



**REGULAR COMMISSION MEETING**  
**Tuesday, February 11, 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  
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 Admin & Finance

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

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:35-1:01)**

None

**III. APPROVAL OF AGENDA (1:02-1:15)**

- Motion to approve the agenda as highlighted: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

**IV. WORK SESSION (1:16-1:28:37), (1:34:21-2:38:39)**

**A. Clallam County EDC Presentation**

- Presentation: Mitch Koonz, Roy Mann, Lorie Fazio, Rebekah Miller, Justine Wagner
- Discussion
- No Action

**B. Port Angeles Yacht Club Presentation**

- Presentation: Karen O'Donnell
- Discussion
- No Action

**C. Sequim Bay Yacht Club Presentation**

- Presentation: Bryan Berreth
- Discussion
- No Action

**D. Annual Bad Debt Report**

- Presentation: Jennifer Baker
- Discussion
- Motion to approve the removal of the listed bad debt accounts from our records:  
Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

**E. Delegation of Authority Review**

- Presentation: Paul Jarkiewicz
- Discussion
- Motion to increase the Executive Director Delegation of Authority from \$50,000 to \$75,000: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)



**V. APPROVAL OF CONSENT AGENDA (1:28:38-1:34:20)**

- A. Regular Commission Meeting Minutes – January 28, 2025
- B. Vouchers in the amount of \$1,738,806.48
  - Discussion
  - Motion to approve the consent agenda: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS (2:38:40-2:50:45)**

- A. Monthly Delegation of Authority Report
  - 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 (2:50:46-2:53:59)**

- A. Item for Consideration - Commission Bylaws, Resolution 25-1317
  - Presentation: Braedi Joutsen
  - Discussion
  - Motion to introduce Resolution 25-1317, a resolution amending the Port of Port Angeles Board of Commission Bylaws: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)
  - Motion to waive second consideration: Comm. Burke
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)
  - Motion to adopt Resolution 25-1317, a resolution amending the Port of Port Angeles Board of Commission Bylaws: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:54:00-2:54:35)**

**XVII. FUTURE AGENDA**



**XVIII. NEXT MEETINGS (2:54:36-2:55:44)**

- A. February 25, 2025 – Regular Commission Meeting
- B. March 11, 2025 – Regular Commission Meeting
- C. March 25, 2025 – Regular Commission Meeting
- D. April 8, 2025 – Regular Commission Meeting

**XIX. UPCOMING EVENTS (2:55:45-2:55:00)**

- A. February 23-24, 2025 – Northwest Aviation Conference, Puyallup, WA
- B. April 22-24, 2025 – AFRC Annual Meeting, Stevenson, WA
- C. April 23-25, 2025 – Olympic Logging Conference, Victoria, B.C.

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

**XX. EXECUTIVE SESSION (2:55:01-2:55:55)**

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

- Comm. Burke recessed the meeting to convene an executive session with an anticipated length of 60 minutes. Following the executive session, the Commission is not expected to take action.
- Discussion:  
Three (3) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 5 minutes
- Start Time: 12:00 pm
- Extended: 5 minutes
- End Time: 1:05 pm

Public Session of Commission Meeting Reconvened: 1:05 pm

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

**XXI. ADJOURN (2:55:56-2:56:00)**

Comm. Burke adjourned the meeting at 1:05 pm

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

Steven Burke, President

Connie Beauvais, Secretary