



REGULAR COMMISSION MEETING
Tuesday, January 13, 2026, 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. Conduct Board Elections
- B. Review of Port Representation for 2026..... 1-2
- C. Monthly Cash & Investment Report..... 3-4
- D. November 2025 Financial Report.....5-6
- E. Composites Manufacturing Building Design Request for Qualifications

V. APPROVAL OF CONSENT AGENDA

- A. Regular Commission Meeting Minutes – December 9, 2025.....7-10
- B. Special Commission Meeting Minutes – December 29, 2025.....11-12
- C. Vouchers in the amount of \$1,395,950.23.....13

VI. COMPLETION OF RECORDS

- A. Monthly Delegation of Authority Report.....14-17

VII. PLANNING AND CAPITAL PROJECTS

- A. Item for Consideration – Log Yard Site & Stormwater Improvements –
Advertisement for Bids.....18-19
- B. Item for Consideration – Log Yard Site & Stormwater Improvements –
Kennedy Jenks Agreement Amendment 06.....20-22

VIII. LOG YARD

No items



IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

No items

XI. MARINAS

- A. Item for Consideration – Port Resolution to Sell Abandoned Vessels, Res 26-1335.....23-25

XII. AIRPORTS

No items

XIII. OTHER BUSINESS

- A. Presentation – Sequim School District Career & Technical Education (CTE) for the Community Partner Program – **Time Specific 9:00 am**.....26-35
- B. Item for Discussion – Annual Port Commission Bylaws Review.....36-43
- C. Item for Consideration – Proposed Approval of General Legal Services Contract Amendment 01.....44-45

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

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

XVII. FUTURE AGENDA.....46

XVIII. NEXT MEETINGS

- A. January 27, 2026 – Regular Commission Meeting
- B. February 10, 2026 – Regular Commission Meeting
- C. February 24, 2026 – Regular Commission Meeting
- D. March 10, 2026 – Regular Commission Meeting
- E. March 24, 2026 – Regular Commission Meeting



XIX. UPCOMING EVENTS

- A. January 20, 2026 – Tsunami Hazards & Risks Presentation, Field Arts & Events Hall
- 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. INDUSTRIAL DEVELOPMENT CORPORATION (IDC) ANNUAL MEETING.....47-53

XXI. EXECUTIVE SESSION

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

XXII. 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.

2026 Port Representation to Organizations

Organization Name	Representative	Meeting Time Details	Organization Information
American Forest Resource Council	Connie Beauvais	Annual meetings and quarterly board meetings	A regional trade association that advocates for sustainable yield harvests on public timberlands.
Chamber of Commerce: Clallam Bay/Seki	Connie Beauvais	1st Wednesday of each month in Clallam Bay from 12:00pm to 1:00pm	Membership organization that promotes economic development and tourism, and encourage cultural, charitable, and educational events.
Chamber of Commerce: Forks	Connie Beauvais (Alt – Steve Burke)	Weekly luncheon meetings on Wednesdays at 12:00pm at Blakeslee's Bar and Grill	Membership organization promoting tourism and advocating for the business community.
Chamber of Commerce: Neah Bay	Connie Beauvais	2nd Tuesday of each month at 12:15pm at 1081 Bayview Ave, Neah Bay	Promotes self-sufficiency through economic development and tourism for Makah Indian Reservation and community.
Chamber of Commerce: Port Angeles	Cherie Gottschalk (Alt – Connie Beauvais)	1st and 3rd Mondays of each month at Red Lion Hotel from 12:00pm to 1:00pm. Board of Directors meet once per month.	Membership organization focused on business development, tourism, economic vitality, and quality of life.
Chamber of Commerce: Sequim	Colleen McAleer (Alt – Steve Burke)	2nd and 4th Tuesday of each month at 12:00pm at Sunland Golf and Country Club. *Thursday board meetings at 7:30am at the Lodge.	Membership organization promoting businesses by proving a forum to address issues and support community through events, programs, and services
Clallam County Economic Development Corporation	Caleb McMahon (Alt – Paul Jarkiewicz)	Board of Directors meet every 3rd month on the 3rd Thursday	Provides services to businesses in the county and to employers seeking to relocate to Clallam County.
Clallam County Marine Resources Committee	Jesse Waknitz (Alt- Katharine Frazier)	3rd Monday of each month from 5:30pm to 7:30pm	Local citizens appointed to promote local solutions to degradation of natural resources in Clallam County.
National Association of Foreign Trade Zone (NAFTZ)	Steven Burke (Alt – Caleb McMahon)	Quarterly Conferences held at different locations	National Association of Foreign Trade Zones
Clallam Economic Alliance (CEA)	Paul Jarkiewicz (Alt- Katharine Frazier)	Meeting schedule varies. Work is also done by e-mail.	Membership organization to advance quality of life through providing input with a shared purpose and unified voice to our elected representatives and officials.
North Olympic Peninsula Resource Conservation and Development Council	Paul Jarkiewicz (Alt – Caleb McMahon)	Meet the 4th Thursday of every month from 1:00-3:00pm at the John Wayne Marina	The purpose is to develop & support economic and community development, support organizations to enhance quality of life, and provide networking and collaboration opportunities.
Pacific Northwest Waterways Association	Steven Burke (Alt- Katharine Frazier)	Regional meetings in the Puget Sound region. Upcoming meeting notifications are sent via email.	A collaboration of ports, businesses, and public agencies who support navigation, energy, trade, and economic development throughout the PNW.

2026 Port Representation to Organizations

Peninsula Regional Transportation Planning Organization	Chris Hartman (Alt- Katharine Frazier)	The TAC & EB meet alternating month in Clallam, Jefferson, Kitsap and Mason counties.	A voluntary association working together to develop transportation plans designed to meet the region's future economic & population growth.
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Organization Name	Representative	Meeting Time Details	Organization Information
Port Angeles Business Association	Steve Burke (Alt – Connie Beauvais)	Every Tuesday from 7:30-8:30am at Joshua's Restaurant	Membership organization representing business and community leaders in Clallam County. Focus on business opportunities and maintaining a strong economy.
Port Angeles Waterfront District Board	Caleb McMahon		Represents over 200 downtown businesses to promote healthy & prosperous downtown.
Clallam Housing Solutions Committee	Caleb McMahon (Alt – Steve Burke)	Meeting notifications are sent via email and are held in person (BOCC Board Room) and virtually by zoom. The agenda is sent out the week prior.	Responsible for developing programs to promote housing solutions by recommendations to the Clallam County Commissioners and the Opportunity Fund Board for expenditures of SHB 1406 funds, American Rescue Plan Act funding, Opportunity Funds and other funds that can be used for affordable housing.
West End Business and Professional Association	Connie Beauvais	Every Wednesday at 7:30am at the DNR Conference Center	Group of business professionals that discuss business topics, current concerns, and upcoming events.
WPPA Aviation Committee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee discussing airport development & management issues.
WPPA Economic Development Committee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee providing leadership on economic development issues.
WPPA Environmental Committee	Connie Beauvais	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee promoting environmentally sound economic growth.
WPPA Legislative Committee	Colleen McAleer (Alt- Katharine Frazier)	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee directing legislative advocacy, devising strategy for legislative action.
WPPA Marinas Committee	Steve Burke	Meet in conjunction with WPPA Annual meeting in late fall.	Washington Ports committee providing a forum for discussing issues facing public marinas.
WPPA Trustee	Colleen McAleer	Meet in conjunction with WPPA Annual meeting in late fall.	Governs the affairs of the Washington Ports Association.
WPPA Trustee (Alternate)	Connie Beauvais	Meet in conjunction with WPPA Annual meeting in late fall.	Governs the affairs of the Washington Ports Association.

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

	<u>YTD</u>
<u>Beginning Cash Balance</u>	20,301,565
Operating Revenues	11,899,876
Non-Operating Revenues	7,946,613
Total Revenues	19,846,489
Operating Expenses	13,723,460
Non-Operating Expenses	5,965,514
Total Expenses	19,688,974
<u>Ending Cash Balance</u>	20,459,080
<u>Change in Cash Balance</u>	157,515

Cash & Investments held as of 12/31/2025

			7/31/25	8/31/25	9/30/25	10/31/25	11/30/25	12/31/25			
<u>Name</u>	<u>Type</u>	<u>Interest Rate</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Annual Interest</u>	<u>Maturity Date</u>	<u>Acquisition Date</u>
FFCB 4-year (Piper Sandler)	Bond	3.98%	-	-	-	-	3,000,000	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	5,000,000	215,000	7/15/2030	7/9/2025
First Federal	Cash	4.08%	5,504,416	251,409	2,754,190	4,406,555	4,421,520	4,437,859	181,065		
LGIP Balance	Cash	4.02%	6,661,189	11,958,808	9,499,264	9,232,053	7,959,776	7,685,091	308,679		
Columbia Bank Account	Cash	0.30%	527,397	436,435	656,394	692,264	758,668	336,130	1,008		

Investments Called or Matured

<u>Name</u>	<u>Type</u>	<u>Interest Rate</u>							<u>Maturity Date</u>	<u>Redemption Date</u>	
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	-	-	-	-	3/29/2027	3/29/2022
FFCB 4-year (Piper Sandler)	Bond	4.80%	1,250,000	-	-	-	-	-	-	7/23/2029	4/23/2025
FHLB 5-year (Piper Sandler)	Bond	5.00%	-	-	-	-	-	-	-	10/22/2029	10/22/2024
FHLB 5-year (Piper Sandler)	Bond	5.00%	-	-	-	-	-	-	-	10/22/2029	4/16/2025

