



**REGULAR COMMISSION MEETING**  
**Tuesday, April 22, 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. Bond Presentation – Cynthia Weed.....1-27
- B. Cash & Investment Report.....28-29
- C. March Financial Report.....30-31

**V. APPROVAL OF CONSENT AGENDA**

- A. Special Commission Meeting Minutes – April 8, 2025.....32-35
- B. Vouchers in the amount of \$1,390,809.00.....36

**VI. COMPLETION OF RECORDS**

- A. Monthly Delegation of Authority Report.....37-39
- B. 1<sup>st</sup> Quarter Operations Report.....40-50

**VII. PLANNING AND CAPITAL PROJECTS**

- A. Item for Consideration – 1050 Roof.....51-53

**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**

No items

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

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

**XVII. FUTURE AGENDA.....54**

**XVIII. NEXT MEETINGS**

- A. April 28, 2025 – Special Joint Commission Meeting with County @ Port
- B. May 13, 2025 – Regular Commission Meeting
- C. May 27, 2025 – Regular Commission Meeting
- D. June 10, 2024 – Regular Commission Meeting
- E. June 24, 2025 – Regular Commission Meeting

**XIX. UPCOMING EVENTS**

- A. April 22-24, 2025 – AFRC Annual Meeting, Stevenson, WA
- B. April 23-25, 2025 – Olympic Logging Conference, Victoria, B.C.
- C. May 14, 2025 – Sequim Bay Yacht Club Meeting, Sequim, WA
- D. May 14-16, 2025 – WPPA Spring Meeting, Spokane, WA
- E. May 19-21, 2025 – Washington Airport Managers Association Conference, Lake Chelan
- F. May 19-21, 2025 – AAPA Leadership Summit, Milwaukee, MN



G. June 7-8, 2025 – Maritime Festival, Port Angeles, WA

H. June 10-12, 2025 – PNWA Summer Conference, Bellingham, WA

I. June 25-27, 2025 – WPPA Finance & Administration Seminar, Walla Walla, 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.

# Bonds Port Purposes and Economic Development

Port of Port Angeles

# INTRODUCTION

Sources of funding for capital expansion – Each has a cost

- Internal funds
- Grants
- Federal and State Loans
- Loans from external sources



# COST OF CAPITAL – EACH SOURCE HAS A COST

- Grants – lowest cost – (measure the time required for the application vs. the money received as grant)
- Internal funding – loss of investment income – ability to use funds for other purposes
- Federal and state loans - low or no interest cost
- Loans from third parties – bank loans, long term leases, municipal bonds – interest expense is the cost of capital

# BONDS/NOTES - WHAT ARE THEY?

- Bonds —
  - Long term debt
  - Generally 20-30 years
  - Capital Improvements
- Notes —
  - Short term debt
  - Interim financing for capital costs
  - Funding for working capital as needed



# Types of Port Bonds

- General Obligation
- General Revenue
- Special Revenue
- Local Improvement



# GENERAL OBLIGATION BONDS (GO'S)

- Ports authorized to issue by RCW 53.36.030
- Bonds pledge the full faith, credit and taxing power of the Port
- Statutes impose an aggregate dollar limitation on Port GO debt
  - .25% of Assessed Valuation (AV)
  - smaller ports (less than \$800 Mill/\$200 Mill of AV) qualify for additional 1/8%
  - If bonds approved by voters, dollar limit is increased to .75% of AV
  - Port Debt owed to State (CERB) and Federal gov't exempted from debt limits

## GO BONDS - PURPOSES

- Ports generally use GO debt to finance projects that do not generate revenues (infrastructure, e.g., roads) or projects with uncertain revenues (start-up projects, e.g., industrial park for incubator businesses)
- Ports also use GO debt to finance projects, because GO debt generally bears the lowest interest rate for Port debt – the full faith and credit pledge

## GENERAL REVENUE BONDS (REV'S)

- Ports authorized to issue revenue debt by RCW ch. 53.40
- Revenue debt is payable solely from revenues; general revenue bonds are payable from all port operating revenues
- NO TAXES may be used to pay revenue bonds
- (unlike GOs), no statutory dollar limit on revenue bonds
- Practical limitation imposed by the market (lender needs to be secured by a reliable revenue stream)
- Used for projects with demonstrable long term revenues

# REVENUE BONDS

- Security for their repayment included in bond resolution
  - Port facilities are not mortgaged
  - No taxes are pledged or available to pay debt
    - (taxes do reduce operating expenses)
  - Resolution includes operating covenants (maintenance of facilities)
  - Coverage Requirement (e.g., annual net revenues = 135% of debt service)
  - Reserve Fund – Port to maintain a reserve to cover revenue fluctuations
- GO's v. Rev's = Issuance of rev. bonds preserves GO capacity

## SPECIAL REVENUE BONDS

- Ports authorized to issue by RCW ch. 53.40
- Special revenue bonds are payable solely from revenues of single project
- General revenues not pledged for repayment
- Security for lender
  - Lease revenues
  - Tenant guaranty of lease revenues

# SPECIAL REVENUE BONDS

- Used For
  - Large Project/Significant Tenant
  - Projects distinct and separate from general Port operations
- Why Port would issue Special Revenue Bonds
  - Provides Tax-exempt Financing for Beneficial Project (lower cost)
  - Protect Port's Debt Capacity

## LOCAL IMPROVEMENT BONDS (LIDS)

- Ports authorized to issue by RCW 53.08.050
- LID bonds are payable solely from assessments on property benefited by the project
- Used for local projects that benefit a particular area within the Port
  - roads
  - sewers
  - drainage

## BOND ISSUING PROCESS – FOR THE PORT

- May be time consuming – for Staff (primarily)
- However, easier than might be expected (given the size of most loans)





## WHO ARE THE PARTICIPANTS?

- The following is an expansive list – not all loans require all of the following participants
  - Bond Counsel (the friendly alligator - ;)))))
  - Financial Advisor
  - Underwriter
  - Bank
  - Rating Agencies
  - Bond Insurer
  - Extra Lawyers
  - Fiscal Agent

## HOW ARE BONDS SOLD

- Competitive sale – a sale date is established, and the Port receives bids for bonds/loan – accepts best bid
- Negotiated sale – Port selects one or more underwriters and then negotiates the business terms with the selected underwriter
- Ports may choose a competitive or negotiated sale process
- While it may appear that a competitive sale should always be followed, there are advantages and disadvantages associated with each process
- Ports may choose a competitive process for certain types of issues and a negotiated process for other types of issues

# BOND STRUCTURES

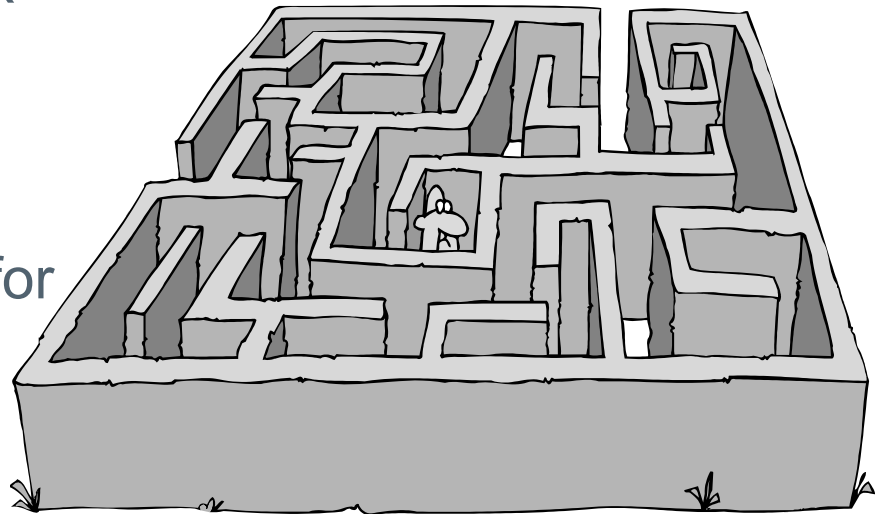
- Most common
  - Fixed rate debt - rates fixed for full term of the bonds
  - Long Term – principal matures over life of bond issue
  - Level Debt Service - annual principal and interest payments approximately equal over term of bond issue
- Variable Rate Debt – interest rates re-set (daily, weekly) to reflect market rates of interest. While rates generally lower than fixed rate debt, Port is exposed to interest rate fluctuations

