

Port of Ilwaco

AGENDA
August 5, 2021
4:00 PM

In an effort to slow the COVID-19 pandemic in our region and for the safety of our staff and the public, the Port of Ilwaco has provided an alternative option to attend our public meeting via conference call until further notice. This meeting will only be accessible remotely to the public as per Governor's Proclamation 20-28.15 until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.

This meeting will be held using Gotomeeting. Please click on the link below to join:

<https://global.gotomeeting.com/join/800871197>

You may also join by calling: (571) 317-3122

Access Code: 800-871-197

SPECIAL COMMISSION MEETING

- Call to Order
- Approval of minutes from the July 6, 2021 Commission Special Meeting
- Approval of vouchers 18460 through 18538 and electronic funds transfer payments in the amount of \$176,334.38
- Commissioner District #2 – Appointment and Oath of Office
- Unfinished Business:
 - Resolution No. 21-962 - Establishing an Airport Advisory Committee
- New Business
 - PCOG Grant Reallocation (East Bulkhead Renewal Project)
 - Action items per Executed Resolution # 20-947: *Declaring Local Emergency and Delegation of Authority in response to the COVID-19 Pandemic*
 - CERB Initial Offer of Financial Aid – Bulkhead Project
- Public Comment
 - *This is an opportunity to speak regarding any item following deliberation by the Commission. In order to respect everyone's time, comments may be limited to 3 minutes.*
- Operations Report
 - Manager's Report
 - Finance Director Report
- Commissioners Report
- Adjourn

**PORT OF ILWACO
MINUTES
July 6, 2021**

In an effort to slow the COVID-19 pandemic in our region and for the safety of our staff and the public, the Port of Ilwaco has provided an alternative option to attend our public meeting via conference call until further notice. This meeting will only be accessible remotely to the public as per Governor's Proclamation 20-28.15 until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.

COMMISSION MEETING

Chairman Smith opened the Commissioner's meeting at 4:00 PM. Those present via Gotomeeting conference call were Chairman Smith, Commissioner Newell, FD Needham and Manager Glenn.

- **Approval of minutes from the June 8, 2021 Commission meeting:**

Commissioner Newell entered a motion to approve the minutes as presented. Commissioner Smith seconded; the **motion carried** by voice vote.

- **Approval of vouchers 18387 through 18459 and electronic funds transfer payments in the amount of \$729,131.18.**

Commissioner Newell entered a motion to approve vouchers 18387 through 18459 in the amount of \$729,131.18. Commissioner Smith seconded; the **motion carried** by voice vote.

- **UNFINISHED BUSINESS:**

None

- **NEW BUSINESS:**

- **Resolution 21-962: Establishing an Airport Advisory Committee:**

Manager Glenn read the resolution to establish an Airport Advisory Committee for the purpose of reviewing airport topics and issues as assigned by the commission. Public comment was heard by D. Maggio, M. Cullimore and D. Berger.

After the discussion, Chairman Smith tabled any action for a future meeting.

- **Resolution 21-963: A Policy on Equity, Diversity & Inclusion – East Bulkhead Project:**

Manager Glenn presented the resolution.

Commissioner Newell entered a motion to approve Resolution 21-963 as presented. Chairman Smith seconded; and the **motion carried** by voice vote.

- **Resolution 21-964: Authorizing an application for MARAD Port Infrastructure Development Grant funding – East Bulkhead Project:**

Manager Glenn reviewed the resolution.

Commissioner Newell entered a motion to approve Resolution 21-964 as presented. Chairman Smith seconded; and the **motion carried** by voice vote.

- **Jessie’s Ilwaco Fish – Account Charge Off:**

Manager Glenn requested the balance owing on Jessie’s account be written off by the Commission as a result of receiving \$58,000 from the Receiver and \$12,141.91 from the lease surety.

Commissioner Newell entered a motion to approve Jessie’s Ilwaco Fish charge off in the amount of \$25,