



REGULAR COMMISSION MEETING
Tuesday, January 28, 2025, 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/>

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. Conduct Board Elections
- B. Review of Port Representation.....1-2
- C. December Financial Report.....3-5
- D. Cash and Investment Report.....6
- E. New Truck Review

V. APPROVAL OF CONSENT AGENDA

- A. Special Commission Meeting Minutes – January 9, 2025.....7-8
- B. Regular Commission Meeting Minutes – January 14, 2025.....9-12
- C. Vouchers in the amount of \$403,924.75.....13

VI. COMPLETION OF RECORDS

- A. 4th Quarter Operations Report.....14-30

VII. PLANNING AND CAPITAL PROJECTS

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items



X. PROPERTY

- A. Item for Consideration – Olympic RC Modelers Term Lease & 2024 Report.....31-34

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS

- A. Item for Discussion - Commission Bylaws Review.....35-42
- B. Item for Consideration – Renew Delegation of Authority
- C. Item for Consideration – Economic Adjustment Assistance Grant Match.....43-46

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

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

XVII. FUTURE AGENDA.....47

XVIII. NEXT MEETINGS

- A. February 11, 2025 – Regular Commission Meeting
- B. February 25, 2025 – Regular Commission Meeting
- C. March 11, 2025 – Regular Commission Meeting
- D. March 25, 2025 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. January 29-30, 2025 – WPPA Port and Maritime Day, Olympia, WA
- B. January 31st - February 8th, 2025– Seattle Boat Show, Seattle, WA
- C. February 23-24, 2025 – Northwest Aviation Conference, Puyallup, 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.

2025 Port Representation to Organizations

Organization Name	Representative	Meeting Time Details	Organization Information
American Forest Resource Council	Connie Beauvais	Annual meetings and quarterly board meetings	A regional trade association that advocates for sustainable yield harvests on public timberlands.
Chamber of Commerce: Clallam Bay/Seki	Connie Beauvais	1st Wednesday of each month in Clallam Bay from 12:00pm to 1:00pm	Membership organization that promotes economic development and tourism, and encourage cultural, charitable, and educational events.
Chamber of Commerce: Forks	Connie Beauvais (Alt – Steve Burke)	Weekly luncheon meetings on Wednesdays at 12:00pm at Blakeslee's Bar and Grill	Membership organization promoting tourism and advocating for the business community.
Chamber of Commerce: Neah Bay	Connie Beauvais	2nd Tuesday of each month at 12:15pm at 1081 Bayview Ave, Neah Bay	Promotes self-sufficiency through economic development and tourism for Makah Indian Reservation and community.
Chamber of Commerce: Port Angeles	Steve Burke (Alt – Connie Beauvais)	1st and 3rd Mondays of each month at Red Lion Hotel from 12:00pm to 1:00pm. Board of Directors meet once per month.	Membership organization focused on business development, tourism, economic vitality, and quality of life.
Chamber of Commerce: Sequim	Colleen McAleer (Alt – Steve Burke)	2nd and 4th Tuesday of each month at 12:00pm at Sunland Golf and Country Club. *Thursday board meetings at 7:30am at the Lodge.	Membership organization promoting businesses by proving a forum to address issues and support community through events, programs, and services
Clallam County Economic Development Corporation	Caleb McMahon (Alt – Paul Jarkiewicz)	Board of Directors meet every 3rd month on the 3rd Thursday	Provides services to businesses in the county and to employers seeking to relocate to Clallam County.
Clallam County Marine Resources Committee	Jesse Waknitz	3rd Monday of each month from 5:30pm to 7:30pm	Local citizens appointed to promote local solutions to degradation of natural resources in Clallam County.
North Olympic Legislative Alliance (NOLA) <u>Steering Committee</u>	Colleen McAleer (Alt – Paul Jarkiewicz)	Meeting schedule varies. Work is also done by e-mail.	Membership organization to advance quality of life through providing input with a shared purpose and unified voice to our elected representatives and officials.
North Olympic Peninsula Resource Conservation and Development Council	Paul Jarkiewicz (Alt – Caleb McMahon)	Meet the 4th Thursday of every month from 1:00-3:00pm at the John Wayne Marina	The purpose is to develop & support economic and community development, support organizations to enhance quality of life, and provide networking and collaboration opportunities.
Pacific Northwest Waterways Association	Colleen McAleer	Regional meetings in the Puget Sound region. Upcoming meeting notifications are sent via email.	A collaboration of ports, businesses, and public agencies who support navigation, energy, trade, and economic development throughout the PNW.
Peninsula Regional Transportation Planning Organization	Chris Hartman (Alt- Katharine Fraizer)	The TAC & EB meet alternating month in Clallam, Jefferson, Kitsap and Mason counties.	A voluntary association working together to develop transportation plans designed to meet the region's future economic & population growth.

2025 Port Representation to Organizations

Organization Name	Representative	Meeting Time Details	Organization Information
Port Angeles Business Association	Steve Burke (Alt – Connie Beauvais)	Every Tuesday from 7:30-8:30am at Joshua's Restaurant	Membership organization representing business and community leaders in Clallam County. Focus on business opportunities and maintaining a strong economy.
Port Angeles Waterfront District Board	Caleb McMahon		Represents over 200 downtown businesses to promote healthy & prosperous downtown.
Clallam Housing Solutions Committee	Caleb McMahon (Alt – Steve Burke)	Meeting notifications are sent via email and are held in person (BOCC Board Room) and virtually by zoom. The agenda is sent out the week prior.	Responsible for developing programs to promote housing solutions by recommendations to the Clallam County Commissioners and the Opportunity Fund Board for expenditures of SHB 1406 funds, American Rescue Plan Act funding, Opportunity Funds and other funds that can be used for affordable housing.
West End Business and Professional Association	Connie Beauvais	Every Wednesday at 7:30am at the DNR Conference Center	Group of business professionals that discuss business topics, current concerns, and upcoming events.
WPPA Aviation Committee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee discussing airport development & management issues.
WPPA Economic Development Committee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee providing leadership on economic development issues.
WPPA Environmental Committee	Connie Beauvais	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee promoting environmentally sound economic growth.
WPPA Legislative Committee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee directing legislative advocacy, devising strategy for legislative action.
WPPA Marinas Committee	Steve Burke	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee providing a forum for discussing issues facing public marinas.
WPPA Trustee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Governs the affairs of the Washington Ports Association.
WPPA Trustee (Alternate)	Connie Beauvais	Meet in conjunction with WPPA Annual meeting in late fall.	Governs the affairs of the Washington Ports Association.

Port of Port Angeles
P&L Summary by Department
December 31, 2024

	December Actual	December Budget	CM Act vs Budget		YTD Actual	YTD Budget	CY Act vs Budget		Previous YTD Actual	CY Act vs PY Act	
			Variance	Variance %			Variance	Variance %		Variance	Variance %
OPERATING REVENUES											
11 MARINE TERMINAL	171,149	234,666	(63,517)	▼27.07%	2,636,505	2,815,750	(179,245)	▼6.37%	2,846,433	(209,928)	▼7.38%
15 MARINE TRADES AREA	45,338	73,321	(27,983)	▼38.17%	772,418	879,830	(107,412)	▼12.21%	821,015	(48,597)	▼5.92%
21 LOG YARD	114,677	92,087	22,590	▲24.53%	1,184,438	1,105,000	79,438	▲7.19%	1,135,513	48,925	▲4.31%
31 FAIRCHILD INTL AIRPORT	35,989	39,387	(3,398)	▼8.63%	470,636	472,644	(2,008)	▼0.42%	479,705	(9,069)	▼1.89%
32 SEKIU	1,518	1,447	71	▲4.91%	17,584	17,430	154	▲0.88%	17,609	(25)	▼0.14%
33 AIRPORT RENTAL PROPERTIES	148,325	136,250	12,075	▲8.86%	1,643,242	1,635,000	8,242	▲0.50%	1,606,642	36,600	▲2.28%
41 PORT ANGELES BOAT HAVEN	146,296	167,887	(21,591)	▼12.86%	2,005,237	2,014,754	(9,517)	▼0.47%	1,899,803	105,434	▲5.55%
43 JOHN WAYNE MARINA	150,105	170,923	(20,818)	▼12.18%	2,083,868	2,051,065	32,803	▲1.60%	1,958,326	125,542	▲6.41%
61 RENTAL PROPERTIES	18,810	17,069	1,741	▲10.20%	220,599	204,850	15,749	▲7.69%	200,305	20,294	▲10.13%
80 ADMINSTRATIVE	-	-	-	-	-	-	-	-	-	-	-
90 NON-OPERATING	-	-	-	-	-	-	-	-	-	-	-
92 FACILITIES MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	832,206	933,037	(100,831)	▼10.81%	11,034,527	11,196,323	(161,796)	▼1.45%	10,965,351	69,176	▲0.63%
OPERATING EXPENSES											
11 MARINE TERMINAL	136,848	105,916	30,932	▲29.20%	1,532,522	1,270,846	261,676	▲20.59%	1,083,930	448,591	▲41.39%
15 MARINE TRADES AREA	25,759	35,064	(9,305)	▼26.54%	333,021	420,438	(87,417)	▼20.79%	406,469	(73,447)	▼18.07%
21 LOG YARD	88,210	105,646	(17,436)	▼16.50%	1,320,108	1,267,433	52,675	▲4.16%	1,285,171	34,937	▲2.72%
31 FAIRCHILD INTL AIRPORT	55,489	45,836	9,653	▲21.06%	628,380	550,340	78,040	▲14.18%	513,566	114,814	▲22.36%
32 SEKIU	1,463	3,187	(1,724)	▼54.10%	36,878	38,288	(1,410)	▼3.68%	27,222	9,656	▲35.47%
33 AIRPORT RENTAL PROPERTIES	74,767	47,081	27,686	▲58.81%	506,137	564,807	(58,670)	▼10.39%	641,728	(135,591)	▼21.13%
41 PORT ANGELES BOAT HAVEN	82,069	76,415	5,654	▲7.40%	823,826	917,045	(93,219)	▼10.17%	999,922	(176,096)	▼17.61%
43 JOHN WAYNE MARINA	103,613	97,494	6,119	▲6.28%	1,118,184	1,170,258	(52,074)	▼4.45%	971,564	146,619	▲15.09%
61 RENTAL PROPERTIES	10,800	9,437	1,363	▲14.44%	161,760	113,145	48,615	▲42.97%	134,084	27,676	▲20.64%
80 ADMINSTRATIVE	249,127	197,617	51,510	▲26.07%	2,455,284	2,371,525	83,759	▲3.53%	1,373,609	1,081,675	▲78.75%
81 BUSINESS DEVELOPMENT	33,902	34,341	(439)	▼1.28%	348,341	412,356	(64,015)	▼15.52%	335,219	13,122	▲3.91%
90 NON-OPERATING	-	-	-	-	-	-	-	-	-	-	-
91 MECH SHOP	17,579	14,025	3,554	▲25.34%	169,847	168,353	1,494	▲0.89%	173,928	(4,081)	▼2.35%
92 FACILITIES MAINTENANCE	52,441	26,060	26,381	▲101.23%	301,098	312,500	(11,402)	▼3.65%	246,008	55,090	▲22.39%
TOTAL DIRECT EXPENSES	932,068	798,119	133,949	▲16.78%	9,735,386	9,577,334	158,052	▲1.65%	8,192,421	1,542,965	▲18.83%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	-	-	-	-	0	(0)	▼100.00%
NET SURPLUS (DEFICIT) - Before Depreciation	(99,862)	134,918	(234,780)	▼174.02%	1,299,141	1,618,989	(319,848)	▼19.76%	2,772,930	(1,473,788)	▼53.15%
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-	-	(0)	0	▼100.00%
DEPRECIATION EXPENSE	263,777	256,200	7,577	▲2.96%	3,134,909	3,074,501	60,408	▲1.96%	2,692,500	442,409	▲16.43%
NET SURPLUS (DEFICIT) - After Depreciation	(363,639)	(121,282)	(242,357)	▲199.83%	(1,835,767)	(1,455,512)	(380,255)	▲26.13%	80,430	(1,916,197)	▼2382.44%