## TAX EXEMPTION

- In general – lender/investor does not include interest paid on Port bonds in federal gross income
  - (as a result – interest rate should be lower than it would be if interest was taxable income)
- Since Washington has no income tax, no tax benefit from state tax exclusion
- Most bonds issued by the Port are issued on a tax-exempt basis – qualification depends on the use of the property financed

# Internal Revenue Code of 1986

- The federal tax rules for Port projects are complex
- The mix of public and private use requires analysis as to the components that qualify for tax-exempt financing



# FACTORS AFFECTING INTEREST RATES ON PORT BONDS

- Credit Quality of Port District
  - Financial strength and operating history
  - Diversity of Income
- Sources of Revenues
  - Taxes
  - Operating Revenues

# FACTORS AFFECTING INTEREST RATES

- Tax Exemption determines relative interest rates
  - Best (lowest rate) - Govt'l Bonds-Bank Qualified
  - 2nd - Govt'l Bonds - Non Bank Qualified
  - 3rd - Private Activity - (Non-AMT)
  - 4th - Private Activity - (AMT)
  - 5th – (highest rate) Taxable

# OTHER FACTORS AFFECTING INTEREST RATES

- Type of Project
- Size of Issue
- The “Market”
  - The Market is “Good”





## PORT PARTICIPATION IN ISSUING BONDS FOR ECONOMIC DEVELOPMENT

- Bonds authorized by RCW ch. 39.84
- Port required to create a public corporation
- The bonds are nonrecourse
- No public funds are permitted to be used to pay debt service
- Permits private entities to access tax-exempt financing
- This tool has not been used .... Since 2008
  - New SEC rules
  - Low interest rates made the tool generally not cost-effective

# BONDS FOR ECONOMIC DEVELOPMENT

- Purposes
  - Manufacturing/Processing
  - Solid Waste
  - Industrial Sewage Treatment
  - Electric Facilities
  - Transportation Facilities
  - Docks/Wharves/Airports
  - Intangible property – software, technology

# BONDS FOR ECONOMIC DEVELOPMENT

- Dollar Limits
  - Available Volume Cap
  - Mfg/Processing - \$10 million Limit on bonds/\$20 million limit on capital expenditures
  - Other Projects - No Dollar Limit

# FREE (AND ALMOST FREE) MONEY

- Infrastructure Assistance Coordinating Council
  - PWTF
  - CERB
  - Dept. of Commerce
  - Rural Development (USDA)
  - These sources are not as easily available as they have been in prior years



Questions??

K&L GATES

## Investments & Cash held as of 2/28/2025

			12/31/23	11/30/24	12/31/24	1/31/25	2/28/25	3/31/25			
		Interest	Face	Face	Face	Face	Face	Face	Annual	Maturity	Acquisition
Name	Type	Rate	Value	Value	Value	Value	Value	Value	Interest	Date	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	5,000,000	5,000,000	250,000	10/22/2029	10/22/2024
First Federal Invst	Cash	4.53%	4,576,212	3,946,161	3,962,310	3,977,291	3,990,830	4,005,873	181,466		
LGIP Balance	Cash	4.40%	4,743,218	9,025,957	9,061,234	8,293,243	7,920,149	7,649,598	336,544		
Umpqua Bank Account	Cash	0.30%	167,823	672,362	278,021	268,383	637,579	572,139	1,716		

## Investments Called or Matured

Name	Type	Interest Rate								Maturity Date	Redemption Date	Interest Received
FHLB 5-year (Piper Sandler)	Bond	5.55%	-	-	-	-	-	-	-	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	20,644,479	20,301,565	19,538,917	19,548,558	19,227,610	829,727
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## Outstanding Debt

		12/31/23	11/30/24	12/31/24	1/31/25	2/28/25	3/31/25	
	Rate	Amount	Amount	Amount	Amount	Amount	Amount	
2015 PABH 2006 refi	2.29%	707,714	707,714	357,505	357,505	357,505	357,505	10 year note, final annual payment 12/01/2025
CERB Washdown	2.00%	673,324	639,678	605,359	605,359	605,359	605,359	20 year, 1st annual payment made Jan 2021
CARB Airport Utilities	2.00%	687,480	655,362	655,362	622,602	622,602	622,602	20 year, 1st annual payment made Jan 2022
Office of the State Treasurer	2.96%	-	-	-	-	467,181	467,181	7 year, 1st annual payment due Dec 2025
		2,068,518	2,002,754	1,618,226	1,585,466	2,052,647	2,052,647	
<b>Ending Balance</b>		<b>17,418,765</b>	<b>18,641,725</b>	<b>18,683,339</b>	<b>17,953,451</b>	<b>17,495,912</b>	<b>17,174,963</b>	

\* 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 March 2025**

	<u>YTD</u>
<b><u>Beginning Cash Balance</u></b>	<b>20,301,565</b>
Operating Revenues	2,892,766
Non-Operating Revenues	1,923,004
<b>Total Revenues</b>	<b>4,815,770</b>
Operating Expenses	4,478,616
Non-Operating Expenses	1,411,109
<b>Total Expenses</b>	<b>5,889,725</b>
<b><u>Ending Cash Balance</u></b>	<b>19,227,610</b>
<b><u>Change in Cash Balance</u></b>	<b>(1,073,955)</b>