Ending Investment/Cash Balance

20,943,003	20,896,652	21,159,849	20,580,872	21,139,963	20,459,080	825,152
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Outstanding Debt

	<u>Rate</u>	7/31/25	8/31/25	9/30/25	10/31/25	11/30/25	12/31/25	
		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	
2015 PABH 2006 refi	2.29%	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	1,748,264	

Ending Balance

18,837,235	18,790,884	19,054,080	18,475,104	19,034,195	18,710,816
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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%

Port of Port Angeles
P&L Summary by Department
November 30, 2025

	Monthly						
	November Actual	November Budget	Actual vs Budget		November Re-Forecast	Actual vs Re-Forecast	
			Variance	Variance %		Variance	Variance %
OPERATING REVENUES							
11 MARINE TERMINAL	164,277	318,244	(153,967)	▼48.38%	193,600	(29,323)	▼15.15%
15 MARINE TRADES AREA	54,574	74,648	(20,074)	▼26.89%	67,548	(12,974)	▼19.21%
21 LOG YARD	34,761	72,038	(37,277)	▼51.75%	68,739	(33,978)	▼49.43%
31 FAIRCHILD INTL AIRPORT	39,586	38,406	1,180	▲3.07%	38,355	1,231	▲3.21%
32 SEKIU	1,326	1,457	(131)	▼9.01%	1,458	(132)	▼9.07%
33 AIRPORT RENTAL PROPERTIES	139,611	161,049	(21,438)	▼13.31%	138,942	669	▲0.48%
41 PORT ANGELES BOAT HAVEN	147,771	152,830	(5,059)	▼3.31%	150,270	(2,499)	▼1.66%
43 JOHN WAYNE MARINA	150,032	185,740	(35,708)	▼19.22%	164,673	(14,641)	▼8.89%
61 RENTAL PROPERTIES	20,765	18,707	2,058	▲11.00%	17,936	2,829	▲15.77%
TOTAL OPERATING REVENUES	752,703	1,023,119	(270,416)	▼26.43%	841,521	(88,818)	▼10.55%
OPERATING EXPENSES							
11 MARINE TERMINAL	115,105	122,475	(7,370)	▼6.02%	119,924	(4,819)	▼4.02%
15 MARINE TRADES AREA	36,710	33,262	3,448	▲10.37%	32,376	4,334	▲13.39%
21 LOG YARD	76,326	95,894	(19,568)	▼20.41%	109,312	(32,986)	▼30.18%
31 FAIRCHILD INTL AIRPORT	44,457	35,188	9,269	▲26.34%	43,344	1,113	▲2.57%
32 SEKIU	1,488	1,599	(111)	▼6.95%	2,223	(735)	▼33.07%
33 AIRPORT RENTAL PROPERTIES	38,820	49,900	(11,080)	▼22.20%	39,906	(1,086)	▼2.72%
41 PORT ANGELES BOAT HAVEN	78,768	83,029	(4,261)	▼5.13%	78,603	165	▲0.21%
43 JOHN WAYNE MARINA	95,041	102,981	(7,940)	▼7.71%	94,398	643	▲0.68%
61 RENTAL PROPERTIES	7,462	9,816	(2,354)	▼23.98%	6,724	738	▲10.98%
80 ADMINISTRATIVE	260,701	182,460	78,242	▲42.88%	226,406	34,295	▲15.15%
81 ECONOMIC DEVELOPMENT	42,669	37,398	5,270	▲14.09%	26,656	16,013	▲60.07%
82 IT	8,815	-	8,815	-	10,650	(1,835)	▼17.23%
91 MECH SHOP	22,686	16,144	6,542	▲40.52%	23,007	(321)	▼1.39%
92 FACILITIES MAINTENANCE	26,258	39,346	(13,088)	▼33.26%	49,773	(23,515)	▼47.24%
TOTAL DIRECT EXPENSES	855,307	809,491	45,815	▲5.66%	863,302	(7,995)	▼0.93%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT) - Before Depreciation	(102,604)	213,628	(316,231)	▼148.03%	(21,781)	(80,822)	▲371.07%
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-
DEPRECIATION EXPENSE	275,879	306,279	(30,400)	▼9.93%	271,430	4,449	▲1.64%
NET SURPLUS (DEFICIT) - After Depreciation	(378,482)	(92,651)	(285,831)	▲308.50%	(293,211)	(85,271)	▲29.08%
NON-OP (GENERAL)							
NON-OP REV (General)	81,613	103,300	(21,687)	▼20.99%	82,500	(887)	▼1.07%
NON-OP EXP (General)	44,980	9,066	35,914	▲396.14%	19,040	25,940	▲136.24%
NON-OP (General) SURPLUS (DEFICIT)	36,633	94,234	(57,601)	▼61.13%	63,460	(26,827)	▼42.27%
NON-OP (CAPITAL)							
NON-OP REV (Capital)	379,892	194,792	185,100	▲95.02%	430,601	(50,709)	▼11.78%
NON-OP EXP (Capital)	4,354	936	3,418	▲365.22%	4,355	(0)	▼0.00%
NON-OP (Capital) SURPLUS (DEFICIT)	375,537	193,856	181,682	▲93.72%	426,247	(50,709)	▼11.90%
NET NON-OP SURPLUS (DEFICIT)	412,170	288,090	124,081	▲43.07%	489,707	(77,536)	▼15.83%
TOTAL NET SURPLUS (DEFICIT)	33,688	195,439	(161,750)	▼82.76%	196,495	(162,807)	▼82.86%

Port of Port Angeles
P&L Summary by Department
November 30, 2025

	Year to Date						
	YTD Actual	YTD Budget	Actual vs Budget		YTD Re-Forecast	Actual vs Re-Forecast	
			Variance	Variance %		Variance	Variance %
OPERATING REVENUES							
11 MARINE TERMINAL	2,103,195	2,795,924	(692,729)	▼24.78%	2,052,295	50,900	▲2.48%
15 MARINE TRADES AREA	765,838	814,488	(48,650)	▼5.97%	792,334	(26,496)	▼3.34%
21 LOG YARD	922,729	967,168	(44,439)	▼4.59%	807,607	115,122	▲14.25%
31 FAIRCHILD INTL AIRPORT	441,576	429,080	12,496	▲2.91%	420,816	20,760	▲4.93%
32 SEKIU	16,162	15,977	185	▲1.16%	16,348	(186)	▼1.14%
33 AIRPORT RENTAL PROPERTIES	1,555,897	1,771,539	(215,642)	▼12.17%	1,568,041	(12,144)	▼0.77%
41 PORT ANGELES BOAT HAVEN	1,903,787	1,906,270	(2,483)	▼0.13%	1,900,150	3,637	▲0.19%
43 JOHN WAYNE MARINA	1,954,913	1,985,755	(30,842)	▼1.55%	1,902,029	52,884	▲2.78%
61 RENTAL PROPERTIES	208,260	205,777	2,483	▲1.21%	201,571	6,689	▲3.32%
TOTAL OPERATING REVENUES	9,872,357	10,891,978	(1,019,621)	▼9.36%	9,661,192	211,165	▲2.19%
OPERATING EXPENSES							
11 MARINE TERMINAL	1,356,624	1,367,639	(11,016)	▼0.81%	1,311,944	44,680	▲3.41%
15 MARINE TRADES AREA	349,443	358,488	(9,044)	▼2.52%	333,195	16,249	▲4.88%
21 LOG YARD	1,214,929	1,094,816	120,112	▲10.97%	1,267,498	(52,570)	▼4.15%
31 FAIRCHILD INTL AIRPORT	592,163	485,165	106,998	▲22.05%	568,576	23,587	▲4.15%
32 SEKIU	25,906	29,036	(3,130)	▼10.78%	28,628	(2,722)	▼9.51%
33 AIRPORT RENTAL PROPERTIES	500,676	533,187	(32,511)	▼6.10%	508,313	(7,637)	▼1.50%
41 PORT ANGELES BOAT HAVEN	806,957	823,626	(16,670)	▼2.02%	792,792	14,165	▲1.79%
43 JOHN WAYNE MARINA	1,079,306	1,062,629	16,677	▲1.57%	1,025,034	54,271	▲5.29%
61 RENTAL PROPERTIES	126,578	118,432	8,147	▲6.88%	131,166	(4,588)	▼3.50%
80 ADMINISTRATIVE	2,468,074	2,151,810	316,264	▲14.70%	2,368,073	100,001	▲4.22%
81 ECONOMIC DEVELOPMENT	403,183	438,055	(34,872)	▼7.96%	392,625	10,559	▲2.69%
82 IT	72,408	-	72,408	-	57,505	14,903	▲25.92%
91 MECH SHOP	211,613	200,847	10,767	▲5.36%	212,402	(788)	▼0.37%
92 FACILITIES MAINTENANCE	339,607	344,813	(5,206)	▼1.51%	407,149	(67,542)	▼16.59%
TOTAL DIRECT EXPENSES	9,547,467	9,008,543	538,924	▲5.98%	9,404,899	142,567	▲1.52%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT) - Before Depreciation	324,890	1,883,435	(1,558,544)	▼82.75%	256,293	68,598	▲26.77%
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-
DEPRECIATION EXPENSE	2,977,545	3,317,834	(340,289)	▼10.26%	2,955,240	22,305	▲0.75%
NET SURPLUS (DEFICIT) - After Depreciation	(2,652,655)	(1,434,399)	(1,218,256)	▲84.93%	(2,698,947)	46,292	▼1.72%
NON-OP (GENERAL)							
NON-OP REV (General)	947,103	1,129,400	(182,297)	▼16.14%	893,418	53,685	▲6.01%
NON-OP EXP (General)	19,090	114,227	(95,137)	▼83.29%	212,868	(193,777)	▼91.03%
NON-OP (General) SURPLUS (DEFICIT)	928,013	1,015,173	(87,160)	▼8.59%	680,551	247,462	▲36.36%
NON-OP (CAPITAL)							
NON-OP REV (Capital)	5,331,885	10,403,333	(5,071,447)	▼48.75%	5,114,389	217,496	▲4.25%
NON-OP EXP (Capital)	43,308	10,296	33,012	▲320.63%	43,540	(231)	▼0.53%
NON-OP (Capital) SURPLUS (DEFICIT)	5,288,577	10,393,037	(5,104,460)	▼49.11%	5,070,850	217,727	▲4.29%
NET NON-OP SURPLUS (DEFICIT)	6,216,590	11,408,210	(5,191,620)	▼45.51%	5,751,400	465,189	▲8.09%
TOTAL NET SURPLUS (DEFICIT)	3,563,935	9,973,811	(6,409,875)	▼64.27%	3,052,453	511,482	▲16.76%