	December Actual	December 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 %
<u>NON-OP (GENERAL)</u>											
NON-OP REV (General)	87,971	100,163	(12,192)	▼12.17%	1,271,940	1,202,000	69,940	▲5.82%	1,308,753	(36,813)	▼2.81%
NON-OP EXP (General)	7,186	46,924	(39,738)	▼84.69%	173,610	563,000	(389,390)	▼69.16%	(529,498)	703,108	▼132.79%
NON-OP (General) SURPLUS (DEFICIT)	80,786	53,239	27,547	▲51.74%	1,098,330	639,000	459,330	▲71.88%	1,838,251	(739,921)	▼40.25%
<u>NON-OP (CAPITAL)</u>											
NON-OP REV (Capital)	167,903	1,443,896	(1,275,993)	▼88.37%	7,515,965	9,550,584	(2,034,619)	▼21.30%	8,822,521	(1,306,556)	▼14.81%
NON-OP EXP (Capital)	3,204	3,617	(413)	▼11.41%	38,451	43,426	(4,975)	▼11.46%	45,228	(6,777)	▼14.98%
NON-OP (Capital) SURPLUS (DEFICIT)	164,699	1,440,279	(1,275,580)	▼88.56%	7,477,514	9,507,158	(2,029,644)	▼21.35%	8,777,293	(1,299,779)	▼14.81%
NET NON-OP SURPLUS (DEFICIT)	245,485	1,493,518	(1,248,033)	▼83.56%	8,575,844	10,146,158	(1,570,314)	▼15.48%	10,615,544	(2,039,700)	▼19.21%
TOTAL NET SURPLUS (DEFICIT)	(118,154)	1,372,236	(1,490,390)	▼108.61%	6,740,077	8,690,646	(1,950,569)	▼22.44%	10,695,974	(3,955,897)	▼36.98%

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

	<u>YTD</u>
<u>Beginning Cash Balance</u>	19,487,282
Operating Revenues	12,284,890
Non-Operating Revenues	9,954,264
Total Revenues	22,239,155
Operating Expenses	10,844,336
Non-Operating Expenses	10,586,577
Total Expenses	21,430,913
<u>Ending Cash Balance</u>	20,295,524
<u>Change in Cash Balance</u>	760,760

Investments & Cash held as of 12/31/2024

			12/31/23	8/31/24	9/30/24	10/31/24	11/30/24	12/31/24			
Name	Type	Interest Rate	Face Value	Face Value	Face Value	Face Value	Face Value	Face Value	Annual Interest	Maturity Date	Acquisition Date
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	5,000,000	250,000	10/22/2029	10/22/2024
First Federal Invst	Cash	4.77%	4,576,212	6,845,291	6,876,271	3,901,198	3,946,161	3,962,310	189,002		
LGIP Balance	Cash	4.60%	4,743,218	11,504,543	9,949,047	8,489,128	9,025,957	9,061,234	416,989		
Umpqua Bank Account	Cash	0.30%	167,823	928,227	378,686	553,430	672,362	271,979	816		

Investments Called or Matured in 2024

Name	Type	Interest Rate							Maturity Date	Redemption Date	Interest Received
FHLB 5-year (Piper Sandler)	Bond	5.55%	-	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	23,278,061	21,204,004	19,943,757	20,644,479	20,295,524	916,807
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Outstanding Debt

		12/31/23	8/31/24	9/30/24	10/31/24	11/30/24	12/31/24		
Rate	Amount	Amount	Amount	Amount	Amount	Amount	Amount		
2015 PABH 2006 refi	2.29%	707,714	707,714	707,714	707,714	707,714	357,505	10 year note, final annual payment 12/01/2025	
CERB Washdown	2.00%	673,324	639,678	639,678	639,678	639,678	605,359	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	1,618,226		

Ending Balance

17,418,765	21,275,307	19,201,250	17,941,003	18,641,725	18,677,298
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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%



SPECIAL JOINT COMMISSION MEETING
Thursday, January 9, 2025, at 10:00 am
Elwha Klallam Tribal Justice Center
341 Spokwes Drive, Port Angeles, WA 98363
MINUTES

The Special Commission Meeting will be available to the public in-person.

Connie Beauvais, Port Commissioner
Colleen McAleer, Port Commissioner
Steve Burke, Port Commissioner
Frances Charles, Tribal Chair
Russell Hepfer, Tribal Vice-Chair
Steve Robideau, Councilman
Sam Hough, Tribal Counsel

Paul Jarkiewicz, Executive Director
Braedi Joutsen, Clerk to the Board
Melissa Gilman, Tribal Secretary
Tia Skerbeck, Councilwoman
Chris Hartman, Director of Engineering
Caleb McMahon, Director of Economic Development
Carolyn Lake, Port Counsel

I. CONDOLENCES FOR THE PASSING OF PRESIDENT JIMMY CARTER, FOLLOWED BY A MOMENT OF SILENCE

Comm. Beauvais began by reading a statement of condolences for the passing of President Jimmy Carter and asked for a moment of silence.

II. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Comm. Beauvais called the meeting to order at 10:05 am.

III. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)

None.

IV. WORK SESSION TOPICS

A. Joint Projects and Opportunities

- Presentation
 - Port of Port Angeles - Chris Hartman, Caleb McMahon
- Presentation
 - Lower Elwha Klallam Tribe – Sam Hough
- Discussion
- No Action

B. Action on Joint Memorandum of Agreement

- Presentation
- Discussion
- Action by Lower Elwha Klallam Tribe
 - Motion to approve the MOA: Vice-Chair Russel Hepfer
 - 2nd: Tribal Secretary/Treasurer Marissa Gilman
 - Vote: 5-0 (Unanimous)
- Action by Port of Port Angeles
 - Motion to approve the MOA to delegate the Commission President the authority to sign the Memorandum of Agreement Amount the U.S. Department of Transportation Maritime Administration, The Washington State Historic Preservation Officer, the Lower Elwha Klallam Tribe, and the Port of Port Angeles, regarding the Intermodal Handling & Transfer Facility Project, Clallam County, Washington, Project Tracking Code 2023-03-01721: Comm. McAleer
 - 2nd: Comm. Burke
 - Vote: 3-0 (Unanimous)

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

Comm. Beauvais acknowledged receipt of public comment that was submitted from John Worthington, Sequim, WA.

Russell Hepfer wanted to share that he was extremely proud of the partnership between the Elwha Klallam Tribe and the Port. He presented an Elwha Klallam Tribal challenge coin to



Executive Director Paul Jarkiewicz, Commissioner Colleen McAleer, and Commissioner Steven Burke, to thank them for their military service.

VI. ADJOURN

Comm. Beauvais adjourned the meeting at 10:43 am.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Steven Burke, Secretary



REGULAR COMMISSION MEETING
Tuesday, January 14, 2025, at 9:00 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 **excused absence*
Steve Burke, Commissioner
Paul Jarkiewicz, Executive Director

Caleb McMahon, Dir. of Economic Development
Braedi Joutsen, Clerk to the Board
Chris Hartman, Director of Engineering
Sarah Kuh, Management Accountant

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:37)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:38-1:13)

None

III. APPROVAL OF AGENDA (1:14-5:14)

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

IV. WORK SESSION (5:15-8:59)

A. Conduct Board Elections

- Motion to suspend Resolution 22-1252 Article II Section B, conducting board elections, until the full Commission is present at the next regular meeting: Comm. Beauvais
- 2nd: Comm. Burke
- Vote: 2-0 (Unanimous)

B. Review of Port Representation

- Discussion
- No Action
- Will bring this item back to the next meeting when all Commissioners are present.

V. APPROVAL OF CONSENT AGENDA (9:00-11:41)

A. Special Commission Meeting Minutes – December 17, 2024

B. Special Commission Meeting Minutes – December 19, 2024



- C. Special Commission Meeting Minutes – January 3, 2025
- D. Special Commission Meeting Minutes – January 7, 2025
- E. Vouchers in the amount of \$2,532,817.47
 - Discussion
 - Motion to approve the consent agenda: Comm. Beauvais
 - 2nd: Comm. Burke
 - Vote: 2-0 (Unanimous)

VI. COMPLETION OF RECORDS (11:42-13:14)

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

VII. PLANNING AND CAPITAL PROJECTS (13:15-22:10)

- A. Kennedy Jenks Contract Amendment 04 – Intermodal Handling and Transfer Facility Site and Stormwater Improvements
 - Presentation: Chris Hartman
 - Discussion
 - Motion to authorize the Executive Director to execute Amendment 04 of the Agreement with Kennedy Jenks for an amount not to exceed Two Hundred Fifty-Two Thousand Dollars and No Cents (\$252,000): Comm. Beauvais
 - 2nd: Comm. Burke
 - Vote: 2-0 (Unanimous)

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS (22:11-28:56)



- A. Letter of Support for City of Port Angeles Mobility Planning RAISE Application
 - Presentation: Katharine Fraizer
 - Discussion
 - Consensus from the Commission was to sign the letter as presented: Comm. Burke
 - 2nd: Comm. Beauvais
 - Vote: 2-0 (Unanimous)
- B. Item for Discussion - Commission Bylaws Review
 - Presentation: Braedi Joutsen
 - Postponed until the next meeting

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (28:57-29:04)

None

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (29:05-30:14)

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

XIX. UPCOMING EVENTS (30:15-31:37)

- A. January 29-30, 2025 – WPPA Port and Maritime Day, Olympia, WA
- B. January 31st - February 8th, 2025– Seattle Boat Show, Seattle, WA
- C. February 23-24, 2025 – Northwest Aviation Conference, Puyallup, WA

Recessed Regular Meeting: 9:31 am

XX. INDUSTRIAL DEVELOPMENT CORPORATION (IDC) ANNUAL MEETING (31:38-40:43)

Regular Meeting Resumed: 9:41 am

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



XXI. EXECUTIVE SESSION

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

XXII. ADJOURN (40:44-41:05)

Comm. Beauvais adjourned the meeting at 9:41 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 January 9, 2025 – January 22, 2025

