PORT OF CENTRALIA
Established 1986

3508 Galvin Road · Centralia, WA 98531-9002
Phone 360-736-3527 · Fax 360-330-5666
www.portofcentralia.com

Agenda
Regular Meeting of the
PORT OF CENTRALIA
January 15, 2025
Port Administrative Office
3:00 PM

Remote attendance of meetings is also available through video and call-in with the following information:

Meeting Link:
https://portofcentralia.my.webex.com/portofcentralia.my/j.php?MTID=m63d5ce2035dbf4405d7e90e2023ea2bd
Meeting Number/Access Code: 2550 070 0773
Public Call-in Number: 1-650-479-3208
Meeting Password: 3527

1) **Call Meeting to Order/Introductions**

2) **Industrial Development Corporation Meeting**

3) **Approval of Agenda: January 15, 2025 Regular Meeting**

4) **Good of the Order/Public Comment**

5) **Approval of Minutes: December 18, 2024 Regular Meeting**

6) **Approval of Warrants**

7) **New Business:**

   a) **Resolution 2025-01: Appointing Commissioner Officers for the Year 2025**
   b) **Resolution 2025-02: Authorizing the Expenditure of Funds by Cash Warrant Prior to Commission Approval Claims**
   c) **I-5/Mellen Street Connector Project – Stage 2 – Project Acceptance**
   d) **Executive Director Report**
   e) **Commissioner Reports**

8) **Meeting Adjourned**

Remote attendees will not have the ability to provide oral public comment but may submit public comment to agraber@portofcentralia.com before 2:00 PM of the meeting date. All public comment received will be provided to the Port Commission.

THE PORT COMMISSION MAY ADD OR TAKE ACTION ON ITEMS NOT LISTED ON THIS AGENDA.

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RESOLUTION 2025-01

A RESOLUTION OF THE COMMISSION OF THE PORT OF CENTRALIA LEWIS COUNTY, WASHINGTON APPOINTING COMMISSIONER OFFICERS FOR THE YEAR 2025

WHEREAS, the Port of Centralia held a regular meeting on January 15, 2025, and during the regular meeting the Port of Centralia Commissioners discussed and took action regarding the appointment of officers for the year 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE PORT OF CENTRALIA AS FOLLOWS:

The Officers of the Port of Centralia Commission for the year 2025 shall be as follows:

_____ President

_____ Vice-President

_____ Secretary/Treasurer

PASSED by the Port of Centralia this 15th day of January, 2025.

_____
COMMISSIONER

_____
COMMISSIONER

Attested to:

_____
COMMISSIONER

_____
KYLE W. HEATON, Executive Director

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RESOLUTION 2025-02

A RESOLUTION OF THE COMMISSION OF THE PORT OF CENTRALIA LEWIS COUNTY, WASHINGTON AUTHORIZING THE EXPENDITURE OF FUNDS BY CASH WARRANT PRIOR TO COMMISSION APPROVAL CLAIMS

WHEREAS, Resolution 2025-02 amends Resolution 2024-02 authorizing the expenditure of funds for certain operating expenses and other purposes prior to Commission approval of claims, which is frequently made necessary by Federal and State statutes, contractual agreements, and other requirements; and

WHEREAS, the prepayment of such claims will enable the Port to promptly pay its obligations and maintain a quality payment history; and

WHEREAS, the prepayment of such claims will enable the Port to take advantage of discounts by paying within certain timeframes; and

WHEREAS, the prepayment of such claims is specifically authorized by RCW 42.24.180 subject to certain conditions.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE PORT OF CENTRALIA AS FOLLOWS:

The prepayment of claims as listed on Exhibit "A" in estimated monthly amounts and attached hereto is approved for the calendar year 2025, subject to the following conditions:

1. The Port of Centralia shall furnish an official bond for the Port Auditor for the faithful discharge of her duties in an amount not less than $50,000.00.

2. Contracting, hiring, purchasing, and disbursement policies that provide effective internal control shall be maintained.

3. Documentation supporting claims paid and all warrants issued in payment of claims shall be submitted for Commission review and approval at its next regularly scheduled meeting.

4. If, upon review, the Commission disapproves a claim(s), the Auditor and other persons who signed the warrant(s) shall jointly cause the disapproved claim(s) to be recognized as receivables of the Port and shall pursue collection diligently until the amounts disapproved are collected or until the Commission is satisfied and approves the claims.

PASSED by the Port of Centralia this 15th day of January, 2025.

_____
COMMISSIONER

_____
COMMISSIONER

Attested to:

_____
COMMISSIONER

_____
KYLE W. HEATON, Executive Director

EXHIBIT "A"
RESOLUTION 2025-02

The expenditure of funds by cash warrant prior to Commission approval of claim(s) is authorized for the following purpose(s), and in the estimated maximum monthly amounts shown, for the calendar year 2025 subject to conditions of Resolution 2025-02.

EXPENDITURE	MAXIMUM AMOUNT	
Employee Payroll	$	50,000.00
Employee Benefits	$	25,000.00
941 Deposit	$	15,000.00
Insurance Premiums – Health Care Authority	$	50,000.00
Expense Reimbursement – Executive Director	$	1,500.00
Expense Reimbursement – Staff	$	1,000.00
Expense Reimbursement – Port Commissioners	$	500.00
Office Supplies	$	2,000.00
Postage	$	1,000.00
Travel Expense (subject to prior approval of attendance)	$	500.00
Telecommunications	$	1,000.00
Professional Services	$	20,000.00
Loan Contract Payments	$	15,000.00
Construction Payments (with already approved contracts)	$	100,000.00
Misc. Services/Utilities	$	10,000.00
Industrial Insurance – Quarterly	$	2,000.00
Leasehold Excise Taxes – Quarterly	$	50,000.00
Legal Notices	$	1,000.00
Insurance Premiums – Liability & Public Officials	$	60,000.00
Promotional Hosting, Community Relations, Misc. G&A	$	500.00
Landscape Supplies & Gasoline	$	3,000.00
Building Supplies & Maintenance	$	10,000.00
Computer Software & Repairs	$	3,000.00
CERB Payments – Annual	$	60,500.00
Option/ROW Fees	$	10,000.00