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
- 2nd: 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
 - 2nd: 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
 - 2nd: 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
 - 2nd: 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
- 2nd: 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
- 2nd: 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



SPECIAL COMMISSION MEETING
Monday, December 29, 2025, at 2:00 pm
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, Chief Executive Officer **via Zoom*

Jennifer Baker, Director of Finance & Admin
Carolyn Lake, Port Legal Counsel **via Zoom*
Jenna Riley, Clerk to the Board

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:55)

Comm. McAleer called the meeting to order at 2:00 pm.

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:56-1:17)

None

III. APPROVAL OF AGENDA (1:18-1:27)

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

IV. RECESS TO EXECUTIVE SESSION (1:28-4:24)

The Board recessed 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 20 minutes. Following the executive session, the Commission is expected to take action.
- Discussion:
 - Two (2) items legally allowed pursuant to RCW 42.30.110(1)(c), "To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public."
 - AND also legally allowed pursuant to RCW 42.30.110(2)(iii), to consider "Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency."
- Recessed Regular Meeting at 2:03 pm for 2 minutes
- Start Time: 2:05 pm
- Extended: 50 minutes
- End Time: 3:17 pm

Public Session of Commission Meeting Reconvened: 3:17 pm

Comm. McAleer noted that action will be taken on one item as a result of the executive session.

Regular Meeting Resumed: 3:17 pm

V. RE-OPEN PUBLIC SESSION (4:25-4:32)



VI. COMMISSION ACTION AS A RESULT OF EXECUTIVE SESSION (4:33-6:34)

Item 1: Agenda Item VI.A First Amendment to Term Access Agreement & Lease – Renaissance Property Holding, LLC:

- Motion to adopt the first amendment First Amendment to Contract for Access License and Commercial Ground Lease, with Tenant Renaissance Property Holdings, LLC., re Extend Feasibility Termination Date and authorize the Chief Executive Offer to execute the document: Comm. Beauvais
- 2nd: None – Died for lack of Second
- Vote: 0-0 (Motion is not carried)

- Motion to approve the First Amendment to the Contract for Access License and Commercial Ground Lease presented and authorize the Chief Executive Director to execute the lease: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

VII. ITEMS NOT ON THE AGENDA (6:35-6:37)

No items per [RCW 42.30.080](#)

VIII. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (6:38-6:49)

None

IX. FUTURE AGENDA (6:50-7:35)

X. NEXT MEETINGS

- A. January 13, 2026 – Regular Commission Meeting
- B. January 27, 2026 – Regular Commission Meeting
- C. February 10, 2026 – Regular Commission Meeting

XI. UPCOMING EVENTS

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

XII. ADJOURN (7:36-7:42)

Comm. McAleer adjourned the meeting at 3:20 pm.

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 December 4, 2025 – January 7, 2026

CERTIFICATION

Accounts Payable

	Begin	End	
For General Expenses and Construction	Check #	Check #	
Accts Payable Checks (computer)	419968	419921	\$ 768,671.21
Voided/Zero Payable	420015	420028	\$ (139,377.42)
Voided/Zero Payable	420062	420062	\$ (73,246.64)
Accts Payable ACH	006497	006525	\$ 92,074.07
Accts Payable ACH	006593	006625	\$ 127,252.44
Accts Payable ACH	006692	006727	\$ 143,872.52
VOIDED/ZERO PAYABLE ACH			\$ -
Wire Transfer - Expenses			\$ 3,329.49
Wire Transfer - Excise Tax			\$ 4,731.38
Wire Transfer - Leasehold Tax			\$ -
Total General Expenses and Construction			\$ 927,307.05

Payroll

Employee Payroll Checks PPD (Direct Deposit)	006526	006592	\$ 151,448.54
Voided Payroll Check	006555,006570,006582, 006655, 006669, 006681		\$ -
Employee Payroll Checks PPD (Direct Deposit)	006626	006691	\$ 137,279.46
Wire Transfer - (Payroll Taxes, Retirement, Deferred Comp, L&I, PFML)			\$ 179,915.18
Total Payroll			\$ 468,643.18
Total General Exp & Payroll			\$ 1,395,950.23

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

LEASES, RENEWALS, AMENDMENTS, MISC. AGREEMENTS AND OPTIONS EXECUTED
 OF ONE YEAR OR LESS APPROVED BY EXECUTIVE DIRECTOR
 (In Accordance with the Delegation of Authority, Resolution 24-1290 dated 1.09.2024)

DECEMBER 2025

TENANT NAME	DOCUMENT	LOCATION	FORM OF SURETY	SQ FEET	TERM	MONTHLY RENT, UTIL
WA SBDC	2nd Lease Renewal (final renewal)	338 W 1st Street (Office)	Govt. Exempt	386 Sf	Jan-Dec 2026	\$531.76

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

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
Personal Services Agreements:			
Accelerate Strategies	Federal Legislative Assistance	NTE \$50,000.00	\$4,000/month \$2,000 in total expenses
Clallam County Economic Development Council	2026 POPA / Clallam EDC Agreement	NTE \$75,000.00	Billed in equal quarterly increments
Environmental Risk Communications, Inc.	GARS P40 Analysis 2026 (Formerly GASB 49)	NTE \$5,000.00	
Professional Services Amendments:			
B.R. Lymangrover Surveying, PLLC	POPA-LEKT Boundary Line Adjustment (BLA)	No Cost Amendment NTE Remains: \$13,140.00	Agreement extended through 12/31/2026
Formation Environmental, LLC	Western Port Angeles Harbor Site Allocation Support	No Cost Amendment NTE Remains: \$25,000.00	Agreement extended through 12/31/2026
Kennedy/Jenks Consultants, Inc.	Marine Trade Center Phase 2 Development	No Cost Amendment NTE Remains: \$1,226,000.00	Agreement extended through 12/31/2026
Floyd Snider	Terminals 5, 6, 7 Agreed Order Support	No Cost Amendment NTE Remains: \$1,064,000.00	Agreement extended through 12/31/2026
Anchor QEA	Programmatic Maintenance and Repair Permitting	No Cost Amendment NTE Remains: \$99,982.85	Agreement extended through 12/31/2026

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

STAFF	LOCATION OF MTG.	DATE(S)	PURPOSE
Chris Hartman Caleb McMahon	New Orleans, LA	12/3 – 12/5	International Work Boat Show

*

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.

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

January 13, 2026

**SUBJECT: LOG YARD SITE AND STORMWATER IMPROVEMENTS -
ADVERTISEMENT FOR BIDS**

PRESENTED BY: Chris Hartman, Director of Engineering

RCW & POLICY REQUIREMENT

Public works is defined within RCW 39.04.010 as all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. Public works projects are required to be advertised at least once in a newspaper of general circulation.

BACKGROUND:

The Port's Intermodal Handling and Transfer Facility (Log Yard) is covered under a Department of Ecology Industrial Stormwater General Permit (ISGP). The Port is responsible for operating and maintaining the industrial area in a manner that ensures stormwater discharges to the Port Angeles Harbor are below the benchmarks specified in the Permit. The Port is under an Administrative Order from the Department of Ecology for benchmark exceedances requiring the Port to install Stormwater Treatment by December 30, 2026.

The Port of Port Angeles Log Yard Site and Stormwater Improvements Project will consist of site demolition; site grading and resurfacing; constructing a stormwater treatment facility; upgrading the existing cofferdam dock facility; constructing a concrete utilidor for storm and electric utilities; constructing a concrete log ramp apron; relocating the boom shack; installing a banding platform and conex box and associated electrical service; adjusting existing features to finished grade; and associated temporary erosion and sediment controls.

ANALYSIS

The bid documents for the Log Yard Site & Stormwater Improvements were prepared under a Professional Service Agreement with Kennedy Jenks Consultants. They were advertised for bid on Friday, January 9, 2026. The Port advertised for bids in the Peninsula Daily News and the Seattle Daily Journal of Commerce on two separate dates: Friday, January 9, and Friday, January 16. The advertisement included essential project information, such as bid submittal details, project description, the engineer's

estimated construction cost, pre-bid site meeting information, availability of bid documents, and bid guarantee requirements.

The scheduled bid opening date is February 11, 2026. The Port team and Kennedy Jenks Consultants will review bids to determine if the low bid is responsive, meaning the bid is accurate and meets all bid submittal requirements. Subsequently, the team will evaluate the low bidder’s qualifications to determine if that bidder is responsible or qualified to complete the work. The Port team will then present a recommendation to the Commission for an award at the regularly scheduled Port Commission meeting on February 24th. Construction is anticipated to begin in early May and be substantially completed by the end of December 2026.