Date: January 28, 2025

Accounts Payable

	Begin Check #	End Check #		
For General Expenses and Construction				
Accts Payable Checks (computer)	418906	418947	\$	118,728.95
Voided/Zero Payable			\$	-
Accts Payable ACH	004142	004186	\$	146,439.36
Accts Payable ACH			\$	-
VOIDED/ZERO PAYABLE ACH	004151	004151	\$	(89.54)
Wire Transfer - Expenses			\$	15.00
Wire Transfer - Excise Tax			\$	-
Wire Transfer - Leasehold Tax			\$	-
Total General Expenses and Construction			\$	265,093.77
Payroll				
Employee Payroll – Draws (Direct Deposit)			\$	-
Voided Payroll Check			\$	-
Employee Payroll Checks PPD (Direct Dep)	004075	004141	\$	105,539.94
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$	33,291.04
Total Payroll			\$	138,830.98
Total General Exp & Payroll			\$	403,924.75

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, Director of Finance & Administration: jenniferb@portofpa.com

REPORT TO THE BOARD OF PORT COMMISSIONERS
4th QUARTER 2024

QUARTERLY OPERATIONS REPORT

REPORT	NO ACTION	ATTACHED
Rental Property Occupancy		X
Travel Approved Within WA, OR, ID, and BC, Canada		X
Marina and Boat Yard Operations		X
Port Angeles Boat Haven Occupancy		X
John Wayne Marina Occupancy		X
Log Yard and Marine Terminal Operations		X
Log Yard Loads		X
Marine Terminal Tanker Days		X

Port Property Inventory / Status - Fourth Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
Port Operations Facilities						
Port Administration Building	338 W. First Street	11,608				
Facilities Maintenance	112 S. Valley Street	9,375				
Facilities Maintenance	2604 W 18th Street (small red bldg)	420				
Log Scale Building	1500 Blk Marine Drive	2,600				
Operations for Terminals and Security Office	Marine Terminal, 202 N. Cedar St., Suite 6 upstairs	1,322				
Mechanic Shop	1301 Marine Drive (portion)	8,400				
John Wayne Marina, Harbormaster Office	2577 W. Sequim Bay Road	3,001				
FIA Airport Manager's Office	Fairchild International Airport	900				
FIA Airport Terminal Space - Conference Room	Fairchild International Airport	672				
Garage	Critchfield Rd @ Saddle Club	780				
430 Marine Drive (garage and fenced paved lot)	New Asset on 11.09.2023: 430 Marine Drive (0.49 AC)	1,150				
	TOTAL PORT OPS BUILDINGS SF	40,900				
Port Rental Properties						
For Rent						
Airport Coffee Shop	1402 William R Fairchild Airport Rd			840		0.00
CRTC Bldg front offices	2220 W 18th Street - CRTC Building Offices			3,600		0.08
1010 Building	2140 W 18th Street (15,000 office, 10,000 warehouse)	25,000	6,835	10,000	8,165	0.16
1010 Phase II Transition (access to OH doors unrented)	2140 W 18th Street (16,600 warehouse)	16,600	12,690			0.29
1050 Building	2140 W 18th Street (40,000 SF)	40,000	32,250		7,750	0.74
1050 Building Paint Booths	2140 W 18th Street (2,924 SF paintbooths)			2,924		
1050 Phase I Addition	2140 W 18th Street (2 tenants in this Phase)	8400	3,926	2,000	2,474	0.09
MTIB Suites A, B	2007 S O Street - Offices and Warehouse		10000			0.00
937 Boathaven - Office	937 Boathaven on the Jetty		624			
720 Marine Drive - Office	720 Marine Drive			1,300		
	AVAILABLE PROPERTIES TOTAL SF			20,664	0	0.00
Rented Properties						
North Airport Industrial Park (NAIP)						
2 Grade, LLC	Land E of 2417 W 19th					0.55
2 Grade	2032 S. O Street (garage)		3,000			0.07
Natural Systems Design	2032 S. O Street (Office and fenced land)		861			0.11
ACTI 10.20	2138 W 18th St		25,000			0.57
ACTI 10.30	2138 W 18th St		25,000			0.57
ACTI 10.40	2138 W 18th St		25,000			0.57
ACTI 2230	2230 W 18th St		25,000			0.57
Arrow Marine Services, Inc.	2140 W 18th Street - storage within 1050 Building		6,250			0.14

Port Property Inventory / Status - Fourth Quarter 2024		SF	Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location					
Rented Properties						
Barhop Brewing LLC	2506 W. 19th Street		2,952			0.07
City Parks & Recreation	2602 W 18th St; Buildings 6,407 SF; Land 167,871 SF		6,407			3.85
Clallam County Youth Services	1912 West 18th Street (T.I.)					3.84
CRTC	2220 W 18th Street - Main Bldg and Lab Space		21,374			0.49
CRTC	2140 W 18th Street (1050)		26,000			0.00
First Step Family Support Center	2140 W 18th Street (1050)		1,125			0.03
Port Angeles Hardwood, LLC	2140 W 18th Street (1010)		23,625			0.54
Insitu Ecosystems LLC	2140 W 18th Street (Phase 1 Addition)		2,801			0.06
FKC Co., Ltd	2708 W 18th St (T.I.)					4.94
Knight Fire Protection	2509 W 19th St Land (T.I.)					0.51
Lifeflight Network LLC	2530 W 19th Street- Office		2,500			0.06
Lifeflight Network LLC	2530 W 19th Street- Land					0.44
Murrey's Disposal Inc.	2548 19th Street (land and bldg)	115,671	19,800			0.45
Peninsula Rifle & Pistol Club	2600 W 18th St (T.I.)					0.41
Public Utility District #1	1936 W 18th Street (T.I.)					6.89
GSA - USDHS	1908 South O Street		6,028			0.14
Stabicraft Marine USA, Inc.	2007 S. O Street, Suite A, B		10,000			0.74
Armstrong Consolidated, LLC	2007 S. O Street, Suite C,D,E		16,800			1.60
Renaissance Property Holdings LLC	900 Block Marine Drive (<i>Due Diligence Only</i>)					2.26
Waterfront Rental Properties						
A.M. Holdings, Inc. (Platypus) Area C	102 N. Cedar (Area C Bldg and Land)		900			0.31
A.M. Holdings, Inc. (Platypus) Area A & B	102 N. Cedar (T.I.) Area A&B Land					3.95
A.M. Holdings, Inc. (Platypus)	Terminal 1 dock		11,000			0.25
Accurate Angle Crane	Boat Yard Dry Storage					0.01
Arrow Marine	914 Marine Drive		3200			0.07
Arrow Marine	916 Marine Drive		5000			0.11
Arrow Marine	435 Marine Drive		6,549			0.15
30 Gold LLC (Coffee Shop)	436 Marine Drive (Land only)					0.19
Project Macoma LLC	430 Marine Drive (Garage/Land)		1,150			0.26
Project Macoma LLC	1301 Marine (warehouse at logyard)		1,610			0.00
Project Macoma LLC	Terminal 7 Berthage and Log Yard		23,722			0.07
MRSC (outside storage)	220 Tumwater Truck Rte - Parking Lot	21,080				0.48
ConocoPhillips (outside storage)	220 Tumwater Truck Rte - Parking Lot	2,000				0.05
Fenced (outside storage) available	220 Tumwater Truck Rte - Parking Lot	10,500				0.00
Black Ball Transport, Inc.	101 East Railroad Ave - Terminal 2					3.85
Bluewater Boatworks, LLC	830 W Boat Haven Drive		1,500			0.03
Rayonier TRS Forest Operations, LLC	202 N Cedar, Suite 3 Office		380			0.01

Port Property Inventory / Status - Fourth Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
Biobased Trading LLC	202 N Cedar Suite 1 (office)		399			0.01
Biobased Trading LLC	Terminal 1 conveyor storage		2400			0.06
Global Diving & Salvage, Inc.	202 N Cedar, Suite 2 and 300 SF Warehouse		635			0.01
High Tide Seafoods	3rd Ave Lot Storage					0.07
High Tide Seafoods	820 Marine Drive		6,000			0.14
Legacy Contracting, Inc.	MT 202 N Cedar, Suite 4		270			0.01
Motive Power Marine, LLC	731 Marine Drive		10,000			0.23
MSRC - Storage on T1	On T1 Dock - Storage					0.03
MSRC - Parking on T1	On T1 Dock - Parking					0.04
MSRC - Parking near T3	Parking near T3					0.02
McKinley Paper	1301 Marine Drive (portion)		12,146			0.28
National Response Corporation	Terminal 7 Berthage	248 LF	248			0.01
John Eric Bert	812 Boat Haven Drive		945			0.02
Andy Choi	801 Marine Drive		10,322			0.24
PetroCard, Inc.	801 Marine Drive (NW portion)		1,683			0.00
PA Yacht Club	1305 Marine Drive (T.I.)					0.20
Petrocard, Inc.	832 Boat Haven		165			0.00
Petrocard, Inc.	Retail Lease in the Boatyard Bldg		125			0.00
Petrocard, Inc.	A-4 Storage		420			0.01
Petrocard, Inc.	Fuel Tank Land					0.03
Petrocard, Inc.	Fuel Float					0.05
Vacant	930 Marine Drive, Suite A			2,400		0.06
Peninsula Bottling Company	930 Marine Drive, Suite B		2,400			0.06
Waterfront Automotive	930 Marine Drive, Suite C		2,400			0.06
Fire Chief Equipment	930 Marine Drive, Suite D		600			0.01
WA Dept Fish & Wildlife	930 Marine Drive, Suite E		600			0.01
Westport LLC.	Sign lease - Marine Dr / Tumwater	570				0.01
Westport LLC. 720 Marine Dr	720 Marine Dr Parking (land only)	60,000				1.38
Westport LLC, Boatyard Dry Storage	Ground lease @ BY dry storage					0.32
John Wayne Marina						
Sequim Bay Yacht Club - Room Space	2577 West Sequim Bay Rd		951			0.02
Sequim Bay Yacht Club - Outside Storage	2577 West Sequim Bay Rd					0.04
Baranof Yacht Sales	2577 West Sequim Bay Rd (Upper Floor Crow's Nest)		220			
Steve W. Little, Inc. (Dockside Grill)	2577 West Sequim Bay Rd		2,154			

