



PORT COMMISSION APPOINTMENT PROCESS

Port Commissioner Steven D. Burke, representing District 2, submitted his letter of resignation effective 8:00 a.m. May 1, 2026. The remaining members of the Port Commission will appoint a successor to serve until a qualified person is elected at the next general municipal election in November 2027.

Per RCW 42.12.080, after a vacancy occurs, the remaining commissioners, Commissioners Connie Beauvais and Commissioner Colleen McAleer, will nominate at least one candidate at a future Port Commission Meeting. The Commission will then cause notice of the vacancy and the name of the nominated candidate or candidates to be posted in three public places within Clallam County, including the Port's website, for a minimum of 15 days. During the notice period, registered voters who reside in Clallam County are invited to submit nominations to the remaining Commissioners via email to the Clerk of the Board, Jenna Riley, at jennar@portofpa.com. Any nominee must be a resident and registered voter of Port District 2. [See District 2 Map on Page 3.]

In lieu of immediately nominating candidates, the Commission may choose to "call for applicants" prior to the public meeting when one or more nominees will be announced, and prior to the official notice of vacancy.

At the close of the call for applicants, the Commission may review and evaluate those applicants in Executive session, followed by announcement of the Commission nominees at a public meeting. After this nomination process, the official notice of vacancy, notice of nominees, and call for additional nominees will be posted as described above for a 15-day period.

Each nominee must complete the attached application packet, including a resume, in order to be considered. The Port Commission may meet in executive session to evaluate the qualifications of all nominees to be considered for appointment to the Commissioner vacancy. Any interview by the Port Commission and any final action taken to appoint an individual to fill the vacancy will take place in a meeting open to the public per RCW 42.30.110(1)(h).

After the notice, evaluation, and interview processes described above, the Commission shall appoint a qualified person to fill the vacant position from the candidates nominated by either the remaining Port Commissioners or the public at a Commission meeting open to the public.

If the two remaining Commissioners cannot agree or, for some other reason, do not make an appointment within 90 days of the effective date of the vacancy (July 30, 2026), then the appointment would be made by the Board of County Commissioners (BOCC). If the BOCC failed to make an appointment within 180 days, it could petition the Governor to make the appointment.

Please find the Commission Vacancy Appointment Process timeline on the following page.



COMMISSION VACANCY APPOINTMENT PROCESS TIMELINE

May 1, 2026	Effective date of District 2 - Commissioner Burke’s resignation from the Port Commission
May 26, 2026 @ 9:00 a.m.	Port Commission Regular Meeting – Commission Nomination(s) are Announced
May 28-June 12, 2026	Official Notice of Vacancy, Nominations, and Call for Additional Applicants to be issued and posted on the Port’s Website, Port’s Administrative Building, Peninsula Daily News, and at the Port Angeles Main Library (15 days)
May 28-June 12, 2026	Registered voters within Clallam County may submit applications and or nominations. All nominees must submit an application packet and a resume (15 days)
June 13, 2026 @ 10:00 a.m.	Port Commission Special Meeting – Review & Shortlist Applicants for District 2 Commissioner Vacancy
June 16, 2026 @ 9:00 a.m.	Port Commission Special Meeting – Interviews to fill District 2 Commissioner Vacancy
June 23, 2026 @ 9:00 a.m.	Port Commission Regular Meeting – Appointment of District 2 Commissioner
July 30, 2026	Deadline for appointment by the remaining two members of the Port Commission to fill the vacancy created by District 2 - Commissioner Burke’s resignation
2027 General Election	District 2 – Port Commission office will appear again on the ballot

