



REGULAR COMMISSION MEETING
Tuesday, January 27, 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. December 2025 Financial Report.....1-2
- V. APPROVAL OF CONSENT AGENDA**
 - A. Regular Commission Meeting Minutes – January 13, 2026.....3-6
 - B. Vouchers in the amount of \$436,234.79.....7
- VI. COMPLETION OF RECORDS**
 - A. 4th Quarter Operations Report.....8-22
- 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

- A. Item for Consideration – Sequim Logging Show Sponsorship.....23-24
- B. Item for Consideration – Port Angeles Salmon Club Sponsorship.....25-26
- C. Item for Consideration – American Forest Resource Council Sponsorship.....27-28
- D. Item for Consideration – Delegation of Authority Updates and Renewal.....29-46

XIV. ITEMS NOT ON THE AGENDA

XV. COMMISSIONER REPORTS

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

XVII. FUTURE AGENDA.....47

XVIII. NEXT MEETINGS

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

XIX. 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

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

***Commissioners, Congresswoman Randall, and LEKT to visit the Tse-whit-zen site after the adjournment of the Regular Commission Meeting at 11:00 am**



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 boozing 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
P&L Summary by Department
December 31, 2025

	Monthly						
	December Actual	December Budget	Actual vs Budget Variance	Actual vs Budget Variance %	December RF	Actual vs RF Variance	Actual vs RF Variance %
OPERATING REVENUES							
11 MARINE TERMINAL	198,362	101,714	96,648	▲ 95.02%	178,872	19,490	▲ 10.90%
15 MARINE TRADES AREA	67,232	59,722	7,510	▲ 12.57%	59,735	7,497	▲ 12.55%
21 LOG YARD	75,506	67,288	8,218	▲ 12.21%	66,255	9,251	▲ 13.96%
31 FAIRCHILD INTL AIRPORT	39,310	38,570	740	▲ 1.92%	38,311	999	▲ 2.61%
32 SEKIU	1,326	1,457	(131)	▼ 9.01%	1,458	(132)	▼ 9.07%
33 AIRPORT RENTAL PROPERTIES	139,378	161,049	(21,671)	▼ 13.46%	138,898	480	▲ 0.35%
41 PORT ANGELES BOAT HAVEN	152,000	149,029	2,971	▲ 1.99%	146,469	5,531	▲ 3.78%
43 JOHN WAYNE MARINA	134,686	177,052	(42,366)	▼ 23.93%	158,237	(23,551)	▼ 14.88%
61 RENTAL PROPERTIES	18,562	18,707	(145)	▼ 0.77%	17,936	626	▲ 3.49%
TOTAL OPERATING REVENUES	826,362	774,588	51,774	▲ 6.68%	806,171	20,191	▲ 2.50%
OPERATING EXPENSES							
11 MARINE TERMINAL	124,050	120,772	3,279	▲ 2.71%	119,728	4,322	▲ 3.61%
15 MARINE TRADES AREA	50,766	33,543	17,223	▲ 51.35%	32,664	18,102	▲ 55.42%
21 LOG YARD	71,337	95,106	(23,769)	▼ 24.99%	109,523	(38,186)	▼ 34.87%
31 FAIRCHILD INTL AIRPORT	34,278	34,915	(637)	▼ 1.83%	42,409	(8,131)	▼ 19.17%
32 SEKIU	1,768	2,025	(257)	▼ 12.71%	1,973	(205)	▼ 10.41%
33 AIRPORT RENTAL PROPERTIES	40,191	48,367	(8,176)	▼ 16.90%	46,356	(6,165)	▼ 13.30%
41 PORT ANGELES BOAT HAVEN	75,475	75,980	(505)	▼ 0.66%	71,549	3,926	▲ 5.49%
43 JOHN WAYNE MARINA	92,361	98,409	(6,048)	▼ 6.15%	96,571	(4,210)	▼ 4.36%
61 RENTAL PROPERTIES	7,910	9,799	(1,889)	▼ 19.28%	7,329	581	▲ 7.93%
80 ADMINISTRATIVE	222,282	198,698	23,583	▲ 11.87%	187,244	35,038	▲ 18.71%
81 ECONOMIC DEVELOPMENT	38,591	36,739	1,852	▲ 5.04%	44,328	(5,737)	▼ 12.94%
82 IT	7,572	-	7,572	-	7,150	422	▲ 5.90%
91 MECH SHOP	16,072	28,306	(12,234)	▼ 43.22%	22,668	(6,596)	▼ 29.10%
92 FACILITIES MAINTENANCE	40,337	39,308	1,029	▲ 2.62%	40,858	(521)	▼ 1.27%
TOTAL DIRECT EXPENSES	822,989	821,966	1,023	▲ 0.12%	830,350	(7,361)	▼ 0.89%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	0	(0)	▼ 100.00%
NET SURPLUS (DEFICIT) - Before Depreciation	3,373	(47,378)	50,751	▼ 107.12%	(24,179)	27,552	▼ 113.95%
ALLOCATED DEPRECIATION	-	0	(0)	▼ 100.00%	(0)	0	▼ 100.00%
DEPRECIATION EXPENSE	275,858	306,279	(30,421)	▼ 9.93%	271,430	4,428	▲ 1.63%
NET SURPLUS (DEFICIT) - After Depreciation	(272,485)	(353,657)	81,172	▼ 22.95%	(295,609)	23,124	▼ 7.82%
NON-OP (GENERAL)							
NON-OP REV (General)	79,123	98,200	(19,077)	▼ 19.43%	77,000	2,123	▲ 2.76%
NON-OP EXP (General)	4,002	7,570	(3,568)	▼ 47.13%	15,037	(11,035)	▼ 73.38%
NON-OP (General) SURPLUS (DEFICIT)	75,121	90,630	(15,509)	▼ 17.11%	61,963	13,158	▲ 21.23%
NON-OP (CAPITAL)							
NON-OP REV (Capital)	160,311	171,170	(10,859)	▼ 6.34%	7,475,035	(7,314,724)	▼ 97.86%
NON-OP EXP (Capital)	4,769	936	3,833	▲ 409.49%	4,109	659	▲ 16.05%
NON-OP (Capital) SURPLUS (DEFICIT)	155,542	170,234	(14,691)	▼ 8.63%	7,470,926	(7,315,384)	▼ 97.92%
NET NON-OP SURPLUS (DEFICIT)	230,663	260,864	(30,201)	▼ 11.58%	7,532,889	(7,302,226)	▼ 96.94%
TOTAL NET SURPLUS (DEFICIT)	(41,822)	(92,793)	50,971	▼ 54.93%	7,237,280	(7,279,102)	▼ 100.58%

Port of Port Angeles
P&L Summary by Department
December 31, 2025

	Year to Date						
	YTD Actual	YTD Budget	Actual vs Budget Variance %		YTD RF	Actual vs RF Variance %	
OPERATING REVENUES							
11 MARINE TERMINAL	2,301,556	2,897,638	(596,082)	▼ 20.57%	2,231,167	70,390	▲ 3.15%
15 MARINE TRADES AREA	833,070	874,210	(41,140)	▼ 4.71%	852,069	(18,999)	▼ 2.23%
21 LOG YARD	998,235	1,034,456	(36,221)	▼ 3.50%	873,862	124,373	▲ 14.23%
31 FAIRCHILD INTL AIRPORT	480,887	467,650	13,237	▲ 2.83%	459,127	21,760	▲ 4.74%
32 SEKIU	17,488	17,434	54	▲ 0.31%	17,806	(318)	▼ 1.79%
33 AIRPORT RENTAL PROPERTIES	1,695,274	1,932,588	(237,314)	▼ 12.28%	1,694,639	635	▲ 0.04%
41 PORT ANGELES BOAT HAVEN	2,055,787	2,055,299	488	▲ 0.02%	2,046,619	9,168	▲ 0.45%
43 JOHN WAYNE MARINA	2,089,599	2,162,807	(73,208)	▼ 3.38%	2,060,266	29,333	▲ 1.42%
61 RENTAL PROPERTIES	226,822	224,484	2,338	▲ 1.04%	219,507	7,315	▲ 3.33%
TOTAL OPERATING REVENUES	10,698,719	11,666,566	(967,847)	▼ 8.30%	10,455,063	243,656	▲ 2.33%
OPERATING EXPENSES							
11 MARINE TERMINAL	1,480,761	1,488,411	(7,651)	▼ 0.51%	1,431,672	49,089	▲ 3.43%
15 MARINE TRADES AREA	400,209	392,030	8,179	▲ 2.09%	365,859	34,351	▲ 9.39%
21 LOG YARD	1,286,298	1,189,922	96,376	▲ 8.10%	1,377,021	(90,724)	▼ 6.59%
31 FAIRCHILD INTL AIRPORT	625,377	520,080	105,297	▲ 20.25%	610,985	14,391	▲ 2.36%
32 SEKIU	27,673	31,061	(3,388)	▼ 10.91%	30,601	(2,927)	▼ 9.57%
33 AIRPORT RENTAL PROPERTIES	540,867	581,554	(40,687)	▼ 7.00%	554,669	(13,802)	▼ 2.49%
41 PORT ANGELES BOAT HAVEN	882,464	899,606	(17,142)	▼ 1.91%	864,341	18,123	▲ 2.10%
43 JOHN WAYNE MARINA	1,171,667	1,161,038	10,629	▲ 0.92%	1,121,605	50,061	▲ 4.46%
61 RENTAL PROPERTIES	133,129	128,231	4,898	▲ 3.82%	138,495	(5,366)	▼ 3.87%
80 ADMINISTRATIVE	2,699,915	2,350,509	349,407	▲ 14.87%	2,555,317	144,598	▲ 5.66%
81 ECONOMIC DEVELOPMENT	432,302	474,794	(42,492)	▼ 8.95%	436,953	(4,651)	▼ 1.06%
82 IT	81,044	-	81,044	-	64,655	16,389	▲ 25.35%
91 MECH SHOP	227,685	229,152	(1,467)	▼ 0.64%	235,070	(7,384)	▼ 3.14%
92 FACILITIES MAINTENANCE	383,031	384,121	(1,090)	▼ 0.28%	448,007	(64,976)	▼ 14.50%
TOTAL DIRECT EXPENSES	10,372,422	9,830,509	541,913	▲ 5.51%	10,235,249	137,173	▲ 1.34%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	0	(0)	▼ 100.00%
NET SURPLUS (DEFICIT) - Before Depreciation	326,297	1,836,057	(1,509,760)	▼ 82.23%	219,813	106,484	▲ 48.44%
ALLOCATED DEPRECIATION	-	0	(0)	▼ 100.00%	(0)	0	▼ 100.00%
DEPRECIATION EXPENSE	3,253,403	3,624,113	(370,710)	▼ 10.23%	3,226,670	26,733	▲ 0.83%
NET SURPLUS (DEFICIT) - After Depreciation	(2,927,106)	(1,788,056)	(1,139,050)	▲ 63.70%	(3,006,856)	79,751	▼ 2.65%
NON-OP (GENERAL)							
NON-OP REV (General)	1,026,226	1,227,600	(201,374)	▼ 16.40%	970,418	55,808	▲ 5.75%
NON-OP EXP (General)	23,092	121,797	(98,705)	▼ 81.04%	227,905	(204,812)	▼ 89.87%
NON-OP (General) SURPLUS (DEFICIT)	1,003,134	1,105,803	(102,669)	▼ 9.28%	742,514	260,620	▲ 35.10%
NON-OP (CAPITAL)							
NON-OP REV (Capital)	5,492,196	10,574,502	(5,082,306)	▼ 48.06%	12,589,424	(7,097,228)	▼ 56.37%
NON-OP EXP (Capital)	48,077	11,232	36,845	▲ 328.04%	47,649	428	▲ 0.90%
NON-OP (Capital) SURPLUS (DEFICIT)	5,444,119	10,563,270	(5,119,151)	▼ 48.46%	12,541,775	(7,097,656)	▼ 56.59%
NET NON-OP SURPLUS (DEFICIT)	6,447,253	11,669,073	(5,221,820)	▼ 44.75%	13,284,289	(6,837,036)	▼ 51.47%
TOTAL NET SURPLUS (DEFICIT)	3,520,147	9,881,017	(6,360,870)	▼ 64.37%	10,277,433	(6,757,286)	▼ 65.75%



REGULAR COMMISSION MEETING
Tuesday, January 13, 2026, 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.
Martin Marchant, Marine Trades Manager
Katharine Frazier, Grants & Gov Affairs Mgr
Jenna Riley, Clerk of the Board
Amanda Saiz, Business Support Specialist

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:35)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:36-5:36)

Robert Beausoleil of Port Angeles spoke about the resurrection of the Port Angeles Salmon Club and the annual Salmon Derby that will be held on Memorial Day Weekend. Mr. Beausoleil requested that the Port waive launch fees and provide additional parking.

