



**REGULAR COMMISSION MEETING**  
**Tuesday, March 24, 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**

**Presentation by Feiro Marine Life Center (Section XIII.A)**

- IV. WORK SESSION**
  - A. February Financial Report.....1-4
- V. APPROVAL OF CONSENT AGENDA**
  - A. Regular Commission Meeting Minutes – March 10, 2026.....5-8
  - B. Vouchers in the amount of \$695,493.06.....9
- VI. COMPLETION OF RECORDS**

No items
- VII. PLANNING AND CAPITAL PROJECTS**
  - A. Q1 Grant Update.....10-21
- VIII. LOG YARD**

No items
- IX. MARINE TRADES AND MARINE TERMINALS**

No items
- X. PROPERTY**
  - A. Item for Consideration – Motive Power Marine Lease Renewal.....22-27
- XI. MARINAS**

No items



**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

- A. Presentation – Feiro Marine Life Center.....28-45
- B. American Association of Port Authorities (AAPA) Legislative Summit Visit Report
- C. Item for Consideration – Delegation of Authority Updates & Renewal,  
Res 26-1336.....46-64

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

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

**XVII. FUTURE AGENDA.....65**

**XVIII. NEXT MEETINGS**

- A. April 14, 2026 – Regular Commission Meeting
- B. April 27, 2026 – Special Joint Meeting with Board of County Commissioners & The Clallam County Public Utility District (Hosted at the Port of Port Angeles)
- C. April 28, 2026 - Regular Commission Meeting
- D. May 12, 2026 – Regular Commission Meeting

**XIX. UPCOMING EVENTS**

- A. April 7-9, 2026 – American Forest Resource Council (AFRC) Annual Meeting, Stevenson, Skamania Lodge, WA
- B. April 16-17, 2026 – Northwest Marine Terminal Association (NWMTA) Spring Meeting, Port of Astoria, WA
- C. April 22-24, 2026 –Olympic Logging Conference – Victoria, BC, Fairmount Empress Hotel
- D. May 19-21, 2026 –WPPA Spring Meeting – Stevenson, Skamania Lodge



**Recess Regular Meeting to Industrial Development Corporation (IDC) Meeting**

**XX. INDUSTRIAL DEVELOPMENT CORPORATION (IDC)**

- A. 2026 Annual Meeting Minutes, January 13, 2026.....66-67

**Resume Regular Meeting**

**XXI. EXECUTIVE SESSION**

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

**XXII. ADJOURN**

**RULES FOR ATTENDING COMMISSION MEETING**

- Signs, placards, and noise making devices including musical instruments are prohibited.
- Disruptive behavior by audience members is inappropriate and may result in removal.
- Loud comments, clapping, and booing may be considered disruptive and result in removal at the discretion of the Chair.

**RULES FOR SPEAKING AT A COMMISSION MEETING**

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda or when recognized by the Chair.
- Time allotted to each speaker is determined by the Chair and, in general, is limited to 3 minutes.
- Total time planned for each public comment period is 20 minutes, subject to change by the Chair.
- All comments should be made from the speaker's rostrum, and any individual making comments shall first state their name and address for the official record.
- Speakers should not comment more than once per meeting unless their comments pertain to a new topic they have not previously spoken about.
- In the event of a contentious topic with multiple speakers, the Chair will attempt to provide equal time for both sides.

**Port of Port Angeles**  
**P&L Summary by Department**  
2/28/2026

	February Actual	February Budget	Actual vs Budget Variance	Variance %
<b><u>Marine Terminal</u></b>				
Operating Revenue	116,677	181,662	(64,985)	▼35.77%
Operating Expense	(113,772)	(142,667)	28,895	▼20.25%
<b>Total</b>	<b>2,905</b>	<b>38,995</b>	<b>(36,090)</b>	
<b><u>Marine Trades Area</u></b>				
Operating Revenue	52,170	71,185	(19,016)	▼26.71%
Operating Expense	(50,150)	(33,196)	(16,954)	▲51.07%
<b>Total</b>	<b>2,019</b>	<b>37,989</b>	<b>(35,970)</b>	
<b><u>Log Yard</u></b>				
Operating Revenue	104,891	90,568	14,323	▲15.81%
Operating Expense	(118,191)	(119,320)	1,130	▼0.95%
<b>Total</b>	<b>(13,299)</b>	<b>(28,752)</b>	<b>15,453</b>	
<b><u>Fairchild International Airport</u></b>				
Operating Revenue	39,305	39,231	74	▲0.19%
Operating Expense	(39,369)	(50,024)	10,655	▼21.30%
<b>Total</b>	<b>(65)</b>	<b>(10,793)</b>	<b>10,728</b>	
<b><u>Sekiu</u></b>				
Operating Revenue	1,349	1,564	(215)	▼13.76%
Operating Expense	(3,994)	(3,154)	(840)	▲26.64%
<b>Total</b>	<b>(2,645)</b>	<b>(1,590)</b>	<b>(1,055)</b>	
<b><u>Airport Rental Properties</u></b>				
Operating Revenue	141,399	128,540	12,859	▲10.00%
Operating Expense	(44,211)	(55,814)	11,603	▼20.79%
<b>Total</b>	<b>97,188</b>	<b>72,726</b>	<b>24,462</b>	
<b><u>Port Angeles Boat Haven</u></b>				
Operating Revenue	154,448	160,866	(6,418)	▼3.99%
Operating Expense	(84,704)	(81,638)	(3,066)	▲3.76%
<b>Total</b>	<b>69,745</b>	<b>79,228</b>	<b>(9,483)</b>	
<b><u>John Wayne Marina</u></b>				
Operating Revenue	154,059	152,541	1,518	▲1.00%
Operating Expense	(106,327)	(97,791)	(8,536)	▲8.73%
<b>Total</b>	<b>47,731</b>	<b>54,750</b>	<b>(7,019)</b>	
<b><u>Rental Properties</u></b>				
Operating Revenue	20,810	18,952	1,858	▲9.81%
Operating Expense	(9,219)	(9,318)	99	▼1.06%
<b>Total</b>	<b>11,591</b>	<b>9,634</b>	<b>1,957</b>	
<b><u>Administrative</u></b>				
Operating Expense	(249,619)	(248,305)	(1,315)	▲0.53%
<b><u>Economic Development</u></b>				
Operating Expense	(33,066)	(37,126)	4,060	▼10.94%
<b><u>Information Technology</u></b>				
Operating Expense	(7,762)	(14,525)	6,763	▼46.56%
<b><u>Mechanical Maintenance</u></b>				
Operating Expense	(12,411)	(18,525)	6,114	▼33.01%
<b><u>Facilities Maintenance</u></b>				
Operating Expense	(22,862)	(49,198)	26,336	▼53.53%
<b>TOTAL OPERATING REVENUES</b>	<b>785,109</b>	<b>845,109</b>	<b>(60,001)</b>	<b>▼7.10%</b>
<b>TOTAL DIRECT EXPENSES</b>	<b>(895,658)</b>	<b>(960,602)</b>	<b>64,943</b>	<b>▼6.76%</b>
<b>ALLOCATED EXPENSES - ADMIN &amp; MAINT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET SURPLUS (DEFICIT) - Before Depreciation</b>	<b>(110,550)</b>	<b>(115,492)</b>	<b>4,943</b>	<b>▼4.28%</b>
<b>ALLOCATED DEPRECIATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPRECIATION EXPENSE</b>	<b>318,532</b>	<b>338,964</b>	<b>(20,432)</b>	<b>▼6.03%</b>
<b>NET SURPLUS (DEFICIT) - After Depreciation</b>	<b>(429,082)</b>	<b>(454,456)</b>	<b>25,374</b>	<b>▼5.58%</b>

	February Actual	February Budget	Actual vs Budget	
			Variance	Variance %

**NON-OP (GENERAL)**

NON-OP REV (General)	96,217	78,500	17,717	▲22.57%
NON-OP EXP (General)	(424)	(334)	(90)	▲26.87%
<b>NON-OP (General) SURPLUS (DEFICIT)</b>	<b>95,793</b>	<b>78,166</b>	<b>17,627</b>	<b>▲22.55%</b>

**NON-OP (CAPITAL)**

NON-OP REV (Capital)	163,413	152,408	11,005	▲7.22%
NON-OP EXP (Capital)	(3,829)	(3,902)	73	▼1.87%
<b>NON-OP (Capital) SURPLUS (DEFICIT)</b>	<b>159,585</b>	<b>148,506</b>	<b>11,078</b>	<b>▲7.46%</b>
<b>NET NON-OP SURPLUS (DEFICIT)</b>	<b>255,378</b>	<b>226,672</b>	<b>28,705</b>	<b>▲12.66%</b>
<b>TOTAL NET SURPLUS (DEFICIT)</b>	<b>(173,704)</b>	<b>(227,783)</b>	<b>54,080</b>	<b>▼23.74%</b>

**Port of Port Angeles**  
**P&L Summary by Department**  
2/28/2026

	YTD Actual	YTD Budget	Actual vs Budget Variance	Variance %
<b><u>Marine Terminal</u></b>				
Operating Revenue	201,915	389,186	(187,271)	▼ 48.12%
Operating Expense	(239,653)	(265,124)	25,471	▼ 9.61%
<b>Total</b>	<b>(37,738)</b>	<b>124,062</b>	<b>(161,800)</b>	
<b><u>Marine Trades Area</u></b>				
Operating Revenue	106,943	126,821	(19,878)	▼ 15.67%
Operating Expense	(90,871)	(64,633)	(26,237)	▲ 40.59%
<b>Total</b>	<b>16,073</b>	<b>62,188</b>	<b>(46,115)</b>	
<b><u>Log Yard</u></b>				
Operating Revenue	164,804	163,316	1,488	▲ 0.91%
Operating Expense	(199,493)	(205,728)	6,235	▼ 3.03%
<b>Total</b>	<b>(34,689)</b>	<b>(42,412)</b>	<b>7,723</b>	
<b><u>Fairchild International Airport</u></b>				
Operating Revenue	79,350	78,307	1,043	▲ 1.33%
Operating Expense	(82,021)	(95,408)	13,387	▼ 14.03%
<b>Total</b>	<b>(2,671)</b>	<b>(17,101)</b>	<b>14,430</b>	
<b><u>Sekiu</u></b>				
Operating Revenue	2,876	3,064	(188)	▼ 6.12%
Operating Expense	(5,502)	(4,758)	(744)	▲ 15.64%
<b>Total</b>	<b>(2,626)</b>	<b>(1,694)</b>	<b>(932)</b>	
<b><u>Airport Rental Properties</u></b>				
Operating Revenue	283,916	255,670	28,246	▲ 11.05%
Operating Expense	(95,352)	(111,822)	16,470	▼ 14.73%
<b>Total</b>	<b>188,564</b>	<b>143,848</b>	<b>44,716</b>	
<b><u>Port Angeles Boat Haven</u></b>				
Operating Revenue	310,992	323,306	(12,314)	▼ 3.81%
Operating Expense	(206,074)	(166,398)	(39,676)	▲ 23.84%
<b>Total</b>	<b>104,918</b>	<b>156,908</b>	<b>(51,990)</b>	
<b><u>John Wayne Marina</u></b>				
Operating Revenue	294,697	307,156	(12,459)	▼ 4.06%
Operating Expense	(183,942)	(185,392)	1,450	▼ 0.78%
<b>Total</b>	<b>110,754</b>	<b>121,764</b>	<b>(11,010)</b>	
<b><u>Rental Properties</u></b>				
Operating Revenue	40,603	37,584	3,019	▲ 8.03%
Operating Expense	(16,793)	(17,851)	1,058	▼ 5.93%
<b>Total</b>	<b>23,811</b>	<b>19,733</b>	<b>4,077</b>	
<b><u>Administrative</u></b>				
Operating Expense	(521,124)	(506,216)	(14,907)	▲ 2.94%
<b><u>Economic Development</u></b>				
Operating Expense	(66,294)	(62,782)	(3,512)	▲ 5.59%
<b><u>Information Technology</u></b>				
Operating Expense	(29,238)	(26,550)	(2,688)	▲ 10.12%
<b><u>Mechanical Maintenance</u></b>				
Operating Expense	(33,988)	(36,428)	2,440	▼ 6.70%
<b><u>Facilities Maintenance</u></b>				
Operating Expense	(78,471)	(97,430)	18,959	▼ 19.46%
<b>TOTAL OPERATING REVENUES</b>	<b>1,486,097</b>	<b>1,684,410</b>	<b>(198,313)</b>	<b>▼ 11.77%</b>
<b>TOTAL DIRECT EXPENSES</b>	<b>(1,848,815)</b>	<b>(1,846,521)</b>	<b>(2,294)</b>	<b>▲ 0.12%</b>
<b>ALLOCATED EXPENSES - ADMIN &amp; MAINT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET SURPLUS (DEFICIT) - Before Depreciation</b>	<b>(362,718)</b>	<b>(162,111)</b>	<b>(200,607)</b>	<b>▲ 123.75%</b>
<b>ALLOCATED DEPRECIATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPRECIATION EXPENSE</b>	<b>609,634</b>	<b>677,927</b>	<b>(68,293)</b>	<b>▼ 10.07%</b>
<b>NET SURPLUS (DEFICIT) - After Depreciation</b>	<b>(972,353)</b>	<b>(840,038)</b>	<b>(132,314)</b>	<b>▲ 15.75%</b>