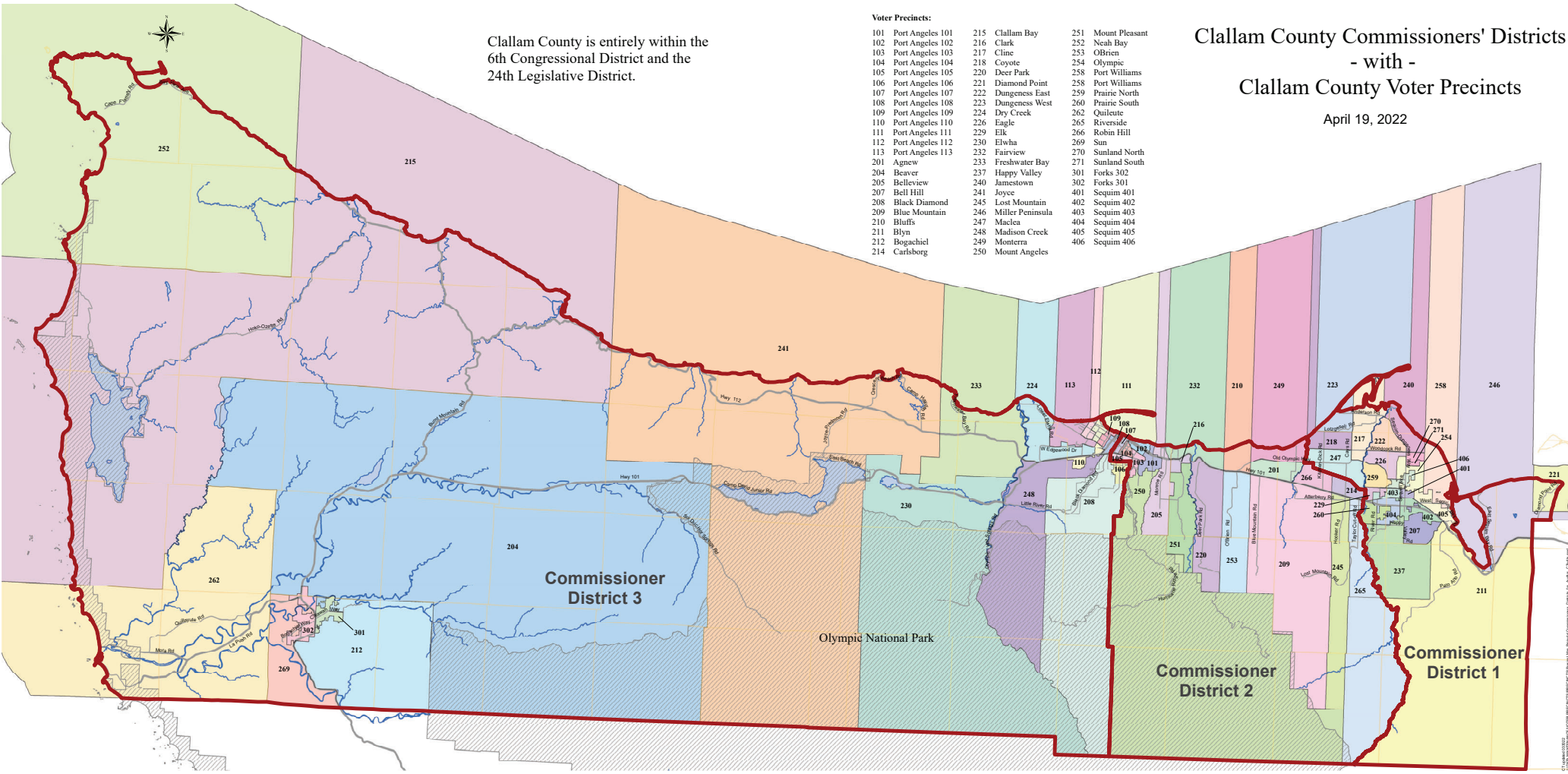
Clallam County Commissioners' Districts - with - Clallam County Voter Precincts

April 19, 2022

Clallam County is entirely within the
6th Congressional District and the
24th Legislative District.

