of Port Angeles

ACH Authorization: ☒ Yes ☐ No

Account Type: ☒ Checking ☐ Savings ☐ General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:
Paul Jarkiewicz	Executive Director	360-417-3360	
Jennifer Baker	Interim Director of Finance Admin	360-417-3362	

Online TMS Access: ☒ Yes ☐ No

If you selected yes, please complete the online section on page 2

If you selected no, skip the online access section

TMS Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. Please do not fill out the greyed-out areas

[illegible][illegible]

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

	Interim Director of Finance & Admin	
<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
Jennifer Baker	jenniferb@portofpa.com	360-417-3362
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
PHONE: (360) 902-9017
FAX: (360) 902-9044

Date Received: ____ / ____ / ____

Account Number: _____

OK'd by: _____

(For OST use only) **04/26/19**

State of Washington)
County of Clallam) ^{SS.}
Signed or attested before me by _____ Jennifer Baker
Dated this 9 day of August , 2024.

Signature of Notary

SEAL OR STAMP

Typed or printed name of Notary
 Notary Public in and for the State of Wash.

My appointment expires:

Future Agenda Items –Commission Meeting

8/13/2024

August 27, 2024 (Regular Commission Meeting)

- July Financial Report
- Community Partner Program Discussion
- Monthly Cash & Investment Report
- Strategic Plan Review

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

Upcoming Events/Announcements

- Nov. 12-14 – International Workboat Show (New Orleans, LA)
- Nov. 20-22 - Pacific Marine Expo (Seattle, WA)

Future

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