



**REGULAR COMMISSION MEETING**  
**Tuesday, April 22, 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 (0:00-0:38)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:39-1:01)**

**III. APPROVAL OF AGENDA (1:02-1:26)**

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

**IV. WORK SESSION (1:27-1:48:27)**

**A. Bond Presentation**

- Presentation: Cynthia Weed
- Discussion
- No Action

**B. Cash & Investment Report**

- Presentation: Jennifer Baker
- Discussion
- No Action

**C. March Financial Report**

- Presentation: Jennifer Baker
- Discussion
- No Action

**V. APPROVAL OF CONSENT AGENDA (1:48:28-1:50:22)**

**A. Special Commission Meeting Minutes – April 8, 2025**

**B. Vouchers in the amount of \$1,390,809.00**

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

**VI. COMPLETION OF RECORDS (1:50:23-2:09:24)**

**A. Monthly Delegation of Authority Report**

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

**B. 1<sup>st</sup> Quarter Operations Report**

- Presentation: Paul Jarkiewicz, Caleb McMahon
- Discussion
- No Action



**VII. PLANNING AND CAPITAL PROJECTS (2:09:25-2:23:59)**

- A. Item for Consideration – 1050 Roof Rehabilitation
- Presentation: Jenna Riley
  - Discussion
  - Motion to 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, and this includes a 20% contingency: 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**

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) (2:24:00-2:27:40)**

James Taylor, Port Angeles, provided an update on the City of Port Angeles's comprehensive plan.

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS (2:27:41-2:29:56)**

- 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 (2:29:57-2:31:01)**

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: Five (5) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Start Time: 11:30 am
- Extended: 60 minutes
- End Time: 1:30 pm

Public Session of Commission Meeting Reconvened: 1:30 pm

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

**XXI. ADJOURN (2:31:02-2:31:17)**

Comm. Burke adjourned the meeting at 1:30 pm.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

Steven Burke, President

  
Connie Beauvais, Secretary