Port Property Inventory / Status - Fourth Quarter 2024		SF	Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location					
Downtown PA/Sekiu						
North Olympic Healthcare Network	20 spaces-North First St Parking Lot (land)	7,400				0.17
WA Small Business Development Ctr	338 W First St, Admin Office Suite 202		177			0.00
Center for Inclusive Entrepreneurship	338 W First St, Admin Office Suite 201		220			0.01
Lambert Consulting, LLC	338 W First St, Admin Office, Suite 101		230			0.01
Clallam County Fire District #5	Sekiu Airport Hangar		3,200			0.07
South Airport Rental Properties						
Angeles Communications, Inc.	1402 William R. Fairchild Airport		750			0.02
Fedex - 1 tie down	1402 William R. Fairchild Airport					0.11
Fedex - hangar	1402 William R. Fairchild Airport		9,600			0.22
Fedex - office	1402 William R. Fairchild Airport		1,432			0.03
FAA Antenna & Rack Space	1402 William R. Fairchild Airport		360			0.01
High Flyer Owners Assn Condo A	Hangar Pad A (T.I.)					0.29
High Flyer Owners Assn Condo C	Hangar Pad C (T.I.)					0.29
Lifeflight Network LLC	1405 Airport Road - Hangar		2,750			0.06
Lifeflight Network LLC	1405 Airport Road - Office		792			0.02
Lifeflight Network LLC	1406 Airport Road - Hangar		2,160			0.05
Lifeflight Network LLC	1406 Airport Road - Office		1,256			0.03
Lifeflight Network LLC	1407 Airport Road - Hangar		2,160			0.05
Lifeflight Network LLC	1407 Airport Road - Office		280			0.01
Merrill & Ring	Airport Log Yard					1.00
Olympic R/C Modelers	Critchfield Road (T.I.)					1.30
Josh Borte	Critchfield Road (30 acres) in-kind services					30.00
PA Nieuport Group	Hangar Pad D (T.I.)					0.29
R&B Properties and Investments	Hangar Pad B (T.I.)					0.29
Rite Bros. Aviation	FIA Terminal		1,000			0.02
Rite Bros. Aviation	FIA East Block Hangar		2,300			0.05
Rite Bros. Aviation	FIA West Block Hangar		2,560			0.05
Rite Bros. Aviation	FIA East Corporate Hangar		3,844			0.09
Rite Bros. Aviation	FIA Fuel Farm; 11,700 SF land					0.27
Welldone Aviation, LLC	1402 Airport Road, Hangar Pad F Building 900 (T.I.)	17,500				0.40
DART (Clallam Co. Emergency Mgmt)	FIA terminal		970			0.02
US Coast Guard	Taxiway	5,000				0.11
Peninsula Trails Coalition	Conex box at long term parking					0.004
	TOTAL RENTED ACERAGE		80			

Port Property Inventory / Status - Fourth Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
	TOTAL RENTED SQUARE FOOTAGE		461,983			
	VACANT - NOT RENT READY		18,389			
	TOTAL VACANT & RENT READY SF		20,664			
IMPROVED PROPERTY	OVERALL OCCUPANCY FACTOR		96%			
IMPROVED PROPERTY	RENT READY OCCUPANCY FACTOR		4%			
DEVELOPED ACREAGE (shovel ready)						
South Airport						
South Airport	Hangar Pad E (Land)	17,500				
Business Park Acreage						
35.5 Acres	(Zoned Light Industrial)			35.50		
Waterfront						
18 Acres	Marine Trade Center			18.00		
Vacant lot near Chevron (was Armstrong)	413 W 2nd Street			0.33		
	TOTAL DEVELOPED ACREAGE			53.83		
UNDEVELOPED ACREAGE (awaiting capital improvement)						
FIA						
72 Acres Land SE Airport Terminal	(Zoned IL Industrial Light)				72.00	
126 Acres Land SW Airport Terminal	(Aviation Related)				126.00	
	TOTAL UNDEVELOPED ACREAGE				198.00	

TRAVEL APPROVED BY THE EXECUTIVE DIRECTOR
(Within WA, OR, ID, and British Columbia, Canada)
4th Quarter 2024

STAFF	LOCATION OF MTG.	DATE(S)	PURPOSE
James Alton	Leavenworth, WA	Oct 28-30	WSCAA Conference
Scott Hough	Seattle, WA	Nov 20-21	PME
Cherie Gottschalk	Bellevue, WA	Dec 9-10	WPPA MARAD Roundtable
Cherie Gottschalk	Seattle, WA	Nov 19-20	Pacific Marine Expo

**Report to the Board of Port Commissioners
Operations Report for
October 2024**

Port Angeles Boat Haven

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
20'	57	1	56	2%	0	3
25'	24	15	9	63%	0	5
30'	80	46	34	58%	0	43
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	86	4	96%	3	86
Side/End Tie	54	47	7	87%	4	42
Boathouses	44	44	0	100%	0	44
Sub-Total	427	317	110	74%	25	301
Limited 20'	13	1	12	8%	0	4
TOTAL	440	318	122	72%	25	305

Boat Yard Report

	Oct-24	Oct-23	YTD 2024	YTD 2023
Boats into the yard this month	21	15	220	235
Boats into the water this month	21	16	230	229
Total Travel Lift Operations This Month	42	31	450	464
Year-To-Date Launch Ramp Permit Sales			513	590

John Wayne Marina

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
28'	72	45	27	63%	0	45
30'	46	34	12	74%	0	37
32'	28	27	1	96%	0	24
36'	22	22	0	100%	14	22
40'	19	19	0	100%	7	19
42'	21	21	0	100%	2	20
45'	10	10	0	100%	0	10
50'	27	27	0	100%	6	27
End Tie 49'	25	25	0	100%	11	25
Sub-Total	270	230	40	85%	40	229
Limited 20'	30	16	14	53%	0	28
TOTAL	300	246	54	82%	40	257

**Report to the Board of Port Commissioners
Operations Report for
November 2024**

Port Angeles Boat Haven

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
20'	57	1	56	2%	0	2
25'	24	15	9	63%	0	11
30'	80	46	34	58%	0	51
36'	29	29	0	100%	10	28
40'	32	32	0	100%	8	31
46'	17	17	0	100%	0	16
50'	90	84	6	93%	3	85
Side/End Tie	54	48	6	89%	4	38
Boathouses	44	44	0	100%	0	44
Sub-Total	427	316	111	74%	25	306
Limited 20'	13	1	12	8%	0	0
TOTAL	440	317	123	72%	25	306

Boat Yard Report

	Nov-24	Nov-23	YTD 2024	YTD 2023
Boats into the yard this month	5	15	225	246
Boats into the water this month	8	16	238	241
Total Travel Lift Operations This Month	13	31	463	487
Year-To-Date Launch Ramp Permit Sales			513	590

John Wayne Marina

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
28'	72	43	29	60%	0	43
30'	46	34	12	74%	0	35
32'	28	28	0	100%	0	24
36'	22	22	0	100%	12	22
40'	19	19	0	100%	4	19
42'	21	21	0	100%	2	21
45'	10	10	0	100%	0	10
50'	27	27	0	100%	6	27
End Tie 49'	25	25	0	100%	11	25
Sub-Total	270	229	41	85%	35	226
Limited 20'	30	11	19	37%	0	28
TOTAL	300	240	60	80%	35	254

**Report to the Board of Port Commissioners
Operations Report for
December 2024**

Port Angeles Boat Haven

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
20'	57	0	57	0%	0	2
25'	24	13	11	54%	0	7
30'	80	48	32	60%	0	43
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	83	7	92%	3	86
Side/End Tie	54	47	7	87%	4	37
Boathouses	44	44	0	100%	0	44
Sub-Total	427	313	114	73%	25	297
Limited 20'	13	0	13	0%	0	0
TOTAL	440	313	127	71%	25	297

Boat Yard Report

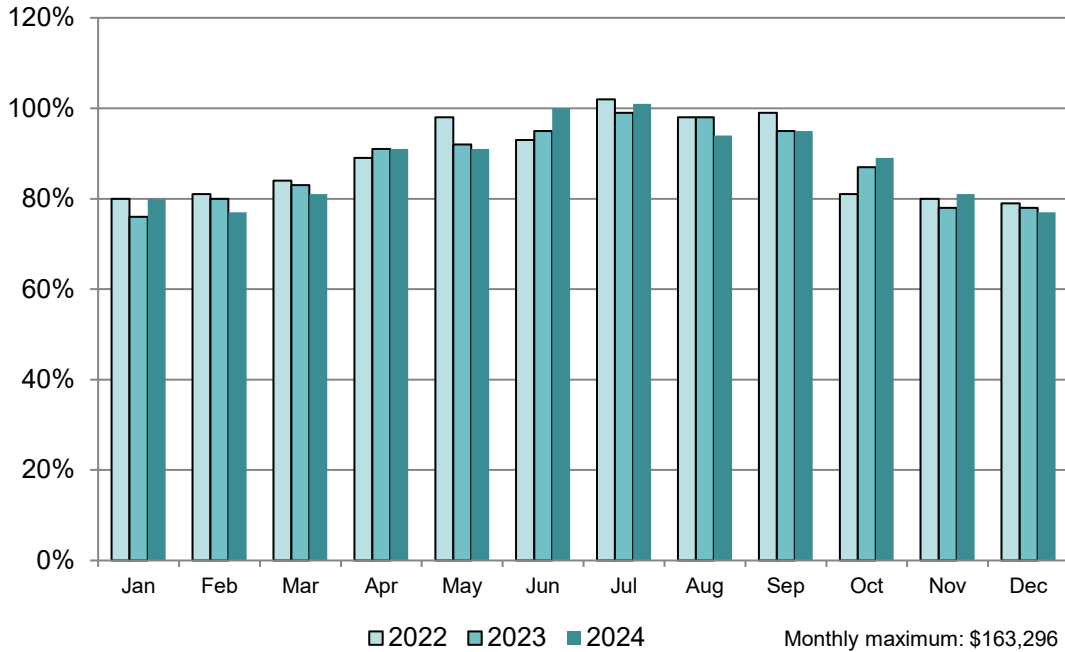
	Dec-24	Dec-23	YTD 2024	YTD 2023
Boats into the yard this month	4	8	229	254
Boats into the water this month	6	9	244	250
Total Travel Lift Operations This Month	10	17	473	504
Year-To-Date Launch Ramp Permit Sales			516	590

