



REGULAR COMMISSION MEETING
Tuesday, December 9, 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. Washington State Auditor Exit Conference – **Time Specific 9:00 am**
- B. Monthly Cash & Investment Report.....1-2
- C. Clallam County Economic Development Council (EDC) Q3 Contract Review.....3-13
- D. Strategic Plan & Metrics Overview 2026-2030
- E. Extension of Port Legal Contract

V. APPROVAL OF CONSENT AGENDA

- A. Special Commission Meeting Minutes – November 17, 2025.....14-17
- B. Vouchers in the amount of \$1,057,997.25.....18

VI. COMPLETION OF RECORDS

- A. Monthly Delegation of Authority Report.....19-21

VII. PLANNING AND CAPITAL PROJECTS

- A. Q4 Grant Update.....22-32
- B. Memorandum of Understanding (MOU) – Wastewater Line Project.....33-37

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

- A. Item for Discussion – Sequim School District Career & Technical Education (CTE) Application to the Community Partner Program.....38-39
- B. Item for Consideration – Port Angeles Yacht Club and Sequim Bay Yacht Club Sponsorship.....40-41

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

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

XVII. FUTURE AGENDA.....42

XVIII. NEXT MEETINGS

- A. December 23, 2025 – Regular Commission Meeting – **CANCELLED**
- B. January 13, 2026 – Regular Commission Meeting
- C. January 27, 2026 – Regular Commission Meeting
- D. February 10, 2026 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. January 12, 2026 – March 12, 2026: State Legislative Session, Olympia, WA
- B. January 29-30, 2026 – NWMTA Winter Meeting, Port of Portland, OR
- C. January 30, 2026 – February 7, 2026: Seattle Boat Show, Seattle, WA
- D. February 5-6, 2026 – WPPA Port Day, Olympia, WA



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.

Port of Port Angeles
Cash Flow Summary
Cash Flow Summary as of November 2025

	<u>YTD</u>
<u>Beginning Cash Balance</u>	20,301,565
Operating Revenues	11,064,096
Non-Operating Revenues	7,566,054
Total Revenues	18,630,150
Operating Expenses	12,325,673
Non-Operating Expenses	5,466,079
Total Expenses	17,791,752
<u>Ending Cash Balance</u>	21,139,963
<u>Change in Cash Balance</u>	838,399

Cash & Investments held as of 11/30/2025

			6/30/25	7/31/25	8/31/25	9/30/25	10/31/25	11/30/25			
Name	Type	Interest	Face	Face	Face	Face	Face	Face	Annual	Maturity	Acquisition
		Rate	Value	Value	Value	Value	Value	Value			
FFCB 4-year (Piper Sandler)	Bond	3.98%	-	-	-	-	-	3,000,000	119,400	11/13/2029	11/13/2025
FHLB 5-year (Piper Sandler)	Bond	4.30%	-	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	215,000	7/15/2030	7/9/2025
First Federal	Cash	4.08%	5,483,746	5,504,416	251,409	2,754,190	4,406,555	4,421,520	180,398		
LGIP Balance	Cash	4.02%	8,133,348	6,661,189	11,958,808	9,499,264	9,232,053	7,959,776	319,712		
Columbia Bank Account	Cash	0.30%	477,873	527,397	436,435	656,394	692,264	758,668	2,276		

Investments Called or Matured

Name	Type	Interest								Maturity	Redemption
		Rate								Date	Date
FFCB 4-year (Piper Sandler)	Bond	4.49%	-	-	1,250,000	1,250,000	1,250,000	-	-	8/12/2029	11/14/2025
FHLB 5-year step up** (LPL)	Bond	3.00%	2,000,000	2,000,000	2,000,000	2,000,000	-	-	-	3/29/2027	3/29/2022
FFCB 4-year (Piper Sandler)	Bond	4.80%	1,250,000	1,250,000	-	-	-	-	-	7/23/2029	4/23/2025
FHLB 5-year (Piper Sandler)	Bond	5.00%	3,750,000	-	-	-	-	-	-	10/22/2029	10/22/2024
FHLB 5-year (Piper Sandler)	Bond	5.00%	-	-	-	-	-	-	-	10/22/2029	4/16/2025

Ending Investment/Cash Balance

21,094,967	20,943,003	20,896,652	21,159,849	20,580,872	21,139,963	836,786
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Outstanding Debt