III. APPROVAL OF AGENDA (5:37-6:05)

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

IV. WORK SESSION (24:17-1:22:50)

A. Conduct Board Elections

- Motion to appoint Comm. Beauvais as President, Comm. Burke as Vice President, and Comm. McAleer as Secretary: Comm. Burke
- 2nd: Comm McAleer
- Vote: 3-0 (Unanimous)
- *New appointment will be effective upon adjournment of this meeting

B. Review of Port Representation for 2026

- Discussion
- Motion to approve Port Representation for 2026: Comm. Beauvais
- 2nd: Comm McAleer
- Vote: 3-0 (Unanimous)

C. Monthly Cash & Investment Report

- Presentation: Jennifer Baker
- Discussion
- No Action

D. November 2025 Financial Report

- Presentation: Jennifer Baker
- Discussion
- No Action

E. Composite Manufacturing Building Design Request for Qualification

- Presentation: Chris Hartman
- Discussion
- No Action



V. APPROVAL OF CONSENT AGENDA (1:22:51-1:26:47)

- A. Regular Commission Meeting Minutes – December 9, 2025
- B. Special Commission Meeting Minutes – December 29, 2025
- C. Vouchers in the amount of \$1,395,950.23
 - Discussion
 - Motion to approve the consent agenda as presented: Comm Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS (1:26:48-1:28:10)

- A. Monthly Delegation of Authority Report
 - Discussion
 - No Action

VII. PLANNING AND CAPITAL PROJECTS (1:28:11-1:37:32)

- A. Item for Consideration – Log Yard Site and Stormwater Improvements Advertisement for Bids
 - Presentation: Chris Hartman
 - Discussion
 - No Action
- B. Item for Consideration – Kennedy Jenks Contract Amendment 6 – Log Yard Site and Stormwater Improvements
 - Discussion
 - Motion to authorize the Chief Executive Officer 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): Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

No items

XI. MARINAS (1:37:33-1:41:44)

- A. Item for Consideration – Port Resolution to Sell Abandoned Vessels – 26-1335
 - Presentation: Martin Marchant
 - Discussion
 - Motion to adopt Resolution 26-1335: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)

XII. AIRPORTS

No items



XIII. OTHER BUSINESS (6:06-24:16) & (1:41:45-1:51:55)

- A. Presentation – Sequim School District Career & Technical Education (CTE) Application to the Community Partner Program
 - Presentation: Bill McFarlen & Ned Floeter
 - Discussion
 - Motion to authorize the Chief Executive Officer to coordinate with Sequim CTE to support their small engineer repair facility in an amount not to exceed \$10,000 in cash or in-kind services: Comm. McAleer
 - 2nd: Comm. Burke
 - Vote: 3-0 (Unanimous)
- B. Item for Discussion – Annual Port Commission Bylaws Review
 - Presentation: Jenna Riley
 - Discussion
 - Comm. Beauvais and Port CEO to review and determine any possible amendments
- C. Item for Consideration – Proposed Approval of General Legal Services Contract Amendment 01
 - Presentation: Paul Jarkiewicz
 - Discussion
 - Motion to 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: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)

XIV. ITEMS NOT ON THE AGENDA (1:51:56-1:52:02)

No items

XV. COMMISSIONER REPORTS

No items

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:52:03-1:54:38)

Comm. McAleer spoke on John Nutter's Celebration of Life, and its scheduled time and place.

XVII. FUTURE AGENDA (1:54:39-1:56:14)

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



Recessed Regular Meeting: 10:56 am

XX. INDUSTRIAL DEVELOPMENT CORPORATION (IDC) ANNUAL MEETING (1:56:15-2:08:13)

Regular Meeting Resumed: 11:08 am

XXI. EXECUTIVE SESSION (2:08:14-2:12:29)

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 is not 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."
 - One (1) item legally allowed pursuant to RCW 42.30.110(1)(i), "To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."
- Recessed Regular Meeting at 11:11 am for 4 minutes
- Start Time: 11:15 am
- Extended: 40 minutes
- End Time: 12:52 pm

Public Session of Commission Meeting Reconvened: 12:52 pm

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

XXII. ADJOURN (2:12:30-2:12:35)

Comm. Burke adjourned the meeting at 12:52 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Colleen McAleer, 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	
	Check #	Check #	
For General Expenses and Construction			
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)			<u>\$ 179,915.18</u>
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

REPORT TO THE BOARD OF PORT COMMISSIONERS
4th QUARTER 2025

QUARTERLY OPERATIONS REPORT

REPORT	NO ACTION	ATTACHED
Rental Property Occupancy		X
Travel Approved Within WA, OR, ID, and BC, Canada		X
Marina and Boat Yard Operations		X
Port Angeles Boat Haven Occupancy		X
John Wayne Marina Occupancy		X
Marine Terminal Operations		X
Marine Terminal Utilization		X
Log Yard Operations		X
Log Yard Loads		X

Port Property Inventory / Status - 4th Quarter 2025			SF	Properties Rented	Properties Rent Ready	Not Rent Ready	Rented Acres
Property	Location						
Port Operations Facilities							
Port Administration Building	338 W. First Street		11,608				
Facilities Maintenance Annex	112 S. Valley Street		9,375				
Facilities Maintenance	2604 W 18th Street (small red bldg)		420				
Facilities Maintenance NEW in 2025	2604 W. 19th ST B (Pole Building)		2,880				
Log Scale Building	1500 Blk Marine Drive		2,600				
Operations for Terminals and Security	Marine Terminal, 202 N. Cedar St., Suite 6 upstairs		1,322				
Mechanic Shop	1301 Marine Drive		20,900	500			
John Wayne Marina, Harbormaster Office	2577 W. Sequim Bay Road		3,001	200			
FIA Airport Manager's Office	Fairchild International Airport		900				
FIA Airport Terminal Space - Conference Room	Fairchild International Airport		672				
Garage	Critchfield Rd @ Saddle Club		780				
	TOTAL PORT OPS BUILDINGS SF		54,458				
Port Rental Properties							
For Rent							
Airport Coffee Shop	1402 William R Fairchild Airport Rd		840		840		0.00
CRTC Bldg front offices	2220 W 18th Street - CRTC Building Offices		2,318	2318			0.00
1010 Building	2140 W 18th Street (15,000 office, 10,000 warehouse)		25,000	10,935	10,000	4,065	0.25
1010 Phase II Transition (access to OH doors unrented)	2140 W 18th Street (16,600 warehouse)		16,600	12,690		3,910	0.29
1050 Building	2140 W 18th Street (40,000 SF)		40,000	32,250		7,750	0.74
1050 Building Paint Booths	2140 W 18th Street Paintbooths		2,924			2924	
1050 Phase I Addition	2140 W 18th Street (2 tenants in this Phase)		8400	3,926	2,000	2,474	0.09
MTIB Suites A, B	2007 S O Street - Offices and Warehouse		10,000		10,000		0.75
Marine Terminal Office	202 N. Cedar Street, Suite 4		270			270	
Baby Store (Office)	313 N. 1st Street				2,400		
430 Marine Drive	Green garage and fenced paved lot. New asset 11/2023		1,150			1150	
720 Marine Drive	Office/gravel parking			1,300			
	AVAILABLE PROPERTIES TOTAL SF		107,502	63,419	25,240	22,543	1.46
Rented Properties	North Airport Industrial Park (NAIP)						
2 Grade, LLC	Land E of 2417 W 19th						0.55
2 Grade	2032 S. O Street (garage)			3,000			0.07
Natural Systems Design	2032 S. O Street (Office and fenced land)				861		0.11
ACTI 10.20	2138 W 18th St			25,000			0.57
ACTI 10.30	2138 W 18th St			25,000			0.57
ACTI 10.40	2138 W 18th St			25,000			0.57
ACTI 2230	2230 W 18th St			25,000			0.57
Rented Properties	North Airport Industrial Park (NAIP)						
Arrow Marine Services, Inc.	2140 W 18th Street - storage within 1050 Building			6,250			0.14
Armstrong Consolidated, LLC	2007 S. O Street, Suites C,D,E			16,800			1.60
Barhop Brewing LLC	2506 W. 19th Street			2,952			0.07

Port Property Inventory / Status - 4th Quarter 2025			SF	Properties Rented	Properties Rent Ready	Not Rent Ready	Rented Acres
Property	Location						
City Parks & Recreation	2602 W 18th St; Buildings 6,407 SF; Land 167,871 SF			6,407			3.85
Clallam County Youth Services	1912 West 18th Street (T.I.)			0			3.84
CRTC	2220 W 18th Street - Main Bldg and Lab Space			21,374			0.49
CRTC	2140 W 18th Street (1050)			26,000			0.00
First Step Family Support Center	2140 W 18th Street (1050)			1,125			0.03
Port Angeles Hardwood, LLC	2140 W 18th Street (1010)			23,625			0.54
Insitu Ecosystems LLC	2140 W 18th Street (Phase 1 Addition)			2,801			0.06
FKC Co., Ltd	2708 W 18th St (T.I.)			0			4.94
Knight Fire Protection	2509 W 19th St Land (T.I.)			0			0.51
Lifeflight Network LLC	2530 W 19th Street- Office			2,500			0.06
Lifeflight Network LLC	2530 W 19th Street- Land			0			0.44
Murrey's Disposal Inc.	2548 19th Street (land and bldg)	115,671	19,800				0.45
Peninsula Rifle & Pistol Club	2600 W 18th St (T.I.)			0			0.41
Public Utility District #1	1936 W 18th Street (T.I.)			0			6.89
GSA - USDHS	1908 South O Street		6,028				0.14
Renaissance Property Holdings LLC	900 Block Marine Drive (Due Diligence Only)			0			2.26
Waterfront Rental Properties							
A.M. Holdings, Inc. (Platypus) Area C	102 N. Cedar (Area C Bldg and Land)			900			0.31
A.M. Holdings, Inc. (Platypus) Area A & B	102 N. Cedar (T.I.) Area A&B Land			0			3.95
A.M. Holdings, Inc. (Platypus)	Terminal 1 dock			11,000			0.25
Accurate Angle Crane	Boat Yard Dry Storage			0			0.01
Arrow Marine	914 Marine Drive			3200			0.07
Arrow Marine	916 Marine Drive			5000			0.11
Arrow Marine	435 Marine Drive			6,549			0.15
30 Gold LLC (Coffee Shop)	436 Marine Drive (Land only)			0			0.19
Project Macoma LLC	1301 Marine (portion of Mech Shop)			500			0.00
Project Macoma LLC	Terminal 7 Berthage and Log Yard			23,722			0.07
MRSC (outside storage)	220 Tumwater Truck Rte - Parking Lot	21,080	0				0.48
ConocoPhillips (outside storage)	220 Tumwater Truck Rte - Parking Lot	2,000	0				0.05
Fenced (outside storage) available	220 Tumwater Truck Rte - Parking Lot	10,500	0				0.00
Black Ball Transport, Inc.	101 East Railroad Ave - Terminal 2			0			3.85
Bluewater Boatworks, LLC	830 W Boat Haven Drive			1,500			0.03
Rayonier TRS Forest Operations, LLC	202 N Cedar, Suite 3 Office			380			0.01
Waterfront Rental Properties							
Biobased Trading LLC	202 N Cedar Suite 1 (office)			399			0.01
Biobased Trading LLC	Terminal 1 conveyor storage			2400			0.06
Global Diving & Salvage, Inc.	202 N Cedar, Suite 2 and 300 SF Warehouse			635			0.01
High Tide Seafoods/Oly Pen Seafood	3rd Ave Lot Storage			0			0.07
High Tide Seafoods/Oly Pen Seafood	820 Marine Drive			6,000			0.14
Motive Power Marine, LLC	731 Marine Drive			10,000			0.23
MSRC - Storage on T1	On T1 Dock - Storage	Page 2 of 4		0			0.03

