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
July 16, 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=m24712231a0de7eb7abfd0f95bdfe0234
Meeting Number/Access Code: 2554 930 5699
Public Call-in Number: (650) 479-3208
Meeting Password: 3527

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

2) **Approval of Agenda: July 16, 2025 Regular Meeting**

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

4) **Approval of Minutes: July 2, 2025 Regular Meeting**

5) **Approval of Warrants**

6) **New Business:**

   a) **Small Works Project #25-15 - Park 3 – Long Road Fill**

   b) **Commissioner Reports**

7) **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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Minutes
Regular Meeting of the
PORT OF CENTRALIA
July 2, 2025
Port of Centralia Administrative Office & Via Teleconference
3:00 PM

Attendees: Commissioners: Kyle Markstrom, Julie Shaffley, and Peter Lahmann
Port Staff: Kyle Heaton, Executive Director
Port Counsel: Ray Liaw, Van Ness Feldman
Public: Theo Pickard; Ally Pickard; Jan Banevich; Elizabeth Cameron; Cynthia Mudge; Charles Snell; and Brian Dow
Teleconference: 7 unknown callers

1) **Call Meeting to Order/Introductions:** Commissioner Markstrom called the meeting to order at 3:00 p.m.

2) **Approval of Agenda:** Commissioner Shaffley made a motion to approve the July 2, 2025, agenda as submitted. Commissioner Lahmann seconded the motion. The motion carried.

   Commissioner Lahmann asked how to add items to the agenda. Commissioner Markstrom replied that Commissioner Lahmann can send it to him and asked Commissioner Lahmann if he would like to amend the agenda. Commissioner Lahmann said that he had wanted to add an executive session and had received advice to wait on it. Commissioner Markstrom thought that Port counsel has weighed in on it.

3) **Good of the Order/Public Comment:** Commissioner Markstrom opened the meeting to public comment and stated the rules regarding public comment.

   Jan Banevich, of Centralia, requested an apology from Executive Director Kyle Heaton for his remark at the previous meeting. Commissioner Markstrom reminded Jan Banevich that the Port's public comment policy required comments to be directed to the Port Commission and not to Port staff. Jan Banevich told Executive Director Kyle Heaton that she would give him three minutes to apologize. Commissioner Markstrom reiterated the public comment policy. Jan Banevich continued that her public comment was a formal ethics complaint against Executive Director Kyle Heaton and asked the Commissioners to add an executive session to the agenda for personnel reasons to discuss what action will be taken against him.

   Cynthia Mudge, executive director of the Centralia-Chehalis Chamber of Commerce, congratulated Commissioner Shaffley for the 35-year anniversary of her business, Good Health Nutrition Center. She also announced an upcoming Chamber event.

   Brian Dow, of Centralia, commented on disrespectful conduct at Port meetings.

   Bill Ralph, of Centralia, commented on being intimidated by the security officer in the lobby.

4) **Approval of Minutes:** Commissioner Lahmann made a motion to approve the June 18, 2025, regular meeting minutes. Commissioner Shaffley seconded the motion. The motion carried.

   Commissioner Lahmann stated there was a comment made after Jan Banevich's public comment that he found inappropriate and that he believes Executive Director Kyle Heaton owes Jan Benevich an apology. Commissioner Markstrom asked Commissioner Lahmann if he was making a motion to amend the minutes. Commissioner Lahmann declined.

5) **Approval of Warrants:** Commissioner Shaffley made a motion to approve warrants 24422 through 24445 with an aggregate amount of $97,343.92. Commissioner Lahmann seconded the motion. The motion carried.

   Commissioner Lahmann stated that he had requested to meet with Lewis Consulting and receive a report and Kyle Heaton had said that she would attend a meeting to give a report after the Legislative session had concluded. Kyle Heaton replied that he never said she would attend a meeting, but Lewis Consulting is preparing a report for next meeting.

6) **New Business:**

   a) **Executive Director Report:** Kyle Heaton gave a brief overview of ongoing Port maintenance projects and stated that the Port will have security patrolling Port property over the 4th of July weekend.

   b) **Commissioner Reports:** Commissioner Lahmann asked about the status of the irrigation damage by the City of Centralia's contractor. Kyle Heaton replied that the damage had been repaired and the Port had billed the City for damages.

      Commissioner Shaffley invited the public to Summerfest and said that Port tenant Sierra Pacific Industries sponsored the pancake breakfast for the event.

      Commissioner Markstrom had nothing to report.

      Commissioner Lahmann noted that the Pacific Mountain Workforce Development Council is looking for one to two individuals to fill board positions.