		6/30/25	7/31/25	8/31/25	9/30/25	10/31/25	11/30/25		
	Rate	Amount	Amount	Amount	Amount	Amount	Amount		
2015 PABH 2006 refi	2.29%	357,505	357,505	357,505	357,505	357,505	357,505	10 year note, 2015 - 2025	
CERB Washdown	2.00%	605,359	605,359	605,359	605,359	605,359	605,359	20 year, 2020 - 2040	
CARB Airport Utilities	2.00%	622,602	622,602	622,602	622,602	622,602	622,602	20 year, 2021 - 2041	
Office of the State Treasurer	2.96%	520,302	520,302	520,302	520,302	520,302	520,302	7 year, 2025 - 2031	
		2,105,768	2,105,768	2,105,768	2,105,768	2,105,768	2,105,768		

Ending Balance

18,989,199	18,837,235	18,790,884	19,054,080	18,475,104	19,034,195
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* 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%

Report For

Port of Port Angeles

October 15, 2025

Q3 2025

Presented by
Colleen McAleer
Executive Director

Q3 2025

Accomplishments



Program	Notes
APEX Accelerator Federal Contract	In Q1-Q3 2025 APEX served 106 businesses totaling \$14.3M in contracts awarded to Clallam County businesses to date. Hosted 20 events including 4 match-making events for small businesses.
North Olympic Legislative Alliance (NOLA)	Reforming NOLA Scope to involve only Clallam County entities. Jefferson County has determined they'd like to get their own lobbyist.
Governor's Strategic Reserve Fund	\$200K awarded to Clallam EDC to support electrical equipment purchases for Riverside Forest Products USA located in Forks, WA
Rockefeller Foundation – Biomass Utilization	Completed scope of work for \$175,000 from Rockefeller Foundation to create solutions to collect and deliver forest biomass to manufacturers for value-added processing.
Clallam Forest Products Innovation Program – 12 projects for \$5.2M project over 3 years (1)	<p>Requested to US EDA to modify the current Scope of Work to eliminate the lab testing of Oriented Strand Board (OSB) which frees up \$100K and reduce the scope of the Plywood Siting Study to a Veneer Siting Study which frees up \$150K of funding.</p> <p>We proposed to US EDA to instead use the \$250K to assess the viability of specific products including a manufacturing facility to produce modular housing produced in Clallam County. Response is delayed due to federal government shutdown.</p>
Clallam Forest Products Innovation Program – 12 Projects for \$5.2M project over 3 years (2)	Tribal Housing Market Study ongoing due to be complete by 12/31/2025; Industrial Symbiosis Screening complete; West End Revitalization project awarded to a team; Olympic Peninsula Logistics Study underway; Terminal 1 & 3 Preliminary Engineering Report and Environmental Narrative

2025 Q3 Metric Reports



Recruitment & Marketing – Countywide

Business Contacts Initiated; Site Selector Interactions & Recruitment Activities	# of Activities	Notes
Q1	3	Sawmill, Biogenic material manufacturer, Modular Home Manufacturer
Q2	4	Sustainable aviation fuel, biogenic material manufacturer, wood pellet manufacturer, retailer.
Q3	8	Ship Management Co, Housing Development (2), Aviation Co, Forestry, Seafood retailer, Energy, Mill
Total for 2025	15/12	Annual Contract Requirement 12

2025

Business Retention and Expansion – Countywide

Helping Businesses Solve Problems, Grow and Thrive

Existing Business Support Appointments	# of Activities	Notes
Q1	23	Bookkeeper, 2 Childcare, 2 Manufacturing, 2 Tree Removal, 2 Marine Repair, Architect, Trucking, Welding, Millwork, Wholesaler, Marketing, Landscaping, Lumber Company, Paper Mill, Forestry, Composite Recycling, Logging, Solid Waste, Hardwood
Q2	24	Yoga, Hospitality, wine, retreat, woodworker, lumber mill, sawmill, interior decorator, consultant (3), trucking, construction (4), architect, maritime (3), professional services (3),
Q3	31	Logging, Consultant, Financial (3), Millwork (3) , Engineer, Retail, Forestry (2), Aviation, Manufacturing (3), Construction (3), Timber, Trucking, Maritime, Incubator, Fuel, Professional Services (2), Sanitation, Childcare, Fuel, Logging, Real Estate.
Total for 2025	78/72	Annual Contract Requirement 72

2025

Startup Assistance – Countywide

Business Startups	# of Startups Supported	Notes
Q1	9	Recreational Services; 2 Engineering firm, Bike repair & parts, Marketing, Home & Drive Solutions, Career Advising, Handyman Services, Retail
Q2	7	Recreational firm, Ophthalmologist, Auto Care, Consulting, Catering, Travel, Art Studio
Q3	11	Specialty services (3), Developer (2), Business Advising (3), Marketing, Construction, Eye Physician
Total for 2025	27/24	Annual Contract Requirement - 24
13 of the 27 businesses have received their necessary licenses and have started generating revenue.		