	YTD Actual	YTD Budget	Actual vs Budget	
			Variance	Variance %

**NON-OP (GENERAL)**

NON-OP REV (General)	163,536	148,500	15,036	▲ 10.13%
NON-OP EXP (General)	(5,207)	(5,028)	(179)	▲ 3.56%
<b>NON-OP (General) SURPLUS (DEFICIT)</b>	<b>158,329</b>	<b>143,472</b>	<b>14,857</b>	<b>▲ 10.36%</b>

**NON-OP (CAPITAL)**

NON-OP REV (Capital)	348,247	332,606	15,641	▲ 4.70%
NON-OP EXP (Capital)	(7,657)	(7,803)	146	▼ 1.87%
<b>NON-OP (Capital) SURPLUS (DEFICIT)</b>	<b>340,589</b>	<b>324,803</b>	<b>15,786</b>	<b>▲ 4.86%</b>
<b>NET NON-OP SURPLUS (DEFICIT)</b>	<b>498,919</b>	<b>468,275</b>	<b>30,644</b>	<b>▲ 6.54%</b>
<b>TOTAL NET SURPLUS (DEFICIT)</b>	<b>(473,434)</b>	<b>(371,764)</b>	<b>(101,671)</b>	<b>▲ 27.35%</b>



**REGULAR COMMISSION MEETING**  
**Tuesday, March 10, 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/>

Connie Beauvais, Commissioner  
Steve Burke, Commissioner  
Colleen McAleer, Commissioner  
Paul Jarkiewicz, Chief Executive Officer

Chris Hartman, Chief Operating Officer  
Jennifer Baker, Director of Finance & Admin  
Caleb McMahon, Director of Econ & Dev.  
Jenna Riley, Clerk to the Board

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:31)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:32-2:18)**

John Hout of Port Angeles, WA, requested secure parking as a liveaboard moorage tenant in the East Boat Haven.

**III. APPROVAL OF AGENDA (2:19-2:27)**

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

**IV. WORK SESSION (39:51-42:17)**

- A. Monthly Cash & Investment Report
- Presentation: Jennifer Baker
  - Discussion
  - No Action

**V. APPROVAL OF CONSENT AGENDA (42:18-43:24)**

- A. Regular Commission Meeting Minutes – February 24, 2026
- B. Vouchers in the amount of \$393,480.61
- Discussion
  - Motion to approve the consent agenda as presented: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS (43:25-48:54)**

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

**VII. PLANNING AND CAPITAL PROJECTS (48:55-1:09:46)**

- A. Item for Consideration – Port Angeles Boat Yard Multi-User Building Design - Professional Services Agreement for Nelson Worldwide
- Presentation: Chris Hartman
  - Discussion
  - Motion to Authorize the Chief Executive Officer to execute a Professional Service Agreement with Nelson Worldwide for the “Port Angeles Boat Yard Multi-User Building Design” project, for a total amount not to exceed Four Hundred Forty Thousand Dollars and Zero Cents (\$440,000.00), and to make minor modifications as may be necessary: Comm. Burke
  - 2<sup>nd</sup>: Comm. McAleer



- Vote: 3-0 (Unanimous)

B. Item for Consideration – 1050 Roof Rehabilitation – Contract Acceptance for Cascade Industrial Services LLC

- Presentation: Jenna Riley
- Discussion
- Motion to accept the project as complete, with Cascade Industrial Services LLC, in the Final Amount of Three Hundred Seventy-Seven Thousand Seventy-Two Dollars and Eighty-Six Cents (\$377,072.86), including Washington State Sales Tax and 5% retainage: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY (1:09:47-1:20:16)**

A. Item for Consideration – Atlas Tower 1 LLC Lease Amendment

- Item moved to Executive Session

B. Item for Discussion – Dockside Grill Sale

- Presentation: Caleb McMahon
- Discussion
- The Commissioners provided their feedback and are supportive in the sale

**XI. MARINAS (ITEMS A-C: 2:28-39:50) (ITEM D: 1:20:17-1:21:58)**

A. Presentation – Community Boating Program & Port Angeles Yacht Club

- Presentation By: Erika Hansen-Dahlin, Sailing Program Director & Tristan Lohman, 2026 PAYC Rear Commodore
- Discussion
- No Action

B. Presentation – Sequim Bay Yacht Club Annual Report

- Presentation By: Sue Baden, Commodore
- Discussion
- No Action

C. Resolution 26-1338, Proclamation: Golden Jubilee Anniversary for the Sequim Bay Yacht Club

- Presentation By: Comm. McAleer
- Discussion
- Motion to Introduce Resolution 26-1338, Proclamation: Golden Jubilee Anniversary for the Sequim Bay Yacht Club: Comm. McAleer
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)
- Motion to waive second consideration: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)
- Motion to adopt Resolution 26-1338, Proclamation: Golden Jubilee Anniversary for the Sequim Bay Yacht Club: Comm. McAleer
- 2<sup>nd</sup>: Comm. Burke
- Vote: 3-0 (Unanimous)



- D. Item for Consideration – Port Resolution to Sell Abandoned Vessels, 26-1339
- Presentation By: Paul Jarkiewicz
  - Motion to adopt Resolution 26-1339 Port Resolution to Sell Abandoned Vessels:  
Comm. Beauvais
  - 2nd: Comm. McAleer
  - Vote: 3-0 (Unanimous)

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

No items

**XIV. ITEMS NOT ON THE AGENDA (1:21:59-1:22:11)**

No items

**XV. COMMISSIONER REPORTS (1:22:12-1:23:21)**

Comm. Burke attended the EDC Gala on Friday, March 6, 2026, and noted that it was well put together and entertaining.

It was noted that all Commissioners would be attending the Society of American Foresters (SAF) Annual Meeting in Forks, WA, on March 18-20, 2026. Comm. Burke & Comm. McAleer will be attending on the 19<sup>th</sup>, and Comm. Beauvais on the 19<sup>th</sup> and 20<sup>th</sup>.

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:23:22-1:23:33)**

None

**XVII. FUTURE AGENDA (1:23:34-1:26:06)**

**XVIII. NEXT MEETINGS**

- A. March 24, 2026 – Regular Commission Meeting
- B. April 14, 2026 – Regular Commission Meeting
- C. April 27, 2026 – Special Joint Meeting with Board of County Commissioners (Hosted at the Port of Port Angeles)
- D. April 28, 2026 - Regular Commission Meeting
- E. May 12, 2026 – Regular Commission Meeting

**XIX. UPCOMING EVENTS**

- A. March 18-20, 2026 – Society of American Foresters (SAF) Annual Meeting, Forks, WA
- B. April 7-9, 2026 – American Forest Resource Council (AFRC) Annual Meeting, Stevenson – Skamania Lodge, WA
- C. April 16-17, 2026 – Northwest Marine Terminal Association (NWMTA) Spring Meeting Port of Astoria, WA
- D. April 22-24, 2026 –Olympic Logging Conference – Victoria, BC, Fairmount Empress Hotel
- E. May 19-21, 2026 –WPPA Spring Meeting – Stevenson – Skamania Lodge
- F. June 6, 2026 – Maritime Festival – Port Angeles Boat Haven



**XX. EXECUTIVE SESSION (1:26:07-1:30:35)**

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

- Comm. Beauvais recessed the meeting to convene an executive session with an anticipated length of 60 minutes. Following the executive session, the Commission may take action.
- Discussion:
  - Three (3) items concerning real estate sale, purchase, or lease. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(c)
  - Two (2) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i)
- Recessed Regular Meeting at 10:27 am for 3 minutes
- Start Time: 10:30 am
- Estimated End Time: 11:30 am
- Extended: 1 Hour 20 minutes
- End Time: 12:51 pm

**Public Session of Commission Meeting Reconvened: 12:51 pm**

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

**Agenda Item X.A: Item for Consideration – Atlas Tower 1 LLC Lease Amendment:**

- Motion to authorize the Chief Executive Office to execute the lease amendment, granting Atlas an additional construction period, with minor changes as may be necessary: Comm. McAleer
- 2<sup>nd</sup>: Comm. Burke
- Vote: 3-0 (Unanimous)

**XXI. ADJOURN (1:30:36-1:30:40)**

Comm. Beauvais adjourned the meeting at 12:53 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 March 5, 2026 – March 18, 2026**

CERTIFICATION

**Accounts Payable**

	<b>Begin</b>	<b>End</b>		
<b>For General Expenses and Construction</b>	<b>Check #</b>	<b>Check #</b>		
Accts Payable Checks (computer)	420248	420247	\$	252,997.48
Voided/Zero Payable			\$	-
Accts Payable ACH	007139	007157	\$	99,417.44
Accts Payable ACH	007222	007233	\$	57,622.80
VOIDED/ZERO PAYABLE ACH			\$	-
Wire Transfer - Expenses			\$	68,515.21
Wire Transfer - Excise Tax				
Wire Transfer - Leasehold Tax			\$	-
<b>Total General Expenses and Construction</b>			<b>\$</b>	<b>478,552.93</b>

**Payroll**

Employee Payroll Checks PPD (Direct Deposit)	007158	007221	\$	126,801.73
Voided Payroll Check	007185, 007200, 007212		\$	-
Wire Transfer - (Payroll Taxes, Retirement, Deferred Comp, L&I, PFML)			\$	90,138.40
<b>Total Payroll</b>			<b>\$</b>	<b>216,940.13</b>
<b>Total General Exp &amp; Payroll</b>			<b>\$</b>	<b>695,493.06</b>

I, the Port Auditor or Deputy Auditor, do hereby clarify that the claims listed above are true and valid obligations and that appropriate and effective internal controls are in place to ensure that the outstanding obligations have been processed in accordance with the Port of Port Angeles procurement/payment policies and delegation of authority.

\_\_\_\_\_  
Auditor / Deputy Auditor

\_\_\_\_\_  
Commissioner, Connie Beauvais

\_\_\_\_\_  
Commissioner, Steven D. Burke

\_\_\_\_\_  
Commissioner, Colleen McAleer

\* Detail is available upon request to Jennifer Baker, Director of Finance & Administration: [jenniferb@portofpa.com](mailto:jenniferb@portofpa.com)



# *Q1 2026: Quarterly Grant Update*

*March 24, 2026*

## Grant Funds at a Glance: Active Projects

Federal Funds Awarded	\$41,100,175
State Funds Awarded	\$1,786,394
Port Match Committed	\$6,085,351
<b>Total</b>	<b>\$48,971,920 (12.4% Port)</b>

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

- 2025 PIDP: Terminal 3 Cargo Efficiency Upgrades
- 2025 EDA Disaster Supplemental: Multi-User Marine Trades Buildings

# Grants Under Close-Out

Grant	Project	Total
EDA: Disaster Fund (2020)	Marine Trades Center development <ul style="list-style-type: none"> <li>Project is being closed out with EDA. Final grant share is 91.9% (Federal/County) and 9.1% Port Capital.</li> </ul>	<b>\$7,282,736 federal</b> \$905,326.07 Port \$1,756,833 County
WA Commerce: EV Charging Program (2024)	Installation of 7 Level 2 EV chargers around the Port	<b>\$112,000 state</b> \$37,335 Port

# Active (Obligated) Federal Funds

Grant	Project	Total
EDA: Recompete (2024)	North Olympic Peninsula Barging Network	<b>\$6,000,000 federal</b> \$0 Port
EPA: Clean Ports Program (2024)	Shore power upgrades <ul style="list-style-type: none"> <li>• <b>Shore power design is underway, nearing 60%.</b></li> </ul> Cargo handling equipment	<b>\$9,457,361 federal</b> \$525,408 Port
MARAD: Port Infrastructure Development Program (2022)	Intermodal Handling and Transfer Facility Upgrades <ul style="list-style-type: none"> <li>• <b>Construction contract went to ICI; project work will begin in May.</b></li> </ul>	<b>\$8,608,000 federal</b> \$2,152,000 Port

# Active (Obligated) Federal Funds - Continued

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

## Active (Obligated) Federal Funds - Continued

Grant	Project	Total
FAA: Airport Improvement Program (2026) #45	Hangar Development (Phase 2 - Design)	<b>\$276,961 federal</b> \$18,385 Port
FAA: Airport Improvement Program (2025) #46	Taxiway 'A' Rehab	<b>\$6,079,748 federal</b> \$160,000 Port
DHS/FEMA: Port Security Grant Program (2025)	Security Operations Command Center; Safety Vessel; Mobile TWIC readers <b>ON HOLD due to DHS shutdown.</b>	<b>\$318,105 federal</b> \$106,035 Port

