



SPECIAL COMMISSION MEETING
Tuesday, December 17, 2024, at 9:00 am
338 W. First St, Port Angeles, WA 98362

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/>

Time Specific Executive Session – 10:00 am

- 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. Cash and Investment Report.....1-2
 - B. November Financial Report.....3
 - C. Community Partner Program (CPP) Grant Awards.....4
- V. APPROVAL OF CONSENT AGENDA**
 - A. Special Commission Meeting Minutes – November 19,2024.....5-7
 - B. Vouchers in the amount of \$412,342.56.....8
- VI. COMPLETION OF RECORDS**
 - A. Monthly Delegation of Authority.....9-14
- VII. PLANNING AND CAPITAL PROJECTS**

No items
- VIII. LOG YARD**

No items
- IX. MARINE TRADES AND MARINE TERMINALS**

No items
- X. PROPERTY**

No items
- XI. MARINAS**

No items



XII. AIRPORTS

No items

XIII. OTHER BUSINESS

- A. Item for Consideration – Western Port Angeles Harbor Site Design Consultant Procurement.....15-16
- B. Item for Consideration – Port Treasurer, Resolution 24-1311.....17-19
- C. Item for Consideration – Local Agency Financing Contract, Resolution 24-1312 and Form of Reimbursement, Resolution 24-1313.....20-24

XIV. COMMISSIONER REPORTS

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

XVI. FUTURE AGENDA.....25

XVII. NEXT MEETINGS

- A. January 14, 2025 - Regular Commission Meeting
- B. January 28, 2025 - Regular Commission Meeting
- C. February 11, 2025 - Regular Commission Meeting
- D. February 25, 2025 - Regular Commission Meeting

XVIII. UPCOMING EVENTS

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

XIX. EXECUTIVE SESSION – TIME SPECIFIC 10:00 AM

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

XX. 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.

Investments & Cash held as of 11/30/2024

			12/31/23	7/31/24	8/31/24	9/30/24	10/31/24	11/30/24			
<u>Name</u>	<u>Type</u>	<u>Interest Rate</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Annual Interest</u>	<u>Maturity Date</u>	<u>Acquisition Date</u>
FHLB 5-year step up** (LPL)	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	3/29/2022
FHLB 5-year (Piper Sandler)	Bond	5.00%	-	-	-	-	5,000,000	5,000,000	250,000	10/22/2029	10/22/2024
First Federal Invst	Cash	5.08%	4,576,212	6,814,867	6,845,291	6,876,271	3,901,198	3,946,161	200,465		
LGIP Balance	Cash	4.94%	4,743,218	11,452,064	11,504,543	9,949,047	8,489,128	9,025,957	445,973		
Umpqua Bank Account	Cash	0.30%	167,823	563,056	928,227	378,686	553,430	672,362	2,017		

Investments Called or Matured in 2024

<u>Name</u>	<u>Type</u>	<u>Interest Rate</u>							<u>Maturity Date</u>	<u>Redemption Date</u>	<u>Interest Received</u>	
FHLB 5-year (Piper Sandler)	Bond	5.55%	-	2,000,000	2,000,000	2,000,000	-	-	-	4/18/2029	10/18/2024	55,500
FNMA 1-year	Bond	5.40%	2,000,000	-	-	-	-	-	-	7/19/2024	1/19/2024	58,500
FHLMC 5-year	Bond	6.25%	2,000,000	-	-	-	-	-	-	10/26/2028	1/26/2024	31,250
FHLB 3-year doubler***	Bond	5.50%	2,000,030	-	-	-	-	-	-	3/28/2025	3/28/2024	82,500
FNMA 1-year	Bond	5.20%	2,000,000	-	-	-	-	-	-	3/30/2024	3/30/2024	134,672

Ending Investment/Cash Balance

19,487,283	22,829,987	23,278,061	21,204,004	19,943,757	20,644,479	958,455
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Outstanding Debt

		12/31/23	7/31/24	8/31/24	9/30/24	10/31/24	11/30/24		
<u>Rate</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>		
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

17,418,765	20,827,233	21,275,307	19,201,250	17,941,003	18,641,725
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* 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%