ENVIRONMENTAL IMPACT:

The final implementation of stormwater treatment will ensure that runoff leaving the Port’s industrial area complies with the Department of Ecology Industrial Stormwater General Permit.

FISCAL IMPACT:

The Log Yard Site & Stormwater Improvements project is 77% grant-funded, including federal funds from the Maritime Administration (MARAD) and state funds from the Department of Ecology. The following table breaks down the project funding structure:

Funding Sources	Amount
Port Infrastructure Development Program, MARAD (2022)	\$8,608,000
State Proviso, Department of Ecology	\$ 854,900
Water Quality Combined – Stormwater, Department of Ecology* <i>*Funding decision expected late January 2026</i>	\$1,207,000
2026 Port Capital Budget* <i>*Includes 20% PIDP match (\$2,152,000) and 15% Ecology match (\$213,000)</i>	\$3,150,000
2026 Port Capital Funds (not included in project line item)	\$ 305,100
Total	\$14,125,000

The anticipated costs by category are:

Activity	Estimated Cost
Final Bid Document Preparation, Bidding	\$70,000
Construction Administration & Cultural Resource Monitoring	\$507,000
Construction	\$13,458,000
Total	\$14,125,000

RECOMMENDATION:

No formal action is required by the Commission. This report is intended to serve as a project update prior to the advertisement being published.

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

January 13, 2026

**Subject: KENNEDY JENKS CONTRACT AMENDMENT 6 -
LOG YARD SITE AND STORMWATER IMPROVEMENTS**

Presented By: Chris Hartman, Director of Engineering

RCW & POLICY REQUIREMENTS

Kennedy Jenks was selected by the Port through a “Qualification Based Selection” process, as required by RCW 39.80, for “professional service.” Per Commission Resolution 24-1290, Delegation to the Executive Director Section VI.A, aggregate cost for the professional and consulting services that exceed 10% of the specific budgetary line item requires Commission approval.

BACKGROUND:

The Port’s Log Yard (Intermodal Handling and Transfer Facility) is covered under a Department of Ecology Industrial Stormwater General Permit (ISGP). The Port is responsible for operating and maintaining the industrial area in a manner that ensures stormwater discharges to the Port Angeles Harbor are below the benchmarks specified in the Permit. The Port is under an Administrative Order from the Department of Ecology for benchmark exceedances requiring the Port to install Stormwater Treatment by December 30, 2026.

The Commission approved the original agreement with Kennedy Jenks at the Commission Meeting on February 27, 2019. The original scope of work was to complete bid documents for the Log Yard Site and Stormwater Improvement Project.

- Amendment 01: Design revisions as recommended by the 2020 archaeological survey and consultation meetings with the Lower Elwha Klallam Tribe.
- Amendment 02: Revise the bid documents to allow project phasing and to write an engineering report to be submitted to Ecology.
- Amendment 03: Added design elements for a banding platform, developed log transloading methods, refined the grading plan, and created an alternatives analysis requested by Ecology.
- Amendment 04: Update the design to the new project limits, update reports needed for permitting, and tie together the Cofferdam Rehabilitation Project bid documents into a single set consistent with the Port’s United States Department of Transportation Maritime Administration Port Infrastructure Development Program Grant award.
- Amendment 05: Port requested design alterations to the log yard entrance, incorporation of a retaining wall along the project boundary, and reconfiguration of the stormwater treatment system.

A breakdown of the original agreement and prior amendments is below:

<u>Description</u>	<u>Amount</u>	<u>Date Approved by the Commission</u>
Original Design Agreement	\$250,000	February 27, 2019
Amendment 1	\$131,000	February 10, 2021
Amendment 2	\$ 93,000	February 22, 2022
Amendment 3	\$ 33,000	October 25, 2022
Amendment 4	\$252,000	January 9, 2025
Amendment 5	\$ 35,565	Exec Dir. Authorized 8/29/2025
Current Contract Total	\$794,565	

ANALYSIS:

This amendment is for bidding and construction support services for the Log Yard Site and Stormwater Improvement Project that is currently out for bid.

Kennedy Jenks estimates the cost to perform the Amendment 6 scope to be \$353,920. The overall fee is divided into the following tasks:

Engineering Services

- Task 1 - Project Management \$ 13,665
 - Task 2 – Bid Support \$ 16,013
 - Task 3 – Conformed Documents \$ 7,744
 - Task 4 – Construction Support \$136,718
- Subtotal = \$174,140

Construction Inspection Services

- Task 1 – Project Management \$ 5,356
 - Task 2 – Site Visits \$111,190
 - Task 3 – Construction Observation \$ 47,470
 - Task 4 – Punchlist inspection \$ 15,764
- Subtotal = \$179,780

ENVIRONMENTAL IMPACT:

The final implementation of stormwater treatment will ensure that runoff leaving the Port’s industrial area complies with the Department of Ecology Industrial Stormwater General Permit.

FISCAL IMPACT:

The cost for construction support services is split 80/20 between the United States Department of Transportation Maritime Administration (MARAD) through the Port Infrastructure Development Program Grant award and a Washington State Capital Budget Proviso.

RECOMMENDED ACTION:

Authorize the Executive Director to execute Amendment 6 of the Professional Services Agreement with Kennedy Jenks for an amount not to exceed Three Hundred Fifty-Three Thousand Nine Hundred Twenty Dollars and No Cents (\$353,920.00).

Execution of this amendment will set the total contract amount at One Million One Hundred Forty-Eight Thousand Four Hundred Eighty-Five Dollars and No Cents (\$1,148,485.00).

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

January 13, 2026

SUBJECT: PORT RESOLUTION TO SELL ABANDONED VESSELS

PRESENTED BY: Martin Marchant, Marine Trades Manager

RCW & POLICY REQUIREMENTS:

The Port follows the Revised Code of Washington (RCW) statutes in selling vessels that have failed to pay outstanding marina charges. Under the RCW, such vessels are deemed abandoned and may be sold to recover outstanding charges.

RCW 53.08 requires a separate Port resolution before sales of such vessels occur.

Article VIII A. of the Commission Bylaws requires that resolutions be introduced at one meeting before they can be considered for adoption at the next meeting. This provision may be superseded by the unanimous consent of the Commission.

BACKGROUND:

To facilitate the passage of boat sale resolutions, which are identical except for the names of the vessels, their owners, and the auction date, staff introduced a draft of boat sale resolutions on August 10, 1998. The Commission approved the form of these resolutions (first reading) and directed staff to fill in appropriate vessel, owner, and auction date information in the final resolutions (second and final reading).

ANALYSIS:

The owners of the vessels listed in Resolution No. 26-1335 have failed to adequately respond to several notices regarding their delinquency. An auction will be held to sell the vessels. If the sale proceeds do not fully reimburse the Port, the account will be turned over to a collection agency.

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

The charges accrued by the vessel have already been recognized as revenues in Port accounts. Conducting an auction enables the Port to begin the process of collecting on this receivable.

<u>Customer</u>	<u>Boat</u>	<u>Description</u>	<u>Moorage/Storage</u>	<u>Other Charges</u>	<u>LHT</u>	<u>Current Balance</u>
Curt Maxwell	Mariah-636760	Sailboat	\$12,777.04	\$ 1,315.60	\$1,640.57	\$15,733.21
Richard Wich	Relaxr	Sailboat	\$ 2,307.30	\$ 529.66	\$ 296.24	\$ 3,133.20

RECOMMENDED ACTION:

Adopt Resolution No. 26-1335 and authorize the auction to proceed.

Maxwell Boat



Wich Boat



A RESOLUTION DIRECTING SALE OF ABANDONED VESSELS.

WHEREAS, the Commission of the Port of Port Angeles has seized the vessel described below for failure to pay Port charges; and

WHEREAS, the owners of such vessels have failed to make satisfactory payment of such charges; and

WHEREAS, the Port has complied with provisions of Revised Code of Washington (RCW) 53.08 and the Port's Rules and Regulations adopted pursuant to such statute in notifying such owners of their delinquencies;

NOW THEREFORE BE IT RESOLVED that the Commission directs the following vessels be sold at public auction pursuant to procedures provided in RCW 53.08 and the Port's Rules and Regulations pursuant to such statute.

“MARIAH-636760”
“RELAXR-WN9497SL”

The time and date of this auction will be scheduled in accordance with applicable statutes; public notice of these auctions will be made in conformity with RCW regulations.

ADOPTED this 13th day of January, 2026.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven D. Burke, President

Colleen M. McAleer, Vice President

Connie L. Beauvais, Secretary



GRANT BRIEFING: SMALL-ENGINE WORKSHOP FOR SEQUIM CTE PROGRAM

Enhancing vocational skills through hands-on small engine training



PROJECT CONCEPT & PURPOSE

Workshop Construction Plan: The plan outlines a two-fold project. The building of a 12x20-foot workshop for small-engine repair in support of the Sequim CTE program.

Hands-on Student Learning: The facility build, and the facility itself provides students grades 7-12 experience in constructing a building that supports instruction in small engine repair.

Grant and Community Benefit: Securing a cost-share grant will offset expenses, fostering workforce development and STEM education.

Program Expansion and Readiness: The grant accelerates completion, enabling program growth and aligning with educational priorities.