2025

Training - Workshops - Events

Contract Requirement for 2025 is 12
Completed: 11

Q1 - Assistance to over 40 Local Businesses Training-
Workshops

Q2 - Assistance to over 433 Local Businesses & 110 people
attending Beyond Recompete

Q3 – Assisted 35 Local Businesses & 55 Attendees for our
Clallam county Housing Forum Training Workshop

EDC Weekly Newsletter 7K+ subscribers

Partners Include:

SOS, LNI, DOR, ESD, DES, OMWBE, NOP APEX, SBDC, ORIA,
SBA, Commerce, EMD, PC, Clallam County, Makah Tribe, CRTC

- 1.From Start to Smart in Business Workshop
2. Industrial Symbiosis
3. Makah Tribal Fair
4. Intro to Government Contracting
- 5.The 3 R's (Research, Rosters, Registration)
6. Emergency Management and Disaster Training
- 7.Beyond Recompete at Peninsula College
- 8.Clallam Housing Summit
- 9.Lefties Baseball Night for Members
- 10.Oria Small Business Workshop
- 11Clallam County Housing Forum Training Workshop

North Olympic Peninsula APEX Accelerator

The NOP APEX Accelerator's mission is to support businesses in finding, winning, and performing on local, state, and federal government contracts.

History

- APEX Accelerators have served businesses throughout the nation for 40 years. The North Olympic Peninsula APEX has been in operation since 2022.
- NOP-APEX Accelerator is 85% funded through the Department of Defense with a local 15% match for economically distressed regions.
- 2025-2026 Award = \$308,052.38 in federal dollars

2025 Priorities

- Cybersecurity Maturity Model Certification (CMMC).
- HUBZone Certifications!
- More in-person events for contractors and local agency staff.
- Emergency/Disaster Rolodex.
- Marketing and Outreach.
- Expand visibility to the program.
- Get more businesses involved.
- Partner with Agencies that will benefit our local businesses.

North Olympic Peninsula APEX Accelerator - Q3

Supported Businesses  **106**

Notable 2025 Information:

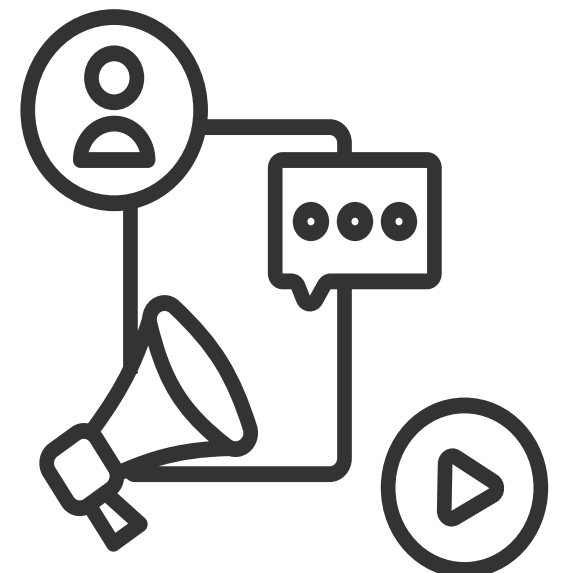
- To date in 2025, contracts received by NOP APEX clients: \$ 14,273,376.78.
- NOP APEX Accelerator has hosted 20 events and trainings open to all Clallam and Jefferson County Businesses.
- Hosted 4 matchmaking events for businesses to connect with small business liaison officers and prime contractors.
- 411 1:1 Counseling Hours

...Continued

- 23 new businesses are government contracting-ready.
- Partnered with local stakeholders to increase the program's visibility.
- Social media impressions have increased 400% over the last fiscal year.
- 4 new certified businesses.

Marketing to Our County & Businesses Q3

- Weekly Newsletters – 7000+ Contacts
- Coffee with Colleen – Weekly; typically, 30 –60 attendees
- Advocacy – North Olympic Legislative Alliance
- Q3 2025 EDC Facebook – 12.1K Views & 3.7K Reach
- Q3 2025 EDC YouTube – 900 Views & 126 Watched Hours
- Q3 2025 EDC LinkedIn – 1.6k Impressions & 809 Reach