John Wayne Marina

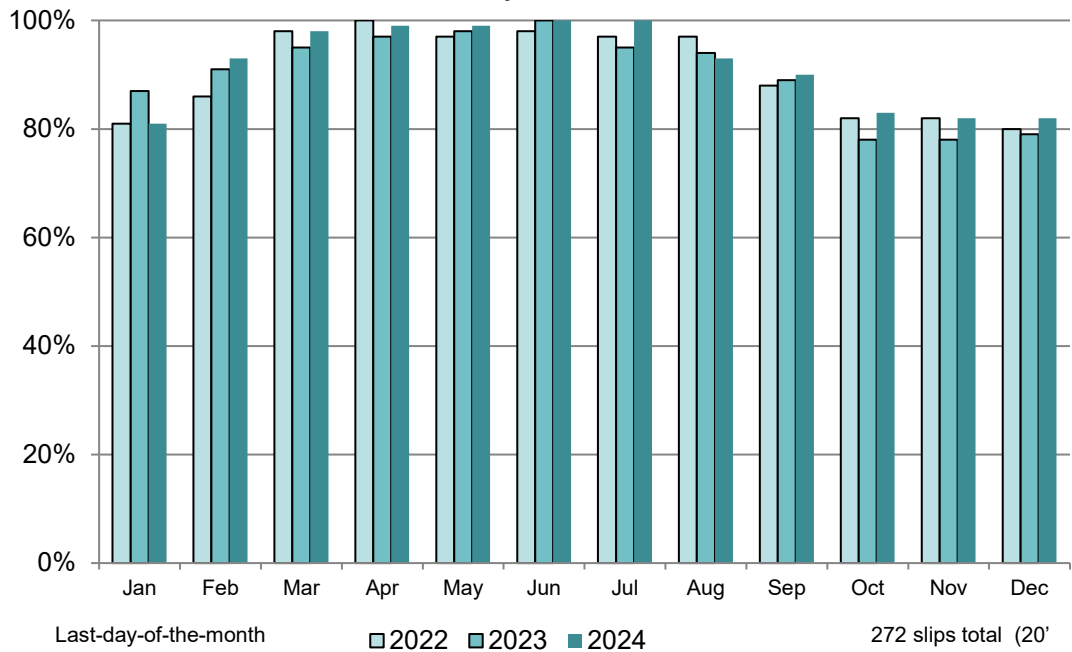
Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
28'	72	39	33	54%	0	40
30'	46	32	14	70%	0	36
32'	28	26	2	93%	0	26
36'	22	22	0	100%	12	22
40'	19	19	0	100%	4	19
42'	21	21	0	100%	2	19
45'	10	10	0	100%	0	10
50'	27	27	0	100%	6	27
End Tie 49'	25	25	0	100%	11	25
Sub-Total	270	221	49	82%	35	224
Limited 20'	30	11	19	37%	0	28
TOTAL	300	232	68	77%	35	252

PABH Occupancy

Revenue Based

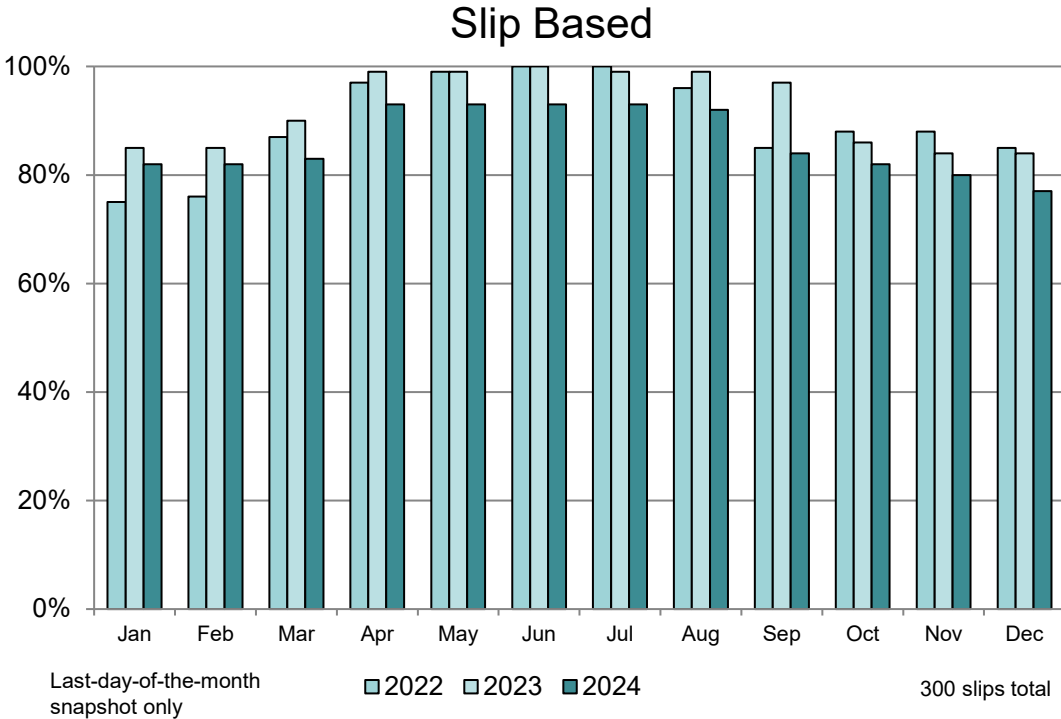
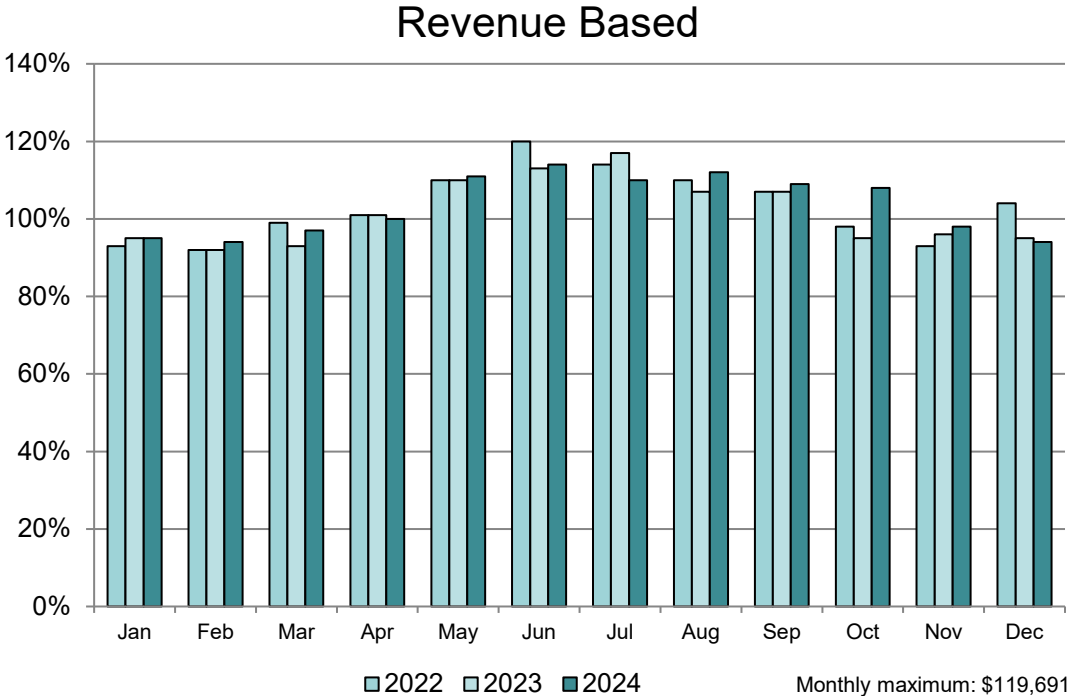


Slip Based



272 slips total (20'
slips, boat houses &
side tie not included)

JWM Occupancy



REPORT TO THE BOARD OF PORT COMMISSIONERS
LOG HANDLING AND MARINE TERMINAL OPERATIONS
October 2024

Log Handling	Oct-24	10 Month 2024	10 Month 2023
Log Operation:			
Dumped Loads**	0	0	851
Decked Loads	253	2,463	2,983
Green Crow Roll Out - Camp Run	43	257	397
T-7 Container Operations			
# Containers Loaded	30	552	419
T-7/T-5 Log Operations-Discharge (Inbound/DeWater)			
# of Barges	5	84	93
# Barge Loads	183	4,358	4,408
# DeWater Loads	112	1,973	1,578
TOTAL LOADS	621	9,603	10,636

**LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound - Barge	Inbound - Barge	Inbound - Barge
2 - PA Hardwood	39 - PA Hardwood	28 - PA Hardwood
0 - Interfor	0 - Interfor	1 - Interfor
0 - Hermann	0 - Herman	1 - Herman
1 - Alta	6 - Alta	2 - Alta
0 - Zoeffel	1 - Zoeffel	2 - Zoeffel
0 - Alcan	0 - Alcan	
Outbound - Barge	Outbound - Barge	Outbound - Barge
0 - Georgia Pacific	0 - Georgia Pacific	1 - Georgia Pacific
2 - Sierra Pacific	28 - Sierra Pacific	41 - Sierra Pacific
0 - Southport	1 - Southport	1 - Southport
0 - Hampton	0 - Hampton	7 - Hampton
0 - Roseburg	1 - Roseburg	2 - Roseburg
0 - Buse	4 - Buse	4 - Buse
0 - Canyon	4 - Canyon	4 - Canyon

Terminals #1 & #3	Oct-24	10 Month 2024	10 Month 2023
Terminal Activity			
Repair Vessels - Tanker	0	2	8
Repair Vessels - Other+	0	6	12
Cargo Vessels * Log Ship	0	2	5
Cargo Vessels - Chips	4	36	26
Other (lay berth)	13	90	92
TOTAL # VESSELS	17	136	143
TOTAL # DOCK DAYS	40.0	271.5	390

*Includes Passenger vessels

0 - CFPC	0 - CFPC	0 - CFPC
0 - M & R	2 - M & R	1 - M & R
4 - Chips/Biobased	36 - Chips/Biobased	24 - Chips/Biobased
0 - Cruise	1 - Cruise	0 - Cruise
0 - Rayonier	0 - Rayonier	4 - Rayonier

NOTE: Unaudited Information

REPORT TO THE BOARD OF PORT COMMISSIONERS
LOG HANDLING AND MARINE TERMINAL OPERATIONS
November 2024

Log Handling	Nov-24	11 Month 2024	11 Month 2023
Log Operation:			
Dumped Loads**	0	0	851
Decked Loads	238	2,701	3,199
Green Crow Roll Out - Camp Run	21	278	414
T-7 Container Operations			
# Containers Loaded	55	607	458
T-7/T-5 Log Operations-Discharge (Inbound/DeWater)			
# of Barges	6	90	102
# Barge Loads	428	4,786	4,725
# DeWater Loads	252	2,225	1,648
TOTAL LOADS	994	10,597	11,295

**LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound - Barge	Inbound - Barge	Inbound - Barge
3 - PA Hardwood	42 - PA Hardwood	30 - PA Hardwood
0 - Interfor	0 - Interfor	1 - Interfor
0 - Hermann	0 - Herman	1 - Herman
1 - Alta	7 - Alta	3 - Alta
0 - Zoeffel	1 - Zoeffel	2 - Zoeffel
0 - Alcan	0 - Alcan	1 Alcan
Outbound - Barge	Outbound - Barge	Outbound - Barge
0 - Georgia Pacific	0 - Georgia Pacific	1 - Georgia Pacific
2 - Sierra Pacific	30 - Sierra Pacific	45 - Sierra Pacific
0 - Southport	1 - Southport	1 - Southport
0 - Hampton	0 - Hampton	7 - Hampton
0 - Roseburg	1 - Roseburg	2 - Roseburg
0 - Buse	4 - Buse	0 - Buse
0 - Canyon	4 - Canyon	5 - Canyon

