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 18, 2026
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=mbae68eeb94c548e325cd72684f17a1cb
Meeting Number/Access Code: 2558 009 9531
Public Call-in Number: 1-650-479-3208
Meeting Password: 3527

1) **Call Meeting to Order/Pledge of Allegiance/Introductions**

2) **Public Hearing – 2027 Budget**

3) **Approval of Agenda: November 18, 2026 Regular Meeting**

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

5) **Approval of Minutes: November 4, 2026 Regular Meeting**

6) **Approval of Warrants**

7) **New Business:**
   a) **Resolution No. 2026-12 – Adopting the Final Budget & Setting the Property Tax Levy for 2027**
   b) **WSU Master Recycler Composters of Lewis County Tool Bucket Library**
   c) **Port of Centralia ADA Title II Compliant Website**

8) **Essential Updates:**
   a) **Staff Reports**
   b) **Commissioner Reports**

9) **Meeting Adjourned**

Remote attendees can provide public comment by raising their hand in Webex or by pressing *3 if joining by phone. Written comments may be submitted to info@portofcentralia.com by 2:00 PM on the day of the meeting. All comments received will be shared with the Port Commission.

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

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Meeting Password: 3527

1) **Call Meeting to Order**

2) **Review of 2027 Budget**

3) **Public Testimony**

4) **Meeting Adjourned**

Remote attendees can provide public comment by raising their hand in Webex or by pressing *3 if joining by phone. Written comments may be submitted to info@portofcentralia.com by 2:00 PM on the day of the meeting. All comments received will be shared with the Port Commission.

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Minutes
Regular Meeting of the
PORT OF CENTRALIA
November 4, 2026
Port of Centralia Administrative Office & Via Teleconference
3:00 PM

Attendees: Commissioners: Peter Lahmann, Joel Cummins, and Ally Pickard
Port Staff: Amy Graber, Executive Director; Erin Maloney, Port Auditor; Noel Vazquez, Facilities Director
Public: Mark Faas; Brian Dow; Andrew Balerud, and Gary Odegaard
Teleconference: 7 remote attendees

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

2) **Approval of Agenda:** Commissioner Pickard made a motion to approve the November 4, 2026, agenda. Commissioner Cummins seconded the motion. The motion carried.

3) **Good of the Order/Public Comment:** Commissioner Cummins opened the meeting to public comment and stated the rules regarding public comment. There was no public comment made.

4) **Approval of Minutes:** Commissioner Pickard made a motion to approve the October 21, 2026, regular meeting minutes. Commissioner Cummins seconded the motion. The motion carried.

5) **Approval of Warrants:** Commissioner Pickard made a motion to approve warrants 25222 through 25247 with an aggregate amount of $95,894.50. Commissioner Cummins seconded the motion. The motion carried.

6) **New Business:**

a) Lease Amendment and Assignment and Assumption Agreement – 3507 Northpark Drive: Amy Graber stated that the agreement would assign the current lease agreement at 3507 Northpark Drive from Zev Technologies to Hardpoint Precision, LLC.

Commissioner Pickard made a motion to approve the Lease Amendment and Assignment and Assumption Agreement for 3507 Northpark Drive with Zev Technologies, LLC and Hardpoint Precision, LLC in substantial form. Commissioner Cummins seconded the motion.

Commissioner Pickard said that she was pleased the Port worked with a tenant to support and retain a new small business when the parent company leaves the state.

Commissioner Lahmann opened the agenda item for public comment. There was no public comment made.

The motion carried.

b) Exclusive Sale Listing Agreement – Lee & Associates – Centralia Station: Amy Graber stated that the agreement was to renew the listing agreement with Lee & Associates for the Port's remaining properties at Centralia Station.

Commissioner Pickard made a motion to approve the Exclusive Sale Listing Agreement with Lee & Associates for the Port's property in Centralia Station. Commissioner Cummins seconded the motion.

Commissioner Lahmann and Commissioner Cummins complemented Amy Graber for her work on the agreement terms. Commissioner Lahmann opened the agenda item for public comment. Brian Dow, of Centralia, and Gary Odegaard, of Centralia, provided public comment.

The motion carried.

c) 2027 Levy Presentation: Amy Graber presented four options for the Commissioners to consider for the 2027 levy in preparation for the November 18, 2026, final budget hearing.

Commissioner Pickard made a motion to approve Option #4 for the 2027 Levy. Commissioner Cummins seconded the motion. Option #4 comprised a 0% levy increase and no administrative refund.

Commissioner Cummins stated that he desired to hold steady for Centralia citizens to give them a break. Commissioner Pickard agreed. She said the Port is for-profit and she did not want to tax the citizens unfairly. She stated she would like to pursue proper property evaluations to prevent the need for future administrative refunds. Commissioner Lahmann said the Port is doing the best it can to not burden Centralia taxpayers.

Commissioner Cummins opened the agenda item for public comment. Gary Odegaard, of Centralia, and Andrew Balerud, of Centralia, provided public comment.

The motion carried.

7) Essential Updates:

a) Staff Reports:

i) Auditor Report: Erin Maloney provided the Commissioners with an update on the current request for proposals for the Port's new ADA Title II-compliant website. She also provided the Commissioners with the 2026 Lighted Tractor Parade invitation that was distributed to Port tenants.

ii) Facilities Director Report: Noel Vazquez provided an update on the Port's Lighted Tractor Parade entry. He also reported that the Port direct contracted with Moerke & Sons Pump and Drilling, Inc for an upgraded irrigation well pump in Park I.

iii) Executive Director Report: Amy Graber shared a photograph of the Chick-fil-A site. She reported that the East Side Boundary Line Adjustment for Centralia Station had been submitted to the City of Centralia.

Amy provided the Commissioners with a letter to the Centralia City Council opposing the proposed Business and Occupation Taxes on gross receipts and square footage. Commissioner Cummins, Commissioner Lahmann, and Commissioner Pickard agreed with the letter. Commissioner Pickard noted that she hoped the Centralia-Chehalis Chamber of Commerce and the Economic Alliance of Lewis County would also oppose the tax proposal.

Amy provided the Commissioners with a membership request to the Association of Washington Business. The Commissioners declined to participate.

