



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

The Special 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

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

Caleb McMahon, Dir. of Economic Development
Braedi Joutsen, Clerk to the Board
Chris Hartman, Director of Engineering
Jennifer Baker, Director of Finance & Administration

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:46)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:47-1:32)

None.

III. APPROVAL OF AGENDA

IV. WORK SESSION (1:33-24:58)

A. Cash and Investment Report

- Presentation: Jennifer Baker
- Discussion
- No Action

B. November Financial Report

- Presentation: Jennifer Baker
- Discussion
- No Action

C. Community Partner Program (CPP) Grant Awards

- Presentation: Braedi Joutsen
- Discussion
- Motion to approve the funding for the 2025 Community Partner Program as presented with the average proposed funding amounts: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)

V. APPROVAL OF CONSENT AGENDA (24:59-26:41)

A. Special Commission Meeting Minutes – November 19, 2024

B. Vouchers in the amount of \$2,485,758.74

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

VI. COMPLETION OF RECORDS (26:42-28:15)

A. Monthly Delegation of Authority

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

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 (28:16-40:58), (1:00:00-1:06:52)

A. Item for Consideration – Western Port Angeles Harbor Site Design Consultant Procurement

- Presentation: Paul Jarkiewicz, Jesse Waknitz
- *This item was initially deferred until after the Executive Session*
- Discussion
- Motion to authorize the Executive Director to take all steps to undertake the process to solicit qualifications promptly, make minor modifications to the solicitation as may be necessary, and select a consultant to design and permit the remedial design/remedial action for the Western Port Angeles Harbor Sediment Site: Comm. Burke
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

B. Item for Consideration – Port Treasurer, Resolution 24-1311

- Presentation: Paul Jarkiewicz
- Discussion
- Motion to introduce Resolution 24-1311, a resolution of the Port of Port Angeles designating Treasurer and confirming blanket fidelity bond to protect against loss: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)
- Motion to waive second consideration: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to adopt Resolution 24-1311, a resolution of the Port of Port Angeles designating Treasurer and confirming blanket fidelity bond to protect against loss: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

C. Item for Consideration – Local Agency Financing Contract, Resolution 24-1312 and Form of Reimbursement, Resolution 24-1313

- Presentation: Jennifer Baker
- Discussion
- Motion to introduce Resolution 24-1312, 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: Comm. Burke
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to waive second consideration: Comm. Beauvais



- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to adopt Resolution 24-1312, 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: Comm. Burke
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to introduce Resolution 24-1313, 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: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)
- Motion to waive second consideration: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to adopt Resolution 24-1313, 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: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)

XIV. COMMISSIONER REPORTS (40:59-56:54)

Comm. Burke shared that he and the Port staff attended the WPPA Annual Meeting the previous week. They attended the Marine Highway M5 roundtable meeting the day before, and it was very well attended.

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

XVI. FUTURE AGENDA

XVII. NEXT MEETINGS (56:55-57:12)

- January 14, 2025 - Regular Commission Meeting
- January 28, 2025 - Regular Commission Meeting
- February 11, 2025 - Regular Commission Meeting
- 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 (57:13-59:59)

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

- Comm. Beauvais recessed the meeting to convene an executive session. The anticipated length of the executive session is 90 minutes. Following the executive session, the Commission is expected to take action in public session.
- Discussion:
 - Three (3) items concerning real estate sale, purchase, or lease, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(b).
 - Two (2) items concerning legal and financial risk, discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 1 minute
- Start Time: 10:00 am
- Extended: 115 minutes
- End Time: 1:25 pm



Public Session of Commission Meeting Reconvened: 1:25 pm

Commissioner Beauvais noted that as a result of the executive session, action will be taken on agenda item XIII A – Western Port Angeles Harbor Site Design Consultant Procurement.

XX. ADJOURN (1:06:53-1:07:00)

Comm. Beauvais adjourned the meeting at 1:32 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS


Connie Beauvais, President



Steven Burke, Secretary