Terminals #1 & #3	Nov-24	11 Month 2024	11 Month 2023
Terminal Activity			
Repair Vessels - Tanker	0	2	8
Repair Vessels - Other+	1	7	13
Cargo Vessels * Log Ship	0	2	5
Cargo Vessels - Chips	4	40	30
Other (lay berth)	9	99	99
TOTAL # VESSELS	14	150	155
TOTAL # DOCK DAYS	69.0	340.5	437

*Includes Passenger vessels

0 - CFPC	0 - CFPC	0 - CFPC
0 - M & R	2 - M & R	1 - M & R
4 - Chips/Biobased	40 - Chips/Biobased	28 - Chips/Biobased
0 - Cruise	1 - Cruise	0 - Cruise
0 - Rayonier	0 - Rayonier	4 - Rayonier

NOTE: Unaudited Information

REPORT TO THE BOARD OF PORT COMMISSIONERS
LOG HANDLING AND MARINE TERMINAL OPERATIONS
December 2024

Log Handling	Dec-24	12 Month 2024	12 Month 2023
Log Operation:			
Dumped Loads**	0	0	851
Decked Loads	260	2,961	3,365
Green Crow Roll Out - Camp Run	45	323	450
T-7 Container Operations			
# Containers Loaded	64	671	502
T-7/T-5 Log Operations-Discharge (Inbound/DeWater)			
# of Barges	10	100	109
# Barge Loads	617	5,403	5,038
# DeWater Loads	255	2,480	1,648
TOTAL LOADS	1,241	11,838	11,854

**LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound - Barge	Inbound - Barge	Inbound - Barge
3 - PA Hardwood	45 - PA Hardwood	33 - PA Hardwood
0 - Interfor	0 - Interfor	1 - Interfor
0 - Hermann	0 - Herman	1 - Herman
1 - Alta	8 - Alta	3 - Alta
0 - Zoeffel	1 - Zoeffel	2 - Zoeffel
0 - Alcan	0 - Alcan	1 Alcan
Outbound - Barge	Outbound - Barge	Outbound - Barge
0 - Georgia Pacific	0 - Georgia Pacific	1 - Georgia Pacific
4 - Sierra Pacific	34 - Sierra Pacific	49 - Sierra Pacific
0 - Southport	1 - Southport	1 - Southport
0 - Hampton	0 - Hampton	7 - Hampton
0 - Roseburg	1 - Roseburg	2 - Roseburg
0 - Buse	4 - Buse	0 - Buse
2 - Canyon	6 - Canyon	5 - Canyon

Terminals #1 & #3	Dec-24	12 Month 2024	12 Month 2023
Terminal Activity			
Repair Vessels - Tanker	0	2	8
Repair Vessels - Other+	2	9	13
Cargo Vessels * Log Ship	0	2	5
Cargo Vessels - Chips	4	40	32
Other (lay berth)	10	109	107
TOTAL # VESSELS	12	162	165
TOTAL # DOCK DAYS	76.0	416.5	466

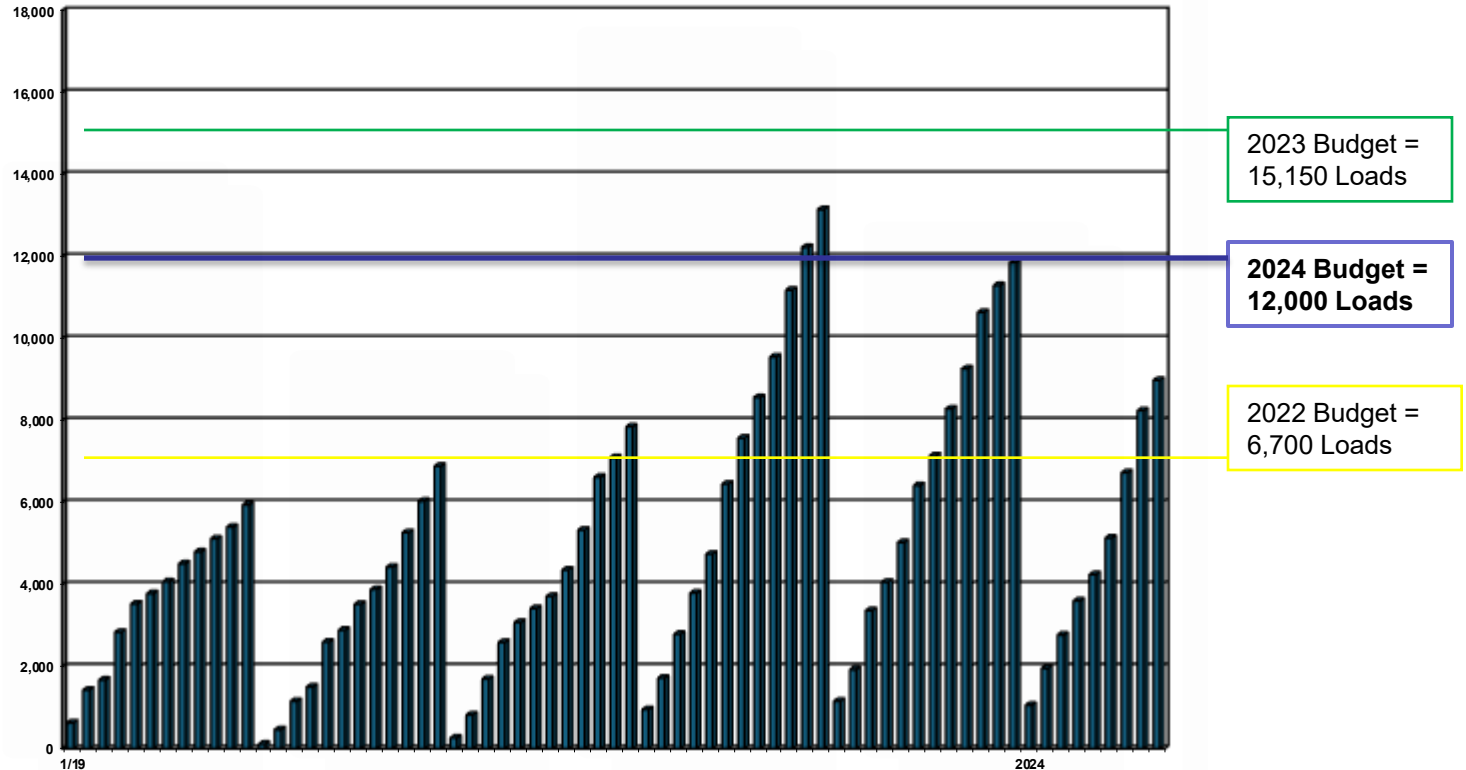
*Includes Passenger vessels

0 - CFPC	0 - CFPC	0 - CFPC
0 - M & R	2 - M & R	1 - M & R
0 - Chips/Biobased	40 - Chips/Biobased	30 - Chips/Biobased
0 - Cruise	1 - Cruise	0 - Cruise
0 - Rayonier	0 - Rayonier	4 - Rayonier

NOTE: Unaudited Information

Port of Port Angeles LY Loads - Cumulative

January 2019 – September 2024

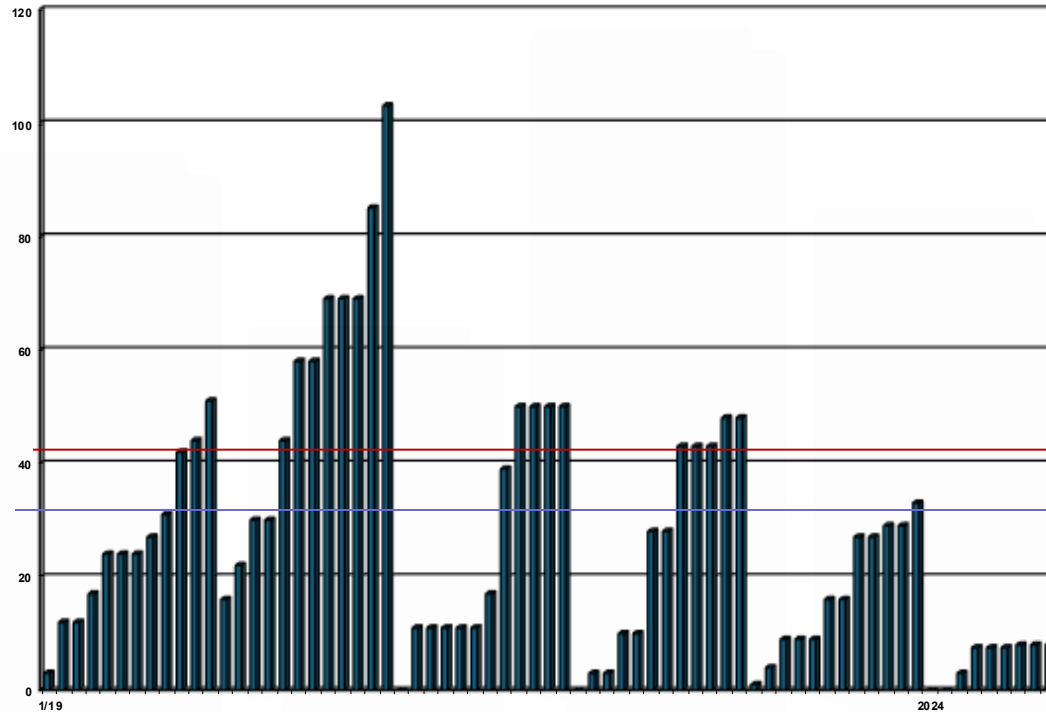


Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	630	1,431	1,677	2,840	3,530	3,782	4,074	4,511	4,803	5,117	5,404	5,945
2020	114	465	1,156	1,508	2,603	2,891	3,524	3,884	4,428	5,269	6,034	6,888
2021	265	824	1,699	2,595	3,082	3,419	3,716	4,358	5,331	6,620	7,099	7,848
2022	954	1,724	2,791	3,795	4,745	6,453	7,572	8,566	9,552	11,180	12,225	13,147
2023	1,161	1,928	3,369	4,061	5,029	6,417	7,144	8,285	9,264	10,636	11,295	11,854
2024	1,061	1,955	2,770	3,608	4,246	5,140	6,730	8,242	8,982	9,603	10,597	11838

Port of Port Angeles

MT Tanker Days - Cumulative

January 2019 – December 2024



2023 Budget = 40
Tanker Days

2022 Budget = 40
Tanker Days

2024 Budget =
30 Tanker Days

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
3	12	12	17	24	24	24	27	31	42	44	51	
16	22	30	30	44	58	58	69	69	69	85	103	
0	11	11	11	11	11	17	39	50	50	50	50	
0	3	3	10	10	28	28	43	43	43	48	48	
1	4	9	9	9	16	16	27	27	29	29	33	
0	0	3	7.5	7.5	8.0	8	8	8	8	8	8	8

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

Date: January 28, 2025

Subject: Olympic R.C. Modelers

Presented by: Caleb McMahon, Director of Economic Development

Location: 1.30 Acres of Land on Critchfield Road

RCW & POLICY REQUIREMENTS

Per RCW 53.08.08 Lease of Property, a district may lease all lands, wharves, docks, and real and personal property upon such terms as the port commission deems proper. No lease shall be for a period longer than fifty years with options up to an additional thirty years.