## Active (Obligated) State Funds

Grant	Project	Total
Ecology: Water Quality (2022)	Intermodal Handling & Transfer Facility stormwater design	<b>\$1,043,900 state (includes \$854,900 proviso)</b> \$63,000 Port
WSDOT: Port Electrification Grant Program (2024)	Match for EPA Clean Ports Program	<b>\$525,408 state</b> \$525,408 Port
Community Economic Revitalization Board (2024)	West Boat Haven Marina Master Plan <ul style="list-style-type: none"> <li>• <b>Preparing final report for project closeout.</b></li> </ul>	<b>\$75,000 state</b> \$50,000 Port
WSDOT Airport Aid (2025)	Taxiway 'A' Rehabilitation – Match for FAA funds	<b>\$142,086 state</b>

## Pending Funds (Federal and State)

Grant	Project	Total
FY26 Community Project Funding (“Earmark”) – Congresswoman Randall	Tse-whit-zen Restoration Area <ul style="list-style-type: none"> <li>Remove industrial infrastructure</li> <li>Install fence and signage</li> </ul>	<b>\$850,000 federal</b> \$0 non-federal
FY26 Supplemental Capital Budget (Commerce)	Multi-User Marine Trades Building <ul style="list-style-type: none"> <li>Construction of the 20,000sqft multi-user building at the Port Angeles Boat Yard.</li> </ul>	<b>\$2,000,000 state</b> \$0 non-state match, but Port funds will be required to complete the project

# Funds Under Review (Federal and State)

Grant	Project	Total
MARAD: Port Infrastructure Development Program (2025)	<p>Terminal 3 Upgrades</p> <ul style="list-style-type: none"> <li>Remove timber dock, trestle from T3 and reconstruct a rectangular expansion with concrete/steel</li> <li>Remove the Chevron trestle</li> </ul>	<p><b>\$11,250,000 federal</b>  <b>\$3,000,000 Port</b></p>
EDA: 2025 Disaster Supplemental	<p>Multi-User Marine Trades Buildings</p> <ul style="list-style-type: none"> <li>Construct PABY and MTC multi-user buildings, including blast/spray facilities</li> </ul>	<p><b>\$17,670,664 federal</b>  <b>\$2,417,666 Port</b>  <b>\$2,000,000 state</b></p>
FY27 Federal Appropriation	<p>Phase 2 – Log Yard Stormwater Improvements</p> <ul style="list-style-type: none"> <li>Design Phase 2 stormwater improvements on the west side of the Log Yard</li> </ul>	<p><b>\$750,000 federal</b></p>

# Grants Not Awarded

Grant	Project	Total
WA Ecology: Water Quality (2025)	Intermodal Handling and Transfer Facility Stormwater <ul style="list-style-type: none"><li>Construction of an aboveground biofiltration system and aboveground conveyance</li></ul>	<b>\$1,207,000 state</b> \$213,000 Port
WA Commerce: Clean Energy Fund (2025)	Solar Microgrid Feasibility Study <ul style="list-style-type: none"><li>Microgrid would benefit emergency response capabilities at CLM</li></ul>	<b>\$100,000 state</b> \$0 Port

## Targeted Grants (Federal and State)

Grant	Project	Total	Due
FY26 Port Infrastructure Development Program	Terminal 3 Upgrades <ul style="list-style-type: none"> <li>Remove timber dock, trestle from T3 and reconstruct a rectangular expansion with concrete/steel</li> <li>Remove the Chevron trestle</li> </ul>	<b>\$11,250,000 federal</b> \$3,000,000 Port	Unknown
CERB Committed Private Partner Program	1010/1050 Building Upgrades	<b>\$5 million state (25% grant, 75% loan)</b> \$1.25 million Port	Rolling – targeting fall 2026
U.S. Marine Highway Program	Supporting private applicants across Washington State	Varies	Likely June/July 2026

# Questions?



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

Date: March 24, 2026

SUBJECT: Lease Renewal – Motive Power Marine, LLC

Presented by: Caleb McMahon, Director of Economic Development

**RCW & POLICY REQUIREMENTS**

Per RCW 53.08.080 Lease of Property, a district may lease all lands, wharves, docks and real and personal property upon such terms as the port commission deems proper. No lease shall be for a period longer than fifty years with option up to an additional thirty years.

Per RCW 53.08.085, security for rent is required for every lease of more than one year. Rent may be secured by rental insurance, bond, or other security satisfactory to the port commission, in an amount equal to one-sixth the total rent, but in no case shall such security be less than one year's rent or more three years' rent. If the security is not maintained the lease shall be considered in default. The port commission may in its discretion waive the rent security requirement or lower the amount of such requirement on the lease of real and/or personal port property.

Per Section I of the Port's Delegation of Administrative Authority to the Executive Director, all term lease agreements or use agreements of real or personal property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.1 Commission Approval is required for any lease with a term in excess of one year and per section 1.B.4 Commission approval is required for any lease that contains any material non-standard terms or conditions.

**Background:**

The Port owns the building at 731 Marine Drive, which Motive Power Marine has been leasing since 2021. The current three-year term lease, which began in 2023, is up for a renewal term of three years.

**Port Area:** Marine Trades Area.

**Address:** 731 Marine Drive, Port Angeles.

**Leased Space:** 10,000 SF of warehouse and 19,000 SF of adjacent land as depicted in the map Exhibit A.

**Use:** Warehouse for vessel repair services.

**Tenant Improvements:** None

**Proposed Rate:**

Leased Area	Sq Ft	Rate/SF	Monthly Rate
Warehouse	10,000	\$0.46	\$ 4,600.00
Land	19,000	\$0.10	\$ 1,900.00
<b>Total Base Rent</b>			<b>\$ 6,500.00</b>
Leasehold ExciseTax		12.84%	\$ 834.60
Monthly Payment			\$ 7,334.60
Annual Lease Payment			\$ 88,015.20

**Escalation:** The consumer price index adjustment west class B/C is adjusted annually to the base rent.

**Commencement Date:** Three-year term from May 1, 2026 – April 30, 2029.

**Term:** This is the initial three-year renewal term. There is a second three-year renewal term available after this renewal.

**Financial Security:** The lessee has a surety bond on file in the amount of \$18,630.00. The increase in rent will require the bond amount to be increased to equal three months of base rent or \$19,500.00.

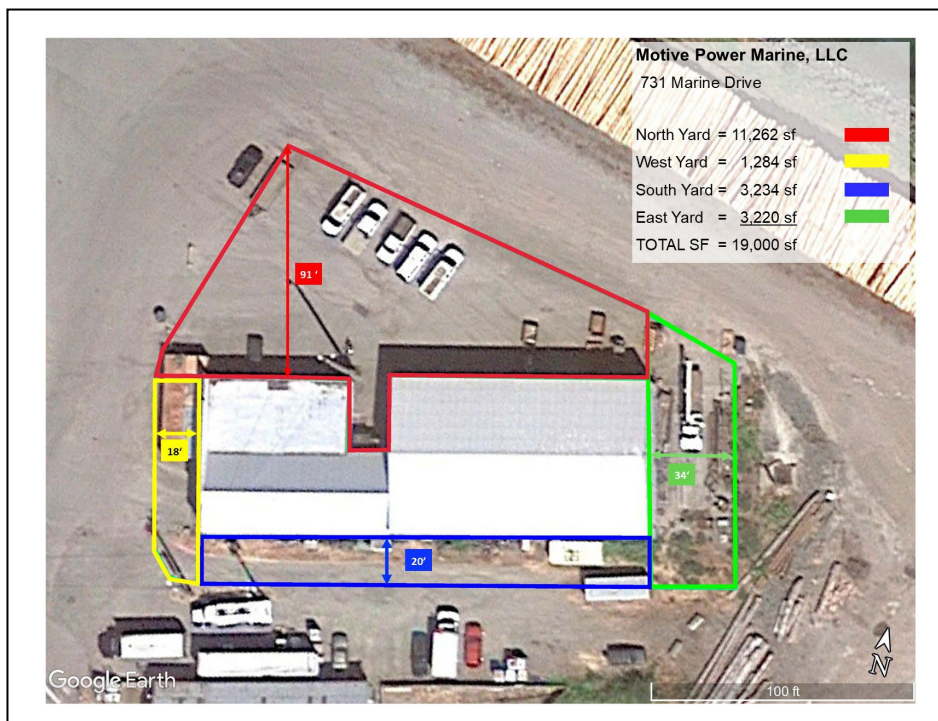
**Non-standard terms requiring Commission approval:** None

**Fiscal Impact of The Lease:**

\$6,500/month x 12 = \$78,000 Annual Rent Payment.

**RECOMMENDED ACTION:**

On a motion and second, Staff recommends the Commission authorize the Chief Executive Officer to sign a lease renewal with Motive Power Marine, LLC per the terms and conditions presented.



## FIRST LEASE RENEWAL AGREEMENT

This First Lease Renewal Agreement (“**Renewal**”) is made as of the date last written below, by and between the **PORT OF PORT ANGELES**, a Washington municipal corporation (the **Port**), and **MOTIVE POWER MARINE, LLC**, a Washington Limited Liability Company (“**Lessee**”).

### RECITALS

**WHEREAS**, the Port is the owner of the following described premises situated in Clallam County, State of Washington:

10,000 square feet of warehouse, and 19,000 square feet of land located at 731 Marine Drive, Port Angeles, Washington, as depicted in the Map of Premises attached to this Lease as **Exhibit A** (the “**Premises**”).

**WHEREAS**, on May 1, 2023, the Port entered into that certain Commercial Lease Agreement for the lease of the Premises to Motive Power Marine, LLC (the “**Lease**”).

**WHEREAS**, under the Lease, Lessee has two options to extend the lease for a three-year term.

**WHEREAS**, the Port and Lessee desire to renew the Lease in accordance with the covenants, conditions, and provisions set forth in this Renewal.

**NOW, THEREFORE**, in consideration of the mutual promises herein contained and other good and valuable consideration, the parties agree as follows:

Article I (BASE RENT) summary box, which commenced in May of 2023, as shown below:

Leased Area	Sq Ft	Rate/SF	Monthly Rate
Warehouse	10,000	\$0.45	\$ 4,500.00
Land	19,000	\$0.09	\$ 1,710.00
Total Base Rent			\$ 6,210.00
Leasehold Excise Tax		12.84%	\$ 797.36
<b>Monthly Payment</b>			<b>\$ 7,007.36</b>

is hereby deleted and replaced with the following Base Rent summary box.

Article II, Section 2.2 (TERM). The following is hereby added to said Section: The parties hereby agree to extend and continue the Lease for an additional (3) three-year term to commence on May 1, 2026, and expire on April 30, 2029.

Leased Area	Sq Ft	Rate/SF	Monthly Rate
Warehouse	10,000	\$0.46	\$ 4,600.00
Land	19,000	\$0.10	\$ 1,900.00
<b>Total Base Rent</b>			<b>\$ 6,500.00</b>
Leasehold ExciseTax		12.84%	\$ 834.60
Monthly Payment			\$ 7,334.60
Annual Lease Payment			\$ 88,015.20

Article II, Section 2.3 (RENEWAL): which originally read “ Subject to the terms and conditions herein, Lessee may renew this Lease for Two (2) three-year periods...” is replaced by the following:

“Subject to the terms and conditions herein, Lessee may renew this Lease for One (1) three-year period ....”

PRIOR LEASE. Except as amended herein, the terms, conditions, and provisions of the Lease remain in effect and are hereby incorporated by reference into this Lease Renewal Agreement.

**IN WITNESS WHEREOF**, the Port has caused this instrument to be signed by its Chief Executive Officer, by authority of the Commission of the Port of Port Angeles, and this instrument has been signed and executed by Lessee, the day and year written.

LESSOR:

LESSEE:

**PORT OF PORT ANGELES**

**MOTIVE POWER MARINE, LLC**

BY \_\_\_\_\_  
Paul S Jarkiewicz  
Chief Executive Officer

BY \_\_\_\_\_  
JD Schultz  
Its: President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally **appeared JD SCHULTZ**, to me known to be the **PRESIDENT OF MOTIVE POWER MARINE, LLC**, the entity that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said entity for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument.

WITNESS my hand and official seal hereto affixed the day and year first above written.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF CLALLAM )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared **Paul Jarkiewicz**, to me known to be the **Chief Executive Officer** of the **Port of Port Angeles**, the entity that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said entity for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument.

