

**Minutes  
Regular Meeting of the  
PORT OF CENTRALIA  
December 4, 2019  
Port Administrative Office  
3:00 PM**

Present: Commissioners: Julie Shaffley, Dan Keahey, Peter Lahmann, Executive Director  
Kyle Heaton, Director of Finance & Administration Amy Graber  
Press: Susan DeLaire, Business to Business  
Public: Brian Dow; Edna Fund; Jan Banevich; Bob Jackins; Alicia Bull, Centralia-Chehalis  
Chamber of Commerce;

- 1) **Call Meeting to Order/Introductions:** Commissioner Shaffley called the meeting to order at 3:00 p.m.
- 2) **Approval of Minutes:** Commissioner Keahey made a motion to approve the regular meeting minutes of November 20, 2019. Commissioner Lahmann seconded the motion. The motion carried.
- 3) **Approval of Warrants:** Commissioner Lahmann made a motion to approve warrants 20985 through 21012 with an aggregated amount of \$758,745.68. Commissioner Keahey seconded the motion. The motion carried.
- 4) **Old Business:** There was no old business to report.
- 5) **New Business:**
  - a) **Executive Director Report:** Executive Direct Kyle Heaton presented the commission with a letter dated November 26, 2019 from the Washington State Department of Transportation regarding I-976 and the subsequent postponement of funding Port projects. Mr. Heaton also informed the Commissioners that Park 3 - Offsite Utilities was completed and construction at Musket continued.
  - b) **Cascade Mental Health Purchase & Sale – Lots 21 & 22:** Commissioner Lahmann made a motion to approve the Purchase and Sale Agreement between the Port of Centralia and Cascade Community Healthcare for Lots 21 & 22 in Park I. Commissioner Keahey seconded the motion. The motion carried.
  - c) **Resolution 2019-07 Authorizing the Expenditure of Funds by Cash Warrant Prior to Commission Approval Claims:** Commissioner Keahey made a motion to approve Resolution 2019-07. Commissioner Lahmann seconded the motion. The motion carried.

- d) **Resolution 2019-08 Appointing Commission Officers for the Year 2020:** Commissioner Keahey made a motion to approve Resolution 2019-08, maintaining the current officer format as Julie Shaffley – President; Peter Lahmann – Vice President; Dan Keahey – Treasurer/Secretary. Commissioner Lahmann seconded the motion. Commissioner Lahmann stated he would like the commissioners to consider a rotation in the future. The motion carried.
- e) **Committee Reports / Assignments:** Commission President Julie Shaffley stated she would delegate committee assignments and notify the commissioners of their assignments.
- f) **Informational:** Commissioner Lahmann stated that the regular meeting scheduled for December 18, 2019 is cancelled. Commissioner Shaffley stated that the regular meeting of Wednesday, January 1, 2020 would be rescheduled to Thursday, January 2, 2020.
- g) **Committee Reports** There were no committee reports made.
- 6) **Good of the Order/Public Comment:** Edna Fund voiced her support for the Purchase & Sale Agreement with Cascade Community Healthcare. Mrs. Fund handed out an All Hazards guide from the Department of Emergency Management and stated Lewis County also had projects put on hold by WSDOT in response to the passing of I-976.
- Jan Banevich asked why the intersection on Yew Street was not fully re-paved as Borthwick was. Executive Director Kyle Heaton stated it was as directed by the city engineer. Ms. Banevich stated she understood from the City that it was the Port's project. Mr. Heaton stated it was the City's street and at the direction of the city. Ms. Banevich stated that was not what she had understood from the city and there should be a conversation between the Port and the City. Mr. Heaton stated the city engineer had signed the plans for the project, signifying approval.
- Brian Dow asked for the current status of the Alder Street house. Executive Director Kyle Heaton stated the Port's attorney was working on that and that the Port was hopeful any agreements and other easements or outlying parcels would be wrapped up by the end of the year. Mr. Dow also requested clarification regarding Mr. Heaton's overview of the letter from the Department of Transportation
- 7) **Executive Session:** Commissioner Keahey made a motion to adjourn to executive session at 3:22 p.m. to discuss the performance of a public employee pursuant RCW 42.30.110(1)(g) with possible decisions. Commissioner Lahmann seconded the motion. The motion carried. Commissioner Shaffley stated executive session should last approximately 15 minutes. The commissioners came out of executive session at 3:36 pm to state they would need an additional 15 minutes. The commissioners came out of executive session at 3:51 pm to state they would need an additional 5 minutes. Commissioner Shaffley reopened the regular meeting at 3:54 pm.
- 8) **Adjourn:** Commissioner Keahey made a motion to adjourn the meeting at 3:55 p.m. Commissioner Lahmann seconded the motion. The motion carried.

  
COMMISSIONER

  
COMMISSIONER