Port of Port Angeles
Cash Flow Summary
Cash Flow Summary as of November 2024

	<u>YTD</u>
<u>Beginning Cash Balance</u>	19,487,282
Operating Revenues	11,307,070
Non-Operating Revenues	8,929,298
Total Revenues	20,236,367
Operating Expenses	10,504,355
Non-Operating Expenses	8,574,816
Total Expenses	19,079,171
<u>Ending Cash Balance</u>	20,644,479
<u>Change in Cash Balance</u>	1,109,974

Port of Port Angeles
P&L Summary by Department
November 30, 2024

	November Actual	November Budget	CM Act vs Budget Variance	CM Act vs Budget Variance %	YTD Actual	YTD Budget	CY Act vs Budget Variance	CY Act vs Budget Variance %	Previous YTD Actual	CY Act vs PY Act Variance	CY Act vs PY Act Variance %		
OPERATING REVENUES													
11 MARINE TERMINAL	202,845	234,644	(31,799)	▼13.55%	2,462,892	2,581,084	(118,192)	▼4.58%	2,716,251	(253,359)	▼9.33%		
15 MARINE TRADES AREA	59,300	73,319	(14,019)	▼19.12%	727,050	806,509	(79,459)	▼9.85%	776,026	(48,976)	▼6.31%		
21 LOG YARD	79,093	92,083	(12,990)	▼14.11%	1,069,857	1,012,913	56,944	▲5.62%	1,104,990	(35,133)	▼3.18%		
31 FAIRCHILD INTL AIRPORT	38,273	39,387	(1,114)	▼2.83%	434,026	433,257	769	▲0.18%	393,423	40,603	▲10.32%		
32 SEKIU	1,518	1,453	65	▲4.48%	16,066	15,983	83	▲0.52%	16,126	(61)	▼0.38%		
33 AIRPORT RENTAL PROPERTIES	143,878	136,250	7,628	▲5.60%	1,494,917	1,498,750	(3,833)	▼0.26%	1,473,053	21,864	▲1.48%		
41 PORT ANGELES BOAT HAVEN	150,942	167,897	(16,955)	▼10.10%	1,858,941	1,846,867	12,074	▲0.65%	1,758,630	100,311	▲5.70%		
43 JOHN WAYNE MARINA	164,453	170,922	(6,469)	▼3.78%	1,933,763	1,880,142	53,621	▲2.85%	1,816,270	117,493	▲6.47%		
61 RENTAL PROPERTIES	18,806	17,071	1,735	▲10.16%	201,789	187,781	14,008	▲7.46%	183,248	18,541	▲10.12%		
92 FACILITIES MAINTENANCE	-	-	-	-	-	-	-	-	86	(86)	▼100.00%		
TOTAL OPERATING REVENUES	859,108	933,026	(73,918)	▼7.92%	10,199,302	10,263,286	(63,984)	▼0.62%	10,238,105	(38,803)	▼0.38%		
OPERATING EXPENSES													
11 MARINE TERMINAL	96,708	2,024	105,902	(9,194)	▼8.68%	1,387,073	2,024	1,164,930	222,143	▲19.07%	987,851	399,222	▲40.41%
15 MARINE TRADES AREA	28,832	2,024	35,034	(6,202)	▼17.70%	304,715	2,024	385,374	(80,659)	▼20.93%	340,544	(35,829)	▼10.52%
21 LOG YARD	97,347	2,024	105,617	(8,270)	▼7.83%	1,223,895	2,024	1,161,787	62,108	▲5.35%	1,172,393	51,502	▲4.39%
31 FAIRCHILD INTL AIRPORT	36,552	2,024	45,864	(9,312)	▼20.30%	566,642	2,024	504,504	62,138	▲12.32%	481,036	85,606	▲17.80%
32 SEKIU	3,535	2,024	3,191	344	▲10.78%	35,358	2,024	35,101	257	▲0.73%	24,477	10,881	▲44.45%
33 AIRPORT RENTAL PROPERTIES	25,695	2,024	47,066	(21,371)	▼45.41%	427,460	2,024	517,726	(90,266)	▼17.44%	490,736	(63,276)	▼12.89%