Our Team



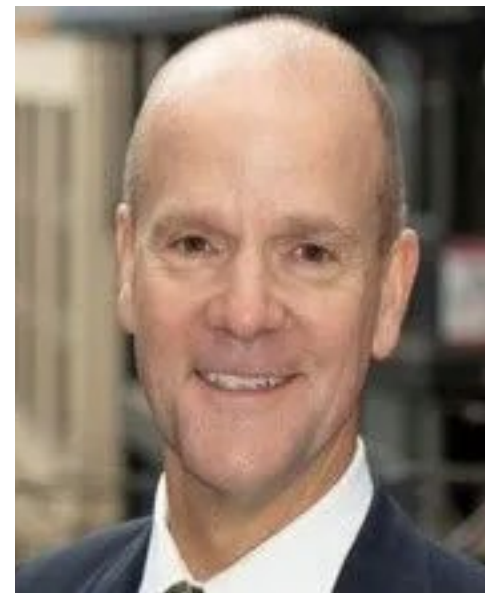
Colleen McAleer
Executive
Director



Lorie Fazio
Director of
Operations



Mitch Koonz
Communication
Manager



Roy Mann
Business Development
Strategist



Justine Wagner
APEX Program
Manager



Jennifer Scott
APEX
Counselor



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
- 2nd: 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
 - 2nd: 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 2nd 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.”
 - 2nd: 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
 - 2nd: 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
 - 2nd: 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
 - 2nd: 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
 - 2nd: 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
 - 2nd: 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

Steven Burke, President

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 November 14, 2025 – December 3, 2025

CERTIFICATION

Accounts Payable

	Begin	End	
	Check #	Check #	
For General Expenses and Construction			
Accts Payable Checks (computer)	419897	419921	\$ 291,975.58
Voided/Zero Payable			
Accts Payable ACH	006318	006496	\$ 357,807.61
VOIDED/ZERO PAYABLE ACH	006342-006408		
Wire Transfer - Expenses			\$ -
Wire Transfer - Excise Tax			\$ 7,975.85
Wire Transfer - Leasehold Tax			\$ -
Total General Expenses and Construction			\$ 657,759.04

Payroll

Employee Payroll Checks PPD (Direct Deposit)	006229	006293	\$ 149,597.33
Voided Payroll Check	006342,006408	006257,006272,006284,006438,006453,006465	\$ -
Employee Payroll Checks PPD (Direct Deposit)	006409	006475	\$ 133,360.58
Wire Transfer - (Payroll Taxes, Retirement, Deferred Comp, L&I, PFML)			\$ 117,280.30
Total Payroll			\$ 400,238.21
Total General Exp & Payroll			\$ 1,057,997.25

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

* Detail is available upon request to Jennifer Baker, Director of Finance & Administration: jenniferb@portofpa.com

MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS

November 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)		
Lease Bond, Rental Insurance Deviations		
Work Contracts (\$50,000 or less) Executed		
Work Contracts Completed		
Change Orders Authorized		
Work by Port Crews or Day Labor (\$50,000 or less)		
Claims Settled		
Professional & Consulting Services Awarded and Architectural, Engineering & Technical Services Awarded		X
Fees Waived		
Uncollectible Accounts Written Off		
Experts Engaged for Litigation		
Grant Applications/Award		
Travel Outside WA, OR, ID and BC, Canada		X
Surplus Personal Property (under \$10,000)		

PROFESSIONAL & PERSONAL SERVICES
AWARDED BY THE EXECUTIVE DIRECTOR
(In Accordance with Delegation of Authority)
November 2025

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
<u>Personal Services</u> <u>Amendment:</u> Hillis Clark Martin & Peterson P.S.	Legal Services for Environmental Cleanup Efforts	Hourly rate schedule updated	Contract extended through October 1, 2026

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

STAFF	LOCATION OF MTG.	DATE(S)	PURPOSE
Chris Hartman	Tacoma, WA	11/18 – 11/21	<ul style="list-style-type: none"> - Marine Highway 5 Round Table - Wa. Public Ports Assoc. Annual Meeting
Caleb McMahon	Seattle, WA	11/20 – 11/22	<ul style="list-style-type: none"> - Pacific Marine Expo

*

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.