WITNESS my hand and official seal hereto affixed the day and year first above written.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington  
Residing at \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

EXHIBIT A – Leased Premises



Initials: \_\_\_\_\_  
Lessee

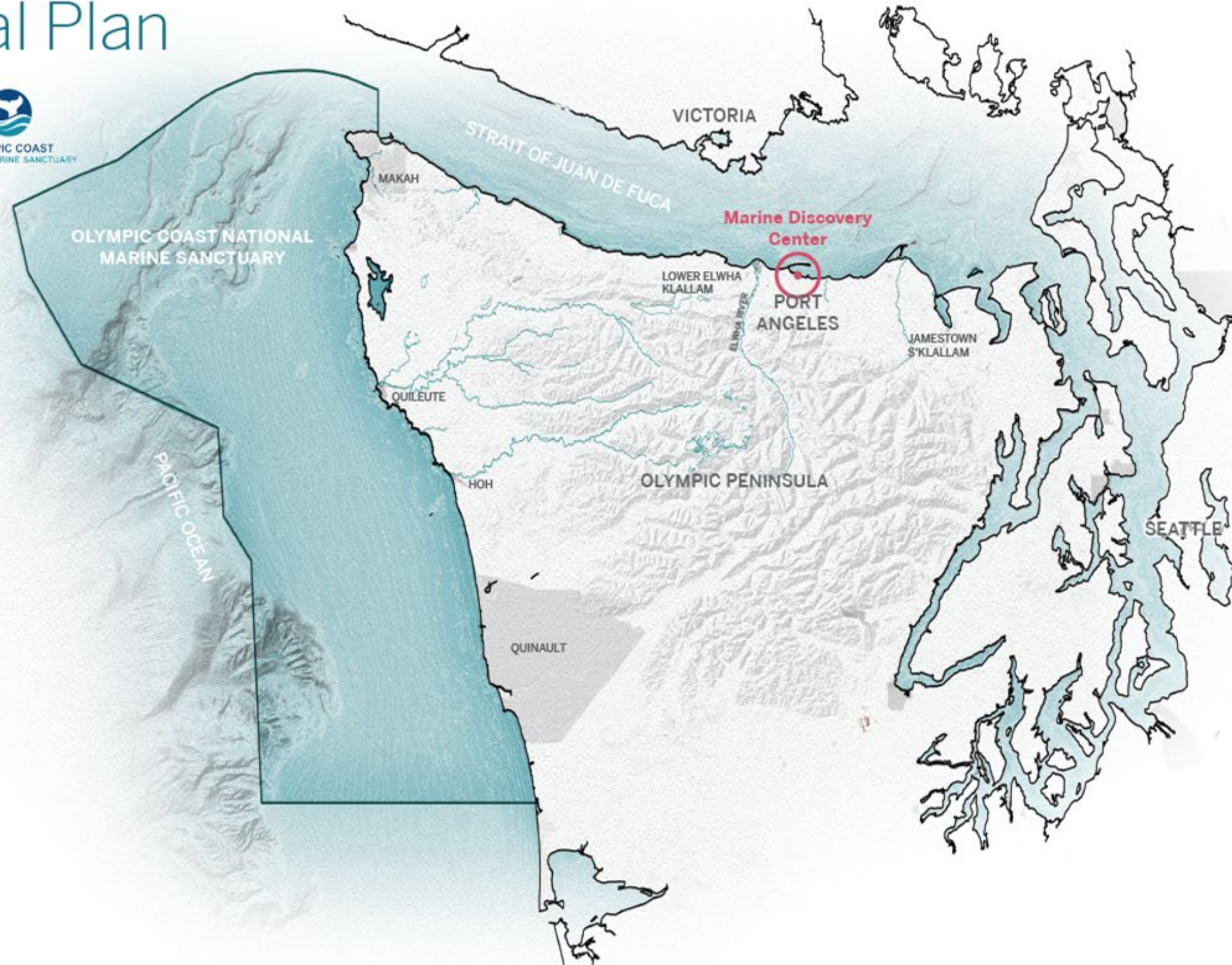
Initials: \_\_\_\_\_  
Port



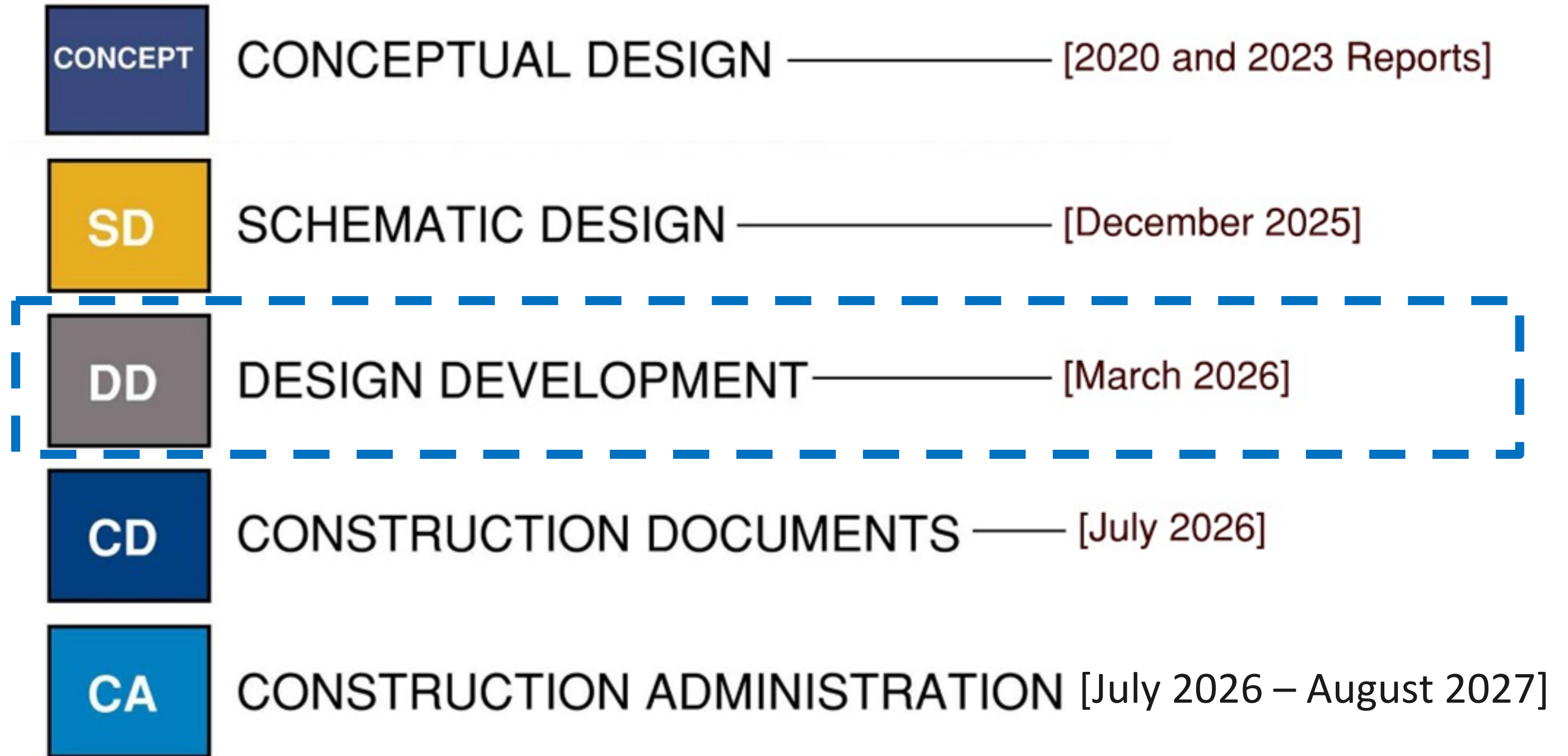
WATER  
**UNITES US**

# Interpretive Regional Map

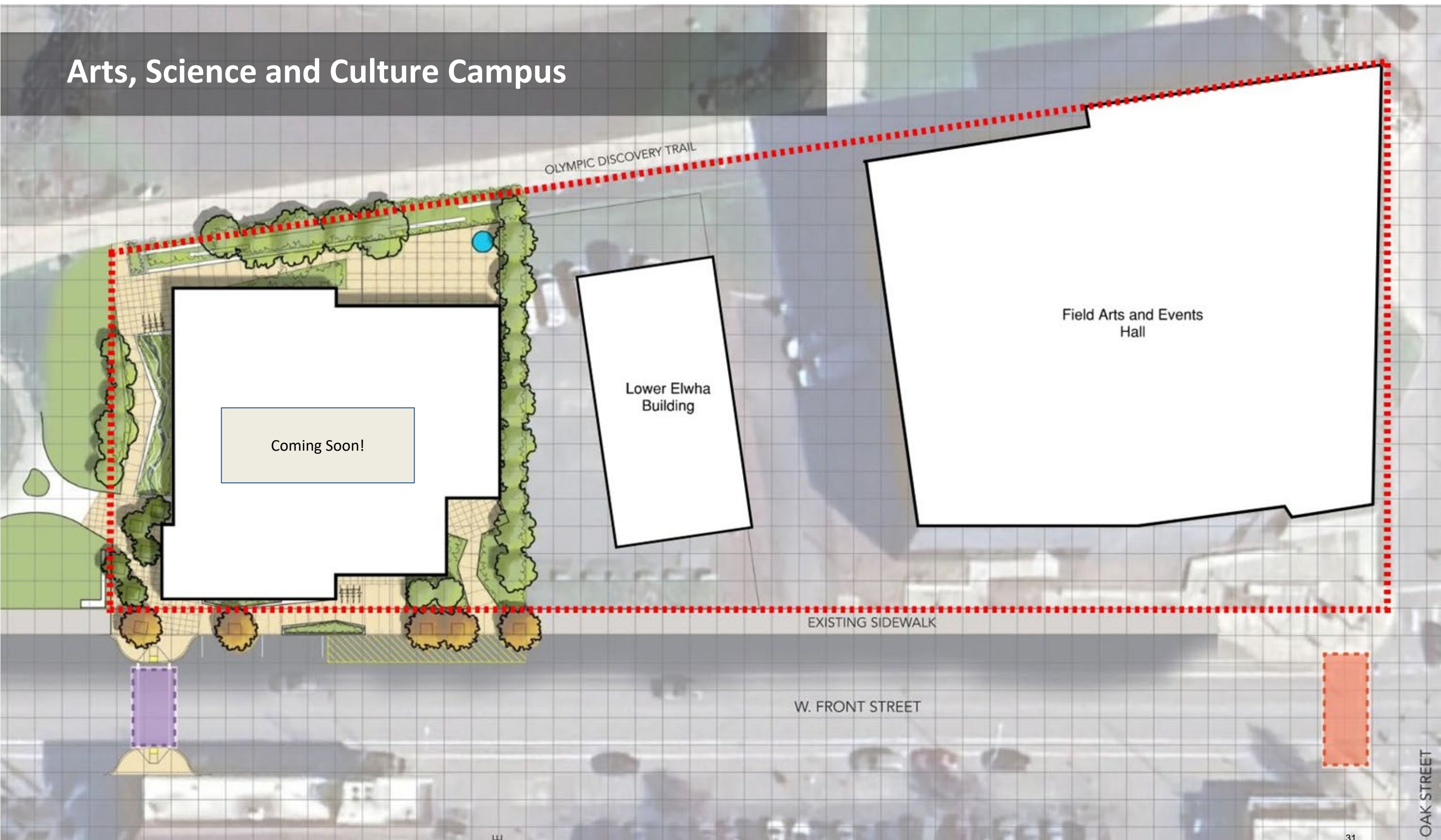
## Regional Plan



# Project Design Schedule



# Arts, Science and Culture Campus



Site images



## Quick Facts

**Estimated Cost of Construction** (updated 3/2026): \$33-35M

**Target LEED Rating:** Silver

**Architect:** MIG, Inc., Seattle

**General Contractor:** Neeley Construction, Puyallup and Sequim, WA

**Projected Opening Date:** January 2028

**Projected Annual Visitation:** 75,000

**Projected Annual Operating Budget:** \$2M

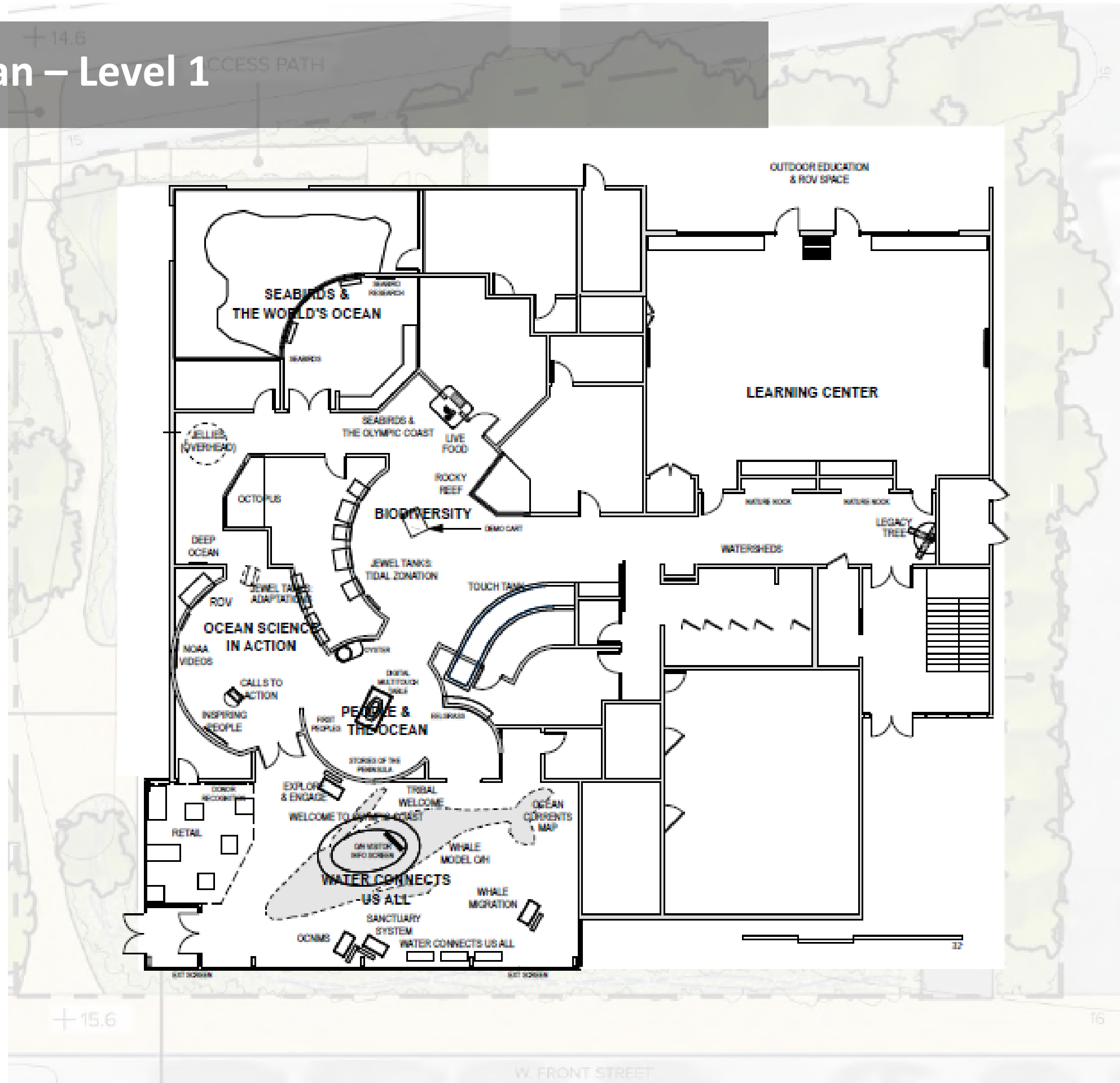
**New Staff Positions:** 8 FT, 4 PT and more than 50 new volunteers