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

Per Section I of the Ports Delegation of Authority, all term lease agreements of real property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.4, Commission approval is required for any lease that contains any material non-standard terms or conditions.

BACKGROUND:

The tenant is a nonprofit corporation providing a community benefit for remote control aviators since 1988.

LEASE DETAILS:

As the Port is adjusting rental rates to fair market value, when possible, a review of this lease and its rental rate is now under review at the end of its current lease term.

Proposed Commencement Date: February 1, 2025.

The Port would like to prepare a new term lease for the land which is currently used by the Olympic R.C. Modelers. The proposed new lease term is one (1) year with four (4)

one-year optional renewals at Port consent. Staff is presenting this to the Commission as the lease has the potential to be a five-year term.

Current Lease Terms: The tenant leases 1.30 Acre (56,628 SF) of land for \$787.12/year, or \$65.59/month, which reflects \$0.0139/SF.

Financial Security: The financial security requirement was previously waived with the stipulation that the tenant pay their lease payments annually in advance. The tenant has done so. The tenant requests continuation of the waived financial security.

Non-Standard (requires Commission approval) or Unique Terms: Continuation of the current in-kind supported land rental rate of \$0.0139/SF.

Financial Impact: The current land rate in the business park is \$0.10/SF. The lease at the current rate reflects:

56,628 SF x \$0.10/SF =	\$5,662.80/month + LHT
56,628 SF x \$0.0139/SF /12 months =	<u>\$ 65.59/month + LHT</u>
Difference	\$5,597.21/month

2025 Port Support: Approved 2025 Port In-Kind Support is \$5,597.00 (rounded).

RECOMMENDED ACTION:

Staff recommends that the Commission approve the non-standard items as outlined and execute a new term lease with Olympic R.C. Modelers as of February 1, 2025.

EXHIBIT "A" Olympic RC Modelers 1.3 acre, Critchfield Road



INITIALS

LESSOR: _____

LESSEE: _____

DATE: _____

DATE: _____



12 January 2025

Paul Jarkiewicz, Executive Director
Port of Port Angeles
PO Box 1350
Port Angeles, WA 98362

Dear Paul,

Olympic RC Modelers club activities for the year 2024 have included:

Several open houses during which flying demonstrations were given. Those attending were given the chance to try their hand at it, using a "buddy box", after some basic instruction.

"Buddy boxing" is when the instructor and the student have a controller. They can be connected wirelessly or by a cable. By flipping a switch, the instructor can give the student control of the model or take it back to prevent a crash.

We mentored several Special Needs persons who were interested in flying, giving them instruction and equipment for them to fly RC airplanes on their own.

Support was given to the Cresent School District Tech Club. Members were given lessons on soldering, electrical component assembly, and the programing needed to build and fly small drones.

Support was also given, as needed, to the local EAA chapter's Young Eagle program in the way of help building model aircraft from a kit and then flying them. The purpose being to get young people interested in aviation.

Our plans for the year 2025 are to continue these programs. We are also going to reach out to the local scouting groups to see if there are any aviation related programs/merit badges we can help with. If there is an "Airport Days" at the Airport this year, we hope to have a display and demonstrations as we have in the past. We have a BBQ on the second Saturday of the month from May to September, weather permitting, which is open to everyone.

The Olympic RC Modelers appreciates the support and use of the flying field the Port of Port Angeles has given us the last 25+ years. The club has participated in many events in the area promoting aviation, one of which allowed us to help raise \$20,000+ dollars over the years for the Clallam County Volunteer Hospice.

Thank you,


Edward L Phillips, Secretary/Treasurer
Olympic RC Modelers

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

January 28, 2025

Subject: Port Commission Bylaws

Presenter: Braedi Joutsen, Clerk to the Board

RCW & POLICY REQUIREMENTS

The rules governing the Port Commission's business transactions are outlined in the Port of Port Angeles Board of Port Commission Bylaws, which may be amended by resolution of the Port Commission. The Bylaws were last amended by Commission Resolution No. 22-1252 on March 22, 2022.

Minor amendments to the Bylaws may be proposed after the Port Commission completes its yearly review. Resolution No. 22-1252, which holds the current bylaws, is attached to this IFD for your ease of reference and review.

BACKGROUND:

Resolution 22-1252 was adopted on March 22, 2022, to establish regular meeting dates and rescinded the previous resolution 17-1157, which established regular work sessions to be held twice monthly, on the second and fourth Monday of each month at 9 AM.

ANALYSIS:

At the first Commission meeting of the year, the Port Commission is requested to review and consider the current bylaws to see if they are sufficient or if changes are proposed.

ENVIRONMENTAL IMPACT:

None

FISCAL IMPACT:

None

RECOMMENDED ACTION:

The Commission should now review and discuss the current Bylaws and propose any prudent or necessary amendments or changes.

Port of Port Angeles

Port Angeles, Washington

Commissioner's Resolution No.

22-1252

A RESOLUTION AMENDING PORT OF PORT ANGELES BOARD OF COMMISSION BYLAWS.

WHEREAS, the Port of Port Angeles Board of Port Commission Bylaws may be amended by resolution duly adopted by the Port Commission; and

WHEREAS, the Bylaws were last amended by Resolution No. 17-1157 adopted October 23, 2017; and

WHEREAS, there is now a need to further modify said Bylaws.

NOW THEREFORE BE IT RESOLVED that Resolution No. 17-1157 is hereby rescinded; and

BE IT FURTHER RESOLVED that the Bylaws set forth on the attached Exhibit A are hereby approved and adopted as the Port of Port Angeles Board of Port Commission Bylaws and are effective as of today's date.

ADOPTED by the Board of Commissioners of the Port of Port Angeles at a regular meeting thereof held this 22nd day of March, 2022.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS



Connie L. Beauvais, President



Colleen M. McAleer Vice-President



Steven D. Burke, Secretary

**PORT OF PORT ANGELES BOARD OF PORT
COMMISSIONBYLAWS**

**ARTICLE I
Preamble**

These Bylaws shall constitute the rules governing the transaction of business by the duly elected Port Commission.

**ARTICLE II
Organization of the
Commission**

- A. The Commission shall organize by the election from its own members a President, Vice-President and Secretary.
- B. The Commission shall elect new officers at the first meeting of each calendar year, whose term shall run for one (1) year, beginning when elected, or until the election of a successor. Vacancies in an office arising from any cause may be filled at any regular or special meeting of the Commission.
- C. In the event of a vacancy in the office of Port Commissioner by death, resignation or otherwise, such vacancy shall be filled pursuant to RCW 42.12.070, as presently codified or hereafter amended.
- D. The Commission may from time to time establish such committees as are necessary to conduct its more specialized work. The composition of committees shall be determined by the Commission. To remain in compliance with the Open Public Meeting Act (RCW 42.30), committees will never exceed one Commissioner. Such committees shall report directly to the entire Commission on their work.
- E. Individual Commissioners serve as members of the Commission, a body which acts only by majority vote.

**ARTICLE III
Duties of Commissioners**

The Commission's responsibilities include but are not limited to the following:

- 1. Establish policies for the overall direction and strategies of the Port;
- 2. Hire an Executive Director to implement the Port policies and objectives and to administer and operate the Port based on the delegation of administrative

- responsibility and authority pursuant to resolution of the Commission. The Commission shall set the salary level and review the performance of the Executive Director, following guidelines based on resolution of the Commission, Port goals and objectives, job description and other appropriate criteria developed jointly by the Commission and the Executive Director;
3. Determine the types of business activity in which the Port will engage;
 4. Approve the annual operating and capital budgets and establish annual budget priorities;
 5. Establish the degree to which the Port will use the governmental powers of taxation and eminent domain;
 6. Establish financial policies including capital formation and debt issuance;
 7. Establish Port positions on significant governmental legislation;
 8. Establish a range of compensation for Port employees. During budget deliberations each year, adopt adjustments to the salary range based on inflation or other market/economic criteria, if appropriate. Review benefits annually;
 9. Establish the organization structure with the Executive Director;
 10. Appoint a treasurer and auditor pursuant to the provisions of RCW 53.36.010, and select and retain on such terms and conditions as the Commission deems appropriate, legal counsel, and an independent auditor (which may be the State Auditor or a private accounting company) for the Port.

Each Commissioner Shall:

- A. Review the agenda for each Commission meeting and read and become familiar with agenda material prior to regular meetings, special meetings and work sessions;
- B. Be prepared to represent the Commission when assigned as the Commission representative to associations, groups and other organizations;
- C. Be responsible for making timely requests to the Commission to be excused for non-attendance at meetings of the Commission, so as to avoid causing an inadvertent vacancy in accordance with RCW 53.12.140;
- D. Submit requests for reimbursement for meeting attendance and expenses (including appropriate documentation) in a timely manner;
- E. Be willing to accompany the Executive Director and/or staff as a Commission representative on business trips as assigned by the Commission;
- F. Serve as a member of the Board of Directors of the Industrial Development Corporation of the Port of Port Angeles pursuant to Resolution #529 (as hereafter amended or superseded).

ARTICLE IV

Duties of Officers

A. The President Shall:

1. Preside at all public meetings of the Commission and at executive sessions of the Commission;

2. Sign all resolutions, contracts, and other instruments on behalf of the Commission as authorized by the Commission;
3. Approve the proposed agenda for each Commission meeting and authorize the issuance of notices for regular meetings, special meetings and work sessions;
4. Perform all such other duties as are incident to the office or are properly required by the Commission.

B. The Vice-President shall:

1. During the absence or disability of the President, exercise all the functions of the President;
2. Preside at all public meetings at which the President is not physically present;
3. Have such powers and discharge such duties as may be properly assigned from time to time by the Commission including but not limited to, performing the duties of the Secretary;
4. Perform all such other duties as are incident to the office or are properly required by the Commission.

C. The Secretary shall:

1. Supervise the recording of the minutes by Port staff;
2. Supervise Port staff in retaining a record of all motions and resolutions adopted by the Commission;
3. Supervise the safekeeping of the seal and the minute books;
4. Otherwise perform such further duties as are incident to the office and as are properly required by the Commission including but not limited to performing the duties of the Vice-President;
5. Review vouchers prior to the Commission meeting at which the voucher summary will be presented for approval and, be prepared to report voucher details to the entire Commission prior to approval.

D. Any Commissioner who shall be elected to act for an incumbent elected officer during the temporary absence or disability of such officer shall exercise all the functions of the incumbent officer, but only during the continuance of the absence or disability of such officer.