41 PORT ANGELES BOAT HAVEN	50,915	2,024	76,420	(25,505)	▼33.37%	737,006	2,024	840,630	(103,624)	▼12.33%	856,024	(119,017)	▼13.90%
43 JOHN WAYNE MARINA	76,321	2,024	97,524	(21,203)	▼21.74%	1,004,698	2,024	1,072,764	(68,066)	▼6.34%	869,695	135,003	▲15.52%
61 RENTAL PROPERTIES	15,079	2,024	9,428	5,651	▲59.94%	149,389	2,024	103,708	45,681	▲44.05%	129,742	19,647	▲15.14%
80 ADMINSTRATIVE	190,428	2,024	197,628	(7,200)	▼3.64%	2,205,869	2,024	2,173,908	31,961	▲1.47%	2,070,680	135,189	▲6.53%
81 BUSINESS DEVELOPMENT	23,928	2,024	34,365	(10,437)	▼30.37%	315,292	2,024	378,015	(62,723)	▼16.59%	292,972	22,320	▲7.62%
91 MECH SHOP	14,866	2,024	14,030	836	▲5.96%	151,680	2,024	154,328	(2,648)	▼1.72%	158,051	(6,371)	▼4.03%
92 FACILITIES MAINTENANCE	48,668	2,024	26,040	22,628	▲86.90%	271,423	2,024	286,440	(15,017)	▼5.24%	209,347	62,076	▲29.65%
TOTAL DIRECT EXPENSES	708,875	798,109	(89,234)	▼11.18%	8,780,500	8,779,215	1,285	▲0.01%	8,083,547	696,953	▲8.62%		
ALLOCATED EXPENSES - ADMIN & MAINT	-	(1)	1	▼100.00%	-	9	1	▲11.11%	-	1	-		
NET SURPLUS (DEFICIT) - Before Depreciation	150,233	134,918	15,315	▲11.35%	1,418,802	1,484,062	(65,270)	▼4.40%	2,154,558	(735,757)	▼34.15%		
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-	-	-	-	-		
DEPRECIATION EXPENSE	264,104	2,024	256,209	7,895	▲3.08%	2,871,132	2,024	2,818,301	52,831	▲1.87%	2,464,502	406,629	▲16.50%
NET SURPLUS (DEFICIT) - After Depreciation	(113,871)	(121,291)	7,420	▼6.12%	(1,452,330)	(1,334,239)	(118,101)	▲8.85%	(309,944)	(1,142,387)	▲368.58%		
NON-OP (GENERAL)													
NON-OP REV (General)	110,740	100,167	10,573	▲10.55%	1,183,968	1,101,837	82,131	▲7.45%	1,044,801	139,167	▲13.32%		
NON-OP EXP (General)	10,663	2,024	46,916	(36,253)	▼77.27%	149,292	2,024	516,076	(366,784)	▼71.07%	112,647	36,644	▲32.53%
NON-OP (General) SURPLUS (DEFICIT)	100,077	53,251	46,826	▲87.93%	1,034,677	585,761	448,916	▲76.64%	932,154	102,523	▲11.00%		
NON-OP (CAPITAL)													
NON-OP REV (Capital)	983,736	1,443,899	(460,163)	▼31.87%	6,717,155	8,106,688	(1,389,533)	▼17.14%	8,531,288	(1,814,132)	▼21.26%		
NON-OP EXP (Capital)	3,204	2,024	3,619	(415)	▼11.46%	35,247	2,024	39,809	(4,562)	▼11.46%	42,440	(7,193)	▼16.95%
NON-OP (Capital) SURPLUS (DEFICIT)	980,532	1,440,280	(459,748)	▼31.92%	6,681,909	8,066,879	(1,384,970)	▼17.17%	8,488,848	(1,806,939)	▼21.29%		
NET NON-OP SURPLUS (DEFICIT)	1,080,608	1,493,531	(412,923)	▼27.65%	7,716,585	8,652,640	(936,055)	▼10.82%	9,421,002	(1,704,416)	▼18.09%		
TOTAL NET SURPLUS (DEFICIT)	966,737	1,372,240	(405,503)	▼29.55%	6,264,256	7,318,401	(1,054,156)	▼14.40%	9,111,057	(2,846,803)	▼31.25%		

