



**SPECIAL COMMISSION MEETING**  
**Monday, November 17, 2025, at 10:00 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  
Colleen McAleer, Commissioner *\*via Zoom*  
Connie Beauvais, Commissioner  
Paul Jarkiewicz, Executive Director

Chris Hartman, Director of Engineering  
Jennifer Baker, Director of Finance & Admin  
Jenna Riley, Clerk to the Board

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:38)**

Comm. Burke called the meeting to order at 10:00 am.

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:39-0:58)**

None

**III. APPROVAL OF AGENDA (0:59-1:27)**

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

**IV. WORK SESSION**

No items

**V. APPROVAL OF CONSENT AGENDA (1:28-3:00)**

A. Special Commission Meeting Minutes – November 12, 2025

B. Vouchers in the amount of \$209,083.21

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

**VI. COMPLETION OF RECORDS**

No items

**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 (3:01-23:51)

#### A. Item for Consideration – Approval of 2<sup>nd</sup> Amendment to Executive Director Contract

- Presentation: Comm. Burke
- Discussion
- **Motion 1:** Motion to amend the contract between the Port and Executive Director Paul Jarkiewicz as follows: Comm. McAleer
  - The Executive Director’s compensation shall be adjusted to an annual salary of \$220,000. This action will bring his earnings in better alignment with his experience and skills, and the salaries of comparable ports throughout Washington state.
  - The Executive Director’s title shall be changed from “Executive Director” to “Chief Executive Officer” of the Port of Port Angeles.”
- 2<sup>nd</sup>: Comm. Beauvais
- Discussion
- Vote: 3-0 (Unanimous)
  
- **Motion 2:** Motion that all Port Resolutions, policies, and procedures which currently refer to, delegate to, or confer duties, responsibilities, and authorizations upon the Port Executive Director shall hereafter refer to, delegate to, or confer those same duties, responsibilities, and authorizations upon the Port Chief Executive Officer, effective immediately: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Discussion
- Vote: 3-0 (Unanimous)
  
- **Motion 3:** Motion that Commission move forward to update the CEO’s Contract - Exhibit A, which is referred to in Paragraph 1(a) and which lists the performance goals upon which the CEO’s annual performance review is based, to be more clearly aligned with the Port’s strategies, vision and purpose, which is to be in place by the end of Q1 next year: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Discussion
- Vote: 3-0 (Unanimous)

#### B. Closing of Public Hearing: 2026 Budget, Tax Levy, and Comprehensive Scheme, Adoption of Resolutions 25-1332, 25-1333, 25-1334

- **Public Comment:**
  - None
- **Public Hearing Closed: 10:15 am**
  
- Motion to adopt Resolution 25-1332, a Resolution of the Port Commission of the Port of Port Angeles Authorizing Property Tax Levy: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)
  
- Motion to adopt Resolution 25-1333, a Resolution of the Port Commission of the Port of Port Angeles Adopting the Final Budget for 2026: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Discussion
- Vote: 3-0 (Unanimous)
  
- Motion to adopt 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
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)



**XIV. ITEMS NOT ON THE AGENDA**

No items per [RCW 42.30.080](#)

**XV. COMMISSIONER REPORTS (23:52-24:55)**

Comm. Beauvais provided an update on presenting a letter as Chair of the Revenue Advisory Committee (RAC), to the Board of County Commissioners (BOCC). The purpose of this letter was to request the BOCC's continued support for the Doc Holiday Timber Sale. It was also noted that the BOCC has expressed support for the sale and will prepare a formal letter in response.

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (24:56-25:12)**

None

**XVII. FUTURE AGENDA (25:13-26:02)**

**XVIII. NEXT MEETINGS**

- A. November 25, 2025 – Regular Commission Meeting – **CANCELLED**
- B. December 9, 2025 – Regular Commission Meeting
- C. December 23, 2025 – Regular Commission Meeting – **CANCELLED**
- D. January 13, 2026 – Regular Commission Meeting
- E. January 27, 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 (26:03-27:29)**

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:
  - One (1) item concerning the performance of a public employee. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(g)
  - One (1) item concerning real estate sale, purchase, or lease. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(b)
  - One (1) item 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 10:27 am for 3 minutes
- Start Time: 10:30 am
- End Time: 11:30 am

Public Session of Commission Meeting Reconvened: 11:30 am

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

**Regular Meeting Resumed: 11:30 am**



**XXI. ADJOURN (27:30-27:34)**

Comm. Burke adjourned the meeting at 11:30 am

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

A handwritten signature in blue ink that reads "Steven D. Burke". The signature is written in a cursive style with a horizontal line underneath it.

Steven Burke, President

A handwritten signature in blue ink that reads "Connie Beauvais". The signature is written in a cursive style with a horizontal line underneath it.

Connie Beauvais, Secretary