**Design Status:** Currently in developmental design, construction start estimated in late summer

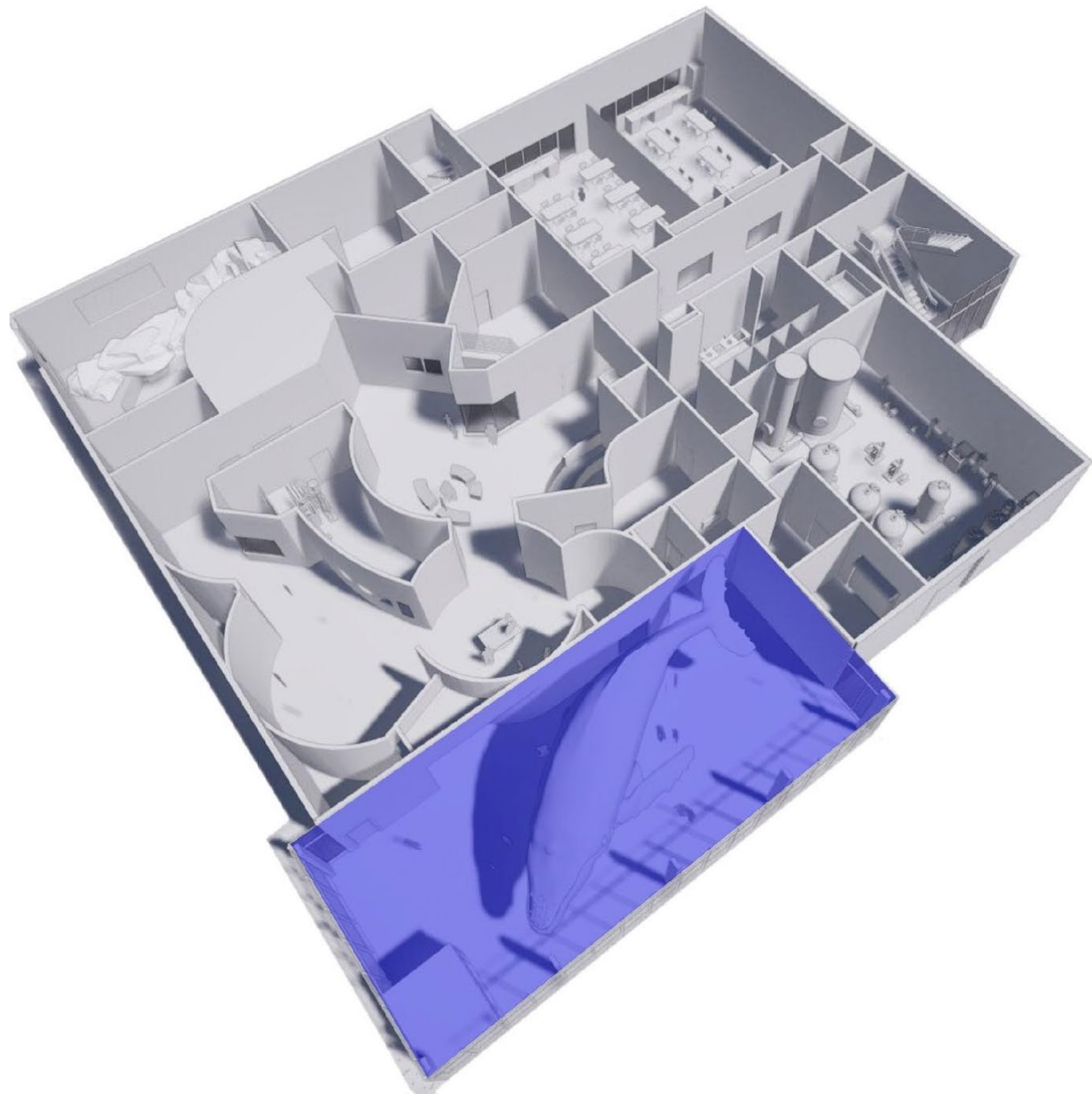
**Building Massing Concept - Not Yet Final**



# Floor Plan – Level 1



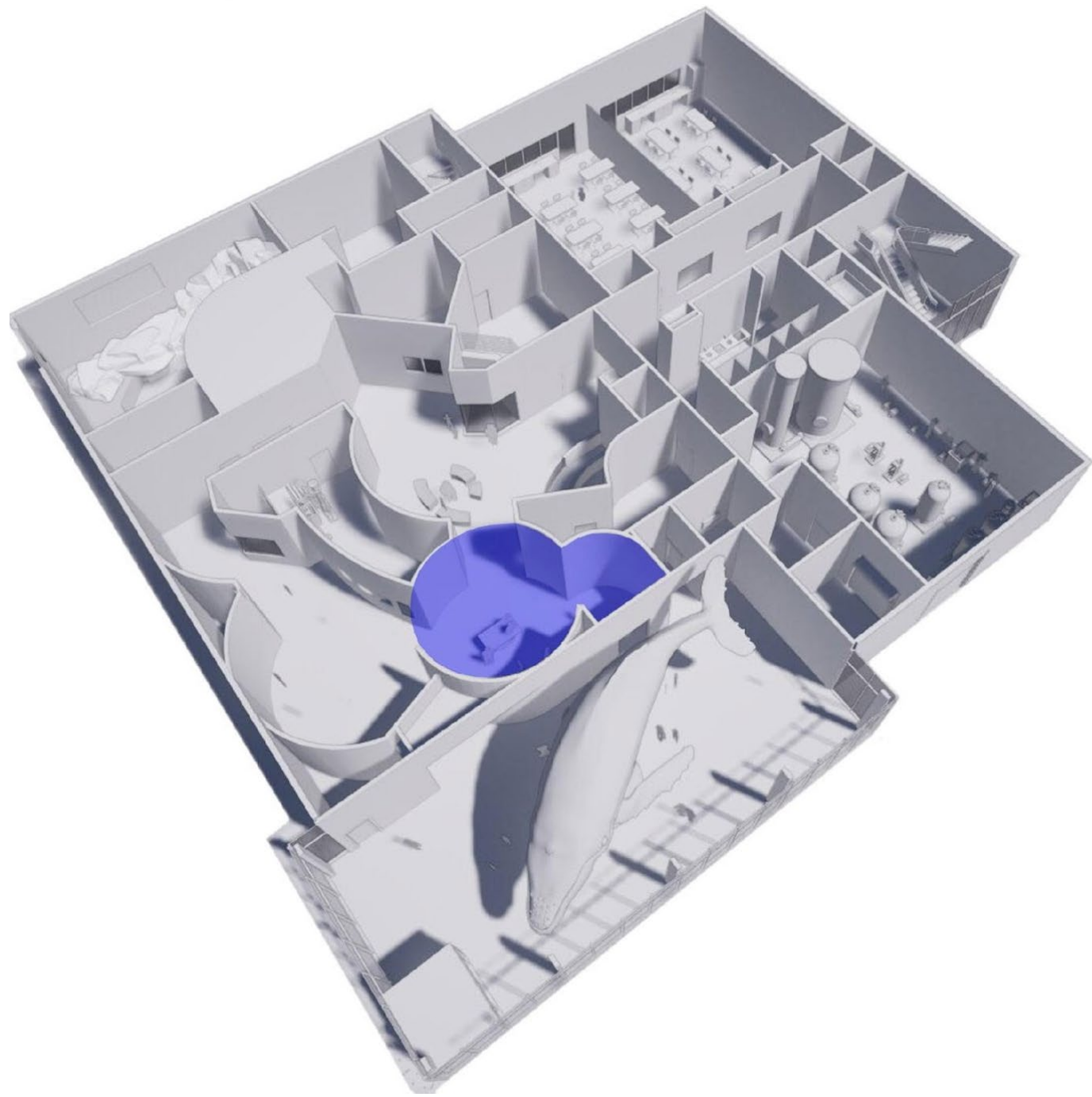
**1** PLAN: INTERPRETIVE EXHIBITS  
Scale: 1/16" = 1'-0"



## Lobby

The Lobby welcomes visitors, sets the tone, and offers a taste of the much appreciated stories. It orients tourists, connects locals, and invites everyone to learn why this coastline is protected with a National Marine Sanctuary. With exhibits, screens, and retail, it's both a gathering place and a gateway to deeper discovery.



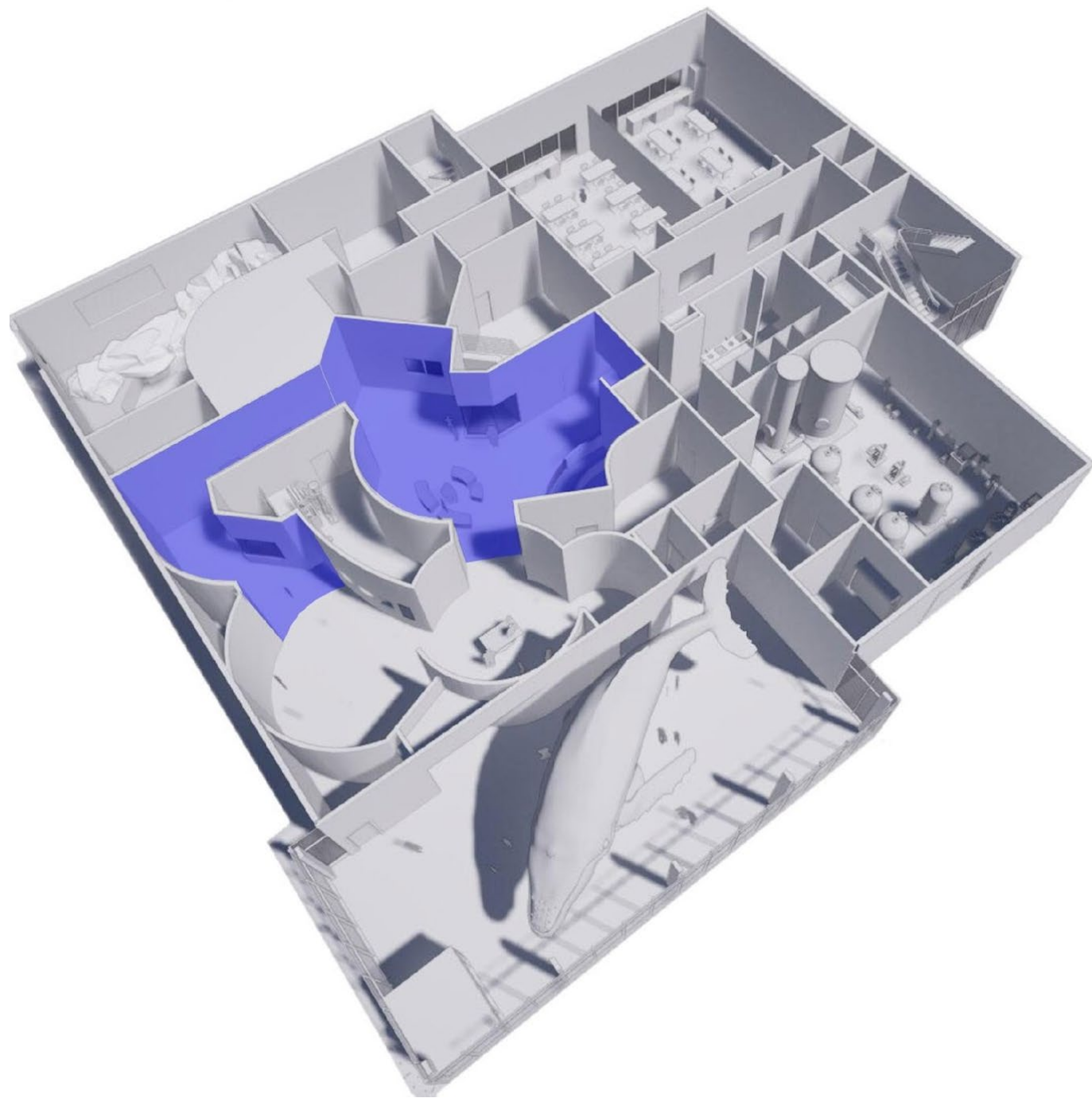


## People and the Ocean

Visitors meet people in the region, some of whom have lived here since time immemorial. Stories of traditional lifeways and treaty rights provide context to Indigenous relationships to the ocean, while the dramatic shipwreck history and traditions of commercial fishing and harvesting illustrate the needs and threats to the livelihood of all people of our region.