Amy reported that she attended meetings with the Economic Alliance of Lewis County regarding the new Opportunity Zone, the annual Lewis County flood meeting, and a meeting with Eric ffitch with the Washington Public Ports Association. She provided the Commissioners with the MRSC Guidance on Expectations of Confidentiality and OPMA Executive Sessions. She also reported the Wild Blue will continue their ground lease on a month-to-month basis after their lease expires.

b) Commissioner Reports:

i) Committee Assignments: Commissioner Cummins said that he was unable to represent the Port at the Centralia Downtown Association due to scheduling conflicts and would prefer to serve on the Centralia-Chehalis Chamber of Commerce Board. Commissioner Pickard said that she would be willing to take on the CDA committee assignment, but would also retain her position on the Chamber Board as she was already attending.

8) **Executive Session:** Commissioner Cummins made a motion to adjourn the meeting into executive session to consider the minimum price for sale or lease for real estate pursuant to RCW 42.30.110(1)(c) at 4:27 p.m. Commissioner Pickard seconded the motion. The motion carried. Commissioner Pickard stated that the regular meeting would reconvene at 4:57 p.m. with no decisions.

9) **Reconvene:** Commissioner Lahmann reconvened the meeting at 4:57 p.m.

10) **Adjourn:** Commissioner Pickard made a motion to adjourn the meeting. Commissioner Cummins seconded the motion. The motion carried. Commissioner Lahmann adjourned the meeting at 4:57 p.m.

COMMISSIONER **COMMISSIONER**

Transmittal No.# **2484 . 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.# **25255** through **WARRANT NO. #** **25268** are approved,

for payment in the **AMOUNT of $** **$42,686.29** This **18th** Day of **November** 2026.

Port Commissioner, Ally Pickard

Attest: _____

Port Commissioner, Peter Lahmann

Port Commissioner, Joel Cummins

GENERAL FUND:

Warrant	Date	Amount	Claimant	Purpose
25255	11/18/26	$ 106.33	Capital Business Machines	Copier Maintenance
25256	11/18/26	$ 139.20	CenturyLink	Telecommunications
25257	11/18/26	$ 3,186.63	City of Centralia	Utilities
25258	11/18/26	$ 93.46	City Sanitary Company	Utilities
25259	11/18/26	$ 837.22	Cowlitz Clean Sweep	Road Maintenance
25260	11/18/26	$ 110.00	Hatton Godat Pantier	Professional Engineering Services
25261	11/18/26	VOID	VOID	VOID
25262	11/18/26	$ 1,035.29	Health Care Authority	Heaton COBRA
25263	11/18/26	$ 271.00	Lewis County Solid Waste Disposal	Utilities
25264	11/18/26	$ 17.84	Napa Auto Parts	Landscape Maintenance Supplies
25265	11/18/26	$ 46.89	Platt Electric	Building Maintenance Supplies
25266	11/18/26	$ 390.50	The Chronicle	Legal Advertising
25267	11/18/26	$ 221.41	The Silver Agency	Website Updates
25268	11/18/26	$ 36,230.52	Van Ness Feldman, LLP	Professional Legal Services
	TOTAL	**$42,686.29**		

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RESOLUTION NO. 2026-12

A RESOLUTION OF THE COMMISSIONERS OF THE PORT OF CENTRALIA, LEWIS COUNTY, WASHINGTON, ADOPTING THE FINAL BUDGET AND SETTING THE PROPERTY TAX LEVY FOR 2027

WHEREAS, the Board of Commissioners of the Port of Centralia have met and considered its budget for the calendar year 2027; and

WHEREAS, the Port of Centralia, in the course of considering the budget for 2027, 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 (2026) was $1,262,990.04; 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.

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 2027 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 18th day of November, 2026.

Attested to:

PETER LAHMANN, PRESIDENT

AMY GRABER, EXECUTIVE DIRECTOR

JOEL CUMMINS, VICE-PRESIDENT

ALLY PICKARD, SECRETARY

PORT OF CENTRALIA
FINAL BUDGET

REVENUES:

OPERATING REVENUES		Final 2027
Lease Revenue	$	1,122,726
Sign Revenue	$	45,000
Landscape Fees	$	44,250
Service Contract Flood Control District	$	3,500
Misc. Operating Revenues	$	500
Total operating revenue:	**$**	**1,215,976**

NON-OPERATING REVENUES		Final 2027
Sale of Fixed Assets	$	8,100,000
Interest Income	$	1,500
Ad Valorem Taxes	$	1,291,191
Leasehold Excise Tax	$	1,500
Forest Board Tax	$	15,000
Private Harvest Tax	$	15,000
Total non-operating revenues:	**$**	**9,424,191**
TOTAL REVENUES:	***$***	***10,640,167***

OPERATING EXPENSES:

MAINTENANCE/OPERATIONS		Final 2027
Engineering & Architecture	$	1,500
Surveying	$	1,500
Other Professional/Legal Services	$	10,000
Utilities for Houses/Bldgs	$	10,000
Bldg-(maint & supplies)	$	15,000
Maint- Telecommunications	$	1,750
Maint - Security	$	800
Maintenance Salaries	$	194,107
Maintenance Benefits and Taxes	$	110,357
Misc. Land Maintenance	$	10,000
Fuel & Lubricates	$	6,000
Equipment Maintenance	$	2,500
Landscape Supplies	$	10,000
Landscape Street Lights/pumps/stormw	$	20,000
Landscape Equip Rentals	$	1,500
Total maintenance/operations:	**$**	**395,014**

SALARIES & BENEFITS		Final 2027
Salaries - Administration	$	361,997
Salaries - Commissioners	$	13,041
Heaton Severance	$	108,817
Social Security / Medicare	$	37,015
Labor and Industries	$	707
Pension Staff	$	28,922
Unemployment, FMLA	$	5,456
Health Insurance Staff	$	70,889
Health Insurance - Heaton Cobra	$	6,500
Health Insurance Commissioners	$	93,909
Total benefit expenses:	**$**	**727,253**

OUTSIDE SERVICES		Final 2027
Marketing Port/Community Relations	$	75,000
Accounting / Audit	$	40,000
Security Service	$	4,500
Legal Expenses - General Administrative	$	70,000
Legal Expenses - Public Records Requests	$	15,000
Legal Advertising	$	2,500
Signage	$	1,500
Total outside services expenses:	**$**	**208,500**