2025 Community Partner Program

<u>Organization Name</u>	<u>Project</u>	<u>Port Selected Sector</u>	<u>Amount Requested</u>	<u>Average Proposed Funding</u>
123 West Design Collective	ADU plans & permitted set of drawings	Economic Development	\$10,000.00	\$0.00
Community Boating Program	Workforce Training & Development for Sailing Coaches	Economic Development	\$3,900.00	\$1,750.00
Community Boating Program	Expansion and support of youth sailing programs	Education	\$ 10,000.00	\$4,133.33
Clallam County Logging Show	Clallam County Fair Pro Logging Show	Community Event	\$10,000.00	\$6,666.67
Concerned Citizens -Forks	Family Fun Community Events	Community Event	\$9,000.00	\$6,333.33
In Situ	Reptile overnight shipping project	Economic Development	\$10,000.00	\$0.00
Lambert Consulting	Educational coaching classes for businesses and event marketing	Education	\$5,000.00	\$0.00
Olympic Medical Foundation	Workforce development - scholarships	Economic Development	\$10,000.00	\$333.33
Port Angeles Waterfront District	Downtown Multi-Dday Mural Festival 2025	Community Event	\$10,000.00	\$0.00
Peninsula Trails Coalition	Tour de Lavendar 2025 marketing campaign	Community Event	\$10,000.00	\$0.00
Sequim Schooo Ditrict - Olympic Peninsula Academy	Purchase prefab gazebo for outdoor enviromental science classroom	Education	\$10,000.00	\$2,666.67
			\$97,900.00	\$19,216.67



SPECIAL COMMISSION MEETING
Tuesday, November 19, 2024, at 8:00 am
338 W. First St, Port Angeles, WA 98362
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
Katharine Fraizer, Grants & Contracts Manager
James Alton, Airport Administrator

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

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:35-1:36)

None

III. WORK SESSION (1:37-17:99)

A. Monthly Cash and Investment Report

- Presentation: Jennifer Baker
- Discussion
- No Action

B. October Financial Report

- Presentation: Jennifer Baker
- Discussion
- No Action

IV. APPROVAL OF CONSENT AGENDA (18:00-18:26)

A. Regular Commission Meeting Minutes – November 12, 2024

B. Vouchers in the amount of \$150,353.28

- Discussion
- Motion to approve consent agenda as presented: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

V. COMPLETION OF RECORDS

No items

VI. PLANNING AND CAPITAL PROJECTS

No items

VII. LOG YARD

No items

VIII. MARINE TRADES AND MARINE TERMINALS

No items

IX. PROPERTY (18:27-23:45)

A. Item For Consideration – Project Macoma, LLC. – 2nd Consideration

- Presentation: Cherie Gottschalk
- Discussion
- Motion to authorize the Executive Director to execute the lease agreement as presented with Project Macoma, LLC.: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)



X. MARINAS

No items

XI. AIRPORTS

No items

XII. OTHER BUSINESS (23:46-41:18)

A. Public Hearing

2025 Budget, Tax Levy, and Comprehensive Scheme of Harbor Improvements

Adoption of Resolution 24-1307 Comprehensive Scheme of Harbor Improvements

Adoption of Resolution 24-1308 2025 Property Tax Levy

Adoption of Resolution 24-1309 2025 Budget

- Presentation on Budget & Tax Levy: Jennifer Baker and Paul Jarkiewicz
- Discussion
- No Action

- Presentation on Comp Scheme: Jesse Waknitz
- Discussion
- No Action

- **Public Comment:**
 - John Worthington, Port Angeles, shared his concerns about Amazon coming to the community with the Port Commission.

- **Public Hearing Closed: 8:28 am**

- Motion to adopt Resolution 24-1307, a Resolution of the Port Commission of the Port of Port Angeles, a Municipal Corporation, Amending the Port of Port Angeles Comprehensive Scheme of Harbor Improvements to Update References to Current Port Budget and Strategic Plan: Comm. Burke
- 2nd Comm. McAleer
- Vote: 3-0 (Unanimous)

- Motion to adopt Resolution 24-1308, a Resolution of the Port Commission of the Port of Port Angeles Authorizing a Property Tax Levy: Comm. McAleer
- 2nd Comm. Burke
- Vote: 3-0 (Unanimous)

- Motion to adopt Resolution 24-1309, a Resolution Adopting the Final Budget for 2025: Comm. Burke
- 2nd Comm. McAleer
- Vote: 3-0 (Unanimous)

XIII. COMMISSIONER REPORTS

XIV. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (41:19-46:41)

Colleen McAleer, Sequim, WA, Clallam County EDC - shared that at yesterday's Board of County Commissioners Meeting, funds were approved for the CRTC kiln project from the Opportunity Funds.

John Worthington, Sequim, WA – spoke about his initial excitement about the carbon recovery initiative. However, he expressed concern over the sulfur from bunker fuel. Mr. Worthington also asked the Port Commission to speak out against the proposed roundabouts.