7) **Adjourn:** Commissioner Shaffley made a motion to adjourn the meeting at 3:13 p.m. Commissioner Lahmann seconded the motion. The motion carried.

_____ _____

COMMISSIONER **COMMISSIONER**

Transmittal No.# **2419 . gen**

Record of claims allowed by the Port of Centralia. We, the undersigned Commissioners of the Port of Centralia, Lewis County, Washington, do hereby certify that the merchandise or service hereinafter specified has been received, the vouchers audited, charged to the proper account and found to be legally chargeable against the Port.

WARRANT NO.# **24453** through **WARRANT NO. #** **24470** are approved,

for payment in the **AMOUNT of $** **$115,070.94** This **16th** Day of **July** 2025.

Warrants
24446 - 24470
$ 144,160.82

Attest: _____

Port Commissioner, Julie Shaffley

Port Commissioner, Peter Lahmann

Port Commissioner, Kyle Markstrom

GENERAL FUND:

Warrant	Date		Amount	Claimant	Purpose
24453	07/16/25	$	806.09	Aable Sweeping Service, LLC	Road Maintenance
24454	07/16/25	$	540.00	Bicoastal Media	Marketing
24455	07/16/25	$	145.56	Capital Business Machines	Copier Maintenance
24456	07/16/25	$	1,588.05	City of Centralia	Utilities
24457	07/16/25	$	86.47	City Sanitary Company	Utilities
24458	07/16/25	$	795.65	Comcast	Telecommunications
24459	07/16/25	$	60,409.17	Department of Commerce	Loan Payment
24460	07/16/25	$	5,811.85	Econorthwest	Professional Services
24461	07/16/25	$	1,656.25	Hatton Godat Pantier	Professional Services
24462	07/16/25	$	17,212.85	Health Care Authority	Health Insurance
24463	07/16/25	$	1,923.22	Les Schwab	Truck Maintenance
24464	07/16/25	$	318.47	Lewis County PUD	Utilities
24465	07/16/25	$	116.88	Napa Auto Parts	Truck Maintenance
24466	07/16/25	$	2,988.00	Northwest Workplace Law PLLC	Professional Services
24467	07/16/25	$	723.03	Reliable Electric, Inc.	Building Maintenance
24468	07/16/25	$	338.28	The Farm Store, Inc.	Landscape Supplies
24469	07/16/25	$	19,478.00	Van Ness Feldman, LLP	Professional Services
24470	07/16/25	$	133.12	Wilcox & Flegel	Fuel
	TOTAL		**$115,070.94**		

Transmittal No.# **2418 . gen**

Record of claims allowed by the Port of Centralia. We, the undersigned Commissioners of the Port of Centralia, Lewis County, Washington, do hereby certify that the merchandise or service hereinafter specified has been received, the vouchers audited, charged to the proper account and found to be legally chargeable against the Port.

WARRANT NO.# **24446** through **WARRANT NO. #** **24452** are approved,

for payment in the **AMOUNT of $** **$29,089.88** This **15th** Day of **July** 2025.

Port Commissioner, Julie Shaffley

Attest: _____

Port Commissioner, Peter Lahmann

Port Commissioner, Kyle Markstrom

GENERAL FUND:

Warrant	Date	Amount	Claimant	Purpose
24446	07/15/25	$ 4,138.46	Amy E Graber	Payroll
24447	07/15/25	$ 2,080.70	Roberto Gutierrez	Payroll
24448	07/15/25	$ 6,268.35	Kyle Heaton	Payroll
24449	07/15/25	$ 2,357.21	Erin Maloney	Payroll
24450	07/15/25	$ 2,002.89	Katelynn Redmill	Payroll
24451	07/15/25	$ 1,210.43	Mario Gutierrez	Payroll
24452	07/15/25	$ 1,908.03	Noel Vazquez	Payroll
EFT	07/15/25	$ 7,519.64	IRS	941 Deposit
EFT	07/15/25	$ 1,604.17	Department of Retirement Systems	Deferred Compensation

INVITATION TO BID

The **Port of Centralia** is currently accepting sealed bids for construction of the following:

Park 3 – Long Road Fill

The work required for this project includes clearing and stripping existing grade and stockpiles, stockpiling strippings, spreading and compacting available site soils to the line and grades shown along with temporary erosion control measures, and associated improvements.

Estimated costs range is $240,000 to $280,000.

Bids will be received at the Port of Centralia offices, 3508 Galvin Road, Centralia, Washington until **2:00 p.m.** on **Monday, July 28, 2025** at which time they will be publicly opened and read aloud.