GENERAL & ADMIN		Final 2027
Computer Supplies/Repairs/Software	$	10,000
Postage	$	1,200
Printing,Photos,Copies	$	3,000
Office Supplies	$	12,000
Promotional Hosting	$	500
Travel - Staff	$	1,500
Travel - Commissioners	$	2,000
Other Business Meetings	$	1,500
Insurance	$	95,000
Membership Dues	$	26,000
Misc G&A	$	500
Conferences-Comm & Staff	$	1,500
Seminars & Education	$	2,500
Publications	$	600
Office - Utilities	$	7,000
Office - Garbage Collection	$	1,300
Office -Telecommunications	$	15,000
Forest Patrol/FCD Tax	$	300
Bank Charges	$	4,600
Total general and admin expenses:	**$**	**186,000**

LONG TERM LIABILITIES		Final 2027
Fry Contract Loan - Principal	$	23,489
Fry Contract Loan - Interest	$	24,479
Total non-operating expenses:	**$**	**47,968**

CAPITAL EXPENDITURES		Final 2027
Landscaping, Office, & Maint. Equipm	$	100,000
Misc. Land Improvements	$	50,000
Road Maintenance	$	50,000
Centralia Station Land/Winco Sign	$	75,000
Park I Land Sales	$	25,000
Misc. Building Improvements	$	275,000
Total Capital Expenditures:	$	**575,000**
TOTAL EXPENSES:	**$**	**2,139,735**

Department of Revenue
Washington State

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Ally Pickard** *(Name)*, **Secretary/Treasurer** *(Title)*, for **Port of Centralia** *(District name)*, do hereby certify to the **Lewis** *(Name of county)* County legislative authority that the **Commissioners** *(Commissioners, Council, Board, etc.)* of said district requests that the following levy amounts be collected in **2027** *(Year of collection)* as provided in the district's budget, which was adopted following a public hearing held on **11/18/2026** *(Date of public hearing).*

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	**1,291,191.19**	
Administrative refund amount	**0.00**	
Non-voted bond debt amount	**0.00**	
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Lewis County Treasurer

October 06, 2026

Centralia Port District
Attn: Amy Graber
3508 Galvin Rd
Centralia, Washington 98531-9002

RE: 2026 Certification of Administrative Refunds for Centralia Port Dist - General Levy

As part of this year's levy process, each district must elect the amount of Administrative Refunds they intend to levy for the 2027 tax year.
This amount reflects refunds issued to taxpayers between October 1, 2025, and September 30, 2026, due to reasons such as exemptions granted after levy certification, Board of Equalization decisions, destroyed property, or other qualifying factors. Please select the appropriate option below, sign and date the form, and return it by November 30, 2026.
By submitting this form, you are confirming that the amount indicated will be in addition to your regular Levy Certification.

☐ Certifies to collect **$58,522.01** in administrative refunds for the 2027 tax year.

☐ Certifies to collect $_____ in administrative refunds for the 2027 tax year.

☒ Does not wish to collect any administrative refunds for the 2027 tax year

_____ 11/18/26
District Representative Signature — Dated

Ally Pickard — Secretary | Treasurer
District Representative Name (Please print) — Title

Mail response and direct questions to:

360-740-1102

Lewis County Assessor
Attn: Brandon Rogers
351 NW North Street, MS: ASR01
Chehalis, WA 98532

Sincerely,

Ellen Steveson

Ellen Steveson
Chief Deputy Treasurer

o 360.740.1115
TDD 360.740.1480

PHYSICAL ADDRESS
351 NW North Street
Chehalis WA 98532

MAILING ADDRESS
P.O. Box 509
Chehalis WA 98532-0509

Arny Davis, Treasurer
Shelly Stewart, Investment & Banking Officer
Ellen Steveson, Chief Deputy Treasurer

Port of Centralia

Memo

To: Port Commission

From: Amy Graber, Executive Director

Date: November 18, 2026

Re: WSU Master Recycler Composters of Lewis County Building Rental Request

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The Port of Centralia has received a request from the WSU Master Recycler Composters of Lewis County to utilize the approximately 1,800 sq. ft. building located at 812 South Street for storage of tools associated with the Tool Bucket Library program. The facility would be used solely for storage and would only be accessed by authorized board members.

The building is situated on property acquired by the Port for stormwater facilities serving the Centralia Station development. The structure has a gravel floor and is not served by utilities.

WSU Master Recycler Composters of Lewis County anticipates needing the space for one year. Access to the building would be provided from South Yew St (Old Long Road), with all arrangements and maintenance of access and property being the responsibility of the organization.

As a condition of occupancy, the Port would require the organization to enter into a lease agreement and provide proof of liability insurance naming the Port as an additional insured. As a nonprofit organization with limited financial resources, they have indicated that its ability to pay rent is limited. To satisfy the legal requirement for consideration under the lease, staff would recommend a rental rate of $1.00 per year.

How you can help?

VOLUNTEER:

Community volunteers are needed for the following positions:

- **TOOL LIBRARIAN**
- **TOOL CATALOGER / INVENTORY**
- **TOOL FIXER / MAINTENANCE**

Volunteer Fixers are also needed at Repair & Sustainability Fairs.

EDUCATION: Teach a variety of home repairs, sewing, gardening, and food conservation skills.

DONATION: Tools, supplies, and monetary donations are gladly accepted, and are tax-deductible to the full extent of the law.

Other MRC Projects

◊ Repair and Sustainability Fairs

◊ Gadget Library at the Chehalis Timberland Regional Library

◊ Floral Park Sustainability Project

Visit us at

www.mrctoolbucketlibrary.org

Like us on our Facebook page!

Have more questions?

Call us at (360) 520-3206 or email mrctoolbucketlibrary@gmail.com

We are located at the

Floral Park Sustainability Project

104 East Floral St.

Centralia, WA 98531

(Next to the Central Transfer Station)

Friday: 3 pm - 6 pm

WSU Lewis County Extension
Master Recycler Composter Program

17 SW Cascade Ave.

Chehalis, WA 98532

(360) 740-1216

jason.adams@lewiscountywa.gov

LEWIS COUNTY Solid Waste Utility est. 1854

WSU EXTENSION Lewis County

WSU Master Recycler Composters of Lewis County

MRC Tool Bucket Library



TOOL BUCKET LIBRARY

What is a Tool Library?

