



SPECIAL COMMISSION MEETING
Wednesday, November 12, 2025, 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/>

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

Chris Hartman, Director of Engineering
Jennifer Baker, Director of Finance & Admin
Caleb McMahon, Director of Econ. Dev
Jenna Riley, Clerk to the Board

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-01:11)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (01:12-02:34)

Comm. McAleer provided the following statement:

"The Port of Port Angeles is aware of recent news reports regarding allegations involving Commissioner Steve Burke. These matters do not involve Port operations or activities. The Port has a very robust financial department with a team of professionals who scrutinize every receipt, purchase, expense, and revenue dollar. The Washington State Auditor's Office audits the Port every year, and the results of those audits can be found online at www.portofpa.com, hovering over 'About Us' under the column 'The Port', click on 'Public Records', then click on 'Financial Reports'. All audited and unaudited reports can be found here, as well as the Port's annual budget. The Port will continue to focus on its mission and services to the Community. We are monitoring developments and will provide updates if any impact to Port business may arise. At this time, we do not have any other further comments."

III. APPROVAL OF AGENDA (02:35-04:07)

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

IV. WORK SESSION (04:08-05:35)

- A. Monthly Cash & Investment Report
- Presentation: Jennifer Baker
 - Discussion
 - No Action

V. APPROVAL OF CONSENT AGENDA (05:36-07:56)

- A. Regular Commission Meeting Minutes – October 28, 2025
- B. Special Commission Meeting Minutes – October 30, 2025
- C. Vouchers in the amount of \$687,297.21
- Discussion
 - Motion to approve the consent agenda as presented: Comm. Beauvais
 - 2nd: Comm. Burke
 - Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS (07:57-09:33)

- A. Monthly Delegation of Authority Report
- Presentation: Paul Jarkiewicz
 - No Action



VII. PLANNING AND CAPITAL PROJECTS

No items

VIII. LOG YARD (09:34-12:30)

- A. Item for Consideration – HDR Engineering, Inc. Contract Amendment 4 for Log Yard Stormwater Cultural Resource Services
- Presentation: Chris Hartman
 - Discussion
 - Motion to authorize the Executive Director to execute Amendment 4 of the Agreement with HDR Engineering, Inc. for an amount not to exceed Ninety-Nine Thousand Nine Hundred Fifty-Five Dollars and No Cents (\$99,955.00). Execution of this amendment will set the total contract amount at One Hundred Thirty-Seven Thousand Nine Hundred Fifty-Five Dollars and No Cents (\$137,955.00), as presented: Comm. Beauvais
 - 2nd: Comm. Burke
 - Vote: 3-0 (Unanimous)

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY (12:31-17:43)

- A. Item for Consideration – City of Port Angeles, Parks & Recreation Department Term Lease
- Presentation: Caleb McMahon
 - Discussion
 - Motion to authorize the Executive Director to sign a lease with the City of Port Angeles, per the terms and conditions, as presented: Comm. Beauvais
 - 2nd: Comm. Burke
 - Vote: 3-0 (Unanimous)

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS (17:44-38:12)

- A. **Opening of Public Hearing:** 2026 Budget, Tax Levy, and Comprehensive Scheme, Introduction of Resolutions 25-1332, 25-1333, 25-1334
- Presentation on Budget & Tax Levy: Jennifer Baker
 - Discussion
 - No Action

 - Presentation on Comprehensive Scheme: Chris Hartman
 - Discussion
 - No Action

 - **Public Hearing Opened: 9:28 am**
**Public hearing will remain open, and the Port will accept any comments from the public until the November 17th meeting.*

 - **Public Comment:**
 - None



- Motion to introduce Resolution 25-1332, a Resolution of the Port Commission of the Port of Port Angeles Authorizing Property Tax Levy: Comm. Beauvais
- 2nd: Comm. Burke
- Discussion
- Vote: 3-0 (Unanimous)

- Motion to introduce Resolution 25-1333, a Resolution of the Port Commission of the Port of Port Angeles Adopting the Final Budget for 2026: Comm. Burke
- 2nd: Comm. Beauvais
- Discussion
- Vote: 3-0 (Unanimous)

- Motion to introduce Resolution 25-1334, a Resolution of the Port Commission of the Port of Port Angeles, A Municipal Corporation, Amending the Port of Port Angeles Comprehensive Scheme of Harbor Improvements to Update References to the Current Port Budget and Planning Documents: Comm. Beauvais
- 2nd: Comm. Burke
- Discussion
- Vote: 3-0 (Unanimous)

XIV. ITEMS NOT ON THE AGENDA

No items per [RCW 42.30.080](#)

XV. COMMISSIONER REPORTS (42:03-56:27)

Comm. Beauvais provided an update from the November 10, 2025, Revenue Advisory Committee (RAC) meeting, including the Doc Holiday Timber Sale.

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (38:13-42:02)

John Worhtington of Sequim, WA, spoke on the idea of diverting containers bound for Clallam County to be delivered at the Port rather than the "Pugetropolis" area.

James Taylor of Port Angeles, WA, spoke on the need for speakers from the Port at the Port Angeles Business Association.

XVII. FUTURE AGENDA (56:28-1:00:03)

XVIII. NEXT MEETINGS

- A. November 17, 2025 – Special Commission Meeting
- B. November 25, 2025 – Regular Commission Meeting – **CANCELLED**
- C. December 9, 2025 – Regular Commission Meeting
- D. December 23, 2025 – Regular Commission Meeting – **CANCELLED**
- E. January 13, 2026 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. November 18, 2025 – Marine Hwy 5 Roundtable, Tacoma, WA
- B. November 19-21, 2025 – WPPA Annual Meeting, Tacoma, WA
- C. November 20-22, 2025 – Pacific Marine Expo, Seattle, WA
- D. December 3-5 – International Workboat Show, New Orleans, LA



XX. EXECUTIVE SESSION (1:00:04-1:02:33)

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

- Comm. McAleer recessed the meeting to convene an executive session with an anticipated length of 120 minutes. Following the executive session, the Commission is not expected to take action.
- Discussion:
 - Two (2) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i)
- Recessed Regular Meeting at 10:02 am for 3 minutes
- Start Time: 10:05 am
- Extended: 25 minutes
- End Time: 12:32 pm

Public Session of Commission Meeting Reconvened: 12:32 pm

Comm. McAleer noted that no action will be taken as a result of the executive session.

Regular Meeting Resumed: 12:32 pm

XXI. ADJOURN (1:02:34-1:02:37)

Comm. McAleer adjourned the meeting at 12:32 pm

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven Burke, President

Connie Beauvais, Secretary