Port Property Inventory / Status - 4th Quarter 2025			SF	Properties Rented	Properties Rent Ready	Not Rent Ready	Rented Acres
Property	Location						
MSRC - Parking on T1	On T1 Dock - Parking			0			0.04
MSRC - Parking near T3	Parking near T3			0			0.02
National Response Corporation	Terminal 7 Berthage	248 LF	248				0.01
John Eric Bert	812 Boat Haven Drive		945				0.02
Andy Choi	801 Marine Drive		10,322				0.24
PetroCard, Inc.	801 Marine Drive (NW portion)		1,683				0.00
PA Yacht Club	1305 Marine Drive (T.I.)		0				0.20
Petrocard, Inc.	832 Boat Haven		165				0.00
Petrocard, Inc.	Retail Lease in the Boatyard Bldg		125				0.00
Petrocard, Inc.	A-4 Storage		420				0.01
Petrocard, Inc.	Fuel Tank Land		0				0.03
Petrocard, Inc.	Fuel Float		0				0.05
Westech Consulting, LLC	937 Boathaven (office on the jetty)		624				0.01
Waterfront Automotive	930 Marine Drive, Suite C		2,400				0.06
Fire Chief Equipment	930 Marine Drive, Suite D		600				0.01
WA Dept Fish & Wildlife	930 Marine Drive, Suite E		600				0.01
Westport LLC.	Sign lease - Marine Dr / Tumwater	570					0.01
Westport LLC. 720 Marine Dr	720 Marine Dr Parking (land only)	60,000					1.38
Westport LLC, Boatyard Dry Storage	Ground lease @ BY dry storage						0.32
John Wayne Marina							
Sequim Bay Yacht Club - Room Space	2577 West Sequim Bay Rd		951				0.02
Sequim Bay Yacht Club - Outside Storage	2577 West Sequim Bay Rd						0.04
Baranof Yacht Sales	2577 West Sequim Bay Rd (Upper Floor Crow's Nest)		220				
Steve W. Little, Inc. (Dockside Grill)	2577 West Sequim Bay Rd		2,154				
Downtown Port Angeles/Sekiu							
Beebe (Baby Store)	313 N. First St. building		2,400				
North Olympic Healthcare Network	323 W First St, 20 parking spaces	7,400					0.17
WA Small Business Development Ctr	338 W First St, Admin Office Suite 202		177				0.00
Center for Inclusive Entrepreneurship	338 W First St, Admin Office Suite 201		220				0.01
Lambert Consulting, LLC	338 W First St, Admin Office, Suite 101		230				0.01
Clallam County Fire District #5	Sekiu Airport Hangar		3,200				0.07
South Airport Rental Properties							
Angeles Communications, Inc.	1402 William R. Fairchild Airport		750				0.02
Fedex - 1 tie down	1402 William R. Fairchild Airport		0				0.11
Fedex - hangar	1402 William R. Fairchild Airport		9,600				0.22
Fedex - office	1402 William R. Fairchild Airport		1,432				0.03
FAA Antenna & Rack Space	1402 William R. Fairchild Airport		360				0.01
High Flyer Owners Assn Condo A	Hangar Pad A (T.I.)		0				0.29
High Flyer Owners Assn Condo C	Hangar Pad C (T.I.)		0				0.29
Lifeflight Network LLC	1405 Airport Road - Hangar		2,750				0.06
Lifeflight Network LLC	1405 Airport Road - Office		792				0.02

Port Property Inventory / Status - 4th Quarter 2025			SF	Properties Rented	Properties Rent Ready	Not Rent Ready	Rented Acres
Property	Location						
Lifeflight Network LLC	1406 Airport Road - Hangar			2,160			0.05
Lifeflight Network LLC	1406 Airport Road - Office			1,256			0.03
Lifeflight Network LLC	1407 Airport Road - Hangar			2,160			0.05
Lifeflight Network LLC	1407 Airport Road - Office			280			0.01
Merrill & Ring	Airport Log Yard			0			1.00
Olympic R/C Modelers	Crutchfield Road (T.I.)			0			1.30
Josh Borte	Crutchfield Road (30 acres) in-kind services			0			30.00
PA Nieuport Group	Hangar Pad D (T.I.)			0			0.29
R&B Properties and Investments	Hangar Pad B (T.I.)			0			0.29
Citizen Air LLC	FIA Terminal			1,000			0.02
Citizen Air LLC	FIA East Block Hangar			2,300			0.05
Citizen Air LLC	FIA West Block Hangar			2,560			0.05
Citizen Air LLC	FIA East Corporate Hangar			3,844			0.09
Fairchild Fuel LLC	FIA Fuel Farm; 11,700 SF land			0			0.27
Welldone Aviation, LLC	1402 Airport Road, Hangar Pad F Building 900 (T.I.)	17,500	0				0.40
DART (Clallam Co. Emergency Mgmt)	FIA terminal			970			0.02
US Coast Guard	Taxiway	5,000	0				0.11
Peninsula Trails Coalition	Conex box at long term parking			0			0.004
			TOTAL RENTED SQUARE FOOTAGE	435,725			
			VACANT - NOT RENT READY	22,543			
			TOTAL VACANT & RENT READY SF	25,240			
IMPROVED PROPERTY	OVERALL OCCUPANCY FACTOR			95%			
IMPROVED PROPERTY	RENT READY OCCUPANCY FACTOR			5%			
DEVELOPED ACREAGE (shovel ready)							
South Airport							
South Airport	Hangar Pad E (Land)	17,500					
Business Park Acreage							
35.5 Acres	(Zoned Light Industrial)			35.50			
Waterfront							
18 Acres	Marine Trade Center			18.00			
Vacant lot near Chevron (was Armstrong)	413 W 2nd Street			0.33			
			TOTAL DEVELOPED ACREAGE	53.83			
UNDEVELOPED ACREAGE (awaiting capital improvement)							
FIA							
72 Acres Land SE Airport Terminal	(Zoned IL Industrial Light)				72.00		
126 Acres Land SW Airport Terminal	(Aviation Related)				126.00		
			TOTAL UNDEVELOPED ACREAGE	198.00			

TRAVEL APPROVED BY THE EXECUTIVE DIRECTOR
(Within WA, OR, ID, and British Columbia, Canada)
4th Quarter 2025

STAFF	LOCATION OF MTG.	DATE(S)	PURPOSE
Chris Hartman Caleb McMahon	Quebec City, Quebec, Canada	10/6 – 10/9	American Association of Port Authorities Annual Meeting
Katharine Frazier	Vancouver, WA	10/14 – 10/16	Pacific Northwest Waterways Association Annual Conference
Chris Hartman	Tacoma, WA	11/18 – 11/21	- Marine Highway 5 Round Table Wa. Public Ports Assoc. Annual Meeting
Caleb McMahon	Seattle, WA	11/20 – 11/22	Pacific Marine Expo
Chris Hartman Caleb McMahon	New Orleans, LA	12/3 – 12/5	International Work Boat Show

Report to the Board of Port Commissioners
Operations Report for
October
2025

Port Angeles Boat Haven

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
20'	70	1	69	1%	0	1
25'	24	17	7	71%	2	15
30'	80	54	26	68%	4	46
36'	29	28	1	97%	10	29
40'	32	32	0	100%	9	32
46'	17	17	0	100%	0	17
50'	90	82	8	91%	3	86
Side/End Tie	54	41	13	76%	4	47
Boathouses	44	44	0	100%	0	44
Sub-Total	440	316	124	72%	32	317
Limited 20'	10	5	5	50%	0	1
TOTAL	450	321	129	71%	32	318

Boat Yard Report

	Oct-25	Oct-24	YTD 2025	YTD 2024
Boats into the yard this month	19	21	161	220
Boats into the water this month	20	21	100	230
Total Travel Lift Operations This Month	39	42	261	450
Year-To-Date Launch Ramp Permit Sales			504	513

John Wayne Marina

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
28'	72	44	28	61%	0	45
30'	46	31	15	67%	0	34
32'	28	23	5	82%	0	27
36'	22	22	0	100%	7	22
40'	19	19	0	100%	2	19
42'	21	21	0	100%	3	21
45'	10	10	0	100%	4	10
50'	27	27	0	100%	5	27
End Tie 49'	25	24	1	96%	8	25
Sub-Total	270	221	49	82%	29	230
Limited 20'	30	13	17	43%	0	16
TOTAL	300	234	66	78%	29	246

Report to the Board of Port Commissioners
Operations Report for
November
2025

Port Angeles Boat Haven

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
20'	70	1	69	1%	0	1
25'	24	20	4	83%	2	15
30'	80	52	28	65%	4	46
36'	29	27	2	93%	10	29
40'	32	32	0	100%	9	32
46'	17	17	0	100%	0	17
50'	90	82	8	91%	3	84
Side/End Tie	54	42	12	78%	4	48
Boathouses	44	44	0	100%	0	44
Sub-Total	440	317	123	72%	32	316
Limited 20'	13	5	8	38%	0	1
TOTAL	453	322	131	71%	32	317

Boat Yard Report

	Nov-25	Nov-24	YTD 2025	YTD 2024
Boats into the yard this month	11	5	160	225
Boats into the water this month	14	8	93	238
Total Travel Lift Operations This Month	25	13	253	463
Year-To-Date Launch Ramp Permit Sales	511	590		

John Wayne Marina

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
28'	72	32	40	44%	0	43
30'	46	28	18	61%	0	34
32'	28	23	5	82%	0	28
36'	22	22	0	100%	4	22
40'	19	19	0	100%	1	19
42'	21	21	0	100%	1	21
45'	10	10	0	100%	4	10
50'	27	27	0	100%	7	27
End Tie 49'	25	24	1	96%	7	25
Sub-Total	270	206	64	76%	24	229
Limited 20'	30	10	20	33%	0	11
TOTAL	300	216	84	72%	24	240

Report to the Board of Port Commissioners
Operations Report for
December
2025

Port Angeles Boat Haven

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
20'	70	0	70	0%	0	2
25'	24	23	1	96%	2	7
30'	80	51	29	64%	4	43
36'	29	27	2	93%	10	29
40'	32	32	0	100%	9	32
46'	17	17	0	100%	0	17
50'	90	82	8	91%	3	86
Side/End Tie	54	39	15	72%	4	37
Boathouses	44	44	0	100%	0	44
Sub-Total	440	315	125	72%	32	297
Limited 20'	13	5	8	38%	0	0
TOTAL	453	320	133	71%	32	297

Boat Yard Report

	Dec-26	Dec-26	YTD 2025	YTD 2024
Boats into the yard this month	12	4	171	254
Boats into the water this month	13	6	110	250
Total Travel Lift Operations This Month	25	10	281	504
Year-To-Date Launch Ramp Permit Sales				515
				590