It is just like a regular library, but with tools instead of books!

The MRC Tool Bucket Library provides access to shared tools and other durable goods and encourages self-reliance, reuse, repair, and reduced consumption.

We have the tools!

- ⇒ **Gardening**
- ⇒ **Mechanical**
- ⇒ **Electrical**
- ⇒ **Plumbing**
- ⇒ **Carpentry**
- ⇒ **Masonry**
- ⇒ **Painting**
- ⇒ **Misc. Home repair**
- ⇒ **Automotive**
- ⇒ **Flooring**
- ⇒ **Air compressors**
- ⇒ **Cooking**
- ⇒ **Games**
- ⇒ **And much more!**

For more information visit

www.mrctoolbucketlibrary.org

Tool donations are gladly accepted!

How do I borrow a tool?

- Become a member (18+ yrs old), then reserve the tools you need online.
- Pick up and return tools at **104 E. Floral St. in Centralia** on Fridays from 3-6 pm.

How do I become a member?

1. Go to **www.mrctoolbucketlibrary.org** and click on **Join Here**
2. Sign and Date the Liability Waiver and Tool Use Policy
3. Select a Membership type
4. Provide photo ID at *first* tool pickup

How much will it cost?

The Tool Bucket Library is a member supported, non-profit organization run by volunteers.

Suggested Annual Donations:

- PWYC (Pay What You Can): $20 or less
- Senior, student, low income, veteran: $25
- General public: $45
- Community supporter: $150
- Lifetime: $750

Not sure you want to join for a year?

- $7 for a month
- $25 for 6 months

NO ONE will be turned away because of their inability to pay.

We want to promote community pride and teach skills to help residents live more sustainable and resilient lives.

What if I return a tool late?

All tools must be returned clean and in good working condition the following **Friday** to avoid a late fee donation of ***$5 a week per tool.***

Reservations may be extended for an additional week upon request unless tools are already reserved by others.

What are donations used for?

Our goal is to keep the WSU Master Recycler Composters of Lewis County (*d.b.a. MRC Tool Bucket Library*) a financially sustaining 501(c)(3), non-profit organization.

We use membership and late fee donations to operate this *all-volunteer* project by buying and maintaining our tools for the community to share.

Other critical expenses include liability insurance, repair supplies, tool library software, and equipment needed for basic operations.

Thank you for your generous support!

WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local WSU Extension office.

Master Recycler Composter (MRC) Membership

1. Complete an application and security background check.

2. Attend these FREE classes:

   ⇒ *Recycling Right*

   ⇒ *Knowing & Conserving Soil*

   ⇒ *Save Food, Save Money*

   ⇒ *Home & Worm Composting*

   ⇒ *Dealing with Hazardous Waste*

3. Actively participate in volunteer activities.

4. Tour the Lewis County Solid Waste Utility's Central or Morton Transfer Station's:

   ⇒ Recycling area

   ⇒ Hazo-Hut

   ⇒ Tipping floor

Volunteer Benefits

* **Free** GeoBin Compost bin
* **Free** compost & compost worms
* **Free** membership to the MRC Tool Bucket Library
* **Discounts** at participating businesses



"Les Trash" and other volunteers talking to local elementary students about recycling.

For more information, email:

jason.adams@lewiscountywa.gov or call (360) 740-1216

WSU Lewis County Master Recycler Composters

Mailing address: 351 NW North Street

Street: 17 SW Cascade Ave.

Chehalis, WA 98532

LEWIS COUNTY Solid Waste Utility

WSU EXTENSION Lewis County

The WSU Lewis County MRC Program is made available through the partnership of WSU Extension and Lewis County Solid Waste Utility.

WSU Master Recycler Composter Program

REDUCE
REUSE
RECYCLE

WSU Master Recycler Composters of Lewis County

Would you like to see this...



turned into this?





Become a WSU Lewis County Master Recycler Composter!

The **WSU Lewis County Master Recycler Composter (MRC) Program** provides practical education, training, and support to promote solid waste reduction through reuse, repurposing, and recycling to create sustainable and resilient communities.

If you are interested in **Reducing, Reusing, Repurposing,** and **Recycling** solid waste and have a willingness to use your knowledge, experience, and enthusiasm to make a positive impact in your community, consider becoming a **Master Recycler Composter!**



MRC volunteer promoting tool recycling at a Solid Waste Utility free recycling event.

Volunteer activities may include:

* Participating in the SWW Fair and other community events and projects such as:
  * ***Leaf Exchange***
  * ***Christmas Tree & Light Recycling***
  * ***Repair & Sustainability Fairs***
  * ***MRC Tool Bucket Library***
* Assisting with Waste Audits to promote waste reduction & recycling
* Helping to maintain our demonstration sites (*Floral Park Sustainability Project* & *SW Washington Fair Upcycled Garden*)