XV. FUTURE AGENDA



XVI. NEXT MEETINGS (46:42-47:19)

- A. November 26, 2024 – Regular Commission Meeting - **CANCELLED**
- B. December 10, 2024 – Regular Commission Meeting - **CANCELLED**
- C. December 17, 2024 – Special Commission Meeting – 9:00 am
- D. December 24, 2024 – Regular Commission Meeting – **CANCELLED**

XVII. UPCOMING EVENTS (47:20-48:43)

- A. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA
- B. WPPA/MARAD Marine Highway Roundtable – December 10, 2024 – Bellevue, WA
- C. WPPA Annual Meeting – December 11-13, 2024 – Bellevue, WA

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

XVIII. EXECUTIVE SESSION

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

XIX. ADJOURN (48:44-48:48)

Comm. Beauvais adjourned the meeting at 8:49 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.

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 November 14, 2024 – December 10, 2024

Accounts Payable

	Begin	End	
For General Expenses and Construction	Check #	Check #	
Accts Payable Checks (computer)	418752	418822	\$ 286,155.88
Voided/Zero Payable	418750	418751	\$ -
Accts Payable ACH	003801	003932	\$ 1,408,914.28
Accts Payable ACH			\$ -
VOIDED/ZERO PAYABLE ACH			\$ -
Wire Transfer - Loan payment			\$ 358,313.09
Wire Transfer - Expenses			\$ 13,642.14
Wire Transfer - Excise Tax			\$ 6,390.79
Wire Transfer - Leasehold Tax			\$ -
Total General Expenses and Construction			\$ 2,073,416.18

Payroll

Employee Payroll – Draws (Direct Deposit)			\$ 44,375.00
Voided Payroll Check			\$ -
Employee Payroll Checks PPD (Direct Dep)	3817	3882	\$ 221,548.72
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$ 146,418.84
Total Payroll			\$ 412,342.56

Date: December 17, 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

MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS
November 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)

November 2024

TENANT NAME	DOCUMENT	LOCATION	FORM OF SURETY	SQ FEET	TERM	MONTHLY RENT
Stabi-Craft Marine USA, Inc.	Term Lease	2007 S. O Street, Suites A&B	\$167,137.46 LOC on file	10,000 SF Warehouse 32,600 SF Land	6 months Oct 2024 - March 2025	\$6,600 \$0.66/SF
Arrow Marine Services, Inc.	Lease Renewal	2140 W 18th, 1050 Bldg	\$8,062.50 on file	6,250 SF Warehouse	1 Year Feb 2025 - Jan 2026	\$2,750.00 \$0.44/SF \$50 Util
Marine Spill Response Corp (MSRC)	Lease Renewal	220 Tumwater Truck Route	\$4,426.80 on file	21,080 SF Land	1 Year Jan - Dec 2025	\$2213.40 \$0.105/SF
Project Macoma LLC	Temporary License	1301 Marine Drive Bldg.	\$500	1,610 SF	12.01.24 MTM	\$483.00 \$0.30/SF \$50 Util
Project Macoma LLC	Temporary License	430 Marine Garage and Land	\$500	1,150 SF Bldg 11,705 SF Land	12.01.24 - 2.28.2025	\$2,300.70 \$1/sf, \$0.105/sf \$50 Util

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

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
Formation Environmental, LLC.	Western Port Angeles Harbor Site – Allocation Support	\$25,000	All communications and work products are considered Privileged & Confidential – Attorney Work Product

Consultant Services Selection Summary



Type of Contract: Personal Professional Sole Source Emergency

Res 24-1290: Executive Director authorization shall not exceed \$50,000. Change orders: original cost and all change orders shall not exceed \$50,000. All closely related contracts shall not exceed \$50,000.

Sole Source personal service contract \$50,000 or more: requires Commission to ensure reasonable costs.