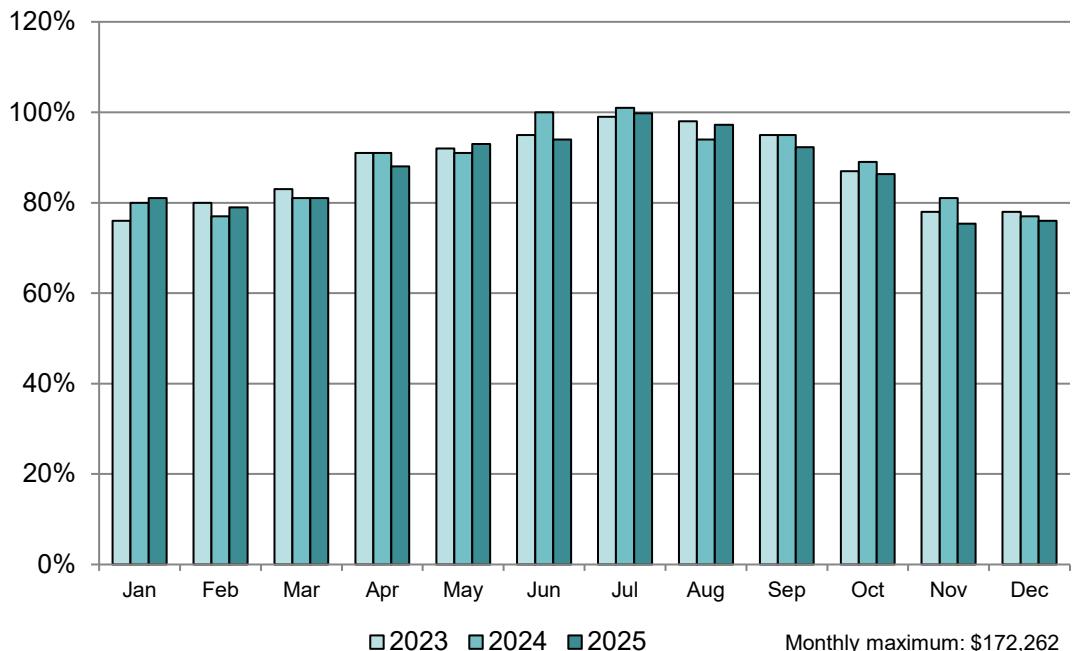
John Wayne Marina

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2024 Occupied Monthly
28'	72	30	42	42%	0	39
30'	46	27	19	59%	0	32
32'	28	23	5	82%	0	26
36'	22	22	0	100%	1	22
40'	19	19	0	100%	0	19
42'	21	21	0	100%	0	21
45'	10	10	0	100%	4	10
50'	27	27	0	100%	6	27
End Tie 49'	25	24	1	96%	7	25
Sub-Total	270	203	67	75%	18	221
Limited 20'	30	10	20	33%	0	11
TOTAL	300	213	87	71%	18	232

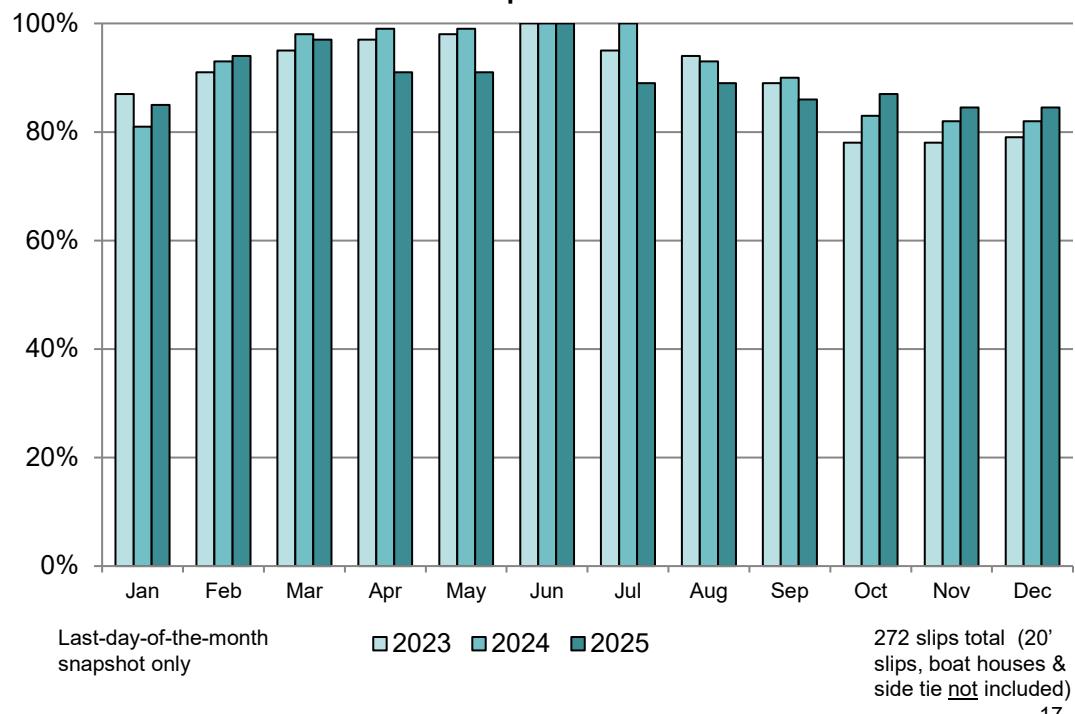
PABH Occupancy

+

Revenue Based

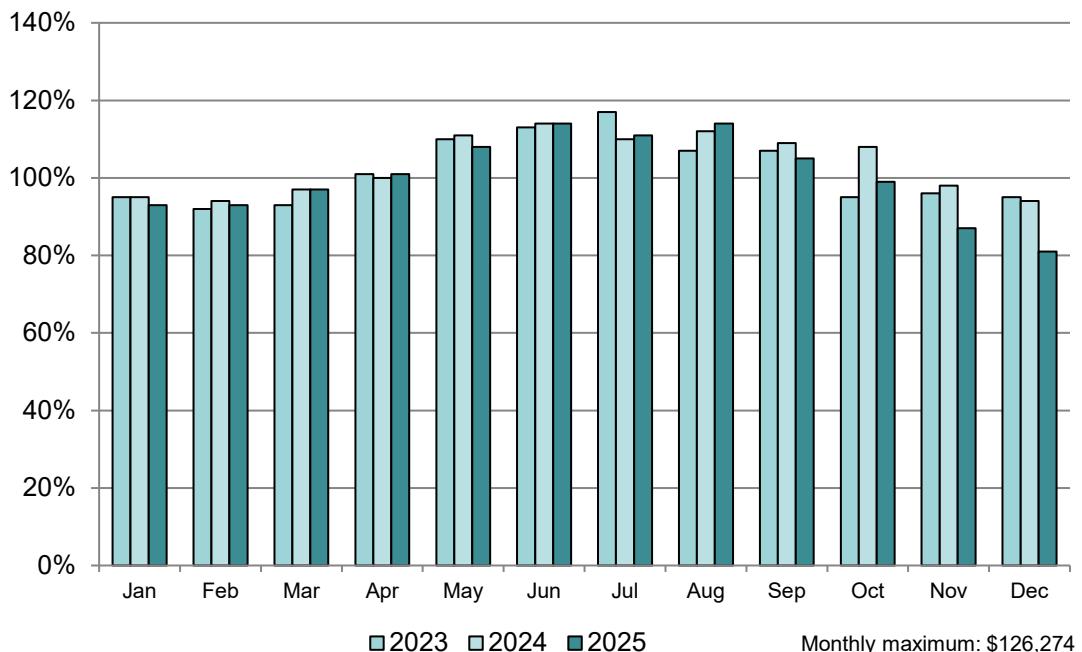


Slip Based

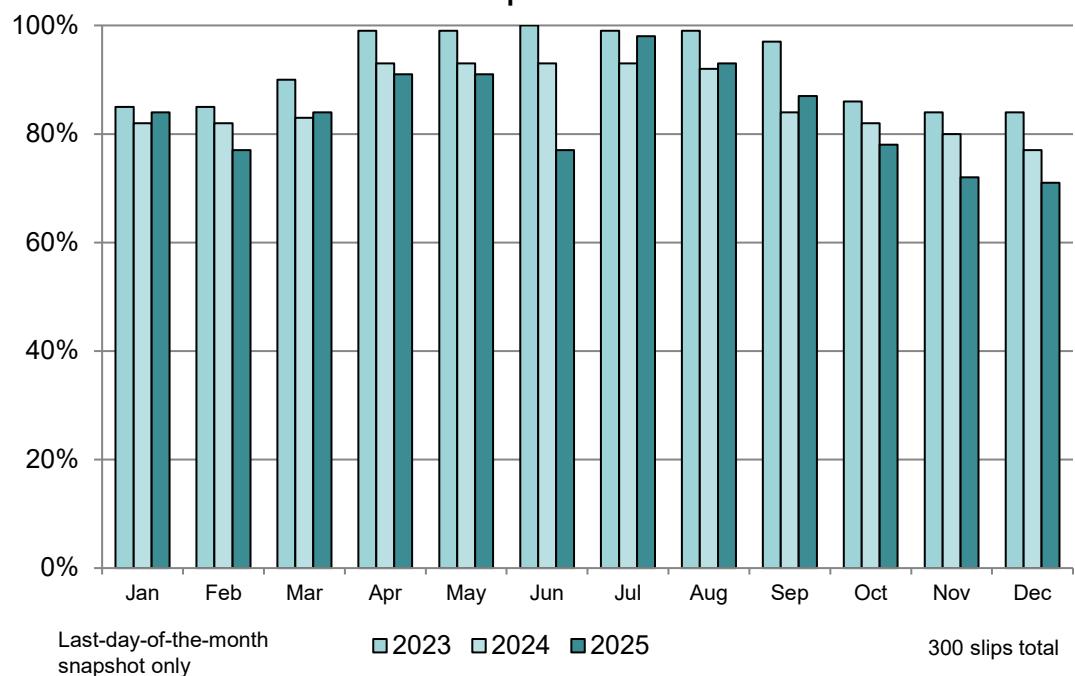


JWM Occupancy

Revenue Based



Slip Based



REPORT TO THE BOARD OF PORT COMMISSIONERS
MARINE TERMINAL OPERATIONS
Q4 2025

Terminals #1 & #3

Q4 2025

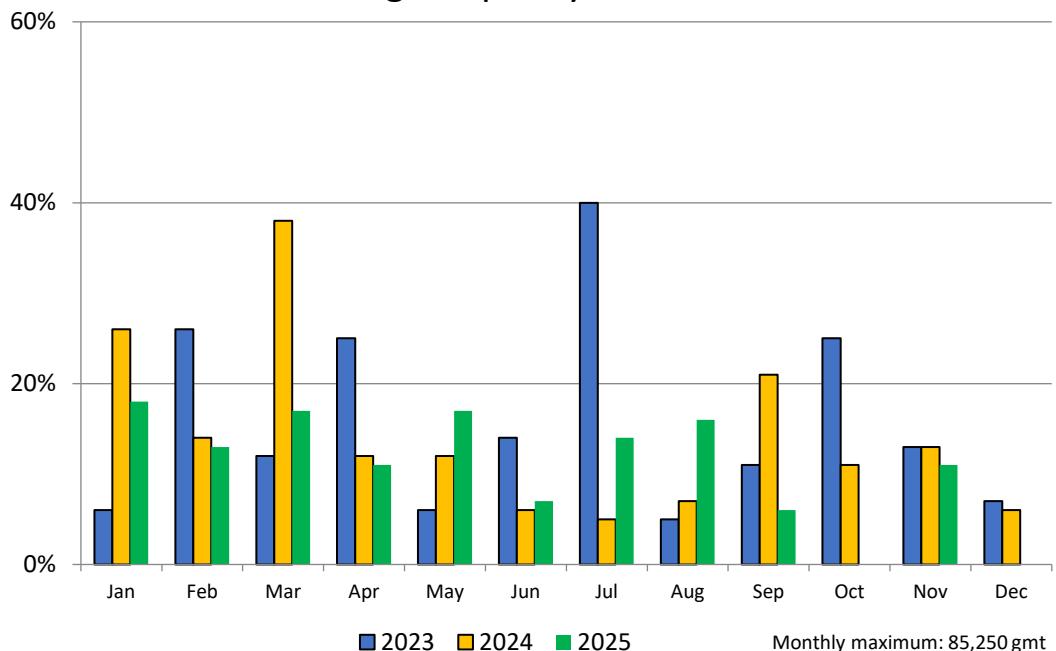
Q4 2024

Q4 2023

Terminal Activity			
Repair Vessels - Tanker	0	0	3
Repair Vessels - Other+	5	3	7
Cargo Vessels - Log Ship	0	0	1
Cargo Vessels - Chip Barges	2	5	3
Tug (Assist) Vessels	43	2	7
Other (lay berth)	10	11	10
TOTAL # VESSELS	60	21	31
TOTAL # DOCK DAYS	237	278	162