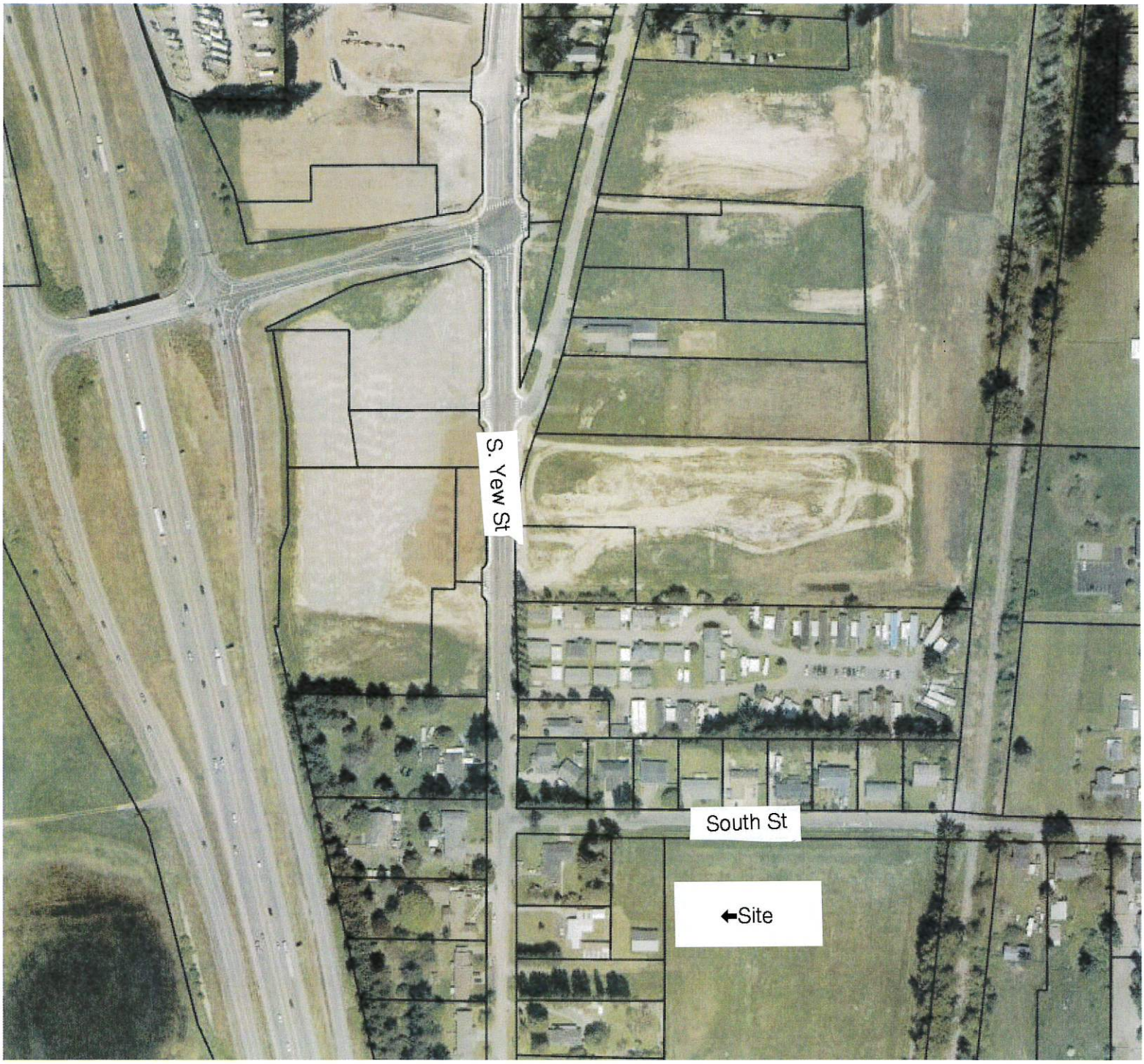
MRC volunteer screening "homemade" compost at Floral Park Sustainability Project.

Training content may include:

* Reducing, Reusing, & Recycling solid waste to keep it out of the landfill
* Building and maintaining a compost pile & worm bin
* Alternatives to pesticides, fertilizers, and other hazardous chemicals
* Protecting & conserving soil & water resources
* Understanding state & local solid waste policies
* Field trips to recycling & composting facilities



Volunteer "Fixers" saving a blender from the landfill at a Repair & Sustainability Fair.



812 South Street


←Site
←Access

Underground

PORT OF CENTRALIA

Website, accessibility and meeting publishing

A proposal from Underground Creative · November 2026

Prepared for Erin Maloney, Port Auditor, and the Port of Centralia Commission

Erin,

Thank you for your time on our calls. Three things stuck with us: three people run the Port's office, nearly all of the publishing runs through you, and accessibility can't slow down getting an agenda up the same day.

So this proposal is built on one idea: **you send it, we publish it.** An agenda, a packet, a notice, signed minutes, a meeting recording: it comes to us in whatever form you already have it, and we do the rest, including the accessible version, the captions and the links between them. Your part is the work only the Port can do: writing it, approving it, and answering the occasional question about a name in the captions.

The new website will be built to WCAG 2.1 AA at its foundation, so every new page meets the standard from the start. One page for each meeting means one place to post instead of four to six. And because we publish for you, the accessibility work doesn't land on your office.

We'd launch about four months after the contract starts, well ahead of the April 26, 2028 deadline. Section 8 shows what we've already measured on the Port's own site and files.

Michael Page
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1 · WHAT WE HEARD

- **Agendas** are written in Word, approved by the Executive Director, saved as a PDF and a JPEG, and posted to the website, Facebook and an email list. They sometimes change the morning of a meeting.
- **Packets** are new this cycle, at the commissioners' request.
- **Meetings** run on Webex with an Owl camera. A contractor trims the recording and uploads it to YouTube, which adds automatic captions. Audio goes out as a podcast.
- **Minutes** are posted once signed.
- **Nearly all of it runs through Erin.**

The RFP puts it plainly: the Port expects the vendor to handle this work "rather than rely on Port staff." We agree.

> **What nobody can honestly promise.** No tool or vendor can certify a website as "compliant." What a public agency can have is a site **built to WCAG 2.1 AA**, a record of **what was tested and fixed**, a **way for anyone to ask for help**, and a **routine** that keeps it that way. That is what we propose to build and run.

2 · AT A GLANCE

	What we do	What the Port keeps
Website	Rebuild on WordPress with 8 reusable page templates, each built and tested to WCAG 2.1 AA; move every page; transfer every account into the Port's name	Ownership of the site, domain, content and every account
Documents	Agendas, minutes and notices become accessible web pages built from your Word files, proofread against the original; PDFs that must stay PDFs referred to a state-contract remediation vendor; old files moved to a labeled archive	The official signed versions, in the Port's files as today
Meetings	Receive the recording, trim it, correct the captions, publish one page per meeting with the video, transcript, agenda and minutes (audio optional)	A caption log for every meeting
Ongoing	Publish content you send, host and maintain the site, scan it monthly and fix anything we find	Scan history and an annual summary
Help path	An Accessibility page and request form; we prepare the accessible copy or the fix	A request log

What comes off your desk: re-saving files as PDFs and pictures, posting agendas, gathering and posting packets, re-posting morning-of changes, arranging the trim and the upload, posting the video and audio, fixing captions, and scanning and posting minutes. **What stays:** writing, approving, running the meeting, and sharing one link on Facebook and the email list.

3 · THE WEBSITE

We recommend **a rebuild on WordPress**, using Elementor, the page builder we use for every site we build and host. We build each page design once, test it for accessibility, and every page made from it keeps those fixes.