Plans, specifications, addenda, and plan holders list (Bid Package) for this project are available at the office of the Consultant, Hatton Godat Pantier, 3910 Martin Way East, Suite B, Olympia, Washington (360) 943-1599. Bidders may visit the office of the consultant to obtain a bid package. Packages can be sent overnight at the cost of the bidder.

PORT OF CENTRALIA - LONG ROAD FILLING

PARK 3 - FLOOD PLAIN SUBSTANTIAL DEVELOPMENT PERMIT

OWNER:

PORT OF CENTRALIA
3508 GALVIN ROAD
CENTRALIA, WA. 98531
(360) 736-3527

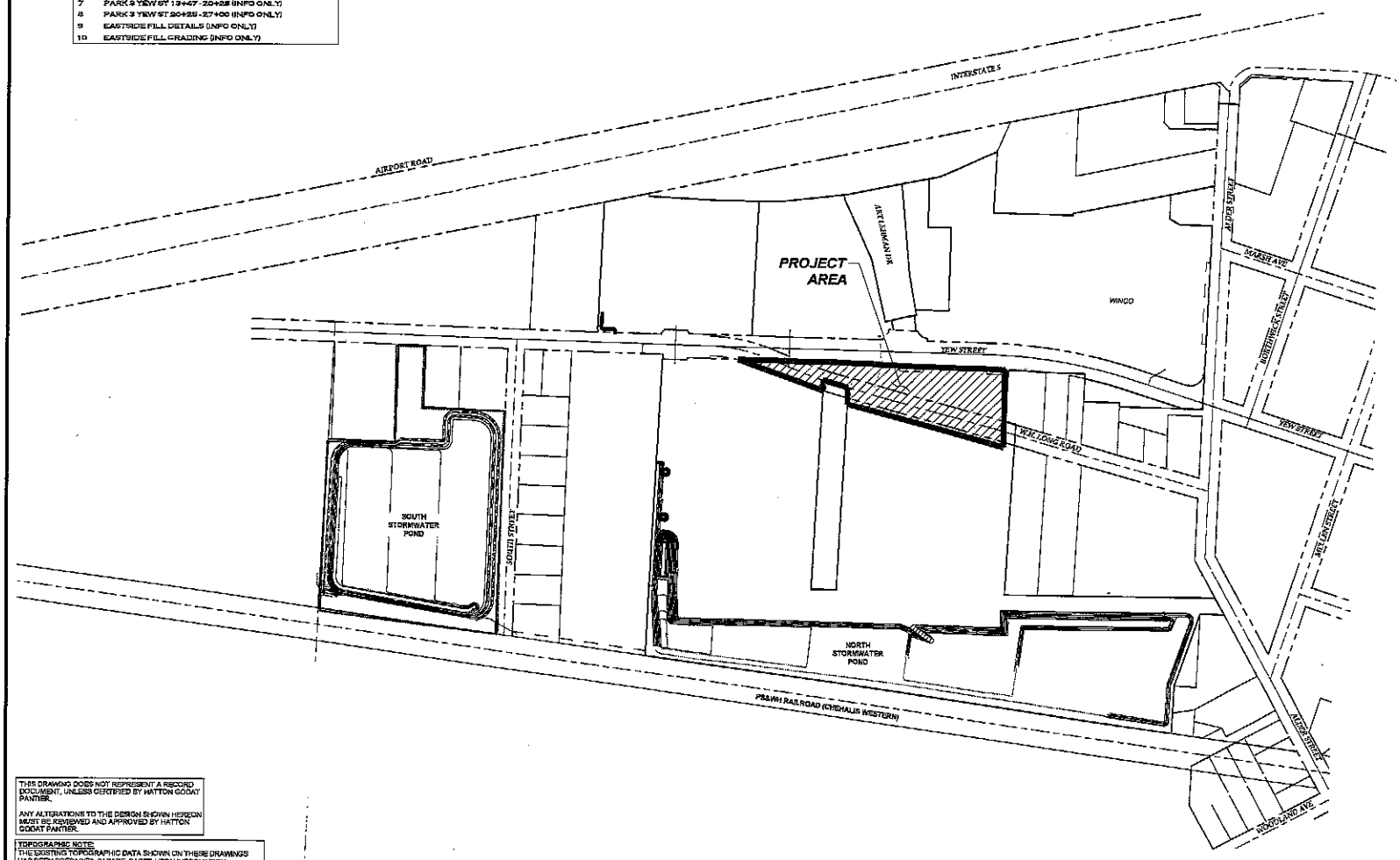
WASHINGTON STATE PLANE ZONE: SOUTH

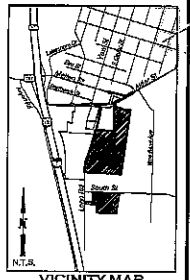
VERTICAL DATUM	HORIZONTAL DATUM
NAVD88 BASED ON TIES TO WSDOT MONUMENTS GP21906-26 FOUND 8" CONCRETE MONUMENT WITH 3" BRASS DISK NEAR NW CORNER OF INTERSTATE 5 OVERPASS STRUCTURE, LOCATED 6.3' @ 80 DEGREES FROM A WITNESS POST. ELEVATION = 193.861 & GP 21906-28 - FOUND 8" CONCRETE MONUMENT WITH 3" BRASS DISK LOCATED 2.8 MILES NORTH OF INTERSTATE 5 & 5/405 JUNCTION, 30 FM WEST OF THE EAST EDGE OF PAVEMENT OF THE NORTH BOUND LANE AND 7+58 1/2' WEST OF A WITNESS POST. ELEVATION = 177.964	NAD 83 11 BASED ON TIES TO WSDOT MONUMENTS GP21906-26 FOUND 8" CONCRETE MONUMENT WITH 3" BRASS DISK NEAR NW CORNER OF INTERSTATE 5 OVERPASS STRUCTURE, LOCATED 6.3' @ 80 DEGREES FROM A WITNESS POST. & GP 21906-28 - FOUND 8" CONCRETE MONUMENT WITH 3" BRASS DISK LOCATED 2.8 MILES NORTH OF INTERSTATE 5 & 5/405 JUNCTION, 30 FM WEST OF THE EAST EDGE OF PAVEMENT OF THE NORTH BOUND LANE AND 7+58 1/2' WEST OF A WITNESS POST.

150 75 0 150 300