Port of Port Angeles  
P&L Summary by Department  
March 31, 2025

	March Actual	March 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 %
<b>OPERATING REVENUES</b>											
11 MARINE TERMINAL	90,065	337,014	(246,949)	▼73.28%	525,023	803,582	(278,559)	▼34.66%	711,767	(186,745)	▼26.24%
15 MARINE TRADES AREA	65,192	73,277	(8,085)	▼11.03%	169,935	189,277	(19,342)	▼10.22%	150,067	19,869	▲13.24%
21 LOG YARD	98,314	86,788	11,526	▲13.28%	215,967	238,864	(22,897)	▼9.59%	332,679	(116,712)	▼35.08%
31 FAIRCHILD INTL AIRPORT	36,409	38,307	(1,898)	▼4.95%	111,024	114,195	(3,171)	▼2.78%	111,551	(527)	▼0.47%
32 SEKIU	1,576	1,527	49	▲3.22%	4,612	4,581	31	▲0.69%	4,378	235	▲5.36%
33 AIRPORT RENTAL PROPERTIES	145,569	161,049	(15,480)	▼9.61%	436,288	483,147	(46,859)	▼9.70%	389,127	47,161	▲12.12%
41 PORT ANGELES BOAT HAVEN	165,550	161,965	3,585	▲2.21%	470,985	464,615	6,370	▲1.37%	465,289	5,696	▲1.22%
43 JOHN WAYNE MARINA	157,754	160,149	(2,395)	▼1.50%	456,221	472,008	(15,787)	▼3.34%	454,767	1,453	▲0.32%
61 RENTAL PROPERTIES	20,591	18,707	1,884	▲10.07%	57,962	56,121	1,841	▲3.28%	55,710	2,252	▲4.04%
TOTAL OPERATING REVENUES	781,021	1,038,783	(257,762)	▼24.81%	2,448,017	2,826,390	(378,373)	▼13.39%	2,675,336	(227,319)	▼8.50%
<b>OPERATING EXPENSES</b>											
11 MARINE TERMINAL	124,366	105,922	18,445	▲17.41%	365,331	380,938	(15,608)	▼4.10%	369,042	(3,712)	▼1.01%
15 MARINE TRADES AREA	34,435	33,983	452	▲1.33%	81,172	100,250	(19,078)	▼19.03%	73,825	7,347	▲9.95%
21 LOG YARD	115,388	96,120	19,267	▲20.04%	343,651	295,610	48,040	▲16.25%	323,945	19,706	▲6.08%
31 FAIRCHILD INTL AIRPORT	59,771	42,460	17,312	▲40.77%	146,732	118,008	28,724	▲24.34%	139,904	6,828	▲4.88%
32 SEKIU	1,553	1,721	(169)	▼9.79%	6,567	5,169	1,398	▲27.04%	5,959	608	▲10.20%
33 AIRPORT RENTAL PROPERTIES	56,615	51,768	4,847	▲9.36%	146,716	143,444	3,272	▲2.28%	115,918	30,798	▲26.57%
41 PORT ANGELES BOAT HAVEN	120,252	78,370	41,882	▲53.44%	257,830	242,235	15,595	▲6.44%	207,371	50,459	▲24.33%
43 JOHN WAYNE MARINA	86,593	91,010	(4,417)	▼4.85%	269,092	269,564	(471)	▼0.17%	263,649	5,443	▲2.06%
61 RENTAL PROPERTIES	31,730	11,218	20,512	▲182.86%	55,351	32,794	22,558	▲68.79%	13,816	41,535	▲300.62%
80 ADMINSTRATIVE	198,933	197,659	1,274	▲0.64%	661,191	598,776	62,416	▲10.42%	709,395	(48,204)	▼6.80%
81 BUSINESS DEVELOPMENT	46,587	40,859	5,728	▲14.02%	95,082	111,913	(16,830)	▼15.04%	101,422	(6,339)	▼6.25%
82 IT	8,294	8,486	(192)	▼2.26%	39,678	26,920	12,758	▲47.39%		39,678	-
91 MECH SHOP	21,498	12,882	8,616	▲66.88%	54,333	61,020	(6,687)	▼10.96%	47,524	6,810	▲14.33%
92 FACILITIES MAINTENANCE	31,070	16,086	14,984	▲93.15%	110,198	85,355	24,843	▲29.11%	77,059	33,139	▲43.00%
TOTAL DIRECT EXPENSES	937,083	788,542	148,541	▲18.84%	2,632,925	2,471,995	160,931	▲6.51%	2,448,829	184,096	▲7.52%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT) - Before Depreciation	(156,062)	250,241	(406,303)	▼162.36%	(184,908)	354,395	(539,303)	▼152.18%	226,507	(411,415)	▼181.63%
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-	-	-	-	-
DEPRECIATION EXPENSE	266,178	301,748	(35,570)	▼11.79%	797,793	868,489	(70,696)	▼8.14%	782,431	15,362	▲1.96%
NET SURPLUS (DEFICIT) - After Depreciation	(422,240)	(51,507)	(370,733)	▲719.77%	(982,701)	(514,093)	(468,608)	▲91.15%	(555,924)	(426,777)	▲76.77%

	March Actual	March Budget	CM Act vs Budget Variance      Variance %		YTD Actual	YTD Budget	CY Act vs Budget Variance      Variance %		Previous YTD Actual	CY Act vs PY Act Variance      Variance %
<b><u>NON-OP (GENERAL)</u></b>										
NON-OP REV (General)	75,273	97,800	(22,527)	▼23.03%	228,852	301,400	(72,548)	▼24.07%	287,073	(58,221) ▼20.28%
NON-OP EXP (General)	34,993	6,233	28,760	▲461.41%	36,136	10,365	25,771	▲248.63%	22,968	13,168 ▲57.33%
<b>NON-OP (General) SURPLUS (DEFICIT)</b>	<b>40,281</b>	<b>91,567</b>	<b>(51,287)</b>	<b>▼56.01%</b>	<b>192,716</b>	<b>291,035</b>	<b>(98,319)</b>	<b>▼33.78%</b>	<b>264,105</b>	<b>(71,389) ▼27.03%</b>
<b><u>NON-OP (CAPITAL)</u></b>										
NON-OP REV (Capital)	199,259	199,319	(59)	▼0.03%	740,743	737,236	3,508	▲0.48%	443,560	297,183 ▲67.00%
NON-OP EXP (Capital)	4,199	936	3,263	▲348.59%	8,940	2,808	6,132	▲218.36%	9,613	(673) ▼7.00%
<b>NON-OP (Capital) SURPLUS (DEFICIT)</b>	<b>195,060</b>	<b>198,383</b>	<b>(3,322)</b>	<b>▼1.67%</b>	<b>731,803</b>	<b>734,428</b>	<b>(2,624)</b>	<b>▼0.36%</b>	<b>433,947</b>	<b>297,856 ▲68.64%</b>
<b>NET NON-OP SURPLUS (DEFICIT)</b>	<b>235,341</b>	<b>289,950</b>	<b>(54,609)</b>	<b>▼18.83%</b>	<b>924,519</b>	<b>1,025,463</b>	<b>(100,943)</b>	<b>▼9.84%</b>	<b>698,052</b>	<b>226,467 ▲32.44%</b>
<b>TOTAL NET SURPLUS (DEFICIT)</b>	<b>(186,900)</b>	<b>238,442</b>	<b>(425,342)</b>	<b>▼178.38%</b>	<b>(58,181)</b>	<b>511,369</b>	<b>(569,551)</b>	<b>▼111.38%</b>	<b>142,128</b>	<b>(200,309) ▼140.94%</b>



**REGULAR COMMISSION MEETING**  
**Tuesday, April 8, 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/>

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

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

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:45)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:46-4:04)**

James Taylor, Port Angeles, provided comment related to public messaging.

Paul Jarkiewicz, Port Angeles, wanted to thank the Port Team for updating the Commission Meeting Room.

**III. APPROVAL OF AGENDA (4:05-4:36)**

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

**IV. WORK SESSION (4:37-23:38)**

A. 2024 Year-End Financials – Unaudited

- Presentation: Jennifer Baker
- Discussion
- No Action

**V. APPROVAL OF CONSENT AGENDA (23:39-30:59)**

A. Special Commission Meeting Minutes – March 25, 2025

B. Vouchers in the amount of \$493,684.29

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

**VI. COMPLETION OF RECORDS**

No items

**VII. PLANNING AND CAPITAL PROJECTS (31:00-1:02:52)**

A. Item for Consideration – Request for Qualifications T1/T3 Planning

- Presentation: Katharine Frazier
- Discussion
- Motion to authorize the Executive Director to execute a professional services agreement with Moffatt & Nichols and Clallam EDC for a total project cost not



to exceed \$299,271, and to make any necessary minor amendments to the agreement: Comm. Beauvais

- 2<sup>nd</sup>: Comm. Burke
- Vote: 2-0 (Passed; with Comm. McAleer abstaining)

**B. Item for Consideration – Washington State Department of Ecology Grant Agreement**

- Presentation: Katharine Frazier
- Discussion
- Motion to authorize the Executive Director to execute the Water Quality Combined Financial Assistance Program agreement with the Department of Ecology for a total project cost of \$1,107,000 (\$63,000 Port, \$1,044,000 State), and to make any needed minor amendments to that agreement: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

**C. Item for Consideration – EPA Clean Ports Grant Equipment Purchase**

- Presentation: Katharine Frazier, Scott Hough
- Discussion
- Motion to authorize the Executive Director to execute a purchase agreement for a Taylor ZRS-9972 Reachstacker with Washington Liftruck, Inc., WA, for an amount not to exceed \$2,327,570.44, and to make any necessary minor adjustments to the agreement: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY (1:02:53-1:23:34)**

**A. Item for Consideration – Citizen Air Leases**

- Presentation: Caleb McMahon
- Discussion
- Motion to authorize the Executive Director to sign the Lease Amendment and Lease Agreement on behalf of the Port for the Citizen Air organization as Fixed Base Operator: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

**XI. MARINAS**

No items

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

No items

**XIV. ITEMS NOT ON THE AGENDA**



**XV. COMMISSIONER REPORTS (1:23:35-2:07:30)**

Comm. Beauvais shared that she and County Commissioner Randy Johnson met with Dave Upthegrove, the new Commissioner of Public Lands, last week.