A site for everyone the Port serves: the public, local businesses, Port tenants, and other stakeholders.

- **The public:** every meeting, agenda and record in one place, readable on any phone or with a screen reader, and a clear way to ask for help.
- **Local businesses:** bids, the Small Works and A&E Rosters and their forms online, where they can upload documents.
- **Port tenants:** property and industrial park pages, and the notices that affect them, easy to find.
- **Other stakeholders:** commissioners, partner agencies and the press get searchable meeting pages linked to their agendas and minutes, and a written record of the Port's accessibility work.

- **8 page designs** for the Port's 8 kinds of page today, found in our review of the current site's 45 pages: home, standard page, meeting, meetings list, notice, document library, form, and property/industrial park.
- **Navigation around what people come for:** meetings, public records, bids and rosters, properties, contact.
- **Mobile-friendly** on every page, tested on real phones before launch.
- **Your logo and colors,** with the orange and teal darkened just enough to read. Today those colors fail the contrast check on every one of the site's 45 pages.
- **Every page moved over,** with old web addresses pointed to the new ones so existing links keep working.
- **Edit it yourself or email it to us.** We train your team (§6), and the page designs handle layout and headings. But it's often faster to send it to us, and you can switch any day.

The Port owns everything: the domain, the website, its content, the YouTube channel and every login. We host it with no lock-in; if the Port ever leaves, it leaves with everything. **Our first step** is moving every login from the current vendor (host, domain, Cloudflare, YouTube) into the Port's name.

4 · ACCESSIBILITY

BUILT AND TESTED BEFORE LAUNCH

We design, build, and maintain the website to WCAG 2.1 Level AA, the standard the Title II rule adopts: keyboard navigation, color contrast, proper headings, labeled buttons and fields, and image descriptions. Before launch we test with several independent automated checkers, test every page design and form with the keyboard alone, and clear every issue we find. You get a written list of what was tested, with which tool, on what date, and what was fixed.

OPTIONAL

Manual testing by people who use assistive technology such as screen readers, through an independent accessibility partner. We fix whatever they find before launch (§9, Optional).

DOCUMENTS: THE BIGGEST BURDEN, MOSTLY REMOVED

Of the 297 agendas and minutes on the site today, 296 are scans with no readable text, and none of the site's 427 PDFs passes the accessibility standard for PDFs (PDF/UA-1).

- **Agendas, minutes and notices become web pages** built from your Word files, with a print-ready PDF from the same file. A person proofreads every page against the original before it posts.
- **Packets become navigable:** the agenda is the page, and each item links its own documents.
- **Budgets** become web tables built straight from the spreadsheet, never re-read from a scan.
- **Documents that must stay PDFs** (consultant reports, agreements): we ask the author for an accessible version or the source file. If the Port needs the PDF itself fixed, we refer it to a vendor on Washington's state contract for PDF remediation (DES 02024), at that vendor's per-page rate and timeline, about $3 to $5 a page. We also give you a sentence for consultant contracts so future documents arrive accessible.
- **Signed minutes:** the signed copy stays in the Port's files as the official record; the website shows the text, proofread against it.
- **Older documents** (more than 200 from 2021–2024) move to a clearly labeled archive, with a way to request an accessible copy. Which ones qualify for the rule's archive exceptions is a question for the Port's counsel; we prepare the list.

One request that saves the most time and money: send us the original files, not scans. Printing a Word document and scanning it back turns readable text into a picture that someone has to convert back. If a scan is all there is, we still publish it; it just takes longer.

FORMS

We build accessible web forms for the Small Works Roster (where businesses can upload documents), the A&E Roster, Public Records Requests, Public Comment and Contact; a Claim for Damages page with the downloadable form; and commissioner vacancy forms ready to switch on. Every form is tested with the keyboard alone.

KEEPING IT ACCESSIBLE

- We check everything we post before it goes live.
- A monthly scan of the whole site, with mechanical fixes made and logged (a missing image description, a heading out of order). Anything that involves content judgement or brand comes to you as a question.
- An **Accessibility page** and **request form**, so anyone who hits a barrier can ask for an accessible copy or report a problem. We prepare the copy or the fix; your office is copied.
- **The Port's accessibility file:** test records, scan history, caption logs, the request log, and an annual summary, kept current by us and handed over in full if the Port changes vendors.
- **January 2028 readiness review:** we re-test every page design and sweep everything posted since launch, with a written summary for the Executive Director and the commission.

5 · MEETINGS: ONE PAGE, PUBLISHED FOR YOU

Each meeting gets **one page** on the Port's site: the agenda as text with each item linked to its moment in the video, the video with corrected captions, a searchable transcript, the minutes and documents once signed, and an audio version if the Port wants one. All meetings sit on one list, by year, searchable.

TRY THE WORKING EXAMPLE

Built from a real Port of Benton commission meeting: https://portofbenton.com/commission-meeting-demo/

Play the video and watch the transcript follow along beside it.

Click any line in the transcript to jump to that moment.

Search the transcript for a word, like "airport."

Open the Agenda tab and click the time next to any item to go straight to it.

The demo shows automatic captions; the Port of Centralia's meeting pages get corrected ones.

HOW A MEETING GETS PUBLISHED

Step	Who	When
Agenda sent (Word)	**Port**	as today
Agenda page posted	**UC**	same business day if received by noon; otherwise by 10 a.m. the next business day
Amended agenda posted	**UC**	within 2 business hours
Meeting recorded (Webex + Owl)	**Port**	meeting day
Meeting page live: the video trimmed of dead air and executive session (the Port approves the cuts), agenda links, and audio if the Port wants it; automatic captions until the corrected ones replace them	**UC + Port**	within 1 business day of receiving the recording
Captions corrected and transcript posted; questions only the Port can answer sent to Erin	**UC**	as fast as we can, and within 3 business days
Erin's answers applied to the captions and transcript	**UC**	within 1 business day of Erin's answers
Signed minutes posted as text	**Port sends, UC posts**	within 1 business day

Every time above counts from when we receive the materials and instructions for that step: the agenda file, the recording, the Port's approval of the cuts, Erin's answers, the signed minutes.