***Q4 2025: Quarterly
Grant Update
December 9, 2025***

Grant Funds at a Glance

Federal Funds Awarded	\$48,382,911
State Funds Awarded	\$1,898,394
County Funds Awarded	\$1,756,833
Port Match Committed	\$8,117,565
Total	\$60,155,703 (13.7% Port)

This does not include grant applications that have been submitted and are still under consideration:

- 2025 PIDP: Terminal 3 Cargo Efficiency Upgrades
- ECY – Water Quality: IHTF Stormwater Treatment System
- WA Commerce – Clean Energy Fund: Solar Microgrid Feasibility

Active (Obligated) Federal Funds

Grant	Project	Total
EDA: Disaster Fund (2020)	Marine Trades Center development <ul style="list-style-type: none"> • Project is being closed out with ICI. 	\$7,282,736 federal \$1,994,879 Port \$1,756,833 County
EDA: Recompete (2024)	North Olympic Peninsula Barging Network <ul style="list-style-type: none"> • Inland barge has been identified. 	\$6,000,000 federal \$0 Port
EPA: Clean Ports Program (2024)	Shore power upgrades <ul style="list-style-type: none"> • Shore power design is underway. Cargo handling equipment	\$9,457,361 federal \$525,408 Port

Active (Obligated) Federal Funds - Continued

Grant	Project	Total
MARAD: Port Infrastructure Development Program (2024)	Cargo Equipment <ul style="list-style-type: none"> • 2 new Tier 4 logstackers • 2 hybrid material handlers • Conveyor system <ul style="list-style-type: none"> • Bids received and under consideration. 	\$9,000,000 federal \$2,250,000 Port
EDA: Public Works & Economic Adjustment Assistance (2025) <u>Note:</u> Clallam EDC is the prime recipient	<ul style="list-style-type: none"> • T1/T3 Environmental Narrative and Preliminary Engineering Logistics Study • Public Kiln Feasibility Study 	\$1,360,000 federal to EDC \$150,000 Port

Active (Obligated) Federal Funds - Continued

Grant	Project	Total
MARAD: Port Infrastructure Development Program (2022)	Intermodal Handling and Transfer Facility Upgrades <ul style="list-style-type: none"> Cofferdam Dock rehabilitation Upland grading and paving 	\$8,608,000 federal \$2,152,000 Port
FAA: Airport Improvement Program (2026) #45	Hangar Development (Phase 2 - Design)	\$276,961 federal \$18,385 Port
FAA: Airport Improvement Program (2025) #46	Taxiway 'A' Rehab	\$6,079,748 federal \$160,000 Port
DHS/FEMA: Port Security Grant Program (2025) Awarded September 29, 2025	Security Operations Command Center Safety Vessel Mobile TWIC readers <ul style="list-style-type: none"> RFQ advertised in November. 	\$318,105 federal \$106,035 Port

Awarded, Non-Obligated Federal Funds

Grant	Project	Total	Status
FY2026 Appropriation	<p>Tse-whit-zen Protection Area</p> <ul style="list-style-type: none">• Remove industrial infrastructure• Install fence and signage	<p>\$850,000 federal \$0 non-federal</p>	<p>The Transportation, Housing, and Urban Development (THUD) appropriations bill that includes this funding has not passed yet. The federal government is currently funded through January 30, 2026 and must pass the remaining appropriations bills before then to prevent another shutdown.</p>

Active (Obligated) State Funds

Grant	Project	Total
Ecology: Water Quality (2022)	Intermodal Handling & Transfer Facility stormwater design	\$1,043,900 state (includes \$854,900 proviso) \$63,000 Port
WSDOT: Port Electrification Grant Program (2024)	Match for EPA Clean Ports Program	\$525,408 state \$525,408 Port
WA Commerce: EV Charging Program (2024) <i>*Project Close-Out Phase</i>	Installation of 7 Level 2 EV chargers around the Port	\$112,000 state \$37,335 Port
Community Economic Revitalization Board (2024)	West Boat Haven Marina Master Plan	\$75,000 state \$50,000 Port
WSDOT Airport Aid (2025)	Taxiway 'A' Rehabilitation – Match for FAA funds	\$142,086 state

Grants Under Review (Federal and State)

Grant	Project	Total
MARAD: Port Infrastructure Development Program (2025)	Terminal 3 Upgrades <ul style="list-style-type: none">Remove timber dock, trestle from T3 and reconstruct a rectangular expansion with concrete/steelRemove the Chevron trestle	\$11,250,000 federal \$3,000,000 Port
WA Ecology: Water Quality (2025)	Intermodal Handling and Transfer Facility Stormwater <ul style="list-style-type: none">Construction of an aboveground biofiltration system and aboveground conveyance	\$1,207,000 state \$213,000 Port
WA Commerce: Clean Energy Fund (2025)	Solar Microgrid Feasibility Study <ul style="list-style-type: none">Microgrid would benefit emergency response capabilities at CLM	\$100,000 state \$0 Port