Comm. McAleer commented on the City of Port Angeles's comprehensive plan update.

Comm. Burke asked for agenda items for the upcoming Special Joint Commission meeting with Clallam County and mentioned he would like the Port to set up Town hall-style meetings this year in each district.

Paul Jarkiewicz, Executive Director, shared comments about the marinas, specifically boathouses, and legislative funding updates.

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:07:31-2:08:21)**

James Taylor, Port Angeles, WA shared that Kelly Kidwell will be the guest speaker at PABA next week.

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS**

- A. April 22, 2025 – Regular Commission Meeting
- B. April 28, 2025 – Special Joint Commission Meeting with County @ Port
- C. May 13, 2025 – Regular Commission Meeting
- D. May 27, 2025 – Regular Commission Meeting

**XIX. UPCOMING EVENTS**

- A. April 22-24, 2025 – AFRC Annual Meeting, Stevenson, WA
- B. April 23-25, 2025 – Olympic Logging Conference, Victoria, B.C.
- C. May 14, 2025 – Sequim Bay Yacht Club Meeting, Sequim, WA
- D. May 14-16, 2025 – WPPA Spring Meeting, Spokane, WA
- E. May 19-21, 2025 – Washington Airport Managers Association Conference, Lake Chelan
- F. May 19-21, 2025 – AAPA Leadership Summit, Milwaukee, MN
- G. June 7-8, 2025 – Maritime Festival, Port Angeles, WA
- H. June 25-27, 2025 – WPPA Finance & Administration Seminar, Walla Walla, WA

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

**XX. EXECUTIVE SESSION (2:08:22-2:09:47)**

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 1 hour. Following the executive session, the Commission is not expected to take action.



- Discussion: Four (4) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Start Time: 11:10 am
- Extended: 15 minutes
- End Time: 12:25 pm

Public Session of Commission Meeting Reconvened: 12:25 pm

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

**XXI. ADJOURN (2:09:48-2:09:54)**

Comm. Burke adjourned the meeting at 12:25 pm.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Steven Burke, President

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Connie Beauvais, 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 April 3, 2025 – April 16, 2025**

CERTIFICATION

**Accounts Payable**

	<b>Begin</b>	<b>End</b>		
	<b>Check #</b>	<b>Check #</b>		
Accts Payable Checks (computer)	419166	419266	\$	1,034,185.49
Voided/Zero Payable	419167		\$	-
Voided/Zero Payable	419223		\$	-
Accts Payable ACH	004699	004811	\$	171,733.36
VOIDED/ZERO PAYABLE ACH			\$	-
Wire Transfer - Expenses			\$	2,808.52
Wire Transfer - Excise Tax			\$	-
Wire Transfer - Leasehold Tax			\$	-
<b>Total General Expenses and Construction</b>			<b>\$</b>	<b>1,208,727.37</b>

**Payroll**

Employee Payroll – Draws (Direct Deposit)			\$	-
Voided Payroll Check	004758, 004772, 004784		\$	-
Employee Payroll Checks PPD (Direct Dep)	004601	004664	\$	116,419.15
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$	65,662.48
<b>Total Payroll</b>			<b>\$</b>	<b>182,081.63</b>
<b>Total General Exp &amp; Payroll</b>			<b>\$</b>	<b>1,390,809.00</b>

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

# MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS

## March 2025

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)

**MARCH 2025**

TENANT NAME	DOCUMENT	LOCATION	FORM OF SURETY	SQ FEET	TERM	MONTHLY RENT
Project Macoma LLC (Ebb Carbon)	Temporary License	1301 Marine Drive	\$500 on file	500 SF for Storage	4.1.2025 MTM	\$200 + LHT

**TRAVEL APPROVED BY THE EXECUTIVE DIRECTOR \***  
**(In Accordance with Delegation of Authority)**  
**February 2025**

STAFF	LOCATION OF MTG.	DATE(S)	PURPOSE
Chris Hartman	Washington D.C.	Mar. 17-21	AAPA Legislative Summit
Katharine Frazier	Washington D.C.	Mar. 17-21	AAPA Legislative Summit
Caleb McMahon	Washington D.C.	Mar. 17-21	AAPA Legislative Summit

\*

VIII. TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT:

In order to facilitate necessary normal Port operations, the Executive Director may authorize travel by Port employees and/or other Port representatives for Port business, in accordance with the Port's travel policy adopted pursuant to RCW 53.08.176 and RCW 42.24.090. Reimbursable personal travel expenses per trip shall not exceed \$5,000.00 per person.

The Commission shall be advised at the first regularly scheduled meeting of the following month of all such authorizations for travel outside of Washington, Oregon, Idaho and British Columbia, Canada.

**REPORT TO THE BOARD OF PORT COMMISSIONERS**  
**1<sup>st</sup> QUARTER 2025**

**QUARTERLY OPERATIONS REPORT**

<b>REPORT</b>	<b>NO ACTION</b>	<b>ATTACHED</b>
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
Marine Terminal Operations		X
Marine Terminal Utilization		X
Log Yard Operations		X
Log Yard Loads		X

**TRAVEL APPROVED BY THE EXECUTIVE DIRECTOR**  
**(Within WA, OR, ID, and British Columbia, Canada)**  
**1<sup>st</sup> Quarter 2025**

<b>STAFF</b>	<b>LOCATION OF MTG.</b>	<b>DATE(S)</b>	<b>PURPOSE</b>
Paul Jarkiewicz Chris Hartman Katharine Frazier Jennifer Baker	Olympia, WA – Capitol	1/30/2025	Port Day
Jenna Riley	Port Orchard, WA	1/14/2025	TWIC Appointment
James Alton	Puyallup	2/22/2025	NW Aviation Conference and Tradeshow

**Report to the Board of Port Commissioners  
Operations Report for  
January 2025**

**Port Angeles Boat Haven**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
20'	57	0	57	0%	0	0
25'	24	16	8	67%	0	10
30'	80	55	25	69%	0	47
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	82	8	91%	0	86
Side/End Tie	54	42	12	78%	0	38
Boathouses	44	44	0	100%	0	44
<b>Sub-Total</b>	<b>427</b>	<b>317</b>	<b>110</b>	<b>74%</b>	<b>18</b>	<b>303</b>
Limited 20'	13	0	13	0%	0	0
<b>TOTAL</b>	<b>440</b>	<b>317</b>	<b>123</b>	<b>72%</b>	<b>18</b>	<b>303</b>

**Boat Yard Report**

	Jan-25	Jan-24	YTD 2025	YTD 2024
Boats into the yard this month	10	11	10	11
Boats into the water this month	8	6	8	6
<b>Total Travel Lift Operations This Month</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>17</b>
<b>Year-To-Date Launch Ramp Permit Sales</b>			<b>26</b>	<b>22</b>

**John Wayne Marina**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
28'	72	38	34	53%	0	38
30'	46	31	15	67%	0	35
32'	28	27	1	96%	0	28
36'	22	22	0	100%	11	22
40'	19	19	0	100%	3	19
42'	21	21	0	100%	2	21
45'	10	10	0	100%	2	10
50'	27	27	0	100%	8	27
End Tie 49'	25	25	0	100%	8	25
<b>Sub-Total</b>	<b>270</b>	<b>220</b>	<b>50</b>	<b>81%</b>	<b>34</b>	<b>225</b>
Limited 20'	30	10	20	33%	0	21
<b>TOTAL</b>	<b>300</b>	<b>230</b>	<b>70</b>	<b>77%</b>	<b>34</b>	<b>246</b>