CAPTIONS, HONESTLY

Automatic captions get most words right and the Port's own words wrong: names, places, acronyms. On the Port's October 21 meeting, YouTube's captions turned "Commissioner Pickard" into "Mard" and "Lahmann" into "Lemon." That is why automatic captions don't meet the standard on their own: W3C, which writes WCAG, says they are not sufficient unless confirmed fully accurate, and the Title II rule points to that guidance. They are a starting point. Our process:

1. **Our correction tool** applies the Port's own word list, starting with a full list of commissioners, staff and regular speakers we collect at kickoff.
2. **We check and correct every set of captions,** and identify who is speaking.
3. **What only the Port can know** (a name we can't confirm) goes to you as a short list of questions, like the ones below.
4. **Every answer goes on the word list,** so the same question is never asked twice.

Real questions from the Port's October 7 meeting. Our tool flagged 123 spots in the 157-minute recording, and we resolved most from the agenda, minutes, budget and word list. These are the kind that remained:

> **A name:** "Mackenzie." Who is this (full name and role)?
>
> **A spelling:** "Steve Malek." Is this spelled right?
>
> **An acronym:** "LPC closing." What does LPC stand for here?
>
> **A place:** "chuba road." Which road is this?
>
> **Unclear speech:** "wild blue. Or bias that." What was said here?

The cheapest accuracy fix is a microphone. One Owl Labs expansion microphone at the far end of the commission table will do more for caption accuracy than any caption service.

Visual information. If a slide or a vote is only visible on screen, someone who can't see the video misses it. We give the Port a one-page presenter guide: read key slide content aloud and announce votes by voice.

AUDIO, HOSTING AND LIVE MEETINGS

- **Audio (optional, no extra charge):** if the Port wants to keep an audio version, we extract it from the meeting video and use the same corrected transcript as its text alternative.
- **Hosting:** the Port's YouTube channel stays the default (free, and the Port's). The corrected captions live on the website, so the host can change later without redoing any work. A Vimeo player without ads or suggested videos is available if the Port prefers, paid to Vimeo directly.
- **Live meetings:** Webex offers automatic live captions on many plans, not checked for accuracy. A live human captioner can be quoted for any meeting where one is requested.
- **Records:** meeting recordings are archival records under the state schedule (CORE GS50-05A-13). The Port keeps the original recordings as its record; we work from copies.

6 · ONGOING SUPPORT AND TRAINING

One monthly service, one fixed annual price for three years. It covers:

- **Uploading and publishing** meeting minutes, agendas, public notices, reports, and other documents (including meeting packets), on the turnarounds in §5;
- **The full meeting workflow** for up to 30 meetings a year;
- **Accessibility upkeep:** the monthly scan and fixes, accessible copies on request, the accessibility file, the annual summary and the January 2028 readiness review;
- **Hosting, security monitoring, updates and backups;**
- **Routine small edits and troubleshooting** (a staff change, a new phone number, a broken link), within 1 business day of receiving the request and the materials it needs.

If you need to post something yourself (say an emergency notice at 7 p.m.), the page design handles the layout, and we check it the next business morning.

New work is quoted first. New features, new page designs, new functionality, or anything beyond the scope above or a simple edit is quoted for the Port's approval before we start.

Training, included. A two-hour session for the staff member the Port names, online or in person in Centralia (in person, the Port covers travel expenses only), a short written guide with screenshots, and the one-page presenter guide. Training is a backup, not a handoff: we stay responsible for all the ongoing work.

7 · SCHEDULE

When	What	Result
Month 1	Login handover; content inventory; design; collect the name list for captions; an accessibility contact line on the current site	Every account in the Port's name
Months 2–3	Build and test page designs; move content; set up meeting pages; trial the full meeting workflow on a real Centralia recording	Test records; the first caption log
Month 4	Full-site scan and fixes; keyboard and form testing; training; **launch**	Launch scan; staff guide; Accessibility page live
After launch	Monthly service	Scan history; caption and request logs
January 2028	Readiness review	Written summary for the commission
April 26, 2028	Title II web rule applies to the Port	The routine is already running

8 · ABOUT US

Underground Creative is a web development, creative services, and digital marketing agency in the Tri-Cities. We build, host and look after websites for public agencies and local businesses throughout Washington.

PORTS AND PUBLIC AGENCIES

- **Port of Benton:** portofbenton.com and its sister sites; website, hosting and ongoing support, and accessibility fixes to WCAG 2.1 AA on four of its sites: color-contrast failures across 36 sample pages went from 277 to 0 in automated testing.
- **Washington Public Ports Association:** we built and host washingtonports.org.
- **Accessibility research** across Washington's 67 port websites, and free accessibility reviews for several ports.

Meeting recordings. The Port of Benton meeting page (§5) is our working example, and we prove the full workflow on a real Port of Centralia meeting during the build, before launch.

WHAT WE'VE ALREADY RUN ON THE PORT'S OWN FILES

(November 2026; nothing changed on the Port's site)

- **The site:** 45 pages and 428 documents reviewed (427 PDFs and one Word file). None of the 45 pages was free of automated issues; contrast failed on every one.
- **Documents:** 296 of 297 agendas and minutes are scans; none of 427 PDFs passes PDF/UA-1.
- **Page designs:** pages built on our draft design from 15 real Port documents had zero automated issues and scored 100 in Google Lighthouse.
- **Recordings:** three commission meetings transcribed; with the Port's word list, 12 of 12 listed terms right on October 21, and 22 of 22 places, businesses and numbers on October 7. Names not yet on the list were still wrong, which is why we collect the full list at kickoff.

REFERENCES

1. **Port of Benton:** Summers Miya, Director of Marketing & Communications
(509) 375-3060 · smiya@portofbenton.com

2. **Washington Public Ports Association:** Mandy Lill, Member Development & Engagement Manager
(360) 878-6299 · mlill@washingtonports.org

3. **Coleman Advanced Dentistry:** Dr. John Coleman, DDS, FAGD
(760) 201-3053 · johnny.a.coleman@gmail.com · website rebuild, launched November 2026

9 · PRICING

A clear breakdown, line for line in the RFP's order and wording. Every line has a stated scope. Annual prices are **fixed for all three years.** Anything outside the scope is quoted for the Port's approval before work starts.

