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
November 19, 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=m48b7b17bc6e3367e0a410cb457437b44
Meeting Number: 2550 205 9760
Public Call-in Number: 1-650-479-3208
Meeting Access Code: 2550 205 9760
Meeting Password: 3527

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

2) **Public Hearing – 2026 Budget**

3) **Approval of Agenda: November 19, 2025 Regular Meeting**

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

5) **Approval of Minutes: Regular Meeting of November 5, 2025**

6) **Approval of Warrants**

7) **New Business:**

   a) **Executive Director Report**

   b) **Resolution No. 2025-07 – Adopting the Final Budget and Levy**

   c) **City of Centralia Utility Easement and Bill of Sale – Off Northpark Drive**

   d) **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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Public Call-in Number: 1-650-479-3208
Meeting Access Code: 2550 205 9760
Meeting Password: 3527

1) **Call Meeting to Order**

2) **Review of 2026 Budget**

3) **Public Testimony**

4) **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 will be provided to the Port Commission.

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

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RESOLUTION NO. 2025-07

A RESOLUTION OF THE COMMISSIONERS OF THE PORT OF CENTRALIA, LEWIS COUNTY, WASHINGTON, ADOPTING THE FINAL BUDGET AND SETTING THE PROPERTY TAX LEVY FOR 2026

WHEREAS, the Board of Commissioners of the Port of Centralia have met and considered its budget for the calendar year 2026; and

WHEREAS, the Port of Centralia, in the course of considering the budget for 2026, has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the districts actual regular levy amount from the previous year (2025) was $1,243,487.16; and

WHEREAS, the population of the district is more than 10,000; and

WHEREAS, this Resolution shall be the equivalent form to the Department of Revenue's required levy resolution form; and

WHEREAS, the Board of Commissioners of the Port of Centralia, after hearing and after duly considering all relevant evidence and testimony presented, determined that the Port of Centralia requires no increase in property tax revenue from the previous year. This is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

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NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE PORT OF CENTRALIA AS FOLLOWS: an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be $0 which is a percentage increase of 0% from the previous year. This is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Approved by the Port of Centralia this 19th day of November, 2025.

Attested to:

KYLE MARKSTROM, PRESIDENT

KYLE HEATON, EXECUTIVE DIRECTOR

PETER LAHMANN, VICE-PRESIDENT

JULIE SHAFFLEY, SECRETARY

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PORT OF CENTRALIA
FINAL BUDGET
11/19/2025

REVENUES:

OPERATING REVENUES	Final Budget
Lease Revenue	$ 973,585
Landscape Fees	$ 43,657
Service Contract Flood Control District #2	$ 1,200
Misc. Operating Revenues	$ 500
Total operating revenue:	**$ 1,018,942**
NON-OPERATING REVENUES	**Final Budget**
Sales of Fixed Assets	$ 13,608,904
Interest Income	$ 6,000
Ad Valorem Taxes	$ 1,262,990
Leasehold Excise Tax	$ 1,500
Forest Board Tax	$ 15,000
Private Harvest Tax	$ 15,000
Total non-operating revenues:	**$ 14,909,394**
TOTAL REVENUES:	***$ 15,928,336***
OPERATING EXPENSES:	
MAINTENANCE/OPERATIONS	**Final Budget**
Engineering	$ 1,500
Surveying	$ 1,500
Other Professional/Legal Services	$ 30,000
Utilities for Houses/Bldgs	$ 5,000
Bldg-(maint & supplies)	$ 15,000
Maint- Telecommunications	$ 1,750
Maint - Security	$ 800
Maintenance Salaries	$ 195,000
Maintenance Benefits & Taxes	$ 115,000
Misc. Land Maintenance	$ 15,000
Fuel & Lubricates	$ 6,000
Equipment Maintenance	$ 2,500
Landscape Supplies	$ 10,000
Landscape Street Lights/pumps/stormwater	$ 20,000
Landscape Equip Rentals	$ 1,800
Total maintenance:	**$ 420,850**
SALARIES & BENEFITS - ADMIN	**Final Budget**
Salaries - Admin & Commissioners	$ 581,970
Social Security / Medicare	$ 44,521
Labor and Industries	$ 1,400
Pension Staff	$ 85,000
Unemployment Insurance & FMLA	$ 7,200
Health Insurance Staff	$ 125,000
Health Insurance Commissioners	$ 95,000
Total salary/benefit expenses:	**$ 940,091**

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OUTSIDE SERVICES	Final Budget
Marketing Port / Community Relations	$ 75,000
Accounting / Auditing	$ 65,000
Security Service	$ 7,500
Legal Expense General Administrative	$ 70,000
Legal Expense - Public Records Requests	$ 35,000
Legal Advertising	$ 1,500
Signage	$ 3,000
Total outside services expenses:	**$ 257,000**

GENERAL & ADMIN	Final Budget
Computer Supplies/Repairs/Software	$ 10,000
Postage	$ 1,200
Printing,Photos,Copies	$ 3,000
Office Supplies	$ 12,000
Promotional Hosting	$ 500
Travel - Staff	$ 150
Travel - Commissioners	$ 500
Other Business Meetings	$ 1,500
Insurance	$ 50,000
Membership Dues	$ 6,000
Misc G&A	$ 500
Conferences-Comm & Staff	$ 500
Seminars & Education	$ 500
Publications	$ 600
Office - Utilities	$ 7,000
Office - Garbage Collection	$ 1,300
Office -Telecommunications	$ 9,600
Forest Patrol/FCD Tax	$ 400
Bank Charges	$ 1,800
Total general and admin expenses:	**$ 107,050**

LONG TERM LIABILITIES	Final Budget
CERB #3 Loan - Principal	$ 59,959
CERB #3 Loan - Interest	$ 450
Moe Contract Loan - Principal	$ 166,136
Moe Contract Loan - Interest	$ 8,848
Fry Contract Loan - Principal	$ 21,688
Fry Contract Loan - Interest	$ 26,279
Columbia Bank LOC	$ 889,911
Total non-operating expenses:	**$ 1,173,272**

CAPITAL EXPENDITURES	Final Budget
Landscaping, Office, & Maint. Equipment	$ 75,000
Misc. Land Improvements	$ 50,000
Road Maintenance	$ 50,000
Misc. Building Improvements	$ 50,000
Total Capital Expenditures:	**$ 225,000**
TOTAL EXPENSES:	**$ 3,123,263**

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