**Report to the Board of Port Commissioners  
Operations Report for  
February 2025**

**Port Angeles Boat Haven**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
20'	57	0	57	0%	0	2
25'	24	20	4	83%	0	22
30'	80	77	3	96%	0	66
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	81	9	90%	0	86
Side/End Tie	54	43	11	80%	0	32
Boathouses	44	44	0	100%	0	44
<b>Sub-Total</b>	<b>427</b>	<b>343</b>	<b>84</b>	<b>80%</b>	<b>18</b>	<b>330</b>
Limited 20'	13	1	12	8%	0	1
<b>TOTAL</b>	<b>440</b>	<b>344</b>	<b>96</b>	<b>78%</b>	<b>18</b>	<b>331</b>

**Boat Yard Report**

	Feb-25	Feb-24	YTD 2025	YTD 2024
Boats into the yard this month	4	11	14	22
Boats into the water this month	4	11	12	17
<b>Total Travel Lift Operations This Month</b>	<b>8</b>	<b>22</b>	<b>26</b>	<b>39</b>
<b>Year-To-Date Launch Ramp Permit Sales</b>			<b>80</b>	<b>61</b>

**John Wayne Marina**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
28'	72	54	18	75%	0	43
30'	46	37	9	80%	0	35
32'	28	28	0	100%	0	24
36'	22	22	0	100%	8	22
40'	19	19	0	100%	2	19
42'	21	21	0	100%	2	21
45'	10	10	0	100%	2	10
50'	27	27	0	100%	9	27
End Tie 49'	25	25	0	100%	7	25
<b>Sub-Total</b>	<b>270</b>	<b>243</b>	<b>27</b>	<b>90%</b>	<b>30</b>	<b>226</b>
Limited 20'	30	10	20	33%	0	28
<b>TOTAL</b>	<b>300</b>	<b>253</b>	<b>47</b>	<b>84%</b>	<b>30</b>	<b>254</b>

**Report to the Board of Port Commissioners  
Operations Report for  
March 2025**

**Port Angeles Boat Haven**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
20'	57	15	42	26%	0	20
25'	24	23	1	96%	0	22
30'	80	78	2	98%	0	79
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	85	5	94%	0	86
Side/End Tie	54	43	11	80%	0	39
Boathouses	44	44	0	100%	0	44
<b>Sub-Total</b>	<b>427</b>	<b>366</b>	<b>61</b>	<b>86%</b>	<b>18</b>	<b>368</b>
Limited 20'	13	5	8	38%	0	1
<b>TOTAL</b>	<b>440</b>	<b>371</b>	<b>69</b>	<b>84%</b>	<b>18</b>	<b>369</b>

**Boat Yard Report**

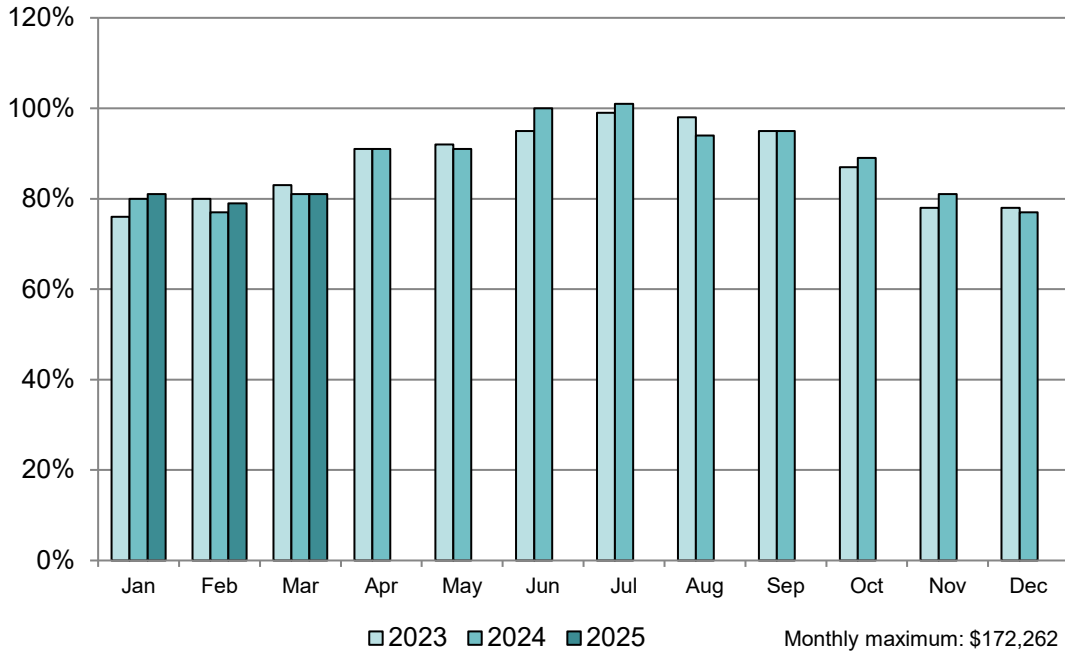
	Feb-25	Feb-24	YTD 2025	YTD 2024
Boats into the yard this month	29	22	43	44
Boats into the water this month	22	21	34	38
<b>Total Travel Lift Operations This Month</b>	<b>51</b>	<b>43</b>	<b>77</b>	<b>82</b>
<b>Year-To-Date Launch Ramp Permit Sales</b>			<b>177</b>	<b>131</b>

**John Wayne Marina**

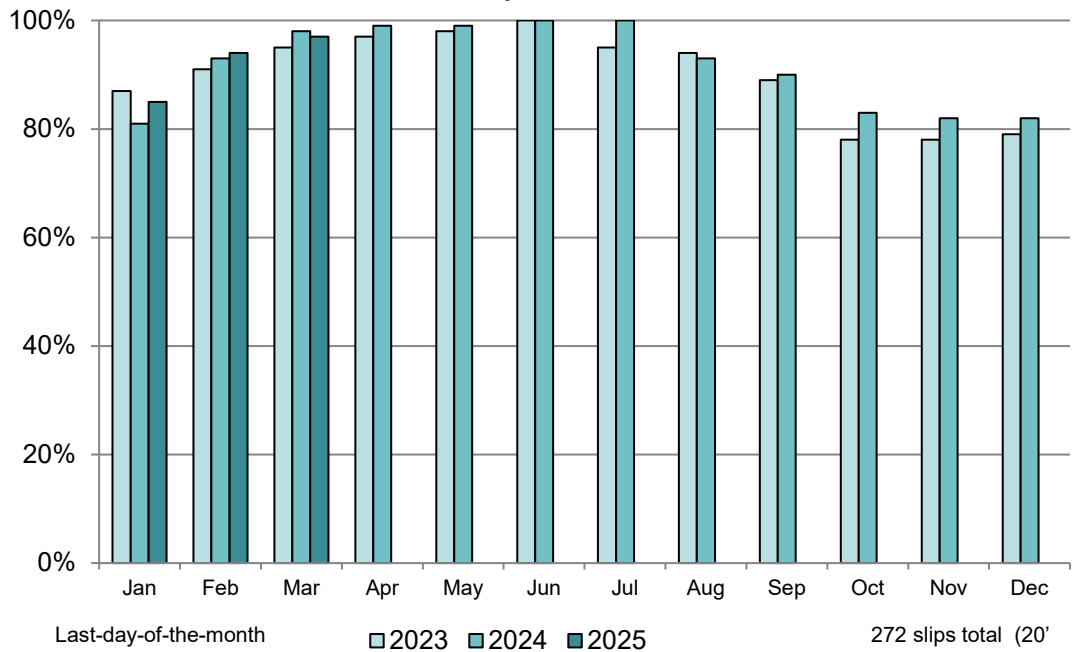
Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
28'	72	54	18	75%	0	52
30'	46	37	9	80%	0	41
32'	28	28	0	100%	0	28
36'	22	22	0	100%	8	22
40'	19	19	0	100%	2	19
42'	21	21	0	100%	2	21
45'	10	10	0	100%	2	10
50'	27	27	0	100%	9	27
End Tie 49'	25	25	0	100%	7	25
<b>Sub-Total</b>	<b>270</b>	<b>243</b>	<b>27</b>	<b>90%</b>	<b>30</b>	<b>245</b>
Limited 20'	30	10	20	33%	0	5
<b>TOTAL</b>	<b>300</b>	<b>253</b>	<b>47</b>	<b>84%</b>	<b>30</b>	<b>250</b>

