



**REGULAR COMMISSION MEETING**  
**Tuesday, September 24, 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/>

**Time Specific Item @ 9:00 am – Audit Exit**

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| Connie Beauvais Commissioner               | Jennifer Baker, Interim Dir. of Finance & Admin. |
| Colleen McAleer, Commissioner              | Braedi Joutsen, Clerk to the Board               |
| Steve Burke, Commissioner *excused absence | Caleb McMahon, Director of Economic Development  |
| Paul Jarkiewicz, Executive Director        | Katharine Fraizer, Grants & Contracts Manager    |
| Scott Hough, Marine Terminal Manager       | Wilson Easton, Facilities Maintenance Supervisor |

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:42)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:43-1:09)**

None

**III. APPROVAL OF AGENDA (1:10-1:17)**

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

**IV. WORK SESSION (1:18-1:49:29)**

**A. Audit Exit Meeting – Time Specific 9:00 am**

- Presentation: Amy Strzalka, Annalisa Lawrence
- Discussion
- No Action

**B. Monthly Cash & Investment Report**

- Presentation: Jennifer Baker
- Discussion
- No Action

**C. August Financial Report**

- Presentation: Jennifer Baker
- Discussion
- No Action

**D. 2024 Operating Budget Assumptions**

- Presentation: Jennifer Baker
- Discussion
- No Action

**E. 2024 Capital Projects – Projected Year-End Spending**

- Presentation: Chris Hartman
- Discussion
- No Action

**F. Strategic Plan Review**

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

**G. 2025 Draft Capital Budget**

- Presentation: Chris Hartman



- Discussion
- No Action

**V. APPROVAL OF CONSENT AGENDA (1:49:30-1:50:56)**

- A. Regular Commission Meeting Minutes – September 10, 2024
- B. Vouchers in the amount of \$748,018.52
- Discussion
  - Motion to approve consent agenda as presented: Comm.
  - 2<sup>nd</sup>: Comm.
  - Vote: 2-0 (Unanimous)

**VI. COMPLETION OF RECORDS**

No items

**VII. PLANNING AND CAPITAL PROJECTS**

No items

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY (1:50:57-2:04:25)**

- A. Lease & Property Use Policy
- Presentation: Caleb McMahon
  - Discussion
  - Motion to change the template lease language to revert to “the base rent shall be adjusted on the anniversary date” versus the “base rent shall be adjusted each January” of years 1 through 4 to compensate for the effect of inflation on the rental fee: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 2-0 (Unanimous)
  - The base rent adjustment will be made based on the previous month's CPI
- B. AM Holdings, Inc. Term Lease
- Presentation: Caleb McMahon
  - Discussion
  - Motion to authorize the Executive Director to sign the lease as presented: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 2-0 (Unanimous)
- C. Armstrong Consolidated LLC Term Lease of MTIB
- Presentation: Caleb McMahon
  - Discussion
  - Motion to authorize the Executive Director to sign the lease as proposed: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 2-0 (Unanimous)

**XI. MARINAS**

No items



**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS (2:04:26-2:12:00)**

- A. Resolution 24-1306 – Federal Grant Policy
- Presentation: Katharine Fraizer
  - Discussion
  - Motion to adopt Resolution 24-1306, a resolution of the Port of Port Angeles authorizing a new federal grant policy governing the management and uses of federal financial assistance: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 2-0 (Unanimous)
- B. IFC – Approval of 1<sup>st</sup> Amendment to Executive Director Contract
- Presentation: Carolyn Lake
  - Discussion
  - Motion to approve the first amendment to the Executive Director's Contract as described: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 2-0 (Unanimous)

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS (2:12:01-2:19:53)**

Comm. Beauvais shared that she attended the WPPA Environmental Seminar last week along with Port staff Chris Hartman and Jesse Waknitz. She provided a brief review of the seminar.

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:19:54-2:20:07)**

None

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS (2:20:08-2:20:24)**

- A. October 8, 2024 - Regular Commission Meeting
- B. October 22, 2024 - Regular Commission Meeting
- C. October 29, 2024 – Special Commission Meeting **\*2025 Budget Presentation**
- D. November 12, 2024 – Regular Commission Meeting
- E. November 26, 2024 – Regular Commission Meeting

**XIX. UPCOMING EVENTS (2:20:25-2:20:55)**

- A. WPPA Environmental Seminar – September 18-20, 2024 – Walla Walla, WA
- B. International Workboat Show – November 12-14, 2024 – New Orleans, LA
- C. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA
- D. WPPA Annual Meeting – December 11-13, 2024 – Bellevue, WA

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

**XX. EXECUTIVE SESSION (2:20:56-2:23:21)**

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 15 minutes. Following the executive session, the Commission is expected to take action in public session.
- Discussion:
  - Two (2) items concerning the real estate sale, purchase, or lease. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(b).
- Recess: 5 minutes
- Start Time: 11:30 am
- Extended: 5 minutes
- End Time: 11:50 am

Public Session of Commission Meeting Reconvened: 11:50 am

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

**XXI. ADJOURN (2:23:22-2:23:29)**

Comm. Beauvais adjourned the meeting at 11:50 am.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

  
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Connie Beauvais, President

  
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Steven Burke, Secretary