SCALE: 1" = 150'

SHEET INDEX

1	COVER SHEET
2	DEMOLITION & TESC PLAN
3	TESC NOTES & DETAILS
4	GRADING PLAN
5	SITE SECTIONS
6	PARK 3 DEMOLITION PLAN (INFO ONLY)
7	PARK 3 YEW ST 19+47 - 20+25 (INFO ONLY)
8	PARK 3 YEW ST 20+25 - 27+00 (INFO ONLY)
9	EASTSIDE FILL DETAILS (INFO ONLY)
10	EASTSIDE FILL GRADING (INFO ONLY)





VICINITY MAP

LEGEND

	EX. SIGNS
	EX. POWER JUNCTION BOX
	EX. FENCE
	EX. CATCHBASIN TYPE 1
	EX. WATERMETER
	EX. HYDRANT
	EX. VALVE
	EX. SEWER MANHOLE
	EX. PVC RISER
	EX. POWER METER
	EX. GAS METER
	EX. GAS VALVE
	EX. POWER POLE
	EX. SERVICE POLE
	EX. TEL PED
	EX. ANCHOR
	EX. MAIL BOX
	EX. POST
	EX. OVERHEAD UTILITY
	EX. UNDERGROUND COMM.
	EX. UNDERGROUND GAS
	EX. UNDERGROUND PWR
	EX. WATER
	EX. SANITARY SEWER
175	EX. MAJOR CONTOUR
174	EX. MINOR CONTOUR
	EX. EDGE OF PAVEMENT
	EX. SILT FENCE
	NEW SILT FENCE

THIS DRAWING DOES NOT REPRESENT A RECORD DOCUMENT, UNLESS CERTIFIED BY HATTON GODAT PANTIER.

ANY ALTERATIONS TO THE DESIGN SHOWN HEREON MUST BE REVIEWED AND APPROVED BY HATTON GODAT PANTIER.

TOPOGRAPHIC NOTE:
THE EXISTING TOPOGRAPHIC DATA SHOWN ON THESE DRAWINGS HAS BEEN PREPARED, IN PART, BASED UPON INFORMATION FURNISHED BY OTHERS. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, HGP CANNOT ENSURE ITS ACCURACY AND THUS IS NOT RESPONSIBLE FOR THE ACCURACY OF THAT INFORMATION OR FOR ANY ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO THESE DRAWINGS AS A RESULT.

NOTE: THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION BY CALLING THE UNDERGROUND LOCATE LINE AT 1-800-424-5555 A MINIMUM OF 48 HOURS PRIOR TO ANY EXCAVATION.