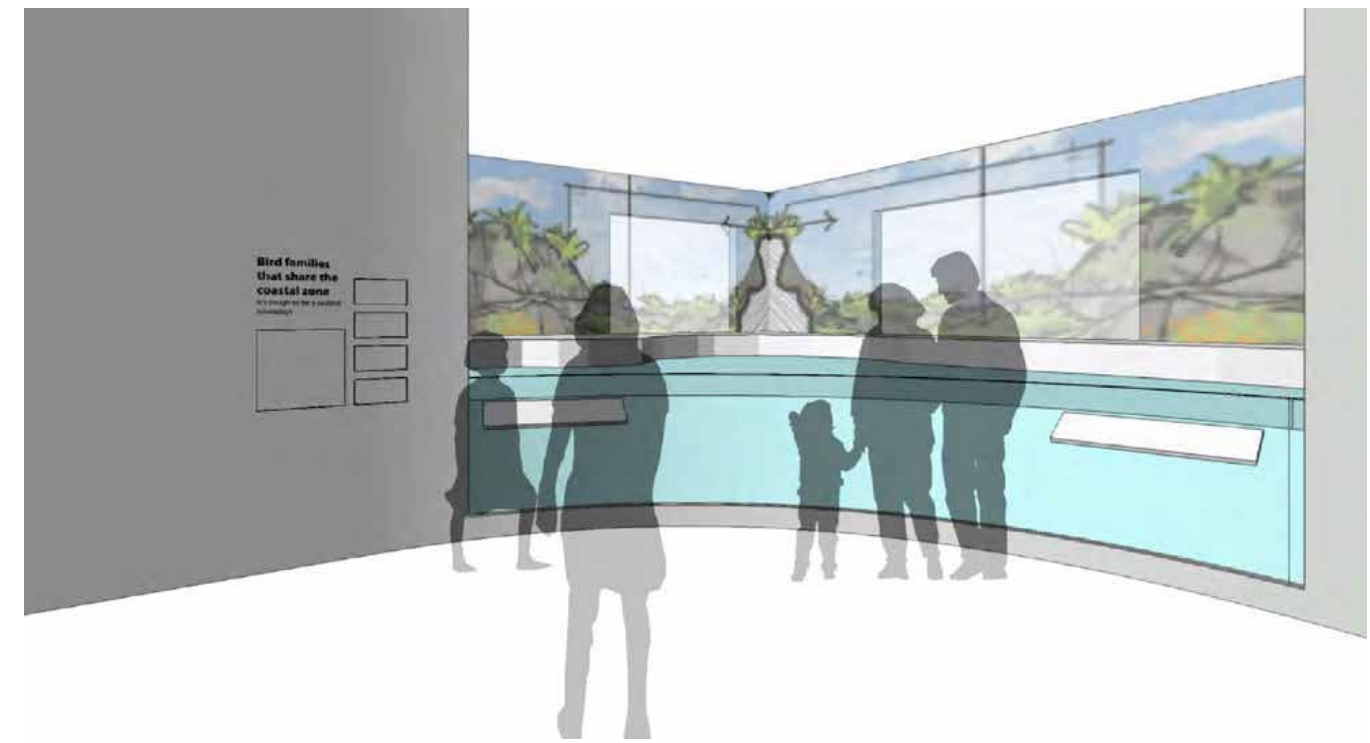
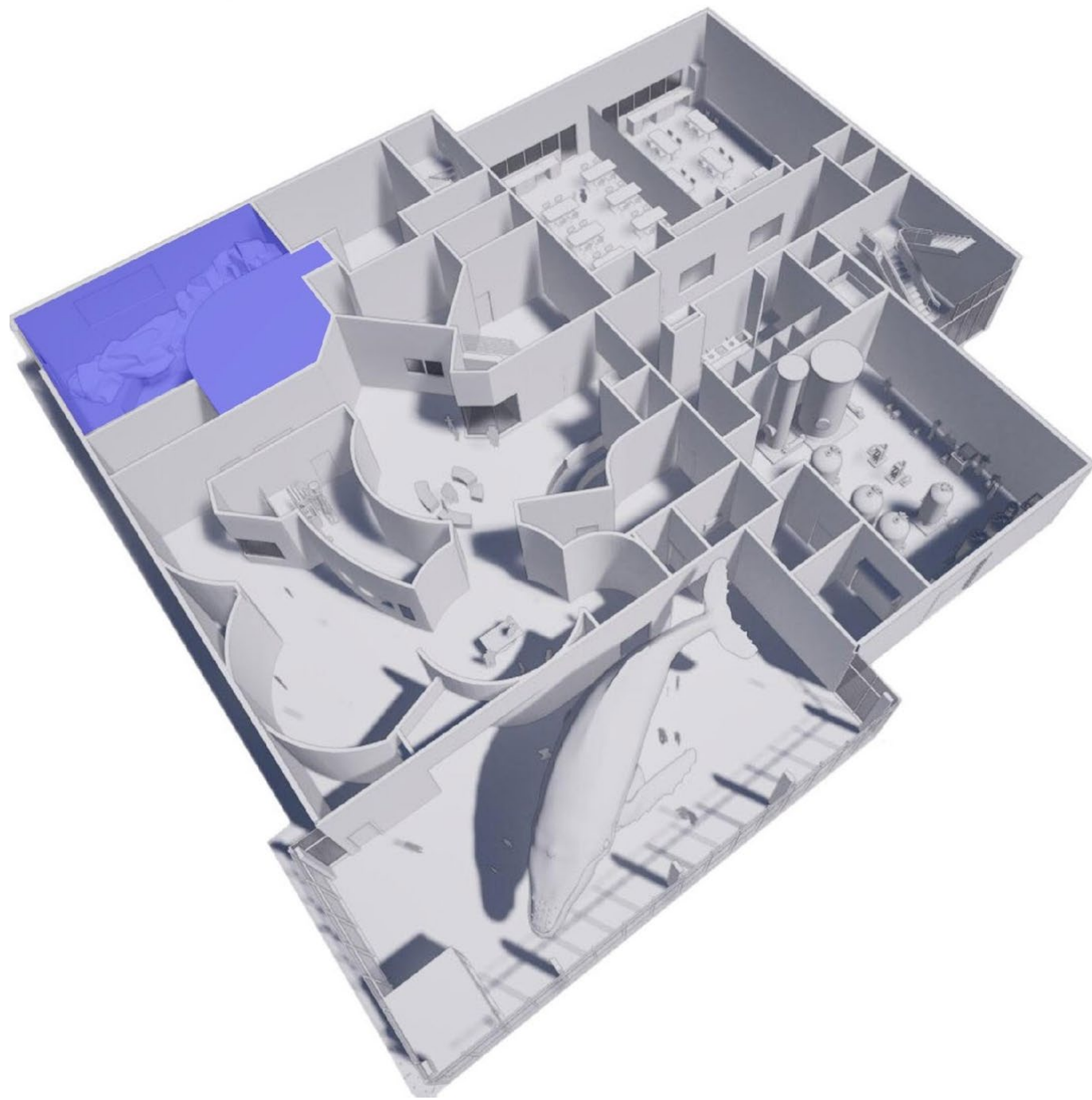
Multitouch Table – UI Explorations – Base Maps



## Biodiversity

In the Biodiversity zone, visitors encounter a rich variety of habitats and species that represent the biodiversity of our region's waters—and the connectedness of these waters to the waterways of the rest of the world. Visitors exit the zone with a sense of wonder at the remarkable biodiversity of our region—and how it connects, intimately and sometimes precariously, to a greater global environment.

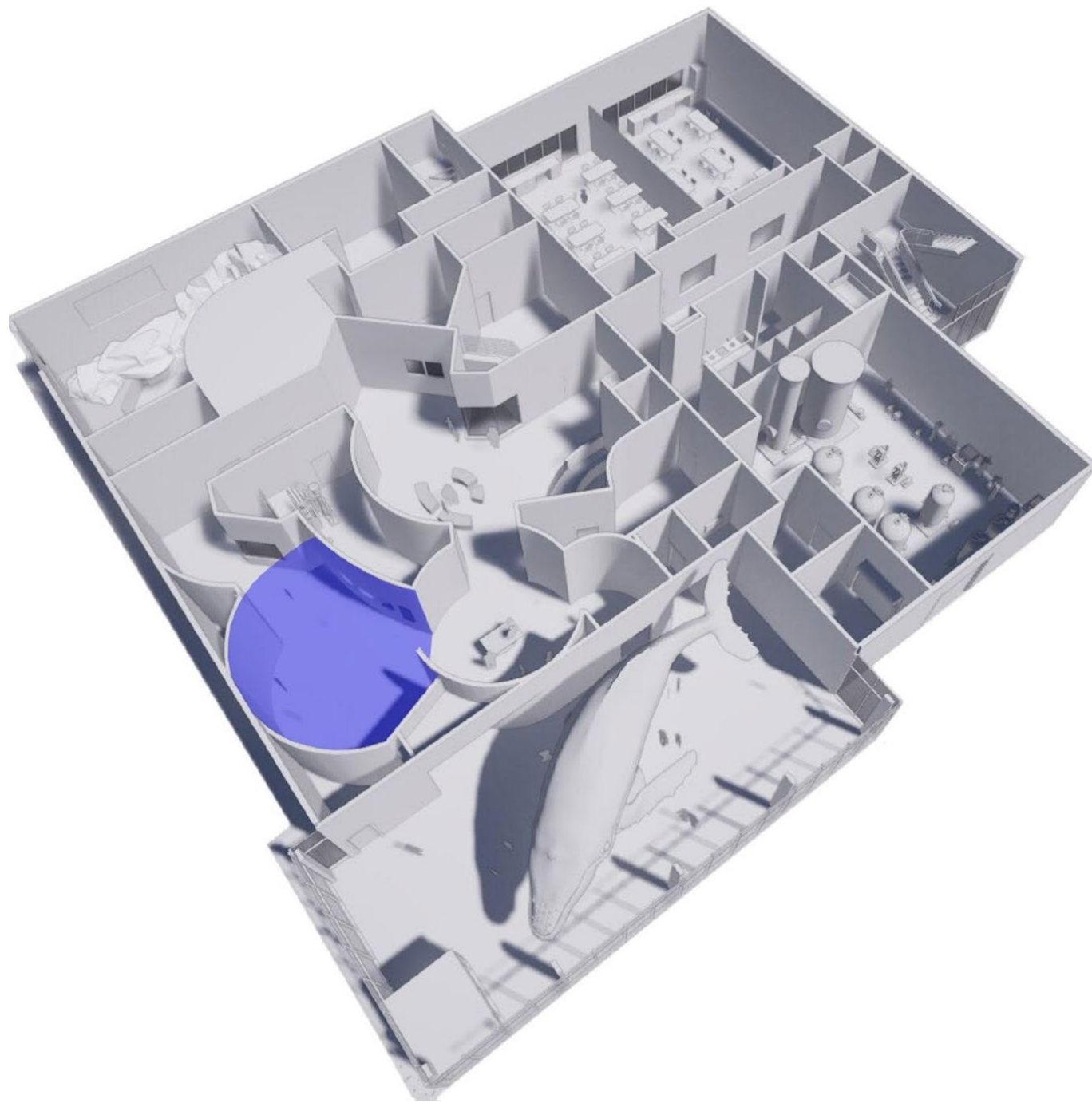




## Seabirds and the Ocean

A living display of seabirds surrounds the visitor. As they watch birds dive, swim, and forage for food, visitors learn of some of the challenges facing these creatures at the top of the food chain. Visitors see the seabirds as ambassadors for some of the actions required to ensure the ocean's health.