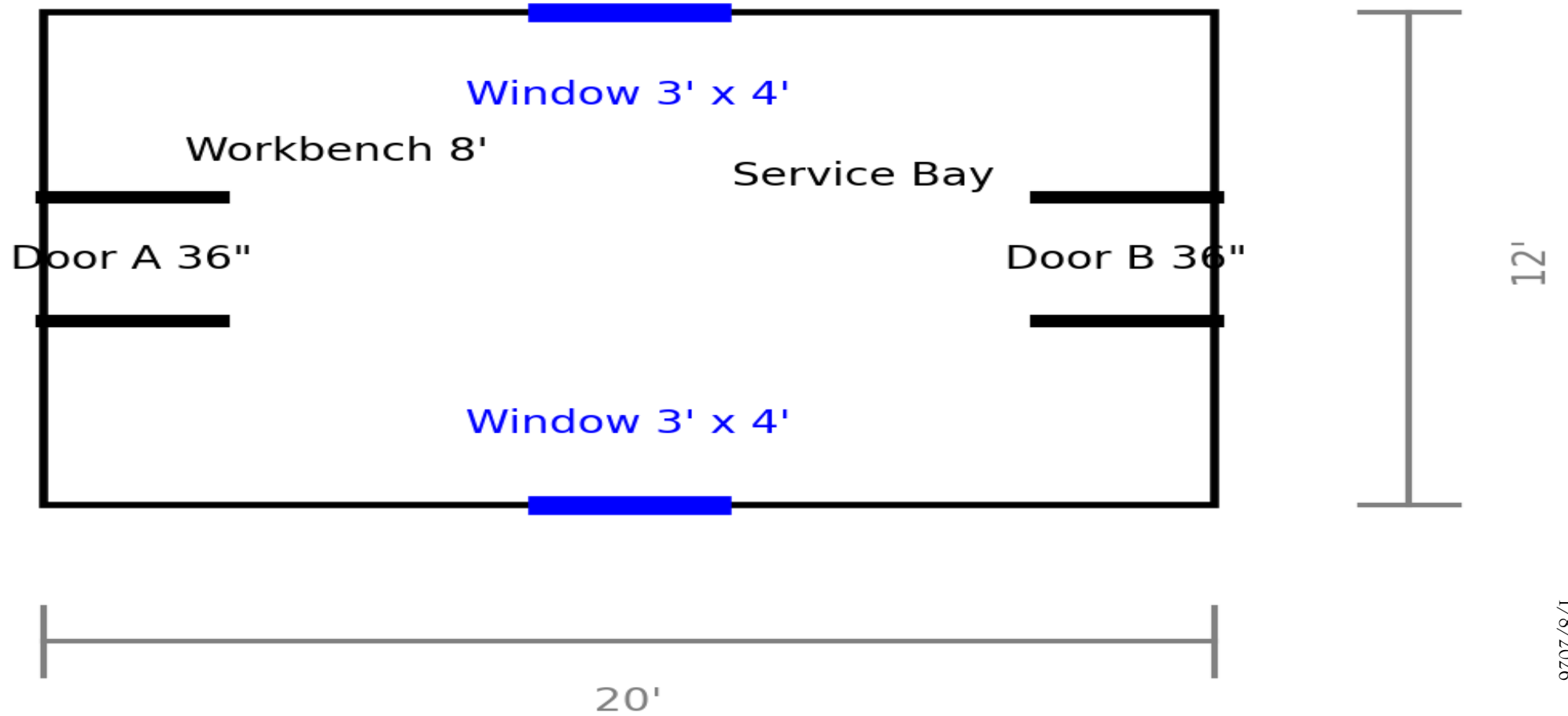
Concept Design: Small-Engine Workshop

- 12' × 20' wood-framed structure
- Moderate-pitch gable roof
- Two exterior doors, two windows
- Concrete slab foundation



Top View (Plan): 12' x 20' Workshop

DESIGN OVERVIEW





WORKSHOP LAYOUT/SPECIFICATIONS

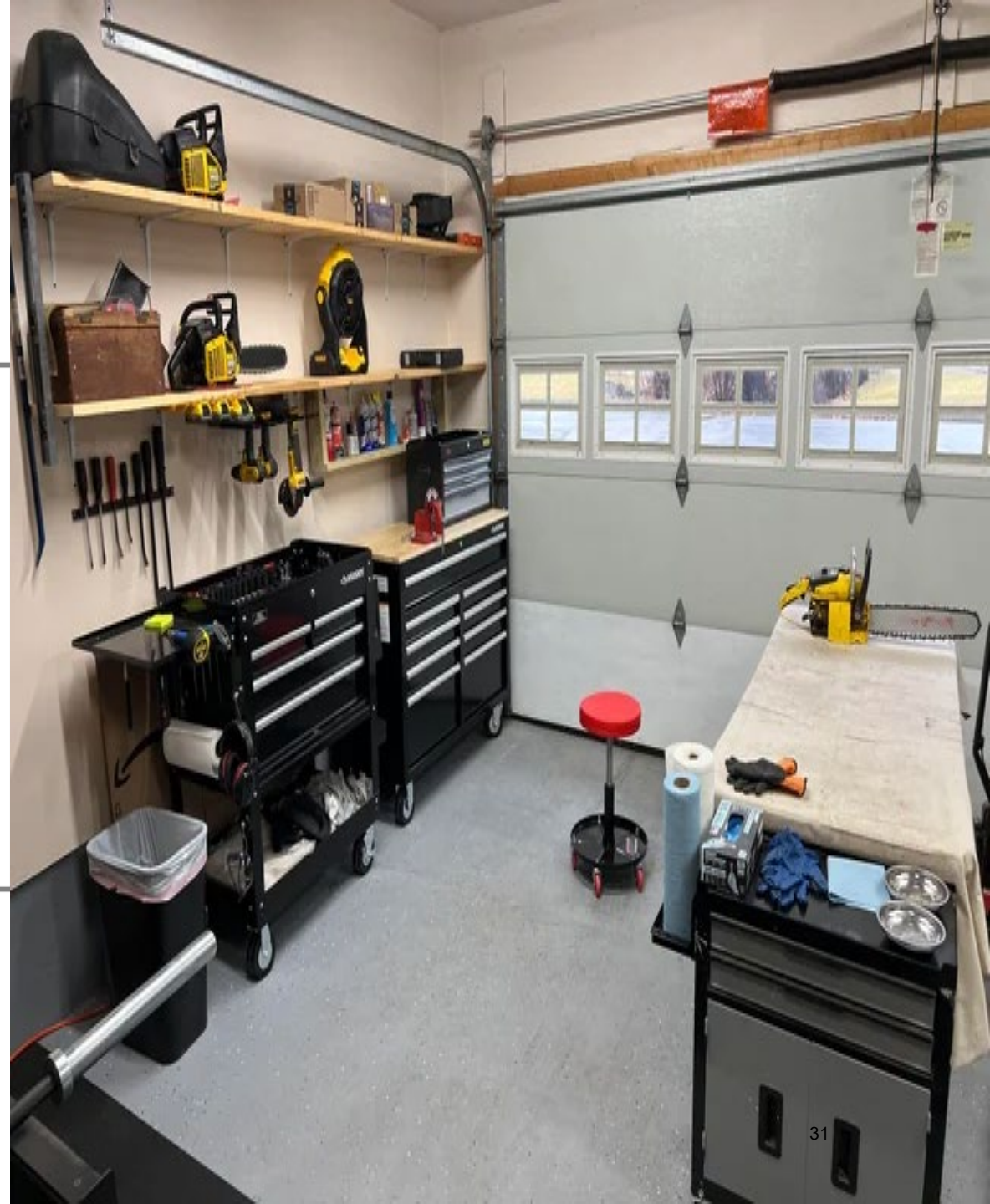
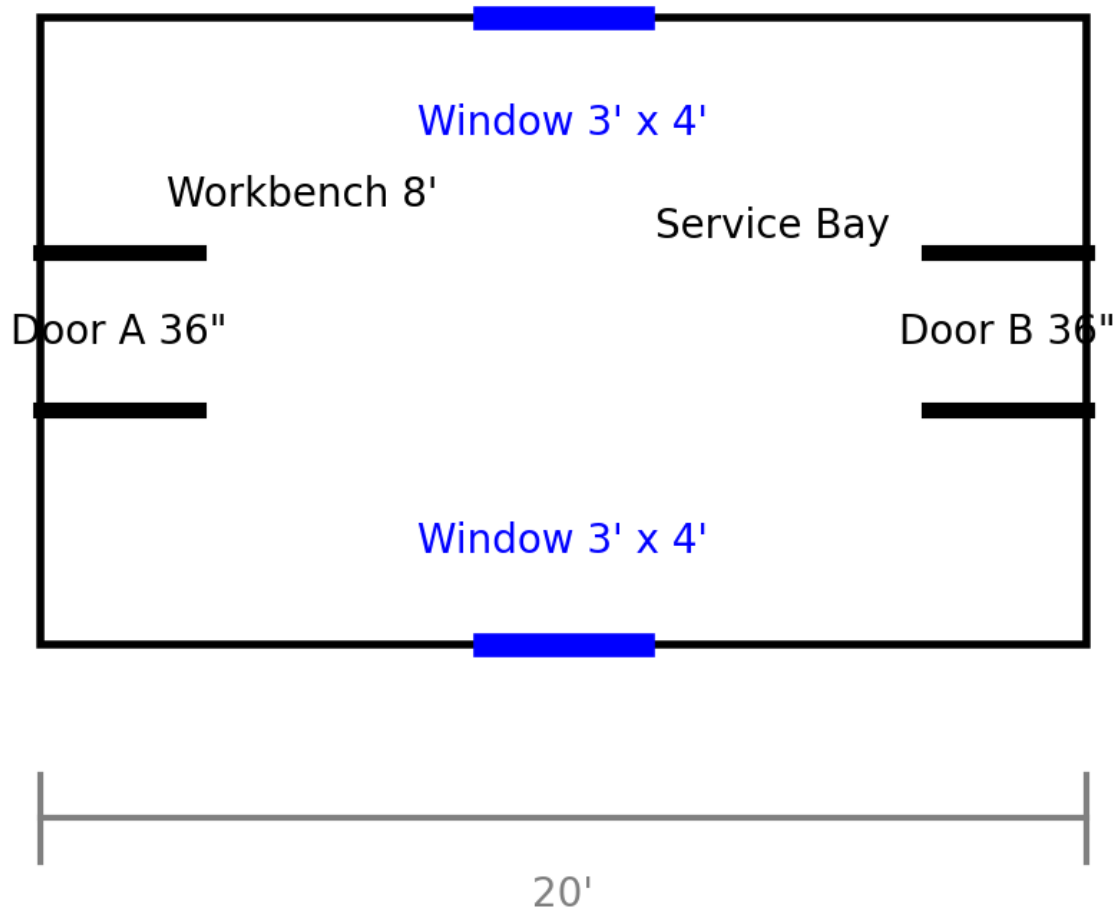
Workshop Footprint and Entrances: The workshop measures 12 by 20 feet with two exterior doors on 12-foot gable ends for easy equipment movement.

