



REGULAR COMMISSION MEETING
Tuesday, July 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

Jennifer Baker, Director of Admin & Finance
Caleb McMahon, Dir. of Economic Development
Braedi Joutsen, Clerk to the Board
Jenna Riley, Contracts & Procurement Manager

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:39)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:40-0:59)

None.

III. APPROVAL OF AGENDA (1:00-1:15)

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

IV. WORK SESSION (1:16-47:26)

- A. Cash & Investment Report
- Presentation: Jennifer Baker
 - Discussion
 - No Action
- B. June Financial Report
- Presentation: Jennifer Baker
 - Discussion
 - No Action
- C. WPPA Directors Seminar Recap
- Presentation: Paul Jarkiewicz
 - Discussion
 - No Action
- D. Clallam County EDC Quarterly Report
- Presentation: Comm. McAleer
 - Discussion
 - No Action

V. APPROVAL OF CONSENT AGENDA (47:27-51:12)

- A. Regular Commission Meeting Minutes – July 8, 2025
- B. Vouchers in the amount of \$775,282.42
- Discussion
 - Motion to approve the consent agenda as presented: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)



VI. COMPLETION OF RECORDS (51:13-1:17:10)

- A. 2nd Quarter Operations 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 (1:17:11-1:40:47)

- A. Item for Consideration: Lease Renewal – CRTC Conex Box
- Presentation: Caleb McMahon
 - Discussion
 - Motion to authorize the Executive Director to sign an Amendment and Lease Renewal Agreement with Composite Recycling Technology, per the terms and conditions presented: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
- B. Item for Consideration: Property Purchase 313 W. 1st Street
- Presentation: Caleb McMahon
 - Discussion
 - Motion for the Commission to approve the purchase of the MacDonald property as a Port asset due to the proximity to existing Port properties, and a vital location near the future Marine Trade Center and to approve the Port Executive Director Paul Jarkiewicz as the authorized signer to carry out all documentation required for the transaction, and to make minor amendments as may be necessary: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)
- C. Item for Consideration: Resolution 25-1323 – Designating Auditor
- Presentation: Paul Jarkiewicz
 - Discussion
 - Motion to introduce Resolution No. 25-1323 to appoint Jennifer Baker as the Port Auditor and Sarah Kuh as the Port Deputy Auditor: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)
 - Motion to waive second consideration: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)



- Motion to adopt Resolution No. 25-1323 to appoint Jennifer Baker as the Port Auditor and Sarah Kuh as the Port Deputy Auditor: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

D. Resolution 25-1324 – Recognition of Ms. Braedi Joutsen

- Presentation: Paul Jarkiewicz
- Discussion
- Motion to introduce Resolution No. 25-1324 to recognize Ms. Braedi Joutsen for her service at the Port of Port Angeles: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to waive second consideration: Comm. Burke
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to adopt Resolution No. 25-1324 to recognize Ms. Braedi Joutsen for her service at the Port of Port Angeles: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

XIV. ITEMS NOT ON THE AGENDA (1:40:48-1:54:37)

A. Request for Community Support – Olympic Peninsula Rodeo Association

- Presentation: Paul Jarkiewicz
- Discussion
- Approval of “Bronze Buckle Sponsor / Banner Sponsor” of \$250: 3-0 (Unanimous)

B. Indian Creek Oil Spill – Port Response Update

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

C. Paddle to Elwha 2025 – Port Support

- Presentation: Martin Marchant
- Discussion
- No Action

XV. COMMISSIONER REPORTS (1:54:38-1:54:42)

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:54:43-1:58:27)

James Taylor, Port Angeles, WA – spoke on the Port’s positive financial transparency, the need for a public discussion on the forestry industry, Japanese steel, and alternative power sources.

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (1:58:28-1:58:45)

- A. August 12, 2025 – Regular Commission Meeting **Comm. McAleer excused absence*
- B. August 26, 2025 – Regular Commission Meeting
- C. September 9, 2025 – Regular Commission Meeting
- D. September 23, 2025 – Regular Commission Meeting
- E. October 14, 2025 – Regular Commission Meeting



XIX. UPCOMING EVENTS

- A. September 25-26, 2025 – WPPA Environmental Seminar, Union, WA
- B. October 6-8, 2025 – AAPA, Quebec City, Canada
- C. November 19-21, 2025 – WPPA Annual Meeting, Tacoma, WA

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

Recessed Regular Meeting: 10:59 am

XX. EXECUTIVE SESSION

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 may take action.
- Discussion:
Two (2) items concerning real estate sale, purchase, or lease. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(c).
Five (5) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 1 minute
- Start Time: 11:00 am
- Extended: 10 minutes
- End Time: 12:10 pm

Public Session of Commission Meeting Reconvened: 12:11 pm

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

Regular Meeting Resumed: 12:11 pm

XXI. ADJOURN (1:59:58-2:00:09)

Comm. Burke adjourned the meeting at 12:11 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS


Steven Burke, President


Connie Beauvais, Secretary