ARTICLE V

Meetings

A. Regular Meetings: No additional notice shall be required for regular meetings, the time and place of which are established by resolution. The time and place of regular meetings may be modified by the Board at any time by resolution. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

B. Special Meetings and Work Sessions: Special public meetings or work sessions may be called for at any time either by the President or by a majority of the Commissioners by delivering personally or by mail, facsimile, or email written notice to each Commissioner, each local newspaper of general circulation and to each local radio or television station which has on file with the Commission a written request to be notified of such special meeting or work session. Such notice must be delivered personally or by mail, facsimile, or email at least twenty-four (24) hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meeting by the Commission. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the Secretary of the Commission a written waiver of notice. Such waiver may be given by email or facsimile transmittal. Such written notice may also be dispensed with as to any member who is present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such a notice would make notice impractical and increase the likelihood of such injury or damage. If, by reason of fire, flood, earthquake, or other similar emergency, there is a need for expedited action by the Commission to meet the emergency, the Commission President may provide for a meeting site other than the regular meeting site and the notice requirements of these bylaws shall be suspended during such emergency.

C. Regular and special meetings and work sessions shall be open and public except as otherwise provided by law (see Section E - Executive Sessions). To further ensure accessibility to these public meetings, streaming access will be available along with recordings of past meetings on the Port's website. All meetings will be held in accordance with the requirements of RCW 42.30 and reasonable efforts shall be made to comply with the encouraged but not required suggestions in RCW 42.30.

D. Place of Meetings: All meetings shall be held at the Port of Port Angeles Administration Building, 338 W. 1st Street, Port Angeles, Washington. The place for holding such meetings may be changed by concurrence of a majority of the Commission. Notice of change of meeting location shall be publicized in the same manner as provided hereinabove with respect to notice of special meetings and work sessions, change of location of a regular meeting does not cause the meeting to become a special meeting.

E. Executive Sessions: The Commission may meet in executive session, which shall be closed to the public, during a regular or special meeting for all the purposes permitted by the Open Public Meetings Act (RCW 42.30) and other laws. Before convening an executive session, the presiding officer of the Commission shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may

be extended to a stated later time by announcement of the designee. Information learned in executive session shall be treated as confidential.

F. Adjournment or Continuation to a Special Meeting: Adjournment or continuation to a special meeting shall be pursuant to notice as required by law.

G. Quorum: Two (2) Commissioners shall constitute a quorum for the convening of a meeting.

H. Absences: Any absence by a Commissioner from a meeting because of attendance to other Port business shall be so recorded in the minutes of the meeting, provided for in ARTICLE IX, and any such absence shall be automatically excused by the Commission.

I. Meetings shall be conducted in accordance with these Bylaws (including Exhibit A hereto) and Roberts' Rules of Order. In circumstances of conflict between the provisions thereof, these Bylaws (including Exhibit A hereto) shall control.

J. Cancellation of Meeting: Any regular or special meeting or work session may be canceled by the President. The President will not cancel a meeting within 24 hours of the scheduled meeting unless the cancellation is the result of a natural disaster or other emergency which would justify such cancellation for public safety or where such disaster/emergency may affect the Board's ability to achieve a quorum. In addition, the President shall not have the authority to cancel a meeting which was scheduled by written request provided to the Executive Director by two Commissioners.

K. Each Commissioner shall receive per diem compensation in an amount prescribed by RCW 53.12.260, as presently codified or hereafter amended, for each day or portion thereof spent (a) in actual attendance at official meetings of the Commission, or (b) in performance of other official services or duties on behalf of the Port.

L. A Commissioner may participate in any Commission meeting remotely.

ARTICLE VI

Motions

A. Except as otherwise required by ARTICLE VII, the Commission shall transact its business by motion which may be made or seconded by any Commissioner in attendance, including the chair of the meeting.

B. Voting on all motions shall be "aye" or "no," and the minutes of the meeting shall record the vote of each Commissioner present.

C. Concurrence of two (2) Commissioners shall be necessary and shall be sufficient for the passage of any motion.

ARTICLE VII

Resolutions

- A. All final actions of the Commission that, in the judgment of the Commission, are of a legislative character shall be embodied in the form of resolutions.
- B. A resolution may be adopted in the same meeting at which the resolution is introduced if, on a motion seconded and passed unanimously, the full Commission agrees to introduce the resolution, and thereafter on a motion seconded and passed by a majority of Commissioners, the Commission agrees to waive the second consideration of the resolution and adopt the resolution; PROVIDED, however, that a resolution that supersedes, amends, modifies, or suspends an existing resolution shall not be adopted at the same meeting at which it is introduced except by the affirmative vote of the entire Commission. Otherwise, a resolution may be introduced on a motion seconded and passed, in which case the resolution shall be put on the agenda of the next Commission meeting for adoption. If an emergency meeting of the Commission is called as described in Article V, Section B of these Bylaws, the unanimous approval requirements of this Article VII shall be suspended during such emergency.
- C. Voting on all resolutions shall be "aye" or "no," and the minutes of the meeting shall record the vote of each Commissioner present.
- D. Resolutions shall be numbered consecutively, and the original copy of each resolution shall be duly authenticated in open session by the signature of the Commissioners voting in its favor. Authentication of a Commissioner who is not present may be made by another Commissioner who voted in favor of the resolution. Each resolution shall be filed by the Secretary and shall be recorded in a book or books kept for such purposes, which shall be public records.

ARTICLE VIII

Minutes

A Minutes of all proceedings of the Commission shall be approved by the Commission and shall be maintained in the Port's records, which shall be public records.

B. No minutes are required for Executive Sessions.

ARTICLE IX

Amendment of Bylaws

These Bylaws may be amended by the Commission by resolution duly adopted.

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

January 28, 2025

SUBJECT: Match Funds for Clallam Economic Development Council's Public Works & Economic Adjustment Assistance (PWEAA) Award

STAFF LEAD: Katharine Frazier – Grants & Contracts Manager

BACKGROUND:

In fall 2024, the Clallam Economic Development Council (EDC) applied for funding under the Public Works & Economic Adjustment Assistance (PWEAA) program through the Economic Development Administration (EDA). The PWEAA program, which exists to help communities recover from industry loss, was made accessible to our region after the August 2024 closure of the McKinley Paper Mill in Port Angeles.

On January 16, 2025, the Clallam EDC was notified that they were selected for \$4.2 million in PWEAA funding.

The scope of this award includes a variety of planning projects and studies focused on driving growth and creating good jobs in the region's forest products sector. Projects most relevant to the Port include:

- Preliminary engineering report and environmental narrative for T1 and T3 repairs (\$300,000)
- Olympic Peninsula logistics improvement study (\$200,000)

As a beneficiary of this grant, the Port is required to contribute \$150,000 toward the local match, which totals \$1.1 million. Other organizations providing local match funds include the Clallam EDC, Clallam County, and Peninsula College.

ANALYSIS:

PWEAA-funded projects are geared toward creating and retaining jobs in the forest products sector, including value-added manufacturing and production of materials to address the statewide housing shortage. By focusing on job creation efforts, these projects will complement the regional Recompete Pilot Program, which seeks to lower the prime-age employment gap in both Clallam and Jefferson Counties.

In addition to the T1-T3 repair reports and the logistics improvement study, projects funded by PWEAA include:

- Design study for the Composite Recycling Technology Center (CRTC) to improve the efficiency of advanced cross-laminated timber (CLT) production
- Feasibility study to explore using CLT produced from Makah hemlock for Tribal housing
- Development of a Tribal housing demonstration unit
- Feasibility study for using Olympic Peninsula species in the production of oriented strand board (OSB)
- Feasibility and siting study for a plywood mill on the Olympic Peninsula
- Forks Industrial Park reconfiguration and tenant recruitment
- Feasibility study, preliminary engineering report, and environmental narrative for a publicly owned kiln
- Industrial symbiosis screening reports to explore new products and value-added opportunities in the forest products industry
- Forestry workforce development training program through Peninsula College and the University of Washington's Olympic Natural Resources Center (ONRC)

FISCAL IMPACT:

The Port will contribute \$150,000 toward the \$1.1 million total local match requirement.

RECOMMENDED ACTION:

Introduce Resolution No 25-1315. If unanimous, adopt Resolution No. 25-1315 committing \$150,000 in Port funds as match for Clallam EDC's EDA PWEAA award.

NEXT STEPS:

Port staff will coordinate with Clallam EDC to fulfill pre-contract requirements and provide match funding during project implementation.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF PORT ANGELES WASHINGTON, COMMITTING MATCHING FUNDS TO CLALLAM ECONOMIC DEVELOPMENT COUNCIL'S FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION ECONOMIC ADJUSTMENT ASSISTANCE (EAA) GRANT FOR ECONOMIC DEVELOPMENT PROJECTS IN THE FOREST PRODUCTS SECTOR.

WHEREAS, the Economic Development Administration (EDA) administers the Economic Adjustment Assistance (EAA) program, which makes grant funds available for projects that will provide economic development for areas affected by adverse economic changes; and

WHEREAS, Clallam County became eligible to receive EAA funding after the August 2024 closure of McKinley Paper, which resulted in over 100 layoffs; and

WHEREAS, the Clallam County Economic Development Council (EDC) developed twelve projects focused on creating and retaining jobs in the regional forest products sector; and

WHEREAS, several projects directly benefit the Port of Port Angeles, including an Olympic Peninsula logistics improvement study and a preliminary engineering report and environmental narrative for large-scale repairs to Terminal 1 and Terminal 3; and

WHEREAS, Clallam EDC is required to provide a 20% non-federal match (\$1,053,934.18) to supplement \$4,213,153.72 in federal funding; and

WHEREAS, as a beneficiary of EAA funding, the Port of Port Angeles will provide \$150,000 in non-federal funds to assist Clallam EDC in meeting the 20% non-federal match requirement; and

WHEREAS, the Clallam County Board of Commissioners, Clallam EDC, and Peninsula College have also committed non-federal funds; and

WHEREAS, Clallam EDC was notified on January 16, 2025, that their EAA application was chosen for full funding.

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

1. That the Executive Director is hereby authorized to commit \$150,000 in non-federal funds to Clallam EDC's match requirement; and

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- 2. That, in the event the EAA funding is obligated, the Executive Director is authorized to coordinate with Clallam EDC on project execution; and
- 3. That this Resolution shall be effective upon passage and signatures listed below in accordance with the law.

ADOPTED by the Board of Commissioners of the Port of Port Angeles at a regular meeting thereof, held this 28th day of January 2025.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven D. Burke, President

Colleen M. McAleer, Vice-President

Connie L. Beauvais, Secretary

Future Agenda Items –Commission Meeting

1/28/2025

February 11, 2025 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Annual Bad Debt Review
- Port Angeles Yacht Club Presentation
- Sequim Bay Yacht Club Presentations
- Economic Development Council Presentation

February 25, 2025 (Regular Commission Meeting)

- January Financial Report
- Monthly Cash & Investment Report

March 11, 2025 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Annual Capital Projects Report

March 25, 2025 (Regular Commission Meeting)

- February Financial Report
- Monthly Cash & Investment Report

Upcoming Events/Announcements

- January 29-30, 2025 – Washington Public Ports Association Port and Maritime Day, Olympia, WA
- January 31st - February 8th, 2025– Seattle Boat Show, Seattle, WA
- February 23-24, 2025 – Northwest Aviation Conference, Puyallup, WA

Future

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