Natural Lighting and Ventilation: Two operable windows on 20-foot sides provide natural light and cross ventilation for a safe workspace.

Structural and Roof Design: Moderate gable roof pitch between 4:12 and 6:12 balances snow shedding and attic space needs.

Interior Layout and Electrical Provision: Includes workbench, tool storage, assembly area, 120V GFCI outlets, 240V circuit, and LED lighting.

Top View (Plan): 12' x 20' Workshop





STRUCTURAL/FUNCTIONAL ASPECTS

Foundation and Structural Integrity: The concrete slab foundation with vapor barrier and reinforced wood-framed walls ensure durability and structural strength.

Roof Design and Climate Adaptation: A gable roof designed for local climate conditions protects the structure and enhances longevity.

Electrical Infrastructure: Flexible electrical systems support both standard equipment for varied instructional uses.

Interior Workspace Organization: Robust workbenches, tool storage, and clean assembly zones create an efficient and safe learning space.

DETAILED COST BREAKDOWN

CATEGORY	ESTIMATED COST (USD)
Framing Lumber	\$2,500
Concrete & Reinforcement	\$5,000
Doors & Windows	\$960
Sheathing, Siding & Roofing	\$1,620
Miscellaneous & Electrical	\$2,050
Grand Total	\$12,130 not including tax/shipping/overage



CTE BENEFITS STUDENTS/LABOR/COMMUNITY

Experiential Learning Space: The workshop provides hands-on mechanical and technical training, enriching students' classroom learning experiences.

STEM Integration and Skill Development: Students grades 7-12 develop practical STEM skills aligned with real-world technical trades and industries.

Workforce Readiness and Career Pathways: Aligns training with local industry needs, preparing students for careers in automotive and related fields.

Community Engagement and Economic Growth: The workshop fosters partnerships with local businesses, strengthening community and promoting economic growth.



CLOSURE

Concept Design: Small-Engine Workshop

- 12' × 20' wood-framed structure
- Moderate-pitch gable roof
- Two exterior doors, two windows
- Concrete slab foundation



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

January 13, 2026

SUBJECT: ANNUAL PORT COMMISSION BYLAWS REVIEW

PRESENTED BY: Jenna Riley, Clerk to the Board

RCW & POLICY REQUIREMENTS

The rules governing the Port Commission's business transactions are set forth in the Port of Port Angeles Board of Port Commission Bylaws, which may be amended through a resolution passed by the Port Commission. The most recent amendment to the Bylaws was adopted by Commission Resolution No. 25-1317 on February 11, 2025.

Amendments to the Bylaws may now be proposed after the review by the Port Commission. Resolution No. 25-1317, which encompasses the existing bylaws, is attached to this IFD for your reference and evaluation.

BACKGROUND:

Resolution 25-1317 was adopted on February 11, 2025, which included additional language to Article II B, further defining that the new officer roles would be effective upon adjournment of that meeting. In Article VII D, the removal of the following was executed: "Authentication of a Commissioner who is not present may be made by another Commissioner who voted in favor of the resolution," due to its confusing nature.

ANALYSIS:

At the first scheduled Commission meeting of the year, the Port Commission is requested to review and assess the current bylaws to determine their adequacy or to consider any amendments. A list of proposed amendments is included for review.

ENVIRONMENTAL IMPACT:

None

FISCAL IMPACT:

None

RECOMMENDED ACTION:

It is recommended that the Commission review and deliberate on the existing Bylaws, and propose any reasonable or essential amendments or modifications.

Port of Port Angeles

Port Angeles, Washington

Commissioner's Resolution No.

25-1317

A RESOLUTION AMENDING PORT OF PORT ANGELES BOARD OF COMMISSION BYLAWS.

WHEREAS, the Port of Port Angeles Board of Port Commission Bylaws may be amended by resolution duly adopted by the Port Commission and

WHEREAS, the Bylaws were last amended by Resolution No. 22-1252 and were adopted on March 22, 2022; and

WHEREAS, there is now a need to further modify said Bylaws.

NOW THEREFORE BE IT RESOLVED that Resolution No. 22-1252 is hereby rescinded; and

BE IT FURTHER RESOLVED that the Bylaws set forth on the attached Exhibit A are hereby approved and adopted as the Port of Port Angeles Board of Port Commission Bylaws and are effective as of today's date.

ADOPTED by the Board of Commissioners of the Port of Port Angeles at a regular meeting thereof held this 11th day of February 2025.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS



Steven D. Burke, President



Colleen McAleer, Vice-President



Connie L. Beauvais, Secretary

**PORT OF PORT ANGELES BOARD OF PORT
COMMISSIONBYLAWS**

**ARTICLE I
Preamble**

These Bylaws shall constitute the rules governing the transaction of business by the duly elected Port Commission.

**ARTICLE II
Organization of the
Commission**

A. The Commission shall organize by the election from its own members a President, Vice-President and Secretary.

B. The Commission shall elect new officers at the first meeting of each calendar year, whose term shall run for one (1) year, beginning when elected upon adjournment of that meeting unless an emergency exists, or until the election of a successor. Vacancies in an office arising from any cause may be filled at any regular or special meeting of the Commission.

C. In the event of a vacancy in the office of Port Commissioner by death, resignation or otherwise, such vacancy shall be filled pursuant to RCW 42.12.070, as presently codified or hereafter amended.

D. The Commission may from time to time establish such committees as are necessary to conduct its more specialized work. The composition of committees shall be determined by the Commission. To remain in compliance with the Open Public Meeting Act (RCW 42.30), committees will never exceed one Commissioner. Such committees shall report directly to the entire Commission on their work.

E. Individual Commissioners serve as members of the Commission, a body which acts only by majority vote.

**ARTICLE III
Duties of Commissioners**

The Commission's responsibilities include but are not limited to the following:

1. Establish policies for the overall direction and strategies of the Port;
2. Hire an Executive Director to implement the Port policies and objectives and to administer and operate the Port based on the delegation of administrative

responsibility and authority pursuant to resolution of the Commission. The Commission shall set the salary level and review the performance of the Executive Director, following guidelines based on resolution of the Commission, Port goals and objectives, job description and other appropriate criteria developed jointly by the Commission and the Executive Director;

3. Determine the types of business activity in which the Port will engage;
4. Approve the annual operating and capital budgets and establish annual budget priorities;
5. Establish the degree to which the Port will use the governmental powers of taxation and eminent domain;
6. Establish financial policies including capital formation and debt issuance;
7. Establish Port positions on significant governmental legislation;
8. Establish a range of compensation for Port employees. During budget deliberations each year, adopt adjustments to the salary range based on inflation or other market/economic criteria, if appropriate. Review benefits annually;
9. Establish the organization structure with the Executive Director;
10. Appoint a treasurer and auditor pursuant to the provisions of RCW 53.36.010, and select and retain on such terms and conditions as the Commission deems appropriate, legal counsel, and an independent auditor (which may be the State Auditor or a private accounting company) for the Port.

Each Commissioner Shall:

- A. Review the agenda for each Commission meeting and read and become familiar with agenda material prior to regular meetings, special meetings and work sessions;
- B. Be prepared to represent the Commission when assigned as the Commission representative to associations, groups and other organizations;
- C. Be responsible for making timely requests to the Commission to be excused for non-attendance at meetings of the Commission, so as to avoid causing an inadvertent vacancy in accordance with RCW 53.12.140;
- D. Submit requests for reimbursement for meeting attendance and expenses (including appropriate documentation) in a timely manner;
- E. Be willing to accompany the Executive Director and/or staff as a Commission representative on business trips as assigned by the Commission;
- F. Serve as a member of the Board of Directors of the Industrial Development Corporation of the Port of Port Angeles pursuant to Resolution #529 (as hereafter amended or superseded).

ARTICLE IV Duties of Officers

A. The President Shall:

1. Preside at all public meetings of the Commission and at executivesessions of the Commission;

2. Sign all resolutions, contracts, and other instruments on behalf of the Commission as authorized by the Commission;
3. Approve the proposed agenda for each Commission meeting and authorize the issuance of notices for regular meetings, special meetings and work sessions;
4. Perform all such other duties as are incident to the office or are properly required by the Commission.

B. The Vice-President shall:

1. During the absence or disability of the President, exercise all the functions of the President;
2. Preside at all public meetings at which the President is not physically present;
3. Have such powers and discharge such duties as may be properly assigned from time to time by the Commission including but not limited to, performing the duties of the Secretary;
4. Perform all such other duties as are incident to the office or are properly required by the Commission.