2026 State Capital Budget Requests

Project	Total
Multi-User Marine Trades Building <ul style="list-style-type: none"> #1 priority: submitted to Governor's Office Accommodate small/medium marine trades businesses 2 bays dedicated to flexible use; 1 ventilated bay 	\$2,000,000 request \$5,000,000 project total
75 Metric Ton Travelift <ul style="list-style-type: none"> Replace aging Travelift in PABY/Boat Haven Electric model could come from CCA 	\$719,000 for non-electric \$1,061,000 for electric
Tse-whit-zen Restoration Area <ul style="list-style-type: none"> Removal of chip tower and other infrastructure from the 6-acre protection area Could receive \$850,000 Congressional appropriation 	\$1,500,000 request \$3,400,000 project total
Hangar 'E' <ul style="list-style-type: none"> Match for FAA funds to construct new 4-bay hangar at CLM 	\$1,000,000 request \$2,600,000 project total

Targeted Grants (Federal and State)

Grant	Project	Total	Due
EDA: Disaster Funding 2025 Supplemental	<p>Marine Trades Center Building (MTC) and Multi-User Marine Trades Building (PABY).</p> <ul style="list-style-type: none">Support the marine trades industry (both large + small businesses) by providing publicly-owned covered and ventilated working spaces.	Budget not yet set	March 2026

Questions?



MEMORANDUM OF UNDERSTANDING

Between the City of Port Angeles, Clallam County, the Port of Port Angeles, and the Lower Elwha Klallam Tribe

1. Purpose

This Memorandum of Understanding (MOU) is entered into by the City of Port Angeles, Clallam County, the Port of Port Angeles, and the Lower Elwha Klallam Tribe (collectively, “the Parties”) to formalize a cooperative framework for advancing the design and construction of a wastewater line that will connect Tribal property located along Highway 101 west of Dry Creek Road to the City of Port Angeles Wastewater Treatment Facility (the “Highway 101 Wastewater Line Project” or the “Project”).

The Parties recognize the importance of this Project for supporting economic development, environmental protection, and community well-being, and commit to working collaboratively to secure construction funding and bring the project to completion.

2. Background

The Lower Elwha Klallam Tribe is pursuing infrastructure improvements to support current and future development of Tribal property along Highway 101. A wastewater line connecting this property to the City of Port Angeles Wastewater Treatment Facility has been identified as the most efficient and sustainable option.

The design phase of the Project is nearing completion. Moving forward, the Parties agree that joint advocacy and coordination are essential to secure funding for construction and to maximize the regional benefits of this infrastructure investment.

3. Project Description

The Highway 101 Wastewater Line Project will construct a new gravity sewer main to connect the Lower Elwha Klallam Tribe’s property west of Dry Creek Road to the City of Port Angeles Wastewater Treatment Facility.

a) Key Project elements include:

- i. Gravity Sewer Alignment – Approximately 3,800 linear feet of new 10-inch diameter PVC gravity sewer line will be installed along the north side of U.S. Highway 101.
- ii. Manholes – Installation of 8 precast concrete manholes spaced at design intervals to provide system access and maintenance capability.

- iii. Crossings and Connections – The line will cross Dry Creek Road and tie into the City of Port Angeles collection system at an existing manhole near the intersection with Milwaukee Drive.
- iv. Service Area – The alignment is designed to serve the Tribe’s Highway 101 property and allow future connection capacity for other nearby properties, supporting broader community and economic development.
- v. Design Standards – All infrastructure has been designed to City of Port Angeles Public Works standards to ensure seamless integration with the existing municipal wastewater system.
- vi. Environmental Considerations – The Project avoids direct impacts to wetlands and streams, with design measures to protect water quality and comply with applicable state and federal environmental regulations.

4. Shared Goals

The Parties agree that the Project will:

- a) Enhance Infrastructure Capacity – Provide reliable wastewater service to Tribal, City, County and Port properties, supporting commercial, residential, and community development;
- b) Protect Environmental Resources – Ensure safe and sustainable wastewater management consistent with state, federal, and Tribal environmental standards;
- c) Promote Economic Development – Create new opportunities for investment, job creation, and long-term growth within Clallam County, the Port district and the City of Port Angeles;
- d) Strengthen Partnerships – Foster regional collaboration among local governments, the Port, and the Tribe to address shared infrastructure needs;
- e) Leverage Funding Opportunities – Coordinate efforts to pursue federal, state, Tribal, and local construction funding.