# PABH Occupancy

## Revenue Based



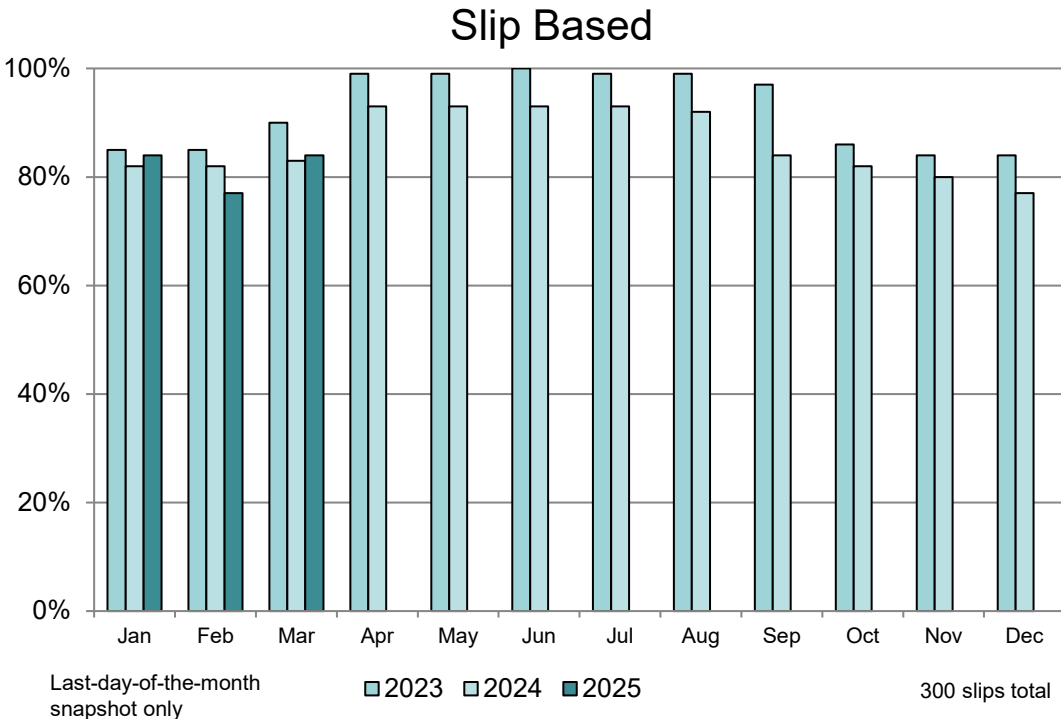
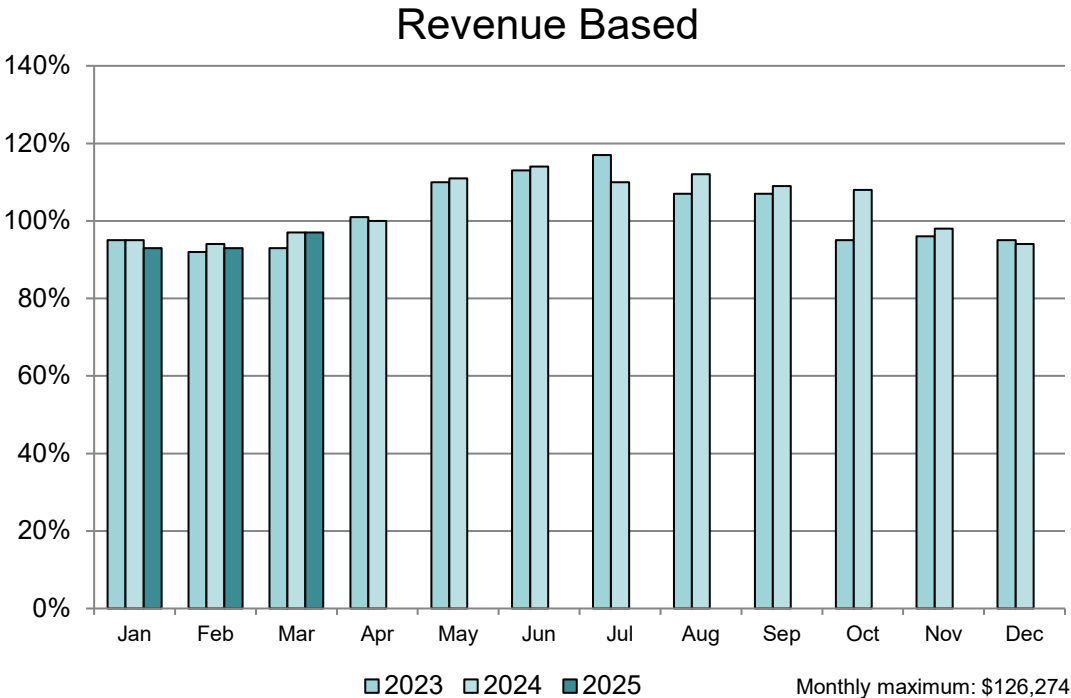
## Slip Based