Voter Precincts:

101	Port Angeles 101	215	Clallam Bay	251	Mount Pleasant
102	Port Angeles 102	216	Clark	252	Neah Bay
103	Port Angeles 103	217	Cline	253	O'Brien
104	Port Angeles 104	218	Coyote	254	Olympic
105	Port Angeles 105	220	Deer Park	258	Port Williams
106	Port Angeles 106	221	Diamond Point	258	Port Williams
107	Port Angeles 107	222	Dungeness East	259	Prairie North
108	Port Angeles 108	223	Dungeness West	260	Prairie South
109	Port Angeles 109	224	Dry Creek	262	Quilteute
110	Port Angeles 110	226	Eagle	265	Riverside
111	Port Angeles 111	229	Elk	266	Robin Hill
112	Port Angeles 112	230	Elwha	269	Sun
113	Port Angeles 113	232	Fairview	270	Sunland North
201	Agnew	233	Freshwater Bay	271	Sunland South
204	Beaver	237	Happy Valley	301	Forks 302
205	Bellevue	240	Jamesstown	302	Forks 301
207	Bell Hill	241	Joyce	401	Sequim 401
208	Black Diamond	245	Lost Mountain	402	Sequim 402
209	Blue Mountain	246	Miller Peninsula	403	Sequim 403
210	Bluffs	247	Maclea	404	Sequim 404
211	Blyn	248	Madison Creek	405	Sequim 405
212	Bogachiel	249	Monterra	406	Sequim 406
214	Carlsborg	250	Mount Angeles		





APPLICATION FOR APPOINTMENT TO PORT COMMISSION

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, or any other legally protected status.

All applicants must completely fill out the application in order to be considered for this appointment.

Initial Applications for Nominee selection to be listed on the Notice of Vacancy are due by 5 p.m. on Friday, June 12 2026, to the Clerk to the Board, Jenna Riley, via email at jennar@portofpa.com.

(PLEASE PRINT)

Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Home Phone Number: _____
 Cell Phone Number: (optional) _____
 Email Address: (optional) _____

- Are you a registered voter in Clallam County and do you live within the boundaries of Clallam County District 2?
 Yes No
- Have you been convicted of a crime by a court of law of a crime involving behavior that would adversely affect job performance, within the last ten years? Yes No

WORK HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Brief Description of Work Performed:	

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Description of Work Performed:	

Dates of Employment (Month/Year) From: _____ To: _____	Title of Position:
Description of Work Performed:	

CHARITIES, SOCIAL AND CIVIC ACTIVITIES AND MEMBERSHIPS

Please list major activities you have participated in during the last five years.

Organization/Location:	Group's Purpose/Objective:	Number of members:
Brief description of your participation:		

Organization/Location:	Group's Purpose/Objective:	Number of members:
Brief description of your participation:		

Organization/Location:	Group's Purpose/Objective:	Number of members:
Brief description of your participation:		

EDUCATION

Circle the highest grade completed: 8 9 10 11 12 Some College AA/AS Bachelors Masters PhD

Name of high school, college or vocational school & location	Academic Major, Skills or Trade	Number of Years Attended	Degree Earned

SPECIAL ATTRIBUTES

Please let us know what special attributes you would bring to the position of District 2 Port Commissioner, and why you are interested in serving.

APPLICANT SIGNATURE

Here is I certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to Port of Port Angeles representatives any information regarding my current or former employment. I understand that such information may or may not help my application for appointment to the Port Commission. My authorizations to current or former employers to release information are knowing, intelligent, and voluntary acts.

I understand that as a condition of appointment, I must pass a background check. See my signed Consent Form.

Signature of Applicant: _____ Date: _____

Please submit a completed application form by Thursday, June 12, 2026, at 5:00 p.m. to the Clerk to the Board, Jenna Riley, via email at jennar@portofpa.com.



District 2 Commissioner Nominee Qualifications and Term Acknowledgment

Minimum Qualifications of Appointee

The Nominee must be “qualified” to fill the vacant position per RCW 42.12.070(1). To be qualified to serve as a Port Commissioner, a person must, at a minimum, be a registered voter who resides within the boundaries of District 2 of the Port district to be served (see list of District 2 precincts on the second page of this form) per RCW 53.12.010(1). Applicants/Nominees will be required to demonstrate their voter registration by name, address, and precinct number, and that information will be verified by the County Auditor.