C. The Secretary shall:

1. Supervise the recording of the minutes by Port staff;
2. Supervise Port staff in retaining a record of all motions and resolutions adopted by the Commission;
3. Supervise the safekeeping of the seal and the minute books;
4. Otherwise perform such further duties as are incident to the office and as are properly required by the Commission including but not limited to performing the duties of the Vice-President;
5. Review vouchers prior to the Commission meeting at which the voucher summary will be presented for approval and, be prepared to report voucher details to the entire Commission prior to approval.

D. Any Commissioner who shall be elected to act for an incumbent elected officer during the temporary absence or disability of such officer shall exercise all the functions of the incumbent officer, but only during the continuance of the absence or disability of such officer.

ARTICLE V Meetings

A. Regular Meetings: No additional notice shall be required for regular meetings, the time and place of which are established by resolution. The time and place of regular meetings may be modified by the Board at any time by resolution. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

B. Special Meetings and Work Sessions: Special public meetings or work sessions may be called for at any time either by the President or by a majority of the Commissioners by delivering personally or by mail, facsimile, or email written notice to each Commissioner, each local newspaper of general circulation and to each local radio or television station which has on file with the Commission a written request to be notified of such special meeting or work session. Such notice must be delivered personally or by mail, facsimile, or email at least twenty-four (24) hours before the time of such meeting, as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meeting by the Commission. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the Secretary of the Commission a written waiver of notice. Such waiver may be given by email or facsimile transmittal. Such written notice may also be dispensed with as to any member who is present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such a notice would make notice impractical and increase the likelihood of such injury or damage. If, by reason of fire, flood, earthquake, or other similar emergency, there is a need for expedited action by the Commission to meet the emergency, the Commission President may provide for a meeting site other than the regular meeting site and the notice requirements of these bylaws shall be suspended during such emergency.

C. Regular and special meetings and work sessions shall be open and public except as otherwise provided by law (see Section E - Executive Sessions). To further ensure accessibility to these public meetings, streaming access will be available along with recordings of past meetings on the Port's website. All meetings will be held in accordance with the requirements of RCW 42.30 and reasonable efforts shall be made to comply with the encouraged but not required suggestions in RCW 42.30.

D. Place of Meetings: All meetings shall be held at the Port of Port Angeles Administration Building, 338 W. 1st Street, Port Angeles, Washington. The place for holding such meetings may be changed by concurrence of a majority of the Commission. Notice of change of meeting location shall be publicized in the same manner as provided hereinabove with respect to notice of special meetings and work sessions, change of location of a regular meeting does not cause the meeting to become a special meeting.

E. Executive Sessions: The Commission may meet in executive session, which shall be closed to the public, during a regular or special meeting for all the purposes permitted by the Open Public Meetings Act (RCW 42.30) and other laws. Before convening an executive session, the presiding officer of the Commission shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be

extended to a stated later time by announcement of the designee. Information learned in executive session shall be treated as confidential.

F. Adjournment or Continuation to a Special Meeting: Adjournment or continuation to a special meeting shall be pursuant to notice as required by law.

G. Quorum: Two (2) Commissioners shall constitute a quorum for the convening of a meeting.

H. Absences: Any absence by a Commissioner from a meeting because of attendance to other Port business shall be so recorded in the minutes of the meeting, provided for in ARTICLE IX, and any such absence shall be automatically excused by the Commission.

I. Meetings shall be conducted in accordance with these Bylaws (including Exhibit A hereto) and Roberts' Rules of Order. In circumstances of conflict between the provisions thereof, these Bylaws (including Exhibit A hereto) shall control.

J. Cancellation of Meeting: Any regular or special meeting or work session may be canceled by the President. The President will not cancel a meeting within 24 hours of the scheduled meeting unless the cancellation is the result of a natural disaster or other emergency which would justify such cancellation for public safety or where such disaster/emergency may affect the Board's ability to achieve a quorum. In addition, the President shall not have the authority to cancel a meeting which was scheduled by written request provided to the Executive Director by two Commissioners.

K. Each Commissioner shall receive per diem compensation in an amount prescribed by RCW 53.12.260, as presently codified or hereafter amended, for each day or portion thereof spent (a) in actual attendance at official meetings of the Commission, or (b) in performance of other official services or duties on behalf of the Port.

L. A Commissioner may participate in any Commission meeting remotely.

ARTICLE VI

Motions

A. Except as otherwise required by ARTICLE VII, the Commission shall transact its business by motion which may be made or seconded by any Commissioner in attendance, including the chair of the meeting.

B. Voting on all motions shall be "aye" or "no," and the minutes of the meeting shall record the vote of each Commissioner present.

C. Concurrence of two (2) Commissioners shall be necessary and shall be sufficient for the passage of any motion.

ARTICLE VII
Resolutions

- A. All final actions of the Commission that, in the judgment of the Commission, are of a legislative character shall be embodied in the form of resolutions.
- B. A resolution may be adopted in the same meeting at which the resolution is introduced if, on a motion seconded and passed unanimously, the full Commission agrees to introduce the resolution, and thereafter on a motion seconded and passed by a majority of Commissioners, the Commission agrees to waive the second consideration of the resolution and adopt the resolution; PROVIDED, however, that a resolution that supersedes, amends, modifies, or suspends an existing resolution shall not be adopted at the same meeting at which it is introduced except by the affirmative vote of the entire Commission. Otherwise, a resolution may be introduced on a motion seconded and passed, in which case the resolution shall be put on the agenda of the next Commission meeting for adoption. If an emergency meeting of the Commission is called as described in Article V, Section B of these Bylaws, the unanimous approval requirements of this Article VII shall be suspended during such emergency.
- C. Voting on all resolutions shall be "aye" or "no," and the minutes of the meeting shall record the vote of each Commissioner present.
- D. Resolutions shall be numbered consecutively, and the original copy of each resolution shall be duly authenticated in open session by the signature of the Commissioners voting in its favor. Each resolution shall be filed by the Secretary and shall be recorded in a book or books kept for such purposes, which shall be public records.

ARTICLE VIII
Minutes

A Minutes of all proceedings of the Commission shall be approved by the Commission and shall be maintained in the Port's records, which shall be public records.

- B. No minutes are required for Executive Sessions.

ARTICLE IX
Amendment of
Bylaws

These Bylaws may be amended by the Commission by resolution duly adopted.

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

January 13, 2026

**SUBJECT: PROPOSED APPROVAL OF GENERAL LEGAL SERVICES
CONTRACT AMENDMENT 01**

PRESENTED BY: Paul Jarkiewicz, Port Chief Executive Officer

RCW & POLICY REQUIREMENT

General legal counsel services are considered a personal service and fall within the guidelines of RCW 53.19, Personal Service Contracts [Port districts]. According to the statute, engaging expert witnesses and legal services for general counsel or litigation are exempt from competition requirements (RCW 53.19.070(7)).

BACKGROUND:

In recent years, the Port has adopted an outsourced model for the delivery of all legal services. In 2019, Carolyn Lake of the Goodstein Law Group, PLLC (“GLG”), was retained under a contract for specified legal services. In 2020, GLG’s scope of work broadened to include General Legal Services.

ANALYSIS

The initial term of the Agreement was three years, starting January 1, 2024, and ending December 31, 2026, with options to renew annually thereafter upon mutual agreement of the terms and conditions. However, either party may terminate this Agreement at any time without any further obligation, other than payment of fees and costs incurred by Legal Counsel through the termination date.

Amendment 01 is to include the following changes:

1. The Agreement at Paragraph C “**Term**” is amended to extend through 31 December 2030 and is renewable upon mutual agreement on an annual basis thereafter.
2. The Agreement at Paragraph D “**Rates**” is amended to provide for an hourly rate of \$335.22 for 2026 **General Legal Services**. Rates for subsequent years shall be adjusted annually by 3%.
3. The Agreement at Exhibit A is amended to provide for an hourly rate of \$345.00 for 2026 Litigation Services. Rates for subsequent years shall be adjusted to increase annually at 3% per year.

4. Except as expressly amended herein, all other terms and conditions of the Agreement remain in full force and effect.

ENVIRONMENTAL IMPACT:

Executing this contract amendment has no environmental impact.

FISCAL IMPACT:

The Port has allocated \$150,000 for General Legal Services in its approved 2026 budget.

RECOMMENDATION:

The Port team recommends that the Commission authorize the Chief Executive Officer to execute Amendment 01 with the proposed changes as presented to the current personal services agreement with Goodstein Law Group PLLC for continued General Legal Services.

Future Agenda Items – Commission Meeting

01/13/2026

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
- Annual Bad Debt Report
- Sequim Bay Yacht Club (SBYC) Presentation

February 24, 2026 (Regular Commission Meeting)

- January Financial Report
- Port Angeles Yacht Club (PAYC) & Community Boating Program Presentation

March 10, 2026 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Monthly Cash and Investment Report
- Annual Capital Projects Report

March 24, 2026 (Regular Commission Meeting)

- February Financial Report

Upcoming Events

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

January 20: Tsunami Hazards & Risks Presentation, Field Arts & Events Hall (Port Angeles, WA)

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



**INDUSTRIAL DEVELOPMENT CORPORATION
Port of Port Angeles**

P.O. Box 1350, Port Angeles, WA 98362 • (360) 457-8527

**AGENDA
BOARD OF DIRECTORS MEETING**

January 13, 2026

(Immediately following the Port of Port Angeles Commission Meeting)

Welcome to the Industrial Development Corporation (IDC) Board Meeting. The purpose of this meeting is to hear reports from staff and to discuss policy issues relevant to IDC operations and administration.