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



# JWM Occupancy



**REPORT TO THE BOARD OF PORT COMMISSIONERS**  
**MARINE TERMINAL OPERATIONS**  
**Q1 2025**

**Terminals #1 & #3**

**Q1 2025**

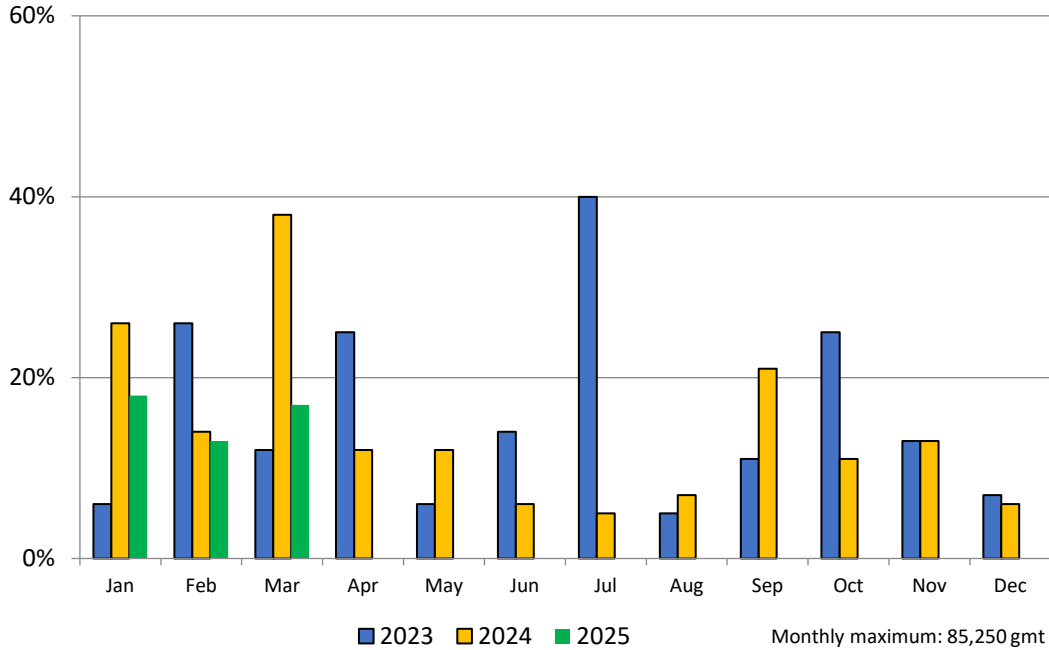
**Q1 2024**

**Q1 2023**

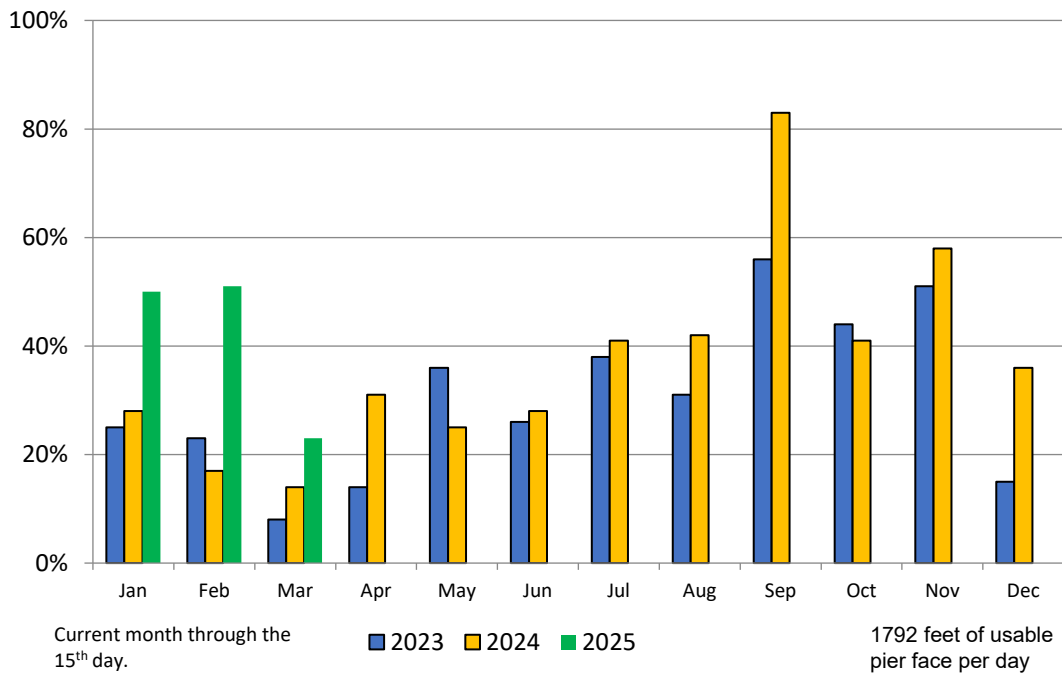
<b><u>Terminal Activity</u></b>			
Repair Vessels - Tanker	2	1	2
Repair Vessels - Other+	4	2	6
Cargo Vessels -Log Ship	0	1	1
Cargo Vessels - Chip Barges	8	8	4
Tug (Assist) Vessels	15	29	10
Other (lay berth)	7	3	8
<b>TOTAL # VESSELS</b>	29	41	23
<b>TOTAL # DOCK DAYS</b>	102	54	84

# T1/T3 Utilization

## T3 Cargo Capacity vs. Actual



## Commercial Dockage Utilization Rate



# REPORT TO THE BOARD OF PORT COMMISSIONERS

## LOG HANDLING OPERATIONS

### 1st Quarter 2025

Log Handling	1st Quarter 2025	1st Quarter 2024	1st Quarter 2023
--------------	---------------------	---------------------	---------------------

<b>Log Operation:</b>			
Dumped Loads**	0	0	834
Decked Loads	936	747	615
Green Crow Roll Out - Camp Run	81	58	93
<b>T-7 Container Operations</b>			
# Containers Loaded	146	162	75
<b>T-7/T-5 Log Operations-Discharge (Inbound/DeWater)</b>			
# of Barges	17	27	30
# Barge Loads	916	978	1,183
# DeWater Loads	0	825	569
<b>TOTAL LOADS</b>	<b>2,079</b>	<b>2,770</b>	<b>3,369</b>

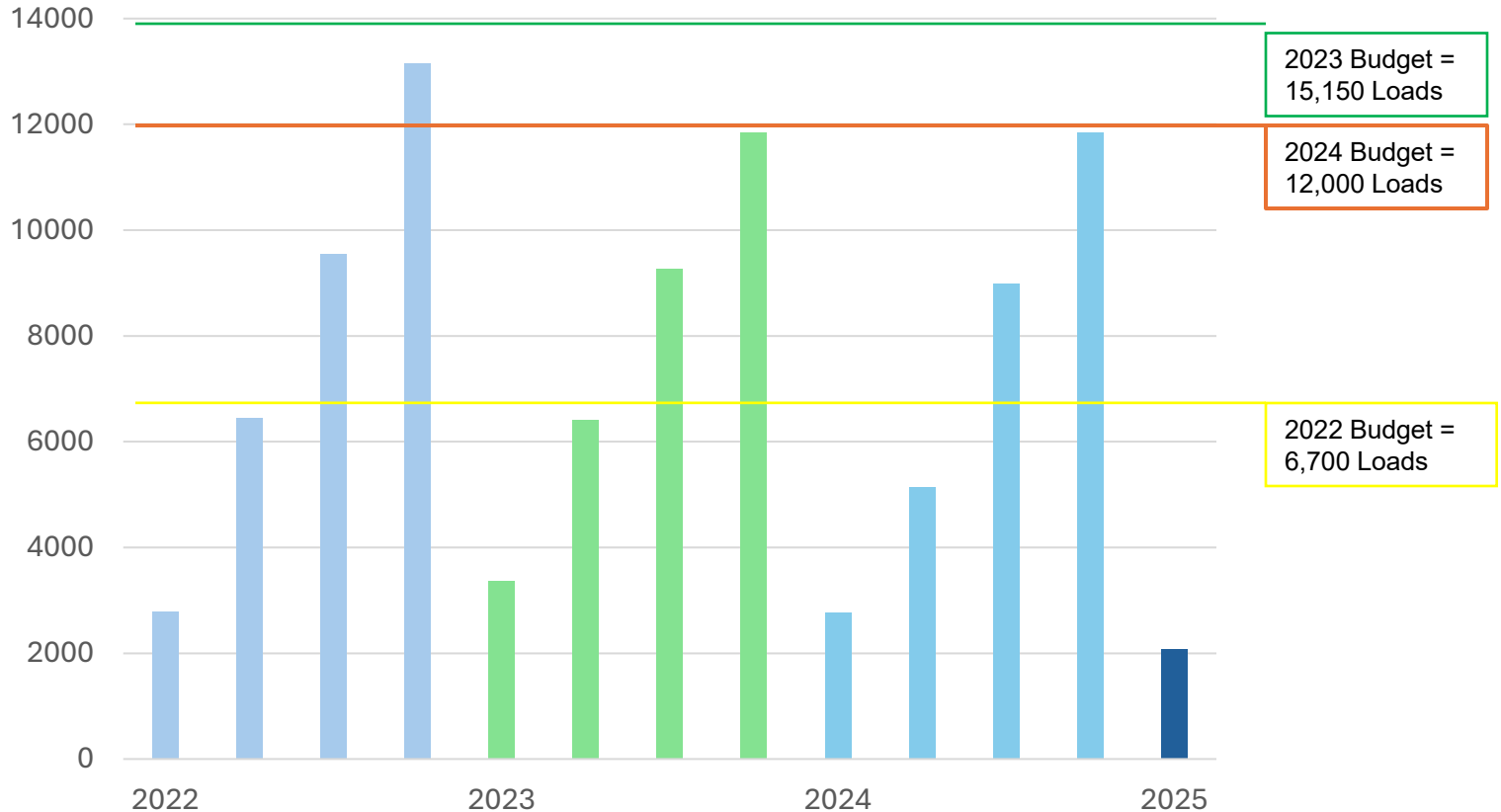
\*\*LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound	Inbound	Inbound
8 - PA Hardwood	12 - PA Hardwood	10 - PA Hardwood
0 - Interfor	0 - Interfor	0 - Interfor
0 - Hermann	0 - Herman	1 - Herman
1 - Alta	3 - Alta	1 - Alta
0 - Zoeffel	1 - Zoeffel	1 - Zoeffel
0 - Alcan	0 - Alcan	0 - Alcan
Outbound	Outbound	Outbound
0 - Georgia Pacific	0 - Georgia Pacific	0 - Georgia Pacific
5 - Sierra Pacific	8 - Sierra Pacific	13 - Sierra Pacific
0 - Southport	0 - Southport	0 - Southport
0 - Hampton	0 - Hampton	1 - Hampton
0 - Roseburg	0 - Roseburg	0 - Roseburg
1 - Buse	2 - Buse	1 - Buse
4 - Canyon	1 - Canyon	2 - Canyon