Term of Appointee

A vacated office shall appear on the ballot of the next election at which a member of the governing body normally would be elected, and the appointee shall serve until a qualified person is elected to the position per RCW 42.12.070(6). The successful District 2 Nominee will serve until the 2027 general election returns are certified. The winner of that election will take office immediately and will serve the remaining 2-year "unexpired" term through December 31, 2029.

Acknowledgement

- My signature below indicates that I meet the minimum qualifications of a District 2 Nominee as defined above.
- My signature below indicates that I fully understand the term of the District 2 Nominee as defined above.

Signature:

Printed Name:

Date:



District 2 Precincts:

Port Angeles	101
Port Angeles	102
Port Angeles	103
Port Angeles	104
Port Angeles	105
Port Angeles	107
Agnew	201
Bellevue	205
Blue Mountain	209
Bluffs	210
Carlsborg	214
Clark	216
Deer Park	220 01-02
Fairview	232 01-02
Lost Mountain	245
Monterra	249
Mount Angeles	250 01-02
Mount Pleasant	251
O'Brien	253 01-02
Riverside	265
Robin Hill	266



Conflict of Interest Disclosure

Port Commissioners are prohibited by Washington's Code of Ethics for Municipal Officers, Ch. 42.23 RCW, from using their positions to secure special privileges or special exemptions for themselves or others, and from entering into certain contracts or having other personal financial interests with the Port. Port Commissioners may not:

1. Use their position to secure special privileges or exemptions for themselves or others;
2. Give, receive, or agree to receive, directly or indirectly, any compensation, gift, reward, or gratuity from a source except the Port, for a matter connected with or related to the Commissioner's services as a Port Commissioner;
3. Accept employment or engage in business or professional activity that they might reasonably expect would require or induce them by reason of their official position to disclose confidential information acquired by reason of their official position; or
4. Disclose confidential information gained by reason of their position, nor may they otherwise use such information for their personal gain or benefit.

RCW 42.23.030 prohibits a Port Commissioner from directly or indirectly receiving a financial benefit from a contract if the contract is made by, through or under the supervision of the Commissioner, in whole or in part, with limited exceptions. "Contract" includes any contract (including a contract of employment – written or unwritten), sale, lease, or purchase. Any contract entered into by the Port in violation of this prohibition is void.

Applicants for the Port Commission District 2 position shall disclose any beneficial interests they have or may have, whether directly or indirectly (such as, for example, through a family member or employer), in any contract with the Port now existing or in negotiation, or in any other activity involving the Port.

Disclosure

By my signature below, I hereby certify I **do not** have any beneficial interests in any contract with the Port now existing or in negotiation, or in any other activity involving the Port.

Printed Name:

Signature:

Date:

My signature below indicates that I **do or may** have a beneficial interest in a contract with the Port now existing or in negotiation, or in another activity involving the Port.

Printed Name:

Signature:

Date:

Please provide details about any such beneficial interest in the space below:



NOTICE FOR APPLICANT
**Notice of Intent and Authorization to Obtain an Investigative
Consumer Report for Application Evaluation Purposes**

The undersigned applicant is hereby notified the Port may obtain an investigative consumer report for application purposes. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver's record history. Applicant acknowledges that he/she is herein informed of his/her right to request within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested. Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant's request for disclosure or such report was first requested by employer, whichever is the later.

Applicant further authorizes the Port to obtain an investigative consumer report for appointment purposes at this time or anytime during the applicant tenure with the Port.

I, _____ authorize the Port to obtain directly or through a third party agency to obtain a screening report (as defined and outlined in the above paragraph), which may contain information including my credit history and criminal background information.

Signature: _____ Date: _____



Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.



- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:



CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:



TYPE OF BUSINESS:	CONTRACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

