



REGULAR COMMISSION MEETING
Tuesday, July 23, 2024, at 9:00 am
338 W. First St, Port Angeles, WA 98363

MINUTES

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

Connie Beauvais, Commissioner
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 progressional 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 container 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

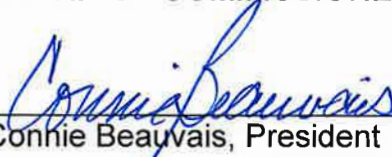
Public Session of Commission Meeting Reconvened: 1:05 pm

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