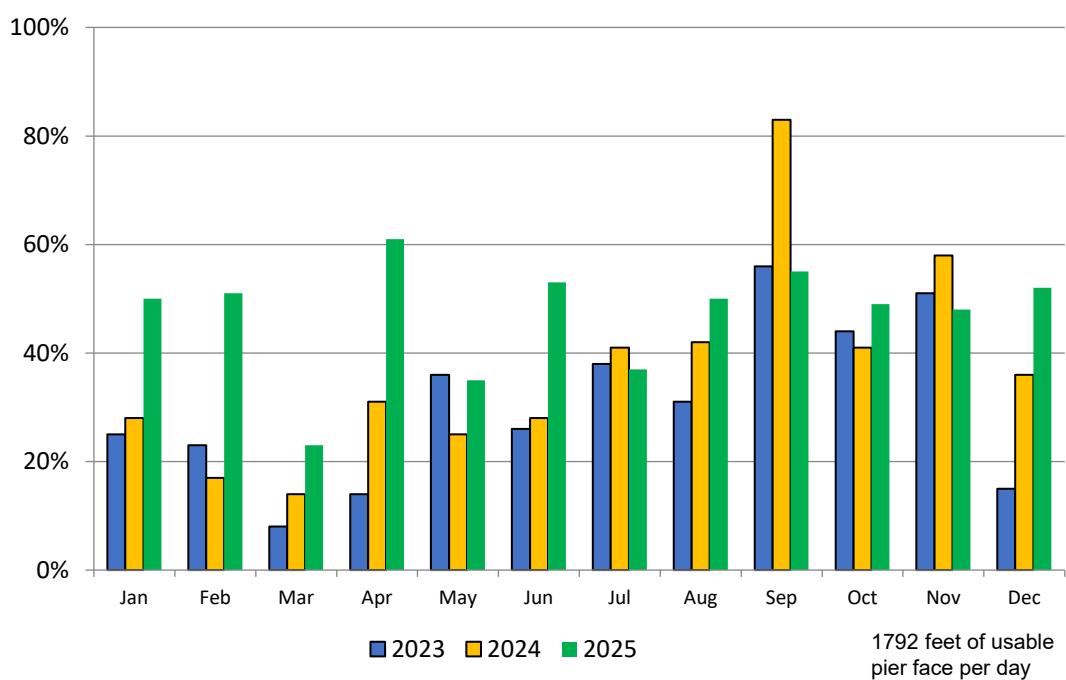
T1/T3 Utilization

T3 Cargo Capacity vs. Actual



Monthly maximum: 85,250 gmt

T1/T3 Commercial Dockage Utilization Rate



1792 feet of usable pier face per day

REPORT TO THE BOARD OF PORT COMMISSIONERS
LOG HANDLING OPERATIONS
As of 4th Quarter 2025

Log Handling	4th Quarter	4th Quarter	4th Quarter
	2025	2024	2023
Log Operation:			
Dumped Loads**		0	851
Decked Loads	3,826	2,961	3,365
Green Crow Roll Out - Camp Run	315	323	450
T-7 Container Operations			
# Containers Loaded	834	671	502
T-7/T-5 Log Operations-Discharge (Inbound/DeWater)			
# of Barges	66	100	109
# Barge Loads	5,017	5,403	5,038
# DeWater Loads	317	2,480	1,648
TOTAL LOADS	10,309	11,838	11,854

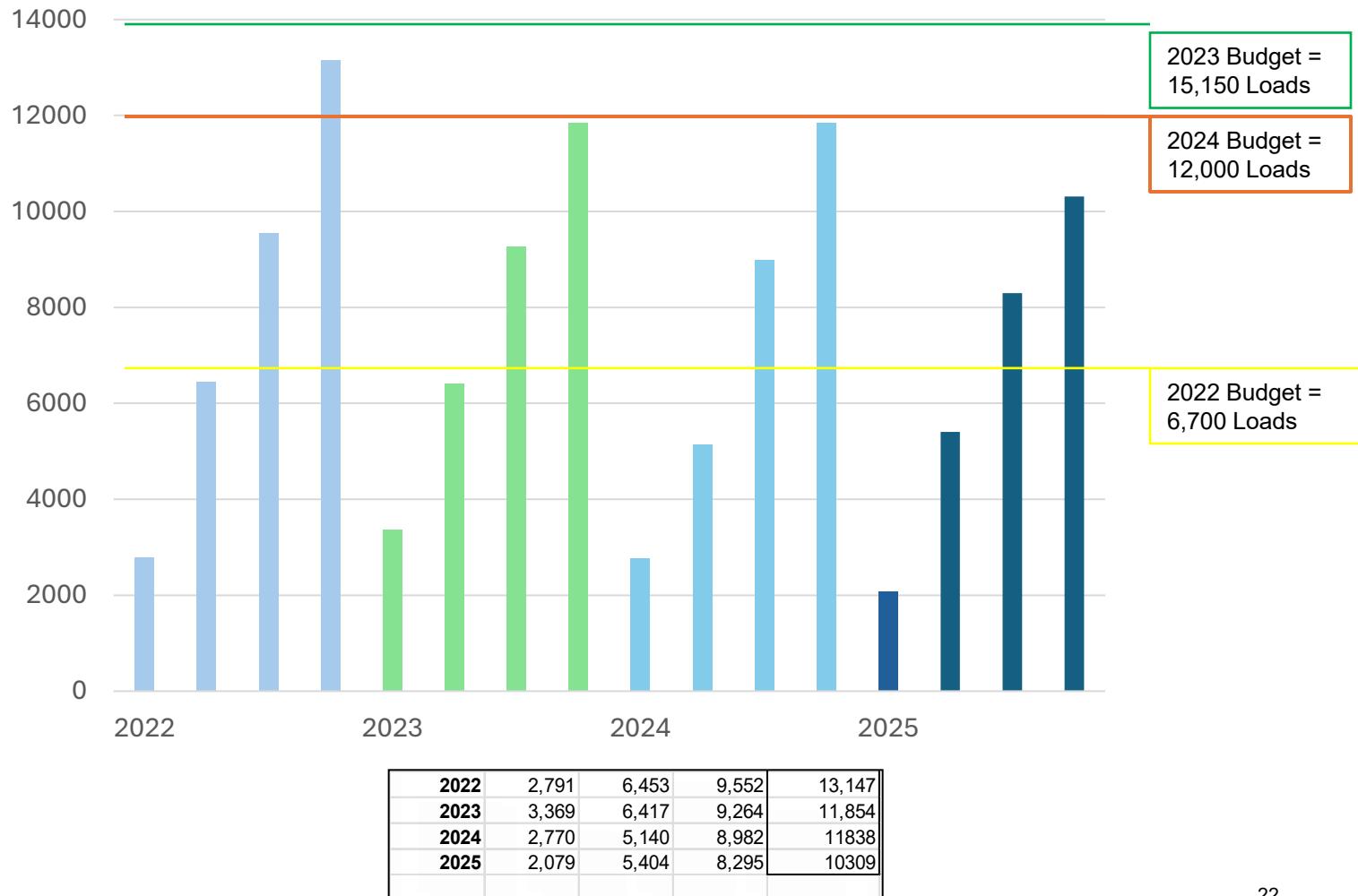
**LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)	Inbound	Inbound	Inbound
	28 - PA Hardwood	45 - PA Hardwood	33 - PA Hardwood
	0 - Interfor	0 - Interfor	1 - Interfor
	0 - Hermann	0 - Herman	1 - Herman
	11 - Alta	8 - Alta	3 - Alta
	0 - Zoeffel	1 - Zoeffel	2 - Zoeffel
	1 - Alcan	0 - Alcan	1 - Alcan
	Outbound	Outbound	Outbound
	0 - Georgia Pacific	0 - Georgia Pacific	0 - Georgia Pacific
	19 - Sierra Pacific	34 - Sierra Pacific	49 - Sierra Pacific
	0 - Southport	1 - Southport	1 - Southport
	1 - Hampton	0 - Hampton	7 - Hampton
	0 - Roseburg	1 - Roseburg	2 - Roseburg
	3 - Buse	4 - Buse	4 - Buse
	5 - Canyon	6 - Canyon	5 - Canyon
	7 - Paper Excellence		

NOTE: Unaudited Information

Port of Port Angeles

LY Loads - Cumulative

January 2022 – January 2025



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

January 27, 2026

Subject: Sponsorship of the Sequim Logging Show

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:

The Sequim Logging Show is an annual community event that has highlighted the region’s timber industry since 1988. The event features truck and tractor pulls, fireworks, and more.

On January 21, the Port received a sponsorship request from the Sequim Logging Show to support the 2026 event, which will take place May 8-9.

ANALYSIS:

The Port has recently supported several other community events with sponsorship funds, including the Port Angeles Yacht Club’s Deck out the Docks holiday gathering and the Clallam County Fair Rodeo.

Sponsoring the Sequim Logging Show will support a family-friendly event that educates the community about the county’s timber industry, which has long provided an economic foundation for the region. The Sequim Logging Show has pledged to feature the Port’s name and logo throughout the event, including on banners and in announcements.

ENVIRONMENTAL IMPACT:

Sponsorship of the Sequim Logging Show will have no direct environmental impact related to the Port.

FISCAL IMPACT:

Two funding levels exist:

- \$2,000 or below: Port banners will be featured during the event, the Port's name will be included in event posters, and the Port's sponsorship will be recognized during event announcements.
- Over \$2,000: all the above benefits, plus the Port's banner on a load of logs during the event and recognition in advertisements/promotions leading up to and during the event.

A \$185,200 Community Support budget was passed as part of the 2026 Budget that was formalized on November 17, 2025. This budget included \$2,000 in sponsorship dollars for the Sequim Logging Show.

However, the Sequim Logging Show has requested \$3,000 in sponsorship support from the Port in 2026 (via an invoice sent on 1/16/2026).

RECOMMENDED ACTION:

The Port Team recommends that the Commission discuss and determine a sponsorship funding level between \$2,000 and \$3,000. If a unanimous decision is reached, the Port Team recommends that the Commission authorize the Chief Executive Officer to provide sponsorship for the Sequim Logging Show in the amount identified during the discussion.

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

January 27, 2026

Subject: Sponsorship of Port Angeles Salmon Club's 2026 Halibut Derby Community Event

**Presenter: Katharine Frazier, Grants & Government Affairs Manager
Martin Marchant, Marine Trades 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 Memorial Day weekend (May 23 – 25, 2026), the Port Angeles Salmon Club (PASC) is hosting its Halibut Derby event at the Port Angeles Boat Haven. PASC has requested that the Port waive boat launch fees for the event attendees.

The PASC has also requested for the Log Yard to be made available as a surplus parking area for event attendees. However, due to the Log Yard Site and Stormwater Improvements project, the area will not be available for parking. The project contractor is expected to mobilize and assume insurance liability and responsibility for the site beginning on May 4, 2026. The Port Team will collaborate with the PASC to identify other potential suitable parking areas.

ANALYSIS:

The Port has recently supported several other community events with sponsorship funds, including the Port Angeles Yacht Club's Deck out the Docks holiday gathering and the Clallam County Fair Rodeo.

Sponsorship of PASC's Halibut Derby will support the recreational fishing community and raise the profile of the Port's marina facilities among the public. Sponsorship requires that sponsored partners feature the Port's logo on event materials and banners to increase awareness of the Port's support for boaters.

ENVIRONMENTAL IMPACT:

Sponsorship of PASC's Halibut Derby will have no direct environmental impact related to the Port.

FISCAL IMPACT:

A \$185,200 Community Support budget was passed as part of the 2026 Budget that was formalized on November 17, 2025. The budget includes \$10,000 for "miscellaneous fee/waivers/sponsorships" that had not already been identified.

The Port Angeles Salmon Club's request was not identified at the time the 2026 budget passed, and any support will be drawn from the \$10,000 miscellaneous line item.

The Marine Trades Manager has conducted a preliminary economic impact assessment to determine what it would cost to waive launch fees during the PASC's Halibut Derby. The estimated impact is \$9,000 in waived fees.