I. Call to Order

II. Approval of January 4, 2025, Minutes

III. Annual Meeting

A. Background

1. Overview
2. History of Activity

B. Election of the IDC Officers

**C. Acknowledge receipt of the 2025 Annual Financial Report
(Statement of Operations for Fiscal Year Ending 12/31/25)**

IV. New Business

V. Public Comment

VI. Items not on the Agenda

VII. Next Meeting

IDC special meetings will be held on an “as needed” basis. When scheduled, they will immediately follow the Port of Port Angeles Commission meeting. The regular annual meeting is held on the same day as the first regular meeting of the year of the Port Commission of the Port of Port Angeles.

VIII. Adjourn



INDUSTRIAL DEVELOPMENT CORPORATION Port of Port Angeles

P.O. Box 1350, Port Angeles, WA 98362 • (360) 457-8527

MINUTES BOARD OF DIRECTORS MEETING

January 14, 2025

(Immediately following the Port of Port Angeles Commission Meeting)

Welcome to the Industrial Development Corporation (IDC) Board Meeting. The purpose of this meeting is to hear reports from staff and to discuss policy issues relevant to IDC operations and administration.

I. **Call to Order**

Comm. Beauvais called the meeting to order at 9:31 am.

II. **Approval of January 9, 2024 Minutes**

- Discussion
- Motion to approve the January 9, 2024 minutes: Comm. Beauvais
- 2nd: Comm. Burke
- Vote: 2-0 (Unanimous)
- **Commissioner McAleer had an excused absence*

III. **Annual Meeting**

A. **Background**

1. Overview
2. History of Activity
 - Presentation: Paul Jarkiewicz
 - Discussion
 - No Action

B. **Elect the IDC Officers**

- Discussion
- Motion that the 2025 Port Commission officers serve as the 2025 IDC Officers: Comm. Beauvais
- 2nd: Comm. Burke
- Vote: 2-0 (Unanimous)

C. **Acknowledge receipt of the 2024 Annual Financial Report (Statement of Operations for Fiscal Year Ending 12/31/24)**

- Presentation: Sarah Kuh
- Discussion
- Comm. Beauvais acknowledged receipt of the 2024 Annual Financial Report

IV. New Business

None

V. Public Comment

None

VI. Items not on the Agenda

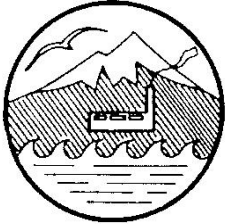
None

VII. Next Meeting

IDC special meetings will be held on an “as needed” basis. When scheduled, they will immediately follow the Port of Port Angeles Commission meeting. The regular annual meeting is held on the same day as the first regular meeting of the year of the Port Commission of the Port of Port Angeles.

VIII. Adjourn

Comm. Beauvais adjourned the meeting at 9:41 am.



INDUSTRIAL DEVELOPMENT CORPORATION

Port of Port Angeles

P.O. Box 1350, Port Angeles, WA 98362 • (360) 457-8527

III. ANNUAL MEETING

A. BACKGROUND

In 1982 the Industrial Development Corporation (IDC) of the Port of Port Angeles was formed. The IDC is a separate municipal corporation which has the authority, under RCW 39.84 and IRS 103(b), to issue nonrecourse revenue bonds on behalf of private companies. Such bonds are restricted to financing industrial development anywhere (Port or non-Port property) within the port district. These bonds are referred to as Industrial Revenue Bonds (IRB's). They allow a private company to obtain tax-exempt financing, which carries a lower interest rate.

Revenue bonds issued through the IDC are payable solely by the private company developing industrial facilities. The bonds are neither a liability nor a contingent liability of the IDC or the Port of Port Angeles. See the IDC "Overview" document and the "History of Activity" document for more information.

The most recent IDC bond activity was an inducement resolution executed on behalf of Black Ball Transport Inc. in February 2011. The inducement resolution indicates the intention of the IDC to issue IRB bonds if the private company wishes to take advantage of lower interest rates. Black Ball Transport has proceeded with their project without requesting an IRB.

Attachments: Overview and History of Activity

B. ELECT IDC OFFICERS

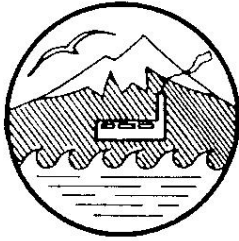
Resolution No. 529 of the Port of Port Angeles designates the incumbent Port of Port Angeles Commissioners as the Board of Directors of the IDC. Article 4 of the IDC's bylaws requires an annual meeting in January to elect officers.

C. 2025 Annual Financial Reports

Action is necessary to accept the Annual Financial Report of the IDC. Attached is the financial statement for calendar year 2025, in which \$.69 was earned in interest. Next year, the fiscal report will cover the calendar year 2026.

RECOMMENDATIONS

1. Elect the IDC officers: President, Vice President, Secretary/Treasurer
2. Acknowledge receipt of the 2025 Annual Financial Reports



INDUSTRIAL DEVELOPMENT CORPORATION Port of Port Angeles

P.O. Box 1350, Port Angeles, WA 98362 • (360) 457-8527

Overview

In 1982 the Industrial Development Corporation (IDC) of the Port of Port Angeles was formed. The IDC is a separate municipal corporation which has the authority, under RCW 39.84 and IRS 103(b), to issue **nonrecourse** revenue bonds on behalf of private companies. Such bonds are restricted to financing industrial development anywhere (Port or non-Port property) within the port district. These bonds are referred to as Industrial Revenue Bonds (IRB's). They allow a private company to obtain tax-exempt financing, which carries a lower interest rate.

Revenue bonds issued through the IDC are payable solely by the private company developing industrial facilities. The bonds are neither a liability nor a contingent liability of the IDC or the Port of Port Angeles.

Bonds issued by the IDC must be approved by the Washington state tax exempt bond cap program which regulates total tax exempt bond issuances within the state.

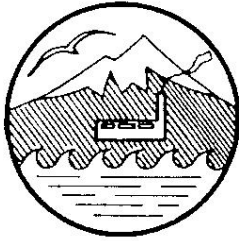
The IDC board is composed of the three current Port commissioners; the board operates under a separate set of bylaws. The IDC has no employees; all IDC work is performed by Port staff under a reimbursement agreement between the Port and the IDC.

The only sources of IDC revenue are bond issuance fees received when IDC bonds are actually issued. These fees, normally a few thousand dollars, are then transferred to Port accounts to reimburse the Port for time spent by Port staff on IDC issues.

IDC accounts are audited annually by the State Auditors' Office.

The IDC nonrecourse bond process involves the following steps:

1. Completion of an IRB application from by the private company
2. Adoption of an "Inducement Resolution" by the IDC - this resolution indicates the **intention** of the IDC to issue bonds for a qualified project, no bonds are issued at this time and no funds are generated
3. After review by IDC's bond counsel, project is submitted to Washington State bond cap program for approval - counsel works for IDC, fees are paid by private company
4. If approved by state, and private financing is negotiated, IDC will adopt IRB **issuance** resolution
5. On the bond closing date funds are transferred from financial institution to private company
6. The private company repays loan directly to financial institution



INDUSTRIAL DEVELOPMENT CORPORATION Port of Port Angeles

P.O. Box 1350, Port Angeles, WA 98362 • (360) 457-8527

History of Industrial Revenue Bond Activity Inducement & Issuance Resolutions adopted through December 31, 2025

There are two types of resolutions adopted by the IDC:

- Inducement resolutions which indicate the intention of the IDC to issue Industrial Revenue Bonds (IRB) at a later time if a private company proceeds through the IRB process
- Issuance resolutions which trigger the actual issuance of an IRB bond

IDC Inducement Resolutions

There have been nine inducement resolutions adopted by the IDC. The parties have three years from the date of the inducement resolution to agree to mutually acceptable terms to issue an IRB.

Date	Company	Amount
5/11/82	Seattle North Coast Railroad	\$ 5,000,000
8/17/82	Cedar-al Products, Inc.	\$ 50,000
3/26/85	Hiller Helicopters/Rogerson	\$ 4,000,000
12/19/85	Atlas Trucking	\$ 750,000
1/23/89	Daishowa	\$ 18,500,000
9/24/90	Daishowa	\$ 40,000,000
5/28/96	Admiral Marine Works, Inc.	\$ 7,000,000
1/13/97	K-Ply, Inc.	\$ 2,000,000
2/14/11	Black Ball Transport	\$ 8,000,000

IDC Issuance Resolutions

There have been five IRB issuances approved by the IDC:

Date	Company	Amount	Outstanding Principal	Maturity Date
10/10/85	Hiller Helicopters/Rogerson	\$ 3,800,000	\$ 0	
5/13/91	Daishowa	\$ 13,200,000	\$ 0	
8/10/92	Daishowa	\$ 10,000,000	\$ 0	
11/23/92	Daishowa	\$ 16,550,000	\$ 0	
11/25/96	Admiral Marine Works, Inc.	\$ 2,500,000	\$ 0	

STATEMENT OF OPERATIONS
FISCAL YEAR ENDING 12/31/2025

BEGINNING BALANCE	\$1,352.47	
INCOME:		
Interest	0.69	
TOTAL INCOME	0.69	
EXPENSES:		
TOTAL EXPENSES	0.00	
ENDING BALANCE 12/31/2023		<u><u>\$1,353.16</u></u>

BALANCE SHEET
FISCAL YEAR ENDING 12/31/2025

	<u>DEBIT</u>	<u>CREDIT</u>
ASSETS:		
CASH ON HAND	\$1,353.16	
LIABILITIES & CAPITAL		
NET WORTH FROM OPERATIONS		\$1,353.16
	<u><u>\$1,353.16</u></u>	<u><u>\$1,353.16</u></u>