5. Roles and Responsibilities

The Parties agree to the following roles and responsibilities:

- a) City of Port Angeles
 - i. Serve as the operator of the Wastewater Treatment Facility;
 - ii. Provide technical support to ensure the proposed line is compatible with existing systems;
 - iii. Collaborate on grant applications and funding strategies;
 - iv. Maintain constructed wastewater line within the current boundaries of the City of Port Angeles’s Urban Growth Area (UGA);

- v. Assume maintenance responsibility for the constructed wastewater line as the City of Port Angeles's UGA expands to fully encompass that service area,
 - vi. Support expansion of the City of Port Angeles's UGA to fully encompass the Project's service area.
- b) Clallam County
- i. Support regional planning efforts and assist with coordination of regulatory and permitting requirements;
 - ii. Advocate for funding at the state and federal levels;
 - iii. Maintain constructed wastewater line within Clallam County's territory;
 - iv. Support expansion of the City of Port Angeles's UGA to fully encompass the Project's service area.

Port of Port Angeles

- i. Collaborate in promoting the Project as a driver of regional economic development;
- ii. Provide support for advocacy and funding procurement;
- iv. iii. Assist with FAA application for construction across the Port's airfield property, in a mutually agreeable location and upon reasonable consideration; Support expansion of the City of Port Angeles's UGA to fully encompass the Project's service area.

Lower Elwha Klallam Tribe

- i. Lead Project development activities, including coordination of design completion;
- ii. Serve as primary applicant or co-applicant on funding requests as appropriate;
- iii. Work with partners to ensure Project design and implementation meet shared community goals;
- iv. Maintain the portion of the constructed wastewater line located within the Project area but outside the current boundaries of the City of Port Angeles's UGA, until such time as the UGA is expanded to fully encompass that service area;
- v. Support expansion of the City of Port Angeles's UGA to fully encompass the Project's service area.

6. Funding Coordination

The Parties recognize that the Highway 101 corridor west of Port Angeles is a rural, distressed area, where investment in infrastructure is critical to supporting economic recovery and community health.

Accordingly, the Parties agree to:

- a) Collaboratively pursue federal construction funding through coordinated advocacy efforts;
- b) Submit a joint request to the Washington State congressional delegation seeking support for federal funding allocations, appropriations, and agency-level grants to complete the Project;
- c) Highlight the Project as a model of intergovernmental collaboration among a Tribe, city, county, and port district, with direct benefits for local residents, businesses, and future development;
- d) Frame the request within the broader context of federal commitments to rural and economically distressed communities, emphasizing infrastructure resiliency, environmental protection, and equitable access to services.

7. Term and Review

This MOU will become effective upon signature by all Parties and remain in effect until the completion of the Project, unless amended or terminated earlier by mutual written agreement.

The Parties agree to meet at least semi-annually to review progress, share updates on funding efforts, and coordinate next steps.

8. General Provisions

- a) This MOU does not create a legally binding financial obligation but reflects the intent of the Parties to collaborate in good faith;
- b) Any specific financial commitments or contractual obligations will require separate agreements, subject to approval by the governing bodies of the respective Parties.

9. Authorized Signatories

City of Port Angeles:

By: _____

Name: _____

Title: _____

Date: _____

Clallam County:

By: _____

Name: _____

Title: _____

Date: _____

Port of Port Angeles:

By: _____

Name: _____

Title: _____

Date: _____

Lower Elwha Klallam Tribe:

By: Frances G. Charles

Name: Frances G. Charles

Title: Chairwoman

Date: 12.02.2025

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

December 9, 2025

Subject: Sequim CTE Application to the Community Partner Program

Presenter: Katharine Frazier, Grants & Government Affairs Manager

RCW & POLICY REQUIREMENTS

The Port's Community Partner Program (CPP) Policy allows the Port to offer funds for economic development, education and workforce, community events, tourism, and environmental stewardship projects. Investments made by the Port, including in CPP projects, must adhere to provisions of both Title 53 and Title 39 of the Revised Code of Washington.

BACKGROUND:

The Community Partner Program (CPP), established by the Community Partner Program Policy in 2015, offers funds to public and non-profit applicants for projects related to economic development, education and workforce training, community events, tourism promotion, and environmental stewardship. Funding must support a discrete project and not the ongoing operations of the applicant.

Per the CPP Policy, applicants must provide a 1:1 match for all project types except environmental stewardship projects, which must provide a 3:1 match. CPP funds must not be the only funding source for a project. Successful applicants will receive funds only on a reimbursement basis.

On November 18, the Port received a CPP application from the Sequim School District Career & Technical Education (CTE). The Port Team has conducted an initial screening of the application and deemed that it meets the eligibility criteria to be considered by the Commission for funding.

ANALYSIS:

Sequim School District CTE's application proposes \$10,000 in CPP funds to construct a shed at Sequim High School's agricultural education grounds. The shed will provide an instructional space for small engine repair and equipment maintenance, and will also be used to securely store materials and tools needed for hands-on agricultural and trades education. Sequim CTE students will participate in the construction of the structure.