RFP line	What's included	One-time	Annual
Initial website design and development	8 page designs built and tested to WCAG 2.1 AA; meeting pages; navigation; Accessibility page and request form; login handover; launch	$12,000	
Content transfer and accessibility remediation	Every page moved with redirects; documents in use rebuilt as accessible web pages; older documents moved to a labeled archive with a request link; consultant contract language	Included above	
Initial staff training	Two-hour session, written guide, presenter guide; in person in Centralia if the Port prefers, with travel expenses only	Included above	
Meeting video and audio editing, captioning, required text alternatives, hosting, and publishing	Up to 30 meetings a year: receive, trim, correct captions, transcript, optional audio at no extra charge, meeting page linked to the agenda and minutes, YouTube hosting; that meeting's agenda, packet, minutes and notices published		**$6,000 ($500/mo)**
Accessible forms and document preparation	7 forms and pages built and tested at launch; updates and new documents after launch included in the monthly service	Included above	Included
Annual website hosting, maintenance, and support	Hosting, security monitoring, updates, backups, routine small edits and troubleshooting		**$600 ($50/mo)**
Ongoing content management and accessibility services	Monthly scan and fixes, accessible copies on request, accessibility file, annual summary, January 2028 readiness review		**$2,400 ($200/mo)**
Any additional fees or hourly rates	$125 an hour, only with the Port's approval first · meetings beyond 30 a year: $200 each (a meeting over 3 hours counts as two) · scanned attachments when the original file isn't available: $10 a page		

ESTIMATED THREE-YEAR TOTAL COST

	Year 1	Year 2	Year 3	Total
One-time (build, content, training, forms)	$12,000	—	—	$12,000
Monthly service ($750/mo)	$9,000	$9,000	$9,000	$27,000
Total	**$21,000**	**$9,000**	**$9,000**	**$39,000**

Hosting during the build is included. The monthly service starts at launch.

OPTIONAL

- **Manual testing by people who use assistive technology,** through an independent accessibility partner, with our fixes included: about $2,700 (scoped with the partner).
- **Public Records page and records library** (how to request, fees, the Port's policy, and the records people ask for most): quoted on request
- **Staff-only records request log** (behind a login; dates, status and time against the policy's cap; the Port owns and can export it): quoted on request
- **Email sign-up for meetings and notices,** plus a calendar feed (a courtesy list; it doesn't replace required notices): quoted on request
- **PDF remediation:** any PDF the Port needs kept as a PDF, from one outside report to the whole archive, we refer to a third-party vendor on Washington's state contract for document accessibility and PDF remediation (DES 02024), at that vendor's state contract rate and timeline. Most awarded vendors publish rates of about $3 to $5 a page.
- **Audio version of each meeting:** extracted from the meeting video, with the same transcript; no extra charge.
- **Vimeo player:** paid by the Port to Vimeo directly.
- **Owl expansion microphone:** bought by the Port.

Not included: fixing the whole archive in bulk (single accessible copies on request are included; PDF remediation is the option above), live human captioning (quoted per meeting), and the Port's own records-retention system.

10 · WHAT THE PORT PROVIDES

- Account access, or ownership transfer, for the web host, domain, Cloudflare and YouTube in Month 1.
- Agendas, minutes and documents as the original Word files and spreadsheets.
- The Webex recording of each meeting, as today.
- A list of commissioners, staff and regular speakers at kickoff, and answers to the occasional caption question.
- Approval of content, as today.
- One named staff member for training.

11 · NEXT STEPS

Ready when you are. If the Port selects Underground Creative:

1. **Agreement:** we sign the Port's contract, or provide ours, with the scope and prices in this proposal.

2. **Kickoff:** a one-hour call with Erin to start the login handover, collect the name list for captions, and pick the first meeting we publish.

3. **Month 1 begins** (§7): every account moves into the Port's name, and the content inventory and design start.

THANK YOU

You send it, we publish it. Agendas, packets, minutes and meeting recordings come off your desk, and the Port's site stays accessible, well ahead of April 2028.

We'd be glad to give you and the commission a live demonstration of the working meeting page, online or in person in Centralia. And if anything in this proposal raises a question, call or email anytime.

Thank you for your time on our calls and for the chance to propose.

Michael Page

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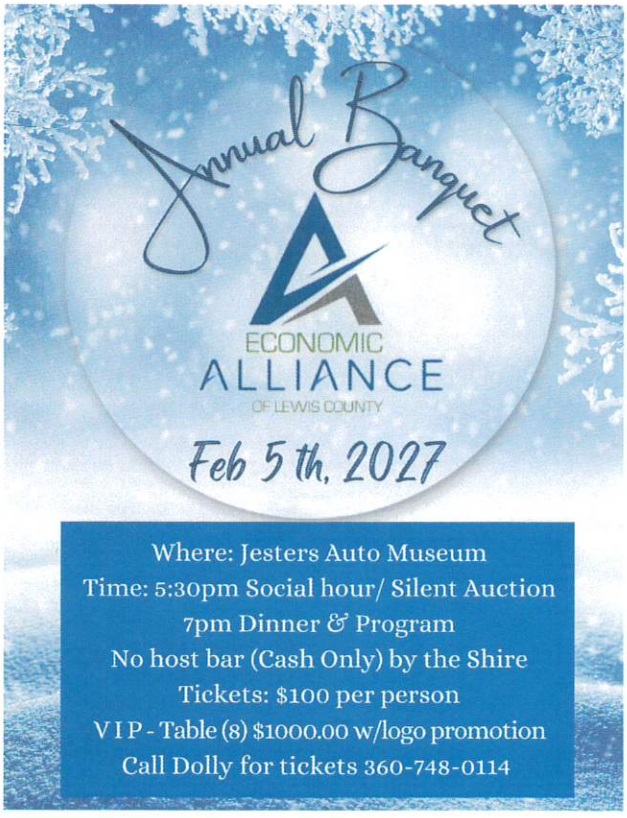
Amy Graber

From: Dolly Tardiff <dolly@lewiscountyalliance.org>
Sent: Monday, November 16, 2026 10:16 AM
To: Amy Graber
Subject: 2027 Economic Alliance Annual Banquet

Good morning Amy,

It's time to celebrate another incredible year! Join us for our 2027 Annual Banquet, an evening dedicated to celebrating achievements, recognizing outstanding people in our community, sharing memories, and enjoying great company. We will not be having a keynote speaker this year, we will focus on local achievements and our community award winners.

Hope to see you all there!



Dolly Tardiff
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