RECOMMENDED ACTION:

The Port Team recommends that the Commission discuss and determine a sponsorship funding level. If a unanimous decision is reached, the Port Team recommends that the Commission authorize the Chief Executive Officer to provide sponsorship for the Port Angeles Salmon Club in the amount identified during the discussion.

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

January 27, 2026

**Subject: Sponsorship of the 2026 American Forest Resource Council (AFRC)
Annual Meeting**

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:

The American Forest Resource Council (AFRC) is a trade association dedicated to advocating for forest health improvements through the active management of public timberlands in the western United States. The organization champions scientific, responsible forestry practices and includes members from government, industry, and forestland owners. The Port is a current AFRC member.

From April 7-9, 2026, the AFRC will hold its annual meeting in Stevenson, Washington. The event will bring together industry leaders and government stakeholders, including representation from federal land management. AFRC offers sponsorship opportunities to support the event.

ANALYSIS:

The Port has recently sponsored other organizations representing significant Clallam County industries, including the Society of American Foresters (SAF). Sponsorship of trade organizations that are focused on regionally-important industries is a way for the Port to support wide-reaching advocacy efforts that seeks to create and preserve jobs in our community.

Sponsorship of the AFRC annual meeting will also raise the profile of the Port within the regional timber advocacy community by ensuring that the Port’s logo and information is featured throughout the event.

ENVIRONMENTAL IMPACT:

Sponsorship of the AFRC annual meeting will have no direct environmental impact related to the Port.

FISCAL IMPACT:

The AFRC has not requested a specific dollar amount of support. However, multiple funding levels exist:

- \$1,000: One complimentary registration; the Port logo will be featured on the event website and materials; the Port will receive special recognition during the meeting; the Port can include materials at the registration table.
- \$2,500: Two complimentary registrations and all the above benefits, plus marketing and video opportunities before and during networking breaks.
- \$5,000: Three complimentary registrations and all the above benefits, plus acknowledgement in the AFRC newsletter and VIP seating at the event banquet.

A \$48,000 Community Relations budget was included in the Port's 2026 budget that passed on November 17, 2025. Sponsorship dollars will come from this budget.

RECOMMENDED ACTION:

The Port Team recommends that the Commission discuss and determine a sponsorship funding level. If a unanimous decision is reached, the Port Team recommends that the Commission authorize the Chief Executive Officer to provide sponsorship for the AFRC annual meeting in the amount identified during the discussion.

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

January 27, 2026

Subject: Resolution 26-1336 Delegation of Authority

Presenter: Paul Jarkiewicz, Chief Executive Officer

RCW & POLICY REQUIREMENTS:

The Revised Code of Washington (RCW) 53.12.270(1) authorizes the commission of a port authority to delegate certain powers to its managing official:

The commission may delegate to the managing official of a port district such administrarial powers and duties of the commission as it may deem proper for the efficient and proper management of port district operations. Any such delegation shall be authorized by an appropriate resolution of the commission, which resolution must also establish guidelines and procedures for the managing official to follow.

Pursuant to this statute, the Commission adopted a “Delegation of Authority,” conferring certain authorities to the Chief Executive Officer (CEO). Implicit in this statutory grant is the authority to revise/amend the delegation as needed.

Moreover, certain powers conferred to the CEO, and contained in the current delegation of authority, require renewal on a “year to year” basis. See e.g. RCW 53.08.090(1) and Delegation of Authority, art XII, concerning the sale of property less than \$22,000 (amended annually by a price increase index from the Office of Financial Management).

BACKGROUND:

The Port’s current Delegation of Authority requires the Port Commission to review, revise (if needed), and approve the delegation annually, specifically regarding Sale of Real or Personal Property (RCW 53.08.090).

ANALYSIS:

The attached Resolution 26-1336 and Exhibit A make the following adjustments to the Delegation of Authority:

1. Renewal of the Delegation of Authority in its entirety.
2. Renews the authority to surplus, sell, and convey property with a value up to \$23,340.
3. Updated the title from Executive Director to Chief Executive Officer.

4. Updated the purchasing authority of the Chief Executive Officer from \$50,000 to \$75,000 as previously approved by the Commission on February 11, 2025, throughout Exhibit A.
5. Section III.B: Clarification and additional language regarding Emergency Public Works contracts.
6. Section III.D – The total cost has increased from \$300,000 to \$350,000 in accordance with the revised Washington State Competitive Small Works Contracts amount.
7. Section VI: Addition of the Amendment protocol.
8. Section VII: Addition of Personal Services, including the addition of the Amendment protocol.
9. Section VIII: Addition of travel policy clarifications Section VIII.B-D)
10. Section IX: Addition of Section IX – Expenditures for Trade Promotion and Promotional Hosting
11. Section XXI: Addition of Section XXI – Insurance Policies
12. Language and grammar clarifications throughout Exhibit A.

ENVIRONMENTAL IMPACT: None

FISCAL IMPACT: None

RECOMMENDED ACTION:

- (1) Discuss and determine if additional revisions are needed.
- (2) Introduce Resolution No. 26-1336, renewing the Delegation of Authority with referenced updates.
- (3) If the introduction is unanimous, then (upon waiving of second consideration, motion, second, and vote) adopt Resolution No. 26-1336. If the introduction is not unanimous, bring it back to the next meeting.

26-1336

**RESOLUTION OF THE PORT OF PORT ANGELES RENEWING THE
DELEGATION OF ADMINISTRATIVE AUTHORITY TO THE CHIEF
EXECUTIVE OFFICER**

WHEREAS, under RCW 53.12.270, the Port Commission of the Port of Port Angeles is authorized to delegate to the Chief Executive Officer of the Port of Port Angeles such administrative powers and duties as the Commission may deem proper for the efficient and proper management of Port operations;

WHEREAS, the Delegation of Authority Resolution serves as the directive by which the Commission delegates certain authority, otherwise retained by the Commission, to the Port of Port Angeles Chief Executive Officer, and

WHEREAS, said Delegation must be revised periodically as circumstances require to ensure the Port is able to address its day-to-day operational needs; and

WHEREAS, state law and said Delegation require certain authority conferred to the Chief Executive Officer to be renewed on an annual basis;

WHEREAS, in Resolution No. 22-1262, Resolution No. 23-1282, and Res-24-1290 the Port Commission delegated to its Chief Executive Officer certain authority for the management and operations of the Port;

NOW THEREFORE BE IT RESOLVED that Resolutions 22-1262, 23-1282, and Res 24-1290 are hereby rescinded, and the Port of Port Angeles Delegation of Administrative Authority to the Chief Executive Officer, as set forth in **Exhibit A** attached hereto and by this reference incorporated herein, is adopted and renewed for the purpose of establishing the administrative authority of the Chief Executive Officer.

ADOPTED by the Port Commission of the Port of Port Angeles at a regular meeting thereof held this 27th day of January 2026.

**POR T OF PORT ANGELES
BOARD OF COMMISSIONERS**

Connie L. Beauvais, President

Steve D. Burke, Vice President

Colleen M. McAleer, Secretary

Delegation of Administrative Authority to the Chief Executive Officer

I. Forward:

A. The following policy is adopted by the Commission of the Port of Port Angeles for the purpose of establishing the administrative powers and duties of the Chief Executive Officer, who is responsible for Port operations. The Chief Executive Officer may delegate to Port personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the Chief Executive Officer's powers and duties.

B. This policy shall not be interpreted to limit the duties or responsibilities of the Chief Executive Officer as those duties are determined from time to time by the Commission. In case of a short-term absence, the Chief Executive Officer may designate one or more senior Port staff to act in the place of the Chief Executive Officer with regard to the powers and duties herein. However, ultimate responsibility for all administration and Port operations rests with the Chief Executive Officer.

C. To implement delegations of authority to Port personnel, the Chief Executive Officer may promulgate policy and procedural manuals, monetary and budgetary directives, and other such documents as personnel position descriptions, affirmative action plans, safety manuals, etc., which shall provide a clear span of authority and responsibility to the designees of the Chief Executive Officer. Any delegation to Staff shall be in writing and will require periodic review/reauthorization by the Chief Executive Officer.

D. Any Commission directives or initiatives shall be made through the Chief Executive Officer and shall be made only by the Commission acting as a body of the whole. Those directives include, but are not limited to, the separately adopted travel policy, tariff schedules, financial guidelines, promotional hosting policy, and standard rental policy.

E. The phrase "administration and Port operations", as used herein, means the regular day-to-day business of the Port, including, but not limited to, operating, maintaining, and administering all of its properties, leasehold properties, facilities services and programs; including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port's real estate and physical facilities; and, the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port's operation; the administration of all other operations which include personnel administration (*i.e.*, hiring, firing, salary and benefits, training, grievance procedures, task and project assignments, employee training and incentive programs, etc.); the execution and administration of contracts; publish legal notices; and, all other pertinent functions.

F. The Chief Executive Officer shall inform the Commission regarding significant information, incidents, and business transactions by methods agreeable to the Commission. The Chief Executive Officer shall report monthly to the Commission on those actions within this delegation. The Chief Executive Officer is the Port's managing official, appointed by the Commission, and serves as its representative. Nothing herein

should be construed in any way as abrogating the duties and responsibilities of the Commission.

II. POLICY GOVERNING REAL PROPERTY AND THE PORT TERMINALS:

A. Lease Arrangements: All real property when available for leasing shall, except as otherwise provided herein below, be leased only under an appropriate written lease instrument, executed by the Commission, and accompanied by a lease bond or other form of security in accordance with law. Further guidance to Port Staff concerning Lease rates, terms, and considerations is contained in the Port's Lease Policy. The Chief Executive Officer may execute short-term leases (terms of less than one year) subject to all the following conditions:

1. The appropriate lease surety must be in place consistent with statutory requirements and the Port's standard form of lease, except for State and Federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port's intent in its standard lease form.
2. The arrangements for short-term rental shall be evidenced by the Port's standard form of lease (except that any clearly inapplicable provision or provisions inconsistent with the policy herein set out shall be deleted from the standard form).
3. The amount of the rental shall be in accordance with the rental revenue standards adopted by the Commission for similar Port property of the same or similar class and type and devoted to similar uses.
4. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the standards of use adopted by the Commission for the same or similar Port property or properties.
5. The lease may not be renewed or otherwise extended beyond the initial term of less than one year without Commission approval.

B. Sublease Procedures: Leases, concession agreements, operating agreements, and related contracts between the Port and its tenants, concessionaires, and other parties shall include restrictions on the subleasing and require, at a minimum, the prior written consent of the Port Commission to such subleases. Provided however, and subject to the provisions of the lease or agreement, the Chief Executive Officer is authorized to grant consents to subleases which for the purposes hereof shall include sub operating agreements and sub concession agreements; given that there is less than one year remaining on the lease, has a similar use as adopted by the Commission for the same or similar Port property, the Lessee is not in default or "holdover" status and the material terms of the lease agreement are unchanged.

C. Other Lease Documents: The Chief Executive Officer is authorized to execute the following property instruments, subject to the terms specified herein:

1. Easements for purposes of utility installments to serve Port properties. easements that may impact the Port's Strategic Plan, provide utility service to non-Port properties, or result in the Port incurring costs due to increasing capacity,

shall be reported to the Commission as part of the CEO's monthly Delegation of Authority Report, .

2. Short-term agreements (less than one year) for the use of Port-owned equipment, airport hangars, marina slips, and storage areas, in keeping with the Port Lease and Property Use Policy.

3. Business Licenses and Licenses to Operate.

4. Aquatic land leases with the Washington State Department of Natural Resources to accommodate leasehold property leases consistent with the Port Management Agreement.

5. Binding site plans and short plats consistent with Port master plans in order to activate leasehold interests.

6. Changes in the name of the responsible party to the lease if all other conditions, including primary ownership, remain the same.

7. Lease assignments for purposes of collateral and lease assignments for purposes of a single airport condominium unit conveyance (change of ownership) where there is an established condominium association as the Lessee.