\$50,000 to \$150,000 requires evidence of competitive process

Over \$150,000 formal competitive solicitation; requires RFP/RFQ

Non-Competed requires Commission approval to exempt a contract from a competitive process

1. Project Title	Western Port Angeles Harbor Site – Allocation Support
2. Consultant	Formation Environmental, LLC
3. Approved Contract Amount	\$25,000
4. SubAccount/GL Account #	90-2-00-S0
5. Budget & Fund Source	Port Operations Budget with potential reimbursement by port insurance carriers.
6. Project Manager	Jesse Waknitz
7. Other Terms: (sales tax)	All communications and work products are considered Privileged & Confidential – Attorney Work Product
8. Closely Related Contracts	Port Environmental Counsel - Hillis Clark Martin & Peterson P.S
9. Fed Funding Requirement*	N/A

*If federal funding involved, stop and contact Engineering Department for federal requirements. Requires an RFP.

10. Justification

Describe why consultant services are required and why the services cannot be provided by existing staff. Identify if the consultant is a sole source and , if \$50,000 or more, the efforts made to identify potential consultants.

Consultant services are required to support Port’s legal counsel in potential allocation for the Western Port Angeles Harbor Site. Per Section XIV of Resolution 24-1290 (Delegation of Admin Authority to the ED), the Executive Director may engage with experts support potential claims or litigation.

11. Scope of Services

All communications and work products are considered Privileged & Confidential – Attorney Work Product

12. Contract Time

Start Date: November 2024

Completion Date: Dec 31, 2025

E.g. project specific; multiple year; include any options etc. Contract time may exceed the deadline for deliverables. Generally, Personal service contract time should not exceed two years.

Design and allocation for Western Port Angeles Harbor Site is ongoing.

13. Explanation of Cost, Work Schedule, and Contingency

Cost of specific project work or contract amount for services per year. Identify any option or contingency. Document why cost is fair and reasonable.

Not applicable

14. Procurement Schedule – Key Milestone Dates

Not applicable – consultant was recommended by Port legal counsel.

15. Authorized Contract Amount and Any Authorized Contingency

Authorized contract amount is \$25,000 and can only be exceeded by executed an amendment to the agreement.

Selection Requirements:

16. Evaluation Team Member(s)

Jesse Waknitz – Environmental Manager

17. Proposals Evaluation/Summary

Information regarding proposals received and how they were evaluated by the team. Attach evaluation matrix utilized.

Not applicable (N/A) – consultant was recommended by Port legal counsel.

18. Interviews Summary (if conducted)

N/A

19. References Summary

Consultant was recommended by Port legal counsel. Additional reference checks were not necessary.

20. Negotiations Summary

Describe any modifications to the SOW, deliverables or proposed compensation

N/A

21. Selection Summary

Describe which firm was selected based on the criteria. Attach recommended consultant's final proposal

N/A

The selection team members affirm that they do not have a conflict of interest with any of the firms evaluated or key personnel of any of the firms, and that the selection process followed Port Consultant Services Procurement Policy and Procedure

SIGNATURES

Jesse Waknitz

11/4/2024

Selection team member (if needed)

date

Selection team member (if needed) date

Selection team member (if needed) date

Engineering Director (project manager) date
(Required for public work, professional, and grant funded contracts)

Commission Approval Required

Not Required

Scheduled Commission Meeting: _____

Monthly Report Date: November 2024

Approved Commission Meeting: _____

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

December 17, 2024

SUBJECT: Western Port Angeles Harbor Site – Design Consultant Procurement

PRESENTED BY: Jesse Waknitz, Environmental Manager

RCW & POLICY REQUIREMENTS:

- Washington State RCW 39.80 governs the procurement of engineering services by governmental agencies.
- Resolution 24-1290: Delegation of Authority Article VI. Policy Governing Arrangements for Professional and Consultant Services.

BACKGROUND:

In 2013, the Port, along with other Potentially Liable Parties (PLPs), conducted a remedial investigation/feasibility study (RI/FS) to assess the scope and extent of cleanup needed to address contaminated sediments at the Western Port Angeles Harbor (WPAH) Site. This work was conducted under an Agreed Order (AO) with the Department of Ecology (Ecology). The study was completed, and in 2020, the AO was extended to include the preparation of a draft Cleanup Action Plan (dCAP) for the site.

The dCAP has now been finalized by the PLPs, reviewed and revised by Ecology, and is nearing completion. In parallel, the PLPs have negotiated a Consent Decree (CD) with Ecology, which will govern the cleanup efforts at the WPAH Site. It is anticipated that both the Consent Decree and the draft Cleanup Action Plan will be released by Ecology for public comment in the first quarter of 2025 and then executed by Ecology and the PLPs.