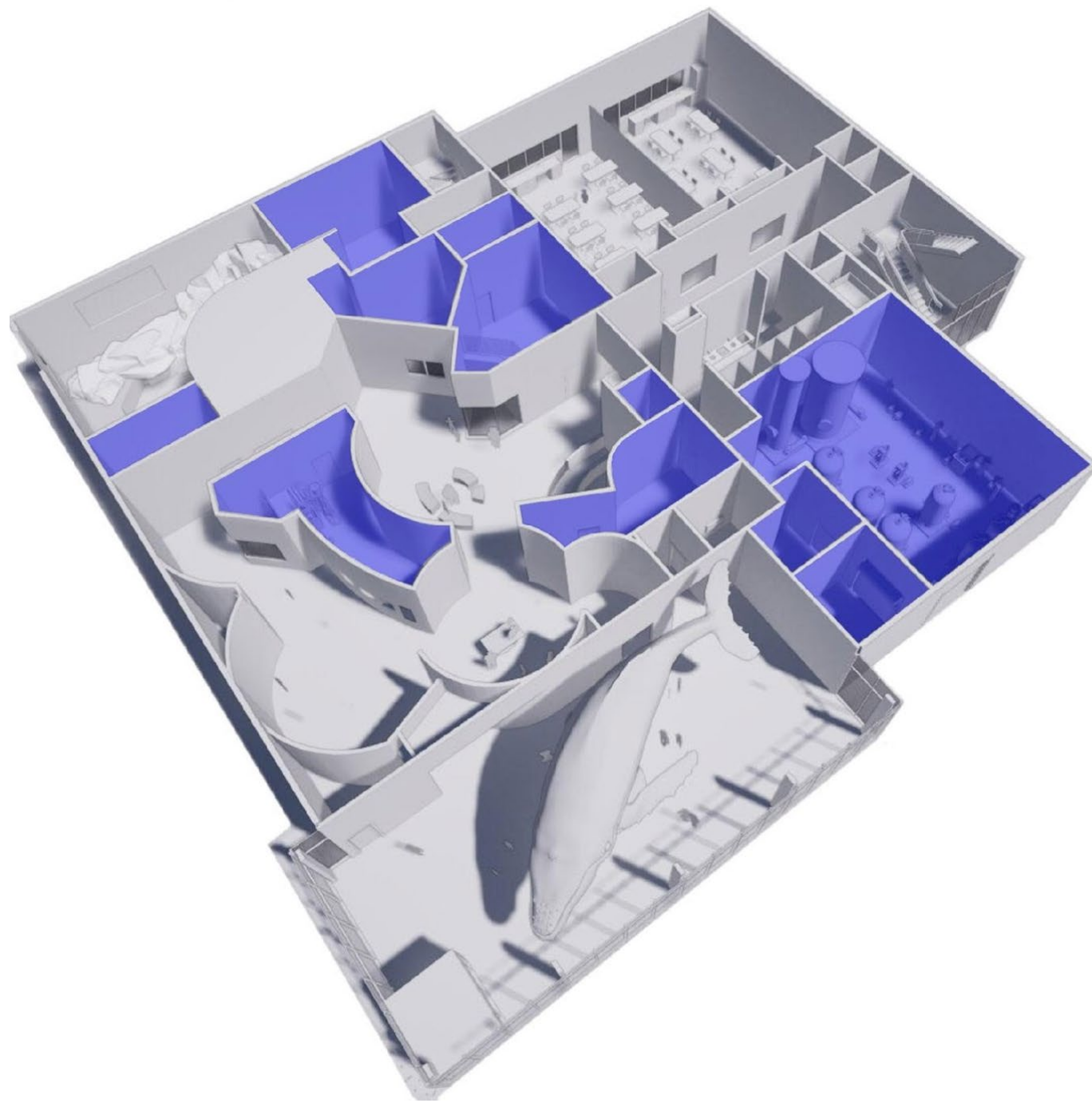




## Ocean Science in Action

In this zone, visitors discover that there is still much we don't know about the world's ocean—and meet the people working to change that. They learn about individuals from many walks of life who are turning new knowledge into action: conserving the integrity of our local environment and addressing global challenges.

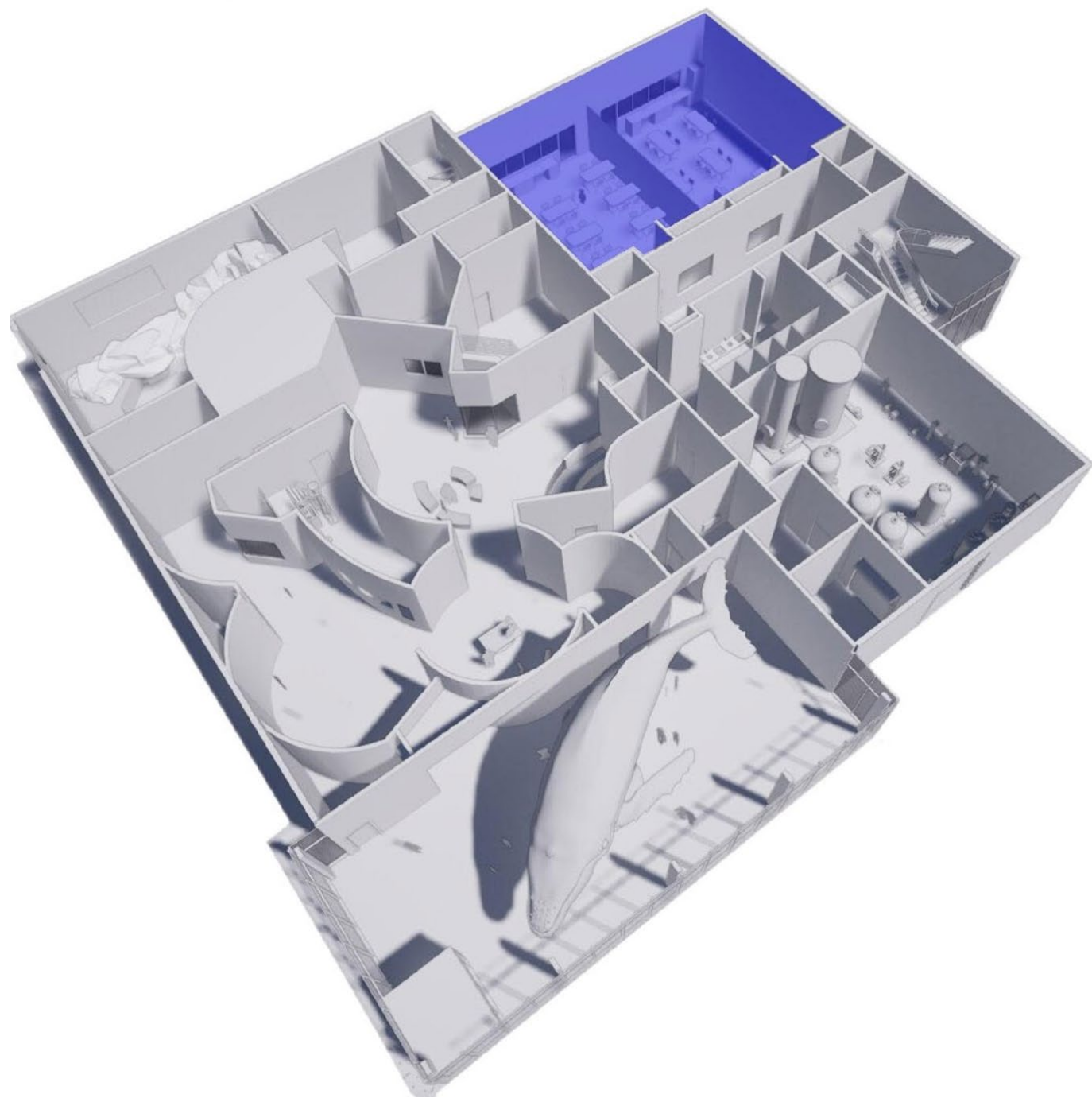




## Support Spaces

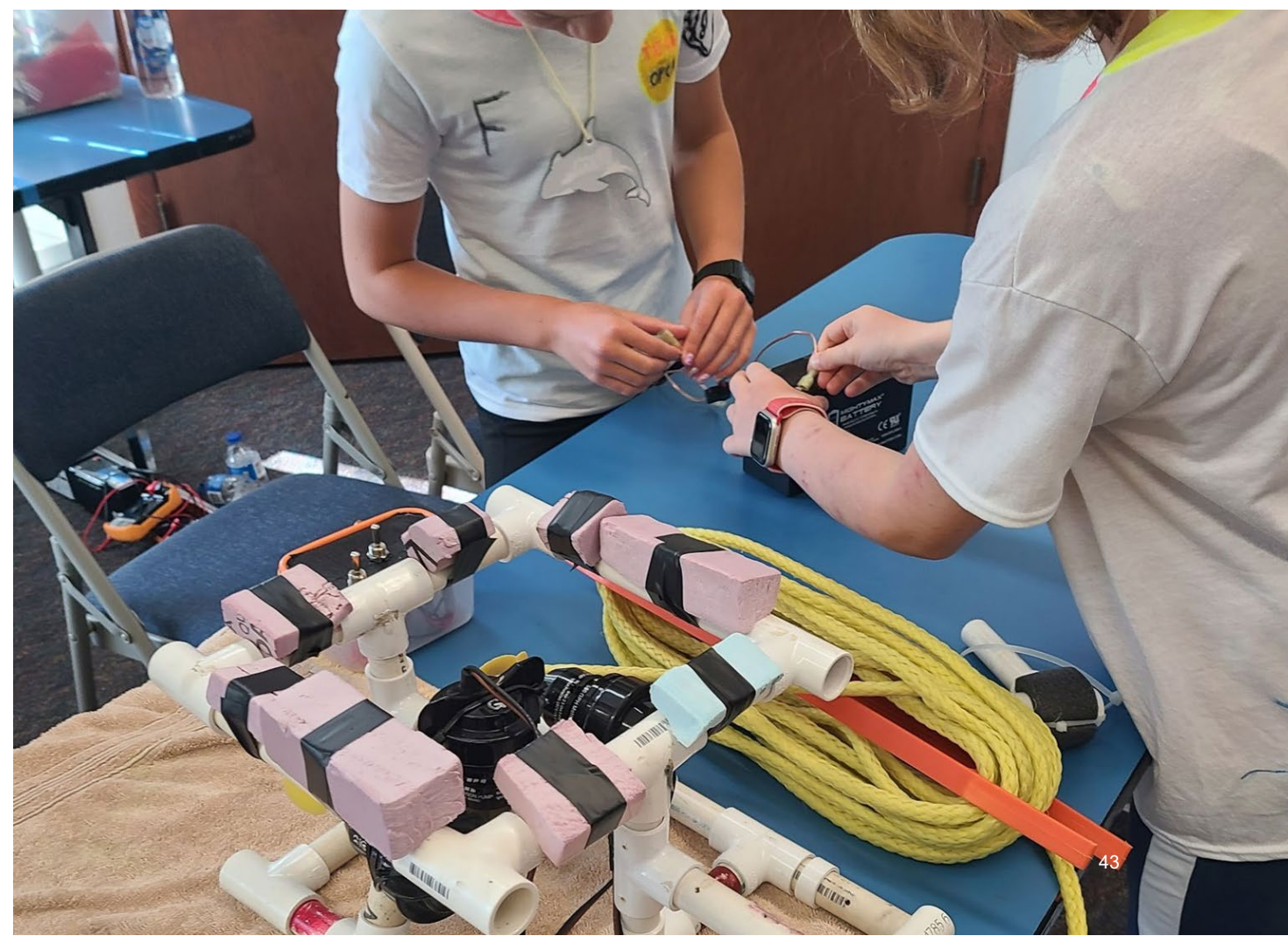
In a functioning aquarium, one of the most vital—and often most costly—components, both in terms of space and budget, is the network of support spaces and equipment required to sustain the animals.





## Arthur D. Feiro Learning Center

The learning center is a cornerstone of the Center's program: students and community groups meet here for curriculum-based classes, activities, workshops, and more.



# Community Services

## Program Types

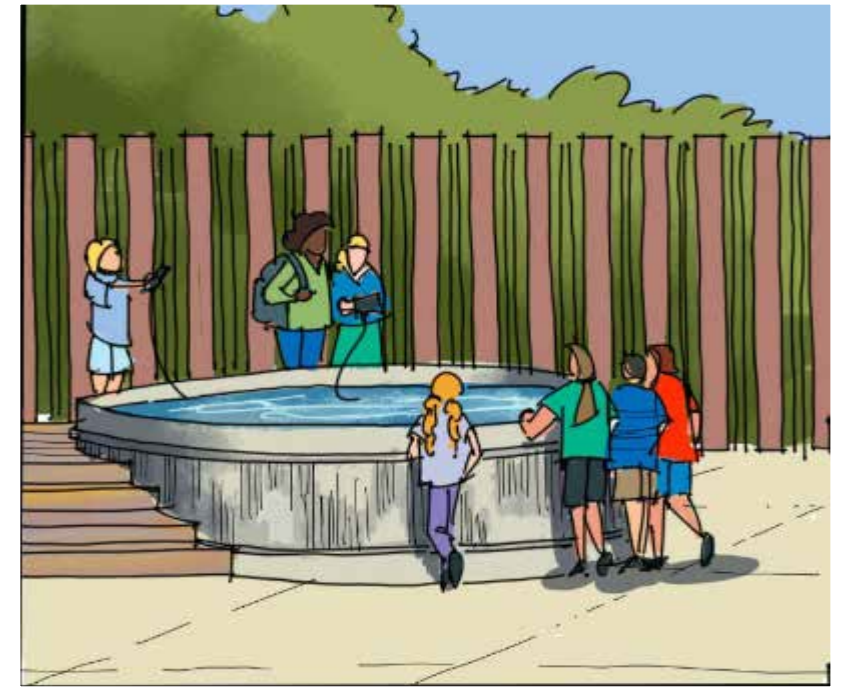
**K-12, preK and college classroom curriculum support**  
**Group tours (e.g. senior living, camps, tourism)**  
**After school and out-of-school time learning opportunities**  
**Volunteerism (teens and adults)**  
**Paid internships (teens and adults)**  
**Adult programs and social events**  
**Community health and safety (air quality shelter)**

## Capacity Expansion

**8 additional full-time staff members**  
**Three times more program space**

## Program Goals

**Strengthen STEM and STEAM engagement and career awareness**  
**Support workforce readiness for maritime and marine-dependent industries**  
**Increase community capacity for watershed and marine stewardship**  
**Build environmental resilience through informed local participation**  
**Retain young talent by connecting education to viable regional careers**



# IT'S TIME TO MAKE A SPLASH

April 8, 2026

Site of the new waterfront marine center (the whale tail on the map)  
and  
Field Arts & Events Hall  
201 W Front Street, Port Angeles WA

We invite you to join us for the ceremonial groundbreaking of the marine center  
being built in partnership by  
Feiro Marine Life Center and  
NOAA's Office of National Marine Sanctuaries

Following the ceremony we will head next door to Field Hall for a community  
celebration with food and fun for the whole family.



