

**REGULAR COMMISSION MEETING  
Tuesday, December 9, 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, Chief Executive Officer  
Chris Hartman, Director of Engineering  
Jennifer Baker, Director of Finance & Admin  
Caleb McMahon, Director of Econ. Dev

Sarah Kuh, Management Accountant  
Katharine Frazier, Grants & Govt Affairs Manager  
Jenna Riley, Clerk to the Board  
Lorie Fazio, Clallam County EDC  
Megan McFarlane, WA Auditor \*via Zoom  
Melinda Seibert, WA Auditor \*via Zoom

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:37)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:38-1:09)**

None.

**III. APPROVAL OF AGENDA (01:10-01:52)**

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

**IV. WORK SESSION (01:53-2:29-02)**

**A. Washington State Auditor Exit Conference – Time Specific 9:00 am**

- Presentation: Megan McFarlane & Melinda Seibert
- Discussion
- No Action

**B. Monthly Cash & Investment Report**

- Presentation: Jennifer Baker
- No Action

**C. Clallam County Economic Development Council (EDC) Q3 Contract Review**

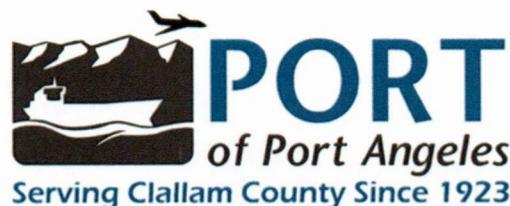
- Presentation: Lorie Fazio, Clallam County Economic Development Council
- Discussion
- No Action

**D. Strategic Plan & Metrics Overview 2026-2030**

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

**E. Extension of Port Legal Contract**

- Presentation: Paul Jarkiewicz
- Discussion
- Commission Agreed to an additional four years, as one year remains in the contract.  
Port team to develop a new agreement and verify if the competitive process is to be waived.



**V. APPROVAL OF CONSENT AGENDA (2:29:03-2:31:52)**

- A. Special Commission Meeting Minutes – November 17, 2025
- B. Vouchers in the amount of \$1,057,997.25
  - Discussion
  - Motion to approve the consent agenda as presented: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais
  - Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS (2:31:53-2:32:58)**

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

**VII. PLANNING AND CAPITAL PROJECTS (2:32:59-2:52:29)**

- A. Q4 Grant Update
  - Presentation: Katharine Frazier
  - Discussion
  - No Action
- B. Memorandum of Understanding (MOU) – Wastewater Line Project
  - Item moved to Executive Session

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY**

No items

**XI. MARINAS**

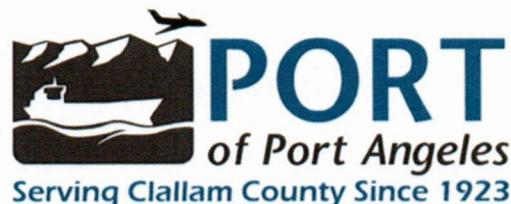
No items

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS (2:52:30-3:07:31)**

- A. Item for Discussion – Sequim School District Career & Technical Education (CTE) Application to the Community Partner Program
  - Presentation: Katharine Frazier
  - Discussion
  - No Action – Sequim School District CTE to return in January to present a presentation on the project
- B. Item for Consideration – Port Angeles Yacht Club and Sequim Bay Yacht Club Sponsorship
  - Presentation: Katharine Frazier
  - Discussion
  - Motion to sponsor both Port Angeles and Sequim Yacht Clubs and authorize the Chief Executive Officer to provide sponsorship in the amount of \$1,500.00 per organization: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Beauvais



- Vote: 3-0 (Unanimous)

C. Oath of Office – Commissioner Burke & Commissioner McAleer

#### XIV. ITEMS NOT ON THE AGENDA (3:07:32-3:10:16)

A. 2026 Society of American Foresters (SAF) Annual Meeting Sponsorship

- Presentation: Katharine Frazier
- Discussion
- Motion to approve sponsorship in the amount of \$1,000.00 for the 2026 Society of American Foresters (SAF) Meeting: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

#### XV. COMMISSIONER REPORTS (3:10:17-3:10:41)

No items

#### XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (3:10:42-3:10:54)

None

#### XVII. FUTURE AGENDA (3:10:55-3:11:13)

#### 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

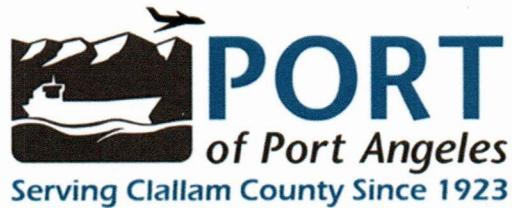
- A. January 12, 2026 – March 12, 2026: State Legislative Session, Olympia, WA
- B. January 29-30, 2026 – NWMTA Winter Meeting, Port of Portland, OR
- C. January 30, 2026 – February 7, 2026: Seattle Boat Show, Seattle, WA
- D. February 5-6, 2026 – WPPA Port Day, Olympia, WA

#### XX. EXECUTIVE SESSION (3:11:14-3:15:10)

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 45 minutes. Following the executive session, the Commission may take action.
- Discussion:
  - Four (4) 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 12:11 pm for 3 minutes
- Start Time: 12:15 pm
- Extended: 30 minutes
- End Time: 1:34 pm

**Public Session of Commission Meeting Reconvened: 1:34 pm**



Commissioner Burke noted that action will be taken on two items as a result of the executive session.

Item 1: Agenda Item VII.B Memorandum of Understanding (MOU) – Wastewater Line Project:

- Motion to authorize the Chief Executive Officer to sign the Memorandum of Understanding (MOU) for the Wastewater Line Project on behalf of the Commission: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

Item 2: City of Port Angeles Comprehensive Plan Written Comments:

- Motion to authorize the Chief Executive Officer to draft written comments in the form of multiple letters on behalf of the proposed changes to the City of Port Angeles's Comprehensive Plan - including but not limited to the issues of no net loss, Tribal consultation, and protection of industrial lands for Commission signature: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

**XXI. ADJOURN (3:15:11-3:15:14)**

Comm. Burke adjourned the meeting at 1:37 pm.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

Steven Burke, President

Connie Beauvais, Secretary