8. Response to estoppels and attornments.

D. Lease Renewals: The Chief Executive Officer is authorized to renew leases for terms of up to five years, provided such renewals are provided for in the basic lease; all other substantive terms of the lease remain unchanged; rental rate adjustments provided for in the lease are made; and the lessee is in good standing¹. The Chief Executive Officer shall report the execution of any such lease option to the Commission as soon as practicable.

E. Lease Enforcement and Lease Terminations: The Chief Executive Officer, in coordination with legal counsel, is authorized to enforce all terms and conditions of Port leases. The Chief Executive Officer is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port leases. The Chief Executive Officer is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Chief Executive Officer is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port all sums due to the Port pursuant to the lease and the law. The Chief Executive Officer shall keep the Commission informed of the status of lessees in default prior to issuing default or termination notices.

F. Realtors Compensation Program: The Chief Executive Officer is authorized to make payments for real estate services consistent with the Commission's adopted Lease and Property Use Policy and within the lease authority of Section II.A.

G. Lay Berth Agreements: The Chief Executive Officer is authorized to

1. A tenant in "good standing" is in FULL compliance with all obligations in their current or past lease agreements includes inter alia timely payment of rent, adherence to specific terms of lease (property usage, etc.), adherence to property boundaries, promotion of the Port, adherence to local/state/federal rules and regulations, adherence to Port regulations (notification of tenant improvements, permission, notice, etc.), and exercises good faith in its dealings with the Port.

execute Lay Berth Agreements, for a term not to exceed one year, to allow a vessel to berth on a daily or monthly basis at the Port's Terminals. The Chief Executive Officer shall keep the Commission informed of these agreements.

H. Cargo Throughput, Log yard, and usage of Port Facilities Agreements: The Chief Executive Officer is authorized to negotiate terms, conditions, and charges for services related to moving cargo across the Port's Terminals and Log yard which deviate from the published Tariff when (i) in the course of business it is necessary to deviate from the Tariff to capture new revenue or retain existing business relationships, and (ii) such agreements will not require the expenditure of any unbudgeted capital improvements or operating funds, and (iii) the term of the agreements shall not exceed one year. The Chief Executive Officer shall keep the Commission informed of these agreements.

III. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK:

A. Public Work Contract Awards: The Chief Executive Officer shall have the responsibility for following all required statutory procedures in connection with all public work contracts as outlined in Chapter 39 RCW and Chapter 53 RCW. The Chief Executive Officer is authorized to carry out all procedures required by applicable statutes preliminary to the acts required to be performed by the Commission at an open meeting. The Chief Executive Officer may, without prior Commission approval, execute on behalf of the Port public work contracts for \$75,000² or less so long as the expenditure is within the approved budget. In addition, the Chief Executive Officer may, without prior Commission approval, execute on behalf of the Port, public work contracts for public work identified in a specific budgetary line item and where the contract price and all other charges do not exceed the amount authorized in that specific budgetary line item by more than ten percent (10%), but in no case in excess of a cumulative amount of \$75,000 on the project. Any contract awarded that does not exceed \$75,000 shall be reported to the Commission at the first regularly scheduled meeting of the following month.

B. Emergency Public Work Contracts: When any emergency shall require the immediate execution of a public work contract, the Chief Executive Officer, pursuant to the procedures of RCW 39.04.020 (as it now exists and as may be later amended), is authorized to make a finding of the existence of such emergency and execute any public work contract necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Commission meeting following the Chief Executive Officer's finding} of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. Emergency contracts shall be filed with the commission and made available for public inspection within seven working days

2. For projects, where the cost of the work or improvement, including costs of materials, supplies and equipment, will not exceed the sum of \$40,000, Ports can use RCW 53.08.120.2(c) where no bids are required. The Port shall make its best effort to reach out to qualified contractors, including certified minority and woman- owned contractors.

following the commencement of work or execution of the contract, whichever occurs first. Documented justification for emergency contracts shall be provided to the commission when the contract is filed. "Emergency" means a set of unforeseen circumstances beyond the control of the port that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) May result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. From the inception of any such emergency, the Chief Executive Officer shall continuously advise the Commission on the status of the emergency and the progress of any public work contracts executed to remedy it. Emergency public work contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

C. Change Orders: In the instances where public work contracts have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized, without prior Commission approval, to execute individual change orders to the contract if the following conditions are met:

1. The estimated cost of the aggregate changes in plans and/or specifications and all other charges will not exceed the specific budgetary line item by \$75,000, or 10% of the last Commission-approved total.
2. The contract provides for the issuance of change orders.
3. Unless Commission retains its change order approval authority in the respective Commission approval of the original underlying contract.

D. Final Acceptance of Contracts: The Chief Executive Officer may give final acceptance of completed public works projects where the total cost does not exceed \$350,000.

IV POLICY GOVERNING CONTRACTS FOR ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES, AND EMERGENCY SERVICES

A. Items Acquired for Normal Maintenance and Operation in the Open Market: The Chief Executive Officer shall have the responsibility for following all required statutory procedures, where applicable, in connection with all contracts for the acquisition of utilities, materials, equipment, and supplies; provided, however, that where utilities, materials, equipment, and supplies are acquired on the open market or pursuant to published tariffs and used or are necessary in normal maintenance and operations of the Port, no prior approval shall be required but shall where appropriate be approved as a part of normal monthly expenses, and further, provided that in all cases where a statutory requirement exists for award of contracts following competitive bidding.

B. Budgeted Acquisitions or Acquisitions of \$75,000, or less: The Chief Executive Officer may, without prior Commission approval, execute on behalf of the Port, contracts for materials, equipment, and supplies (where the acquisition does not

meet the criteria of Section IV.A above) for \$75,000 or less so long as the expenditure is within the limits of overall budgetary constraints. In addition, the Chief Executive Officer may, without prior Commission approval, execute on behalf of the Port, contracts for materials, equipment, or supplies identified in a specific approved budgetary line item and where the contract price does not exceed the amount authorized in that specific budgetary line item by ten percent (10%).

C. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services: When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the Chief Executive Officer is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services (subject to the Port of Port Angeles Purchasing Procedure) necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Commission meeting following the Chief Executive Officer's finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the Chief Executive Officer shall continuously advise the Commission on the status of the emergency and the progress of any public work contracts executed to remedy it. Emergency acquisition contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for work and materials used to the time of termination.

D. Performance of Work by Port Crews. The Chief Executive Officer is authorized to approve individual capital projects that are to be carried out by Port crews, or day labor, when deemed appropriate, when the total estimated cost for labor and materials does not exceed \$75,000. For projects that exceed \$40,000, the Port shall determine if contracting out construction would be less expensive than Port labor per RCW 53.08.135.

V. POLICY GOVERNING ADJUSTMENT AND SETTLEMENT OF CLAIMS AND PENALTIES (EXCLUDING THOSE COVERED BY PARAGRAPH XIV):

A. Procedure for Settling Claims: The Chief Executive Officer shall be responsible for the implementation of necessary procedures for the settlement of all claims, either against or on behalf of the Port. Procedures in the handling of such claims shall, at a minimum, include the following:

1. For the purpose of this Section, "claim" shall mean the assertion of any position, penalty, right, or responsibility by or against the Port, its Commissioners, or employees, but not including uncollectible accounts as covered in Section X.
2. No claims against the Port shall be considered unless and until proper written notice has been provided to the Port.
3. All claims for or against the Port may be processed in all respects (except for their final approval and payment) by the Chief Executive Officer or Legal Counsel.

4. Except as provided under Section V.B, no claims shall be finally approved for settlement except by the Commission and no claim shall be paid except as authorized by the Commission.

B. Chief Executive Officer's Authority to Settle Claims: The Chief Executive Officer may, with the written concurrence of legal counsel, negotiate and settle claim(s) asserted against the Port or claims asserted by the Port for an amount not to exceed \$25,000 after applying the Port's applicable insurance deductible amount; provided that the claim seeks only money damages. The settlement of any claim that personally names or assert a claim against a Commissioner, or an injunctive action against the Port, requires Commission approval. All claims over the amount of \$7,500 shall be reported to the Commission as soon as practicable.

VI. POLICY GOVERNING ARRANGEMENTS FOR PROFESSIONAL AND CONSULTANT SERVICES:

A. Chief Executive Officer's Authority: The Chief Executive Officer is authorized to contract for professional services with qualified architectural, engineering and technical testing and inspection firms licensed in the State of Washington, to provide such services as required for maintenance, preliminary engineering work, and small projects, and for similar purposes reasonably required in connection with public works. The procurement of and payment for professional services shall be accomplished in accordance with RCW 39.80. The aggregate cost for the professional and consulting services shall not exceed \$75,000 and shall not exceed the amount authorized in that specific approved budgetary line item by ten percent (10%).

B. Amendments: In the instances where professional service contracts have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized, without prior Commission approval, to execute individual amendments to the contract if all the following conditions are met:

1. The estimated cost of the aggregate changes and all other charges will not exceed the specific approved budgetary line item, \$75,000 or 10% of the original Commission-approved contract amount.

VII. POLICY GOVERNING CONTRACTS FOR PERSONAL SERVICES:

A. Chief Executive Officer's Authority: The Chief Executive Officer is authorized to contract for personal services. "Personal service" means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement which may not reasonably be required in connection with a public works project meeting the definition in *RCW 39.04.010(4). "Personal service" does not include purchased services as defined under RCW 53.19.010(8) or professional services procured using the competitive selection requirements in chapter 39.80 RCW. The procurement of and payment for personal services shall be accomplished in accordance with RCW 53.19.090 and RCW 53.19.080. The personal services contract amount shall not exceed \$75,000 and shall not exceed the amount authorized in that specific approved budgetary line item by ten percent (10%).

B. Exceptions. Pursuant to RCW 53.19.020, all personal service contracts shall be entered into pursuant to competitive solicitation, except for:

- (1) Emergency contracts;
- (2) Sole source contracts, as defined in Section VII. C herein below;
- (3) Contract amendments;
- (4) Contracts between a consultant and a port of less than \$50,000 dollars. However, contracts of \$50,000 or greater but less than \$200,000 shall have documented evidence of competition. Ports shall not structure contracts to evade these requirements;
- (5) Other specific contracts or classes or groups of contracts exempted from the competitive solicitation process by the commission when it has been determined that a competitive solicitation process is not appropriate or cost-effective, including those listed in Section VII B (6) herein below.
- (6) The Port Commission exempts the following services from competitive bid process as allowed by RCW 53.19.20 since the Commission deems competitive solicitation process is not appropriate for services that deal with high-risk areas, special education, and unique experience: Human resource, legal, information technology, marketing, project management, writing, accounting, financial, lobbyist, or bookkeeping services.

C. Sole Source Contracts⁴ The Chief Executive Officer is authorized to execute sole source contracts for personal services in an amount not to exceed \$75,000. For purposes of this section, and as provided in RCW 53.19.010, "sole source" means a consultant providing professional or technical expertise of such a unique nature that the consultant is clearly and justifiably the only practicable source to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the consultant. The documented justification shall include evidence that the port attempted to identify potential consultants. The Chief Executive Officer shall inform the Commission at the first regularly scheduled meeting of the following month of all actions undertaken under this section without prior Commission approval. Prior to a sole source contract being extended, the Port shall re-visit and confirm if the justification continues to apply and be valid.

In addition, pursuant to RCW 53.19.040, sole source contracts shall be filed with the Commission and made available for public inspection prior to the proposed starting date of the contract. Documented justification for sole source contracts shall be provided to the Commission when the contract is filed. Sole source contracts which exceed the amount of \$75,000 dollars Commission approval and must be supported by documented justification. The Commission shall ensure that the costs, fees, or rates

4. Pursuant to RCW 53.19.040, sole source contracts shall be filed with the Commission and made available for public inspection prior to the proposed starting date of the contract. Documented justification for sole source contracts shall be provided to the Commission when the contract is filed to ensure that the costs, fees, or rates negotiated are reasonable.

negotiated in filed sole source contracts that exceed \$75,000 dollars are reasonable.