#### Travel & Parking Info

Due to the day and time of this event, we recommend that if you are able, please park and walk from the free parking areas marked in blue on the map, or from street parking on Railroad Ave/Oak St.

Please reserve street parking along Front for accessible parking needs.  
You may also travel via Clallam Transit or bicycle.

## 3:00 - Ceremonial groundbreaking

Explore the site's layout and new exhibits

Featuring:

- Site blessing  
Lower Elwha Klallam Tribe
- Speaker Mike Chapman, Washington State Senator  
24th Legislative District
- Speaker John Armor, Director  
NOAA's Office of National Marine Sanctuaries
- Photo opportunities

## 4:00-6:00 - Community celebration

Stay for a free community party to explore what's coming in the new building!

- Meet Big Mama, a life-sized inflatable humpback whale
- "Step aboard" current research from the Vessel Operations Coordinator of the R/V Storm Petrel
- Try hands-on community science activities
- Discover how to help local birds with Olympic Peninsula Audubon Society
- Add your creativity to community art banners that will hang on the construction fencing
- Enjoy lite bites from Nor'Wester Rotary and Welly's Ice Cream!

Fun for all ages. Everyone welcome!

Please RSVP if you plan to attend

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

**March 24, 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 administrative 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 II.A.4: Amended language “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~~ use(s) as stated in the Port-approved lease.”
6. Section II.B: Clarification and additional language regarding Sublease Procedures.
7. Section II.D: Addition of “Other Real Estate Documents” subsection added to help clarify Section II as a whole.
8. Section III.B: Clarification and additional language regarding Emergency Public Works contracts.
9. 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.
10. Section V.B: Addition of #2 & #3 to help clarify the language for the CEO’s Authority to Settle Claims.
11. Section VI: Addition of the Amendment protocol.
12. Section VII: Addition of Personal Services, including the addition of the Amendment protocol.
13. Section VIII: Addition of travel policy clarifications Section VIII.B-D.
14. Section IX: Addition of Section IX – Expenditures for Trade Promotion and Promotional Hosting and updated Port resolution reference.
15. Section XIII: Addition of subsection A. 1-3 to help clarify the Policy Governing Lease Surety, Surety Bonds, Rental Deposits, and Insurance Policies.
16. Section XIV.C.2: Estimated value of personal property that can be disposed of by sale changed from \$200 to \$5,000.
17. Section XVI.D: Litigation in which the value has, or is likely to exceed, the amount was changed from \$25,000 to \$75,000 to remain consistent with the rest of the document.

18. Section XVII: “One-Day” events was changed to “Three-Day” events in the section title to stay consistent with the rest of the section.

19. Section XXI: Addition of Section XXI – Insurance Policies.

20. Language and grammar clarifications throughout Exhibit A.

21. Clarification of items to be presented in the CEO’s Monthly Delegation of Authority Report throughout Exhibit A.

**ENVIRONMENTAL IMPACT:** None

**FISCAL IMPACT:** None

**RECOMMENDED ACTION:**

(1) Introduce Resolution No. 26-1336, renewing the Delegation of Authority with referenced updates.

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 14<sup>th</sup> day of April 2026.

PORT 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. Foreword:

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 not less than annually 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, standard rental template, and investment 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 one year or less) 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 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 of the leased property by the tenant shall be expressly stated in the lease and shall be in accordance with the approved lease.
5. The lease may not be renewed or otherwise extended beyond the initial term of less than one year without Commission approval. Nor may a similar lease to the same entity for the same property be executed 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 subleasing and shall require, at a minimum, the prior written consent of the Port Commission to any sublease, sub-operating agreement, or sub-concession agreement, except as provided in subsection (1):

1. Subject to the provisions of the underlying lease or agreement, the Chief Executive Officer is authorized to grant written consent to a sublease, sub-operating agreement, or sub-concession agreement without prior Commission approval, provided that all of the following conditions are met:
  - a) Less than one year remains on the term of the underlying lease at the time the consent is granted;
  - b) The proposed sublease is for a use substantially similar to the use previously approved by the Commission for the same Port property;

- c) The lessee is not in default and is not in holdover status; and
- d) The material terms of the underlying lease are not modified or extended.

2. Any sublease consent granted under this authority shall be reported to the Commission at the next Commission Meeting.

C. Other Real Estate Documents: The Chief Executive Officer is authorized to execute the following property instruments, subject to the terms specified herein and shall be reported to the Commission as part of the CEO's monthly Delegation of Authority Report:

- 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.
- 2. Short-term agreements (of one year or less) 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. Aquatic land leases with the Washington State Department of Natural Resources of one year or less to accommodate leasehold property leases consistent with the Port Management Agreement.
- 4. Binding site plans and short plats consistent with Port master plans in order to activate leasehold interests.
- 5. The Chief Executive Officer is authorized to approve lease assignments under an existing ground lease for purposes of collateral, and lease assignments associated with the conveyance of a single airport condominium unit (change of ownership), where an established condominium association is the lessee under the ground lease.

6. Access Agreements.

D. Other Real Estate Documents: The Chief Executive Officer is authorized to execute the following property instruments, subject to the terms specified herein and are not required to be included in the CEO's monthly Delegation of Authority Report:

- 1. Changes in the name of the responsible party to the lease if all other conditions, including primary ownership, remain the same.
- 2. Response to estoppels and attornments.

E. 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 already approved 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 standing<sup>1</sup>.

---

1. A tenant in "good standing" is in FULL compliance with all obligations in their current or past lease agreements includes among other things 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.

The Chief Executive Officer shall report the execution of any such lease option to the Commission and shall be reported to the Commission as part of the CEO's monthly Delegation of Authority Report.

F. 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.

G. 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.

H. Lay Berth Agreements: The Chief Executive Officer is authorized to execute Lay Berth Agreements, for a term of one year or less, to allow a vessel to berth on a daily or monthly basis at the Port's Terminals. This action shall be reported to the Commission as part of the CEO's monthly Delegation of Authority Report.

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

### **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 \$75,000<sup>2</sup> or less so long as the expenditure is within the approved budget. In addition, the Chief Executive Officer

---

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 businesses.

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 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 pursuant to RCW 39.04.280. From the inception of any such emergency, the Chief Executive Officer shall 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 XVI):**

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 XII.

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:

1. The Chief Executive Officer may, with the written concurrence of legal counsel, negotiate and settle claims asserted against or 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 monetary damages and does not require the Port to make a finding or admission of fault or liability. Settlements under this authority shall be treated as compromises of disputed claims and shall not constitute admissions of liability.

2. All claims settled under this authority shall be reported to the Commission as soon as practicable.

3. The settlement of any claim that personally names or asserts a claim against an individual Port Commissioner, seeks injunctive or declaratory relief, or would obligate the Port to formally acknowledge fault or wrongdoing, requires prior Commission approval.

**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 and 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 Contracts<sup>4</sup> 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 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.

---

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.

F. Emergency Contracts: When any emergency shall require the immediate execution of a non-exempt 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 the United States General Services Administration's per diem rates, and other procedures.

**IX. EXPENDITURES FOR TRADE PROMOTION AND PROMOTIONAL HOSTING:**

A. The Chief Executive Officer will report proposed expenditures covering industrial development, trade promotion, and promotional hosting as provided in RCW 53.36.120 to the 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 22-1263.

C. Commission hosting requires prior approval by the 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 or any change to personnel employment statuses

**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 or the property's fair market value 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: Where a lease is not in default, the Chief Executive Officer or designee is authorized to take the following actions in connection with any lease of the Port:

1. Accept and approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policy submitted in fulfillment of the requirements of a lease, including any substitute or replacement surety or coverage;

2. Approve modifications to, or substitutions of, any surety, bond, rental deposit, or insurance coverage required under a lease, including replacement coverage for any terminated or expired surety or policy; and

3. Release any surety, surety bond, rental deposit, or insurance obligation when an adequate substitute surety, deposit, or coverage has been provided or upon lease termination or expiration.

**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 \$5,000 or less, and the Chief Executive Officer reasonably determines that the expense of disposing of the property by sale would exceed any benefit the Port may receive, 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 reported to the Commission as part of the CEO’s monthly Delegation of Authority Report.

**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 \$75,000, 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 THREE-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. This shall be reported to the Commission as part of the CEO's monthly Delegation of Authority Report.

**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 purpose, amount, duration, and associated obligations of any grant or loan application and award shall be reported to the Commission as part of the CEO's monthly Delegation of Authority Report 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 Chief Executive Officer 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 Chief Executive Officer 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.

B. The Commission shall approve the coverage and deductible of the insurance policy.

**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 continuation and exercise of Port business, as determined by the Commission in its sole discretion.

## Future Agenda Items – Commission Meeting

03/24/2026

### April 14, 2026 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Monthly Cash and Investment Report

### April 27, 2026 (Special Joint Meeting w/ Board of County Commissioners & The Clallam County Public Utility District)

- Hosted at the Port of Port Angeles from 11:00 am – 2:30 pm

### April 28, 2026 (Regular Commission Meeting)

- March Financial Report
- 1<sup>st</sup> Quarter Operations Report
- FIA Hangar Development Bid Award / Grant Application Approval

### May 12, 2026 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Monthly Cash and Investment Report

### May 26, 2026 (Regular Commission Meeting)

- April Financial Report

### Upcoming Events

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)

May 19-21: WPPA Spring Meeting (Stevenson – Skamania Lodge)

May 18-20: Washington Airport Managers Association Conference (Walla Walla, WA)

June 6: Maritime Festival (Port Angeles Boat Haven)

June 24-26: WPPA Finance Seminar (Everett – Hotel Indigo)

July 8-10: WPPA Directors Seminar (Pullman – Courtyard by Marriott)

July 20-22: WPPA Commissioners Seminar (Wenatchee – Hilton Garden Inn)

July 23-24: Northwest Marine Terminal Association (NWMTA) Summer Meeting (Port of Pasco, WA)

### Future

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



**INDUSTRIAL DEVELOPMENT CORPORATION  
Port of Port Angeles**

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

**MINUTES  
BOARD OF DIRECTORS MEETING**

**January 13, 2026**

**(Immediately following the Port of Port Angeles Commission Meeting)**

Steve Burke, Commissioner  
Colleen McAleer, Commissioner  
Connie Beauvais, Commissioner  
Paul Jarkiewicz, Chief Executive Officer  
Caleb McMahon, Director of Econ. Dev.

Jennifer Baler, Director of Finance & Admin  
Chris Hartman, Director of Engineering  
Jenna Riley, Clerk to the Board  
Amanda Saiz, Business Support Specialist

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

**I. Call to Order**

Comm. Burke called the meeting to order at 10:56 am.

**II. Approval of January 14, 2025, Minutes**

- Discussion
- Motion to approve the January 14, 2025, minutes: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

**III. Annual Meeting**

**A. Background**

1. Overview
2. History of Activity
  - Discussion
  - No Action

**B. Elect the IDC Officers**

- Discussion
- Motion for the 2026 Port Commission officers to serve as the 2026 IDC Officers: Comm. Burke
- 2<sup>nd</sup>: Comm. Beauvais
- Vote: 3-0 (Unanimous)

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

- Presentation: Jennifer Baker
- Discussion
- Comm. Burke acknowledged receipt of the 2025 Annual Financial Report

**IV. New Business**

None

**V. Public Comment**

None

**VI. Items not on the Agenda**

None

## **VII. Next Meeting**

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

## **VIII. Adjourn**

Comm. Burke adjourned the meeting at 11:08 am.

PORT OF PORT ANGELES  
INDUSTRIAL DEVELOPMENT  
CORPORATION BOARD OF  
DIRECTORS

---

Steven Burke, President

---

Connie Beauvais, Secretary