ANALYSIS:

The Consent Decree will outline the cleanup schedule. The initial step in the cleanup action is for the Port and other PLPs to select an engineering firm to develop an Engineering Design Report and Bid Documents. This work will include preliminary and final designs, project cost estimates, schedules, plans, specifications, and permit applications. Additionally, this stage will involve all necessary fieldwork to complete the design process.

To maintain project momentum, the Port proposes collaborating with the other PLPs to solicit qualifications from engineering firms prior to finalizing the CD. This solicitation process would align with RCW 39.80, and the Port would request qualification via the Peninsula Daily News, Seattle Daily Journal of Commerce, and Municipal Research and Services Center consultant roster.

ENVIRONMENTAL IMPACT:

The proposed consultant solicitation will move the Port and the community forward in improving the harbor's ecological function by starting the process for the future sediment cleanup in Western Port Angeles Harbor.

FISCAL IMPACT:

The cost to the Port will include staff time to solicit the request for qualifications and the modest fees to advertise the request. The Port's share of future consultant fees to design the cleanup remedy is anticipated to be fully reimbursed by insurance.

RECOMMENDED ACTION:

Motion to authorize the Executive Director to take all steps to promptly undertake the process to solicit qualifications, make minor modifications to the solicitation as may be necessary, and to select a consultant to design and permit the remedial design/remedial action for the Western Port Angeles Harbor Sediment Site.

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

December 17, 2024

SUBJECT: Resolution No. 24-1311 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 that meets specific 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 that will protect the district against loss.

BACKGROUND

Per Resolution No. 24-1302, the Commission designated Chris Hartman as Treasurer and Paul Jarkiewicz as Deputy Treasurer. Additionally, Resolution 24-1302 authorized the Port to maintain a blanket fidelity bond of \$4,000,000 to protect against loss.

ANALYSIS

Resolution No. 24-1311 appoints Jennifer Baker as Port Treasurer, relieving Christopher Hartman.

Resolution No. 24-1311 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. 24-1311 appointing the Port Treasurer as Jennifer Baker and confirming the Deputy Treasurer as Paul Jarkiewicz

If the introduction of the resolution is unanimous, motion to adopt Resolution 24-1311, appointing the Port Treasurer as Jennifer Baker and confirming the Deputy Treasurer as Paul Jarkiewicz.

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. 24-1302, designated Christopher Hartman, as interim 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, Christopher Hartman has served the Port well as its interim Treasurer; and

WHEREAS, it is necessary and appropriate to relieve Christopher Hartman 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: Jennifer Baker as Port Treasurer and confirm 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. Christopher Hartman 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. Confirmation of Deputy Treasurer. Paul Jarkiewicz shall be confirmed as Deputy Treasurer of the Port, and is authorized to perform such duties as may be required of him 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, but not less than \$4,000,000.00

24-1311 (cont.)

4. Rescission of Prior Resolutions. This Resolution No. 24-1311 supersedes Resolution 24-1302 confirming or appointing the Port Treasurer and Deputy Treasurer and allowing a blanket fidelity bond, and said the prior resolution is hereby rescinded.

ADOPTED by the Port Commission of the Port of Port Angeles at a Special meeting thereof held this 17th day of December 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Colleen McAleer, Vice President

Steven Burke, Secretary

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

December 17, 2024

SUBJECT: Authorization for LOCAL Agency Financing Contract and Related Documentation Relating to the Acquisition of Personal Property; Resolution 24-1312, and Form of Reimbursement; Resolution 24-1313

Presenter: Paul Jarkiewicz, Executive Director

RCW & POLICY REQUIREMENTS:

Per the State of Washington Office of the State Treasurer, a resolution authorizing local government staff to execute a funding agreement is required.

BACKGROUND:

The Port is applying for funding through the LOCAL program with the Office of the State Treasurer (OST), which will provide funding for selected equipment purchased in 2024.

ANALYSIS:

Resolution 24-1312 will authorize the Executive Director to sign the financing contract and related documents with the Office of the Washington State Treasurer.

Resolution 24-1313 - Form of Reimbursement Resolution is requested because the equipment was already purchased in 2024, but the funding from OST will be in 2025.

ENVIRONMENTAL IMPACT:

The 2024 Ford F-150 Lightning Pro is an all-electric truck with an EPA-estimated standard range of 320 miles on a single full charge. The Port will utilize the Level 2 EV chargers that are due for installation in early 2025.