Sequim CTE notes that the educational opportunities that this project will support are high-priority industries for the County, including manufacturing, marine trades, and construction.

ENVIRONMENTAL IMPACT:

Sequim CTE's CPP application has no direct environmental impact related to the Port, its property, or its operations.

FISCAL IMPACT:

Sequim CTE is requesting \$10,000 from the CPP in 2026 and has committed to providing a \$5,000 cash match and labor/site preparation costs (estimated \$2,000). While this does not meet the 1:1 match criteria for education and workforce training projects, the CPP Policy does allow the Commission to consider in-kind services as a form of match.

The 2026 budget, approved on 11/17/25, establishes that the CPP will have a budget of \$25,000 in 2026.

RECOMMENDED ACTION:

Staff recommends that the Commission consider Sequim CTE's application for funding and discuss whether Sequim CTE should be invited to provide a brief presentation at the next Commission meeting.

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

December 9, 2025

Subject: Sponsorship of Port Angeles Yacht Club and Sequim Bay Yacht Club Holiday Activities

Presenter: Katharine Frazier, Grants & Government Affairs Manager

RCW & POLICY REQUIREMENTS:

RCW 53.08.255 authorizes any port district in Washington, acting through its commission, to “expend moneys and conduct promotion of resources and facilities in the district or general area by advertising, publicizing, or otherwise distributing information to attract visitors and encourage tourist expansion.”

The Port’s Community Funding Policy and Guidelines establishes that the Port may sponsor events that are hosted by or held in support of a Port customer, the marine trades or timber industries, marinas, airports, tourism, or general economic development in Clallam County.

BACKGROUND:

On December 12, Port Angeles Yacht Club (PAYC) is holding its annual “Deck out the Docks” event at the Port Angeles Boat Haven. PAYC has requested that the Port provide a sponsorship to partially fund the event. Sponsorship funds would be used to market the event, provide free family-friendly activities, and supply prizes for the event’s vessel decorations.

The Port typically provides equal levels of support to both the PAYC and Sequim Bay Yacht Club (SBYC). If one club receives a sponsorship for holiday activities, the other club will receive the same level of sponsorship to ensure that both marina communities are equitably empowered to create special experiences for their members.

ANALYSIS:

The Port has sponsored several other community events in 2025, utilizing the Community Relations budget, including the Clallam County Fair Rodeo.

Sponsorship of both yacht clubs’ holiday activities and décor will increase exposure among more community members to the Port’s two marina facilities. In addition, sponsorship requires that sponsored partners feature the Port’s logo on event materials and banners to raise awareness of the Port’s support for the boating community.

ENVIRONMENTAL IMPACT:

Sponsorship of PAYC and SBYC holiday activities has no direct environmental impact related to the Port.

FISCAL IMPACT:

At a rate of \$1,500 per organization, sponsorship of both the PAYC and SBYC's holiday activities would cost \$3,000 from the Port's 2025 Community Relations budget.

RECOMMENDED ACTION:

The Port Team recommends that the Commission consider sponsoring both Yacht Clubs and, if supportive, authorize the Chief Executive to provide sponsorship for the PAYC and SBYC in the amount of \$1,500 per organization.

Future Agenda Items – Commission Meeting

12/9/2025

December 23, 2025 (Regular Commission Meeting) – CANCELLED

January 13, 2026 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Monthly Cash and Investment Report
- Conduct Board Elections

January 27, 2026 (Regular Commission Meeting)

- 4th Quarter Operations Report
- December Financial Report
- Delegation of Authority Renewal

February 10, 2026 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Monthly Cash and Investment Report
- Conduct Board Elections

February 24, 2026 (Regular Commission Meeting)

- January Financial Report

Upcoming Events

January 12 – March 12: State Legislative Session (Olympia)

January 29-30: Northwest Marine Terminal Association (NWMTA) Winter Meeting (Port of Portland, OR)

January 30- February 7: Seattle Boat Show (Seattle)

February 5-6: WPPA Port Day (Olympia)

February 21-22: Northwest Aviation Conference (Puyallup)

March 4-6: American Association of Port Authorities (AAPA) Legislative Summit (Washington, DC)

April 7-9: American Forest Resource Council (AFRC) Annual Meeting (Stevenson – Skamania Lodge, WA)

April 16-17: Northwest Marine Terminal Association (NWMTA) Spring Meeting (Port of Astoria, WA)

April 22-24: Olympic Logging Conference (Victoria, BC – Fairmont Empress Hotel)

Future

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