DESIGNED BY: SDH
DRAWN BY: MRM
CHECKED BY: PPH
DATE: APRIL 2022
SCALE: H 1" = 150'
V NA

STATE OF WASHINGTON
SCOTT D. HATTON
9412
REGISTERED PROFESSIONAL ENGINEER
06.13.22

HATTON GODAT PANTIER
ENGINEERS AND SURVEYORS
3910 MARTIN WAY E, SUITE B
OLYMPIA, WA 98506
TEL: 360.943.1599 FAX: 360.357.6259
hellonpantier.com

REVISIONS: DATE:

PORT OF CENTRALIA
PARK 3 - LONG ROAD FILLING
COVER SHEET

PORTIONS OF SECTIONS 2 & 11, T14 N., R2W., W.M. & SECTION 3 T14 N., R2W., W.M.

AGENCY NO.
SHEET: 1 OF 10
Z:\sgat\11-2021\11-049\PLRP INDEX 11-049 s1-10 yew.dwg
JOB: 11.049

A Statement from the Port of Centralia Commission President Kyle Markstrom

Regarding the March 22, 2025, Letter to Lewis County Sheriff Rob Snaza and Lewis County Prosecuting Attorney Jonathan Meyer

I am providing this statement to address the ongoing misinformation surrounding my March 22, 2025, letter to Lewis County Sheriff Rob Snaza and Lewis County Prosecuting Attorney Jonathan Meyer. This topic continues to arise during public comment with misleading claims, and I intend to put the matter to rest by clarifying the situation here.

A Centralia citizen, who operates an active Facebook group focused on the Port of Centralia, became involved in a private matter concerning a member of Port staff. That staff member and their family are victims of stalking by a neighbor at their personal residence, which is located in greater Lewis County, not within Centralia city limits. As victims, they were granted a temporary restraining order against their neighbor by a Lewis County judge.

On March 20, 2025, a Centralia citizen admitted to law enforcement that they had collaborated with the offending neighbor to gather information about the Port staff member's private life for publication on a Facebook group. According to the Lewis County Sheriff's Deputy's incident report documenting the phone interview with the citizen, the deputy asked whether the information publicly posted about the Port staff member had been obtained from the restrained person monitoring the staff member's property and reporting it back to the citizen. The citizen confirmed that it had. The deputy then advised the citizen to be mindful of these posts, as they appeared to defame the Port employee.

Furthermore, this collusion directly contributed to a Lewis County judge granting a lifetime restraining order on June 2, 2025, against the neighbor.

I wrote my letter to urge an investigation because a member of Port staff's personal victimization was being perpetuated by a private citizen, specifically in connection with their role here at the Port of Centralia.

Some have alleged that the Port has "weaponized" law enforcement to harass citizens critical of the Port. This is categorically untrue. Despite public claims to the contrary, the Centralia citizen involved has acknowledged their actions in this matter. The request for law enforcement assistance was made properly, through the appropriate agency for the relevant jurisdiction, to protect and support a victim of a crime.

I hope this statement provides the necessary context to keep the public accurately informed and to maintain transparency.

It is perfectly acceptable to have personal opinions about the Port and how it conducts business; however, Port employees are entitled to privacy, especially in their own homes.

In accordance with the Port of Centralia's Guidelines for Public Comment at Meetings, all public comments must be directed to the Commissioners — not to Port staff — and must pertain to Port business or specific agenda items. Anyone who chooses to be disruptive during the public comment period may have their comments curtailed or may be removed from the meeting.

Thank you.

To: Port of Centralia Board of Commissioners;

Ethics complaint against Executive Director Kyle Heaton

First, I am requesting an apology from Executive Director Kyle Heaton on behalf of myself and all citizens who were offended by his remark at the last meeting where he called citizens "idiots". Director Heaton, I'll give you time now to apologize during my 3 minutes. If you choose not to take this opportunity, I will continue.

Moving forward, I respectfully ask the Board of Commissioners to consider this to be a formal Ethics complaint against Executive Director Kyle Heaton for morally unprofessional conduct by a public servant.

Therefore, I am requesting that the Board of Commissioners add an executive session to the agenda today for personnel reasons to discuss what action will be taken against Executive Director Heaton for his offensive and unethical behavior towards citizens. Commissioners, I ask that you do the morally right thing by standing up for the citizens you were elected to represent!

And I will leave you with this suggestion;

THINK before you act or say something! Then ask yourselves if you would want to read about your conduct on the front page of the newspaper.

Thank you,

Ms. Jan Banevich

Janevich@msn.com