The 2024 Develon DX380LL-5 has an EPA Tier 4 diesel engine, which will burn cleaner and produce fewer greenhouse gas emissions than the Port's previous 2007 Doosan 225.

FISCAL IMPACT:

Below is a breakdown of the equipment being reimbursed by this loan:

2024 Ford Lightning:	\$ 53,121.42
2024 Develon Log Loader:	<u>\$467,181.00</u>
Total Loan:	<u>\$520,302.42</u>

This loan will be competitively bid on in the tax-exempt bond market, aggregated with other debt being rolled into the OST LOCAL program on February 4, 2025,

by the Office of the State Treasurer. OST will then determine the best interest rate for the sale of the debt, ensuring that it is in line with the repayment schedule that the Port has requested.

RECOMMENDED ACTION:

Introduce, and if unanimous, make a motion to adopt Resolution No. 24-1312 and 24-1313 authorizing the Executive Director to sign the LOCAL Financing Contract and related documents with the WA Office of the State Treasurer.

**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF
PORT ANGELES AUTHORIZING THE ACQUISITION OF LOCAL
PROGRAM-QUALIFIED EQUIPMENT AND EXECUTION OF THE
FINANCING CONTRACT AND RELATED EQUIPMENT ACQUISITION
DOCUMENTATION.**

WHEREAS, Port of Port Angeles (the “Local Agency”) has executed a Notice of Intent to the Office of State Treasurer, in the form of Exhibit A (the “NOI”) to the form of Local Agency Financing Contract attached hereto (the “Local Agency Financing Contract”), in relation to the acquisition of and the financing of the acquisition of the Property, as defined below, under the provisions of RCW ch 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency acquire the equipment and/or personal property identified in the NOI (the “Property”); and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into the Local Agency Financing Contract with the Office of the State Treasurer in an amount not to exceed \$520,302.42, plus related financing costs, in order to acquire the Property and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire the Property on behalf of and as agent of the Washington Finance Officers Association (the “Corporation”) pursuant to the terms of the Local Agency Financing Contract, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Exhibit C to the form of Local Agency Financing Contract as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract (each an “Authorized Agency Representative”);

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

Section 1. The individuals holding the offices or positions set forth in Exhibit C to the form of Local Agency Financing Contract are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract and all other related documents. A minimum of one Authorized Agency Representative shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

Section 2. The form of the Local Agency Financing Contract attached hereto is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Contract, in an amount not to exceed \$520,302.42, plus related financing costs, and in substantially the form attached hereto with such

changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

Section 3. The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Contract.

Section 4. The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the Property, including, but not limited to, any amendment to the NOI and agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

Section 5. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Port Commission of the Port of Port Angeles, at a Special Commission Meeting thereof held this 17th day of December 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Colleen M. McAleer, Vice-President

Steven D. Burke, Secretary

**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF
PORT ANGELES AUTHORIZING THE FORM OF REIMBURSEMENT
FOR THE ACQUISITION OF EQUIPMENT UNDER THE WASHINGTON
STATE TREASURER'S LOCAL PROGRAM**

WHEREAS, the Port of Port Angeles (the "Local Agency") reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the "Reimbursement Obligation"); and

WHEREAS, the expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for a Develon DX380LL-5, with a reconditioned boom, and a 2024 Ford Lightning; and

WHEREAS, the expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the general account fund; and

WHEREAS, the maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$520,302.42.

ADOPTED by the Port Commission of the Port of Port Angeles, at a Special Commission meeting thereof held this 17th day of December 2024.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, President

Colleen M. McAleer, Vice-President

Steven D. Burke, Secretary

Future Agenda Items –Commission Meeting

12/17/2024

January 14, 2025 (Regular Commission Meeting)

- Monthly DofA Report
- Conduct Board Elections
- Review Port Representation
- Delegation of Authority Renewal
- Commission Bylaws
- Annual IDC Meeting

January 28, 2025 (Regular Commission Meeting)

- 4th Quarter Operations Report
- December Financial Report
- Monthly Cash & Investment Report

February 11, 2025 (Regular Commission Meeting)

- Monthly DofA Report
- Annual Bad Debt Review
- Yearly PAYC and SBDC Presentations

February 25, 2025 (Regular Commission Meeting)

- January Financial Report
- Monthly Cash & Investment Report

Upcoming Events/Announcements

-

Future

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