NOTE: Unaudited Information

# Port of Port Angeles LY Loads - Cumulative

January 2022 – January 2025



Year	Q1	Q2	Q3	Q4
2022	2,791	6,453	9,552	13,147
2023	3,369	6,417	9,264	11,854
2024	2,770	5,140	8,982	11,838
2025	2,079			

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

**April 22, 2025**

**Subject: 1050 ROOF REHABILITATION - BID AWARD**

**Presenter: Jenna Riley, Contracts & Procurement Manager**

**RCW & POLICY REQUIREMENTS**

Public works is defined within RCW 39.04.010 as “all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.”

Additionally, the Port’s Delegation of Administrative Authority, Resolution 24-1290, Section III. A requires the Commission to award professional service contracts over \$50,000.

**BACKGROUND:**

The Port of Port Angeles is undertaking a project to rehabilitate the 1050 and 1010 building roofs by applying a rubberized silicone roof coating. This project includes all necessary roof preparations, an annual maintenance and inspection plan, and a 20-year manufacturer’s warranty.

On February 14, 2025, the Port released bid documents for a polyurea product through the QuestCDN online bidding platform, with bids set to open on March 12, 2025. The advertisement featured the 1050 building roof, with the 1010 building roof as an alternate. After a non-mandatory pre-bid site visit on February 26, 2025, it was concluded that polyurea was not the ideal option for this project. Consequently, the original bid was withdrawn and replaced with an alternative silicone product on March 7, 2025, changing the bid opening date to April 9, 2025. Three addenda were issued throughout the bidding process (Addendum 01 – March 25, 2025 / Addendum 02 – April 7, 2025 / Addendum 03 – April 14, 2025). Addendum 02 extended the bid deadline to April 16, 2025.

The project is scheduled to begin in June, with substantial completion by the end of August.

**ANALYSIS:**

The bid opening was held on April 16, 2025. A total of eight bids were submitted with the following results:

Bidder	Base Bid	Additive Alternate #1	Total Base + Add. Alt.
Cascade Industrial Services LLC	\$200,500.00	\$127,695.00	\$328,195.00
GCI, LLC	\$222,900.00	\$112,500.00	\$335,400.00
Dodge Foam & Coatings	\$247,950.00	\$164,480.00	\$412,430.00
Fisher Construction Group	\$259,055.00	\$134,955.00	\$394,010.00
Pacific Roof Restorations LLC	\$263,276.00	\$161,464.00	\$424,740.00
Triton Commercial Roofing & Waterproofing	\$294,000.00	\$180,000.00	\$474,000.00
CHG Building Systems, Inc.	\$298,688.00	\$193,437.00	\$492,125.00
Spray-On Foam Coatings	\$339,795.91	\$219,800.40	\$559,596.31

Cascade Industrial Services LLC submitted the lowest bid received, which met all the requirements outlined in the bid documents. A bid analysis verified that all pertinent information had been accurately submitted so that Cascade Industrial Services' bid was responsive. The Port Team verified that Cascade Industrial Services meets the contract's qualifications and requirements for performing the work as a responsible bidder.

**ENVIRONMENTAL IMPACT:**

Executing a contract with the contractor has no direct environmental impact; however, rehabilitating the roofs will enhance their durability and extend their lifespan, prolonging the need for complete demolition and reinstallation.

**FISCAL IMPACT:**

The total cost of the contract work, including the additive alternate with Cascade Industrial Services, LLC, is \$357,404.36, which falls under our 2025 Capital Budget of \$450,000.00. Below is a high-level breakdown of the costs associated with each task (below costs do not include 8.9% sales tax).

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Cascade Industrial Services, LLC Totals
<b>Base Bid</b>						<b>\$200,500.00</b>
	1	1	Mobilization and Demobilization	LS	1	\$5,000.00
	2	2	Roof Preparation (Wash & Etch)	LS	1	\$44,000.00
	3	3	Application of Rubberized Silicone Roof Coating	LS	1	\$149,000.00
	4	4	Annual Preventive Maintenance/Inspection Plan	LS	1	\$2,500.00
<b>Additive Alternate #1</b>						<b>\$127,695.00</b>
	A01	A1	Mobilization and Demobilization	LS	1	\$1,500.00
	A02	A2	Roof Preparation (Wash & Etch)	LS	1	\$27,200.00
	A03	A3	Application of Rubberized Silicone Roof Coating	LS	1	\$96,495.00
	A04	A4	Annual Preventive Maintenance/Inspection Plan	LS	1	\$2,500.00
<b>Base + Add Alt Total:</b>						<b>\$328,195.00</b>

**RECOMMENDED ACTION:**

Authorize the Executive Director to execute a public works contract with Cascade Industrial Services for the 1050 Roof Rehabilitation project for a total amount of Three Hundred Twenty-Eight Thousand One Hundred Ninety-Five Dollars and No Cents (\$328,195.00) plus applicable Washington State Sales Tax.



## **Future Agenda Items –Commission Meeting**

4/22/2025

### **April 28, 2025 (Special Joint Commission Meeting) – at Port**

- Clallam County Comprehensive Plan
- NODC Presentation
- EDC Call to Action

### **May 13, 2025 (Regular Commission Meeting)**

- Monthly Delegation of Authority Report
- CPP Program Review/Revamp?

### **May 27, 2025 (Regular Commission Meeting)**

- April Financial Report
- Cash and Investment Report

### **June 10, 2025 (Regular Commission Meeting)**

- Monthly Delegation of Authority Report
- Annual Month to Month Lease Update

### **June 24, 2025 (Regular Commission Meeting)**

- May Financial Report
- Cash and Investment Report
- Maritime Festival Recap – Caleb

### **Upcoming Events**

April 22-24, 2025 – AFRC Annual Meeting, Stevenson, WA

April 23-25, 2025 – Olympic Logging Conference, Victoria, B.C.

May 14, 2025 – Sequim Bay Yacht Club Meeting, Sequim, WA

May 14-16, 2025 – WPPA Spring Meeting, Spokane, WA

May 19-21, 2025 – Washington Airport Managers Association Conference, Lake Chelan

May 19-21, 2025 – AAPA Leadership Summit, Milwaukee, MN

June 7-8, 2025 – Maritime Festival, Port Angeles, WA

June 10-12, 2025 – PNWA Summer Conference, Bellingham, WA

June 25-27, 2025 – WPPA Finance & Administration Seminar, Walla Walla, WA

### **Future**

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