D. Amendments: In the instances where personal service contracts have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized, without prior Commission approval, to execute individual amendments to the contract if all the following conditions are met:

1. The estimated cost of the aggregate changes and all other charges will not exceed the specific approved budgetary line item, \$75,000 and 10% of the original Commission-approved contract amount, and
2. If the value of the amendment or amendments to a personal service contract, whether singly or cumulatively, exceeds fifty percent of the value of the original contract, the contract amendment must be filed with the commission and made available for public inspection prior to the proposed starting date of services under the amendment, pursuant to RCW 53.19.060.

E. Changes In The Scope Of Work. In the event of substantial changes in the contract's scope of work, or substantial additions to the scope of work as specified in the formal solicitation document, the changes shall be submitted to the commission for a determination as to whether the change warrants the work to be awarded as a new contract.

F. Emergency Contracts. When any emergency shall require the immediate execution of a professional or personal services contract, the Chief Executive Officer, pursuant to the procedures of 53.19.030 (as it now exists and as may be later amended), is authorized to make a finding of the existence of such emergency and execute any such contract necessary to respond to the existing emergency, provided that the Chief Executive Officer shall file such emergency contracts with the commission and made available for public inspection within seven working days following the commencement of work or execution of the contract, whichever occurs first. Documented justification for emergency contracts shall be provided to the Commission when the contract is filed.

VIII. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT:

A. Chief Executive Officer's Authority: To facilitate necessary normal Port operations, the Chief Executive Officer 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 and per Port Resolution 24-1304. Reimbursable personal travel expenses per trip shall not exceed \$5,000 per person without advance approval by the Commission.

B. 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.

C. Commissioner international travel, outside of British Columbia, Canada, requires approval by the Commission.

D. The Port's Auditor will be responsible for ensuring full compliance with applicable statutes, regulations and Port policies and procedures governing expense reimbursement by employees, Port Commissioners and representatives of the Port. Per RCW 53.08.176 the port district shall adopt a resolution establishing basic rules and regulations governing employee reimbursements, use of credit cards, allowable per diem that does not exceed United States General Services Administration's per diem rates, and other procedures.

IX. EXPENDITURES FOR TRADE PROMOTION AND PROMOTIONAL HOSTING:

A. The Executive Director will report proposed expenditures covering industrial development, trade promotion, and promotional hosting as provided in RCW 53.36.120 to Commission as part of the annual budget adoption. Expenditures proposed for promotional hosting shall be limited as provided in RCW 53.36.130.

B. Port staff and representatives responsible for industrial development, Promotional hosting, and trade promotion, and authorized to host under the Delegation of Authority Policy, are authorized to make expenditures for promotional hosting of all appropriate Port activities subject to all of the provisions of the Promotional Hosting policy per Port Resolution 14-1084.

C. Commission hosting requires prior authorization by the full Commission.

X. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION:

A. Chief Executive Officer's Authority: The Chief Executive Officer shall have the authority to manage all personnel matters for Port employees, which includes hiring, firing, training, grievance procedures, employee benefits, and administration of the employee salary schedule and incentive programs. The Chief Executive Officer shall carry out these responsibilities according to the state and local guidelines and policies and within overall budgetary constraints. The Chief Executive Officer will inform the Commission of actions being taken in the event that the action may result in public notice or litigation.

XI. POLICY GOVERNING CHIEF EXECUTIVE OFFICER'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES:

A. Chief Executive Officer's Authority: When the Port Commission authorizes the acquisition of real property by purchase or condemnation, the Chief Executive Officer shall take all necessary steps, including the securing of appraisals, to secure the title of such property for the Port. Acquisition price of individual properties (or ownerships) shall in no case exceed the Port's appraisal by ten percent (10%), nor shall the total price paid for all properties exceed the estimates of the Port Commission's authorization without further specific Commission authorization.

B. Execution of Documents of Sale: The authorization for the sale of real property is reserved to the Commission. When the Commission authorizes the sale of real property, the Chief Executive Officer shall take all necessary steps to

complete the transaction, including, but not limited to, accepting deposits, opening escrow, and signing all necessary documents, and taking all steps to obtain Commission approval to surplus the property and to update the Port's Comprehensive Scheme of Harbor Improvements.

XII. POLICY GOVERNING DISPOSITION OF UNCOLLECTIBLE ACCOUNTS:

A. Definition of "Write-off": The term "write-off" means the adjustment of the accounting records of the Port to reflect the fact that the account is uncollectible in the normal course of operations. The Chief Executive Officer may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port.

B. Procedures: The Chief Executive Officer is authorized to establish procedures for and to write off any uncollectible account \$1,000 or less subject to the following general guidelines and in accordance with RCW 19.16.500:

1. Prior to writing off any account receivable or uncollectible, the Chief Executive Officer shall be satisfied that every reasonable effort has been made by the Port to accomplish the collection of the account.

2. The Chief Executive Officer may, as appropriate, authorize legal action in the proper court of law or assign the account to a collection agency while keeping the Commission informed. If, after attempting all normal account collections procedures, an account remains uncollectible after 180 days, the Chief Executive Officer may write off the account.

3. Any account in excess of \$1,000 that is deemed to be uncollectible shall be referred to the Commission for final write-off.

XIII. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES:

A. Authority of the Chief Executive Officer: The Chief Executive Officer or his designee is delegated authority to take all necessary actions on behalf of the Commission in connection with lease surety, lease surety bonds, assignments of accounts, rental deposits, or insurance coverage required pursuant to any leases of the Port, including any of the following actions:

1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.

2. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port.

XIV. POLICY GOVERNING SALE OF PROPERTY:

A. Sale of Property: The Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus real and personal property of the Port subject to the following conditions being met:

1. The market value of the real or personal property is less than \$23,340.
2. Prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for Port purposes.
3. Offers for purchase are solicited from at least three (3) parties, whenever possible.
4. Any large block of such property having a value in excess of \$23,340 shall not be divided into components of a lesser value and sold unless done so by public competitive bid.
5. Real property which is part of the comprehensive plan of improvement or modification thereof shall not be disposed of until the comprehensive plan has been modified pursuant to RCW 53.20.010 and until such property is found to be surplus to Port needs.

B. The sale of surplus personal property to Port officials or employees shall be restricted to public auctions or consignment for bid, where the process is managed by a third-party vendor, and all interested parties have equal opportunity in the bidding process.

C. The Chief Executive Officer shall itemize and list the personal property to be disposed of and shall make a written certification to the Commission that the listed property was no longer needed for Port District purposes.

1. If the Chief Executive Officer is unable after reasonable effort to dispose of the surplus property by sale, either through a publicly advertised competitive bidding process or sale by negotiation, the Chief Executive Officer may dispose of surplus personal property by donation to a Clallam County tax-exempt organization, municipal corporation, tribal government or by delivery to the local transfer station or recycling center.
2. If a single item of personal property has an estimated value of \$200 or less, and the Chief Executive Officer reasonably determines that the expense of disposing of the property by sale exceeds any benefit the Port may receive from the sale, the Chief Executive Officer may dispose of the property by donation to a Clallam County tax-exempt organization, municipal corporation, tribal government or by delivery to the local transfer station or recycling center.

XV. POLICY GOVERNING INVESTMENT OF TEMPORARILY IDLE PORT FUNDS:

A. Authority of the Chief Executive Officer: For purposes of this Section, "Temporarily Idle Port Funds" shall mean those funds which are not required for

immediate expenditure. In accordance with the Port of Port Angeles Investment Policy, the Chief Executive Officer is authorized to direct the investment of temporarily idle Port funds. These directives shall permit, but shall not be limited to, investments in authorized government securities, sale of such investments, and necessary interfund transfers. A summary report of all investments, sales, and interfund transfers shall be provided to the Commission monthly.

XVI. LITIGATION:

A. Management and Supervision of Litigations: The Chief Executive Officer and the Port's Legal Counsel shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion or potential assertion of any position, right, or responsibility by or against the Port, including actions which have been filed in any court or any *quasi-judicial* or administrative forum.

B. Special Legal Services: The Chief Executive Officer, on consultation with the Port's Legal Counsel, is authorized to retain other such special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port, within overall budgetary constraints.

C. Engagement of Experts: The Chief Executive Officer may engage or cause to be engaged through Legal Counsel, such experts as may be necessary for the orderly support of claims or litigation in which the Port has a direct or indirect interest. Such engagement shall be upon authorization given by Legal Counsel after having satisfied themselves that such expenditure is necessary to the adequate preparation and representation of the Port's position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.

D. Consultation with Commission: In instances of litigation in which the value has, or is likely to exceed \$25,000, the Chief Executive Officer will, in conjunction with the Port's Legal Counsel, consult with the Commission regarding strategy and the economic impact of litigation.

XVII. POLICY GOVERNING INTERLOCAL AGREEMENTS FOR USE OF PORT PROPERTY FOR TRAINING PURPOSES AND EVENT SITE USE AGREEMENTS FOR ONE-DAY EVENTS:

A. Chief Executive Officer's Authority: The Chief Executive Officer is authorized to execute agreements with other public agencies for purposes of conducting training exercises related to police, fire, and public health and safety issues. Additionally, the Chief Executive Officer is authorized to execute event and site use agreements with organizations for up to 3-day non-political events conducted by the organizations on Port property.

XVIII. CONFIDENTIALITY AGREEMENTS.

A. The Chief Executive Officer shall have the authority, upon concurrence of the Port's Legal Counsel, to execute confidentiality and nondisclosure agreements;

provided, however, said agreements shall comply with the requirements of Washington's Public Records Act, Chapter 42.56 RCW.

XIX. COLLECTIVE BARGAINING AGREEMENTS

A. The Chief Executive Officer shall have the authority to enter into non-material amendments to Collective Bargaining and related Agreements with represented Port employees. These amendments shall not cost the Port more than \$25,000 per year. Collective Bargaining Agreements must conform to the restraints outlined in RCW 53.18.060. The Chief Executive Officer shall inform the Commission at the first regularly scheduled meeting of the following month of all actions undertaken under this section without prior Commission approval.

XX. APPLICATION FOR AND ACCEPTANCE OF GRANTS

A. The Chief Executive Officer is authorized to pursue and accept on behalf of the granting agency, without prior referral to the Commission, all grant and loan opportunities, when the Grantor does not require official Commission action, under the following conditions:

1. The program(s) or project(s) to be funded by the grant or loan opportunity are listed in the Port Commission's adopted annual operating budget, capital investment plan, or strategic plan; or
2. When the program(s) or project(s) to be funded by a grant or loan opportunity are not listed in the documents noted in Paragraph A.1 above, the grant or loan may still be pursued and accepted provided the grant or loan does not require the Port to contribute new agency money (even if reimbursed) exceeding \$75,000, or that result in increased operating expenses of \$75,000 annually.

B. The Chief Executive Officer, shall notify the Commission of the purpose, amount, duration, and associated obligations of any grant or loan application and award at the first regularly scheduled meeting of the month after the application is made. If, upon review, the Commission determines the grant application is not in the best interest of the agency, then it may direct the Chief Executive Officer to rescind the application.

XXI. INSURANCE POLICIES:

A. The Executive Director is authorized to negotiate and obtain appropriate policies of insurance to cover Port property, liability, employee coverage, and other areas appropriately included within a comprehensive insurance program. The Executive Director is authorized to approve from time-to-time changes or modifications within the policies of insurance including programs to provide self-insurance or deductible provisions so long as such programs are promptly and regularly reported to the Commission so that they are kept informed of basic changes in the overall insurance program of the Port.

XXII. CHIEF EXECUTIVE OFFICER DELEGATION OF AUTHORITY

A. The Chief Executive Officer has the authority to assign a delegate to act with the Chief Executive Officer's full delegation of authority, in the Chief Executive Officer's absence from the Port district jurisdiction exceeding 24 hours.

B. The Commission retains the authority to appoint an authorized delegate for the Chief Executive Officer under the following conditions:

1. If the Chief Executive Officer is absent from the Port district jurisdiction exceeding 24 hours, and
2. The Chief Executive Officer has not already delegated the Chief Executive Officer's full authority to a delegate for that absence, and
3. If said delegation is necessary for the orderly and efficient
4. continuation and exercise of Port business, as determined by the Commission in its sole discretion.

Future Agenda Items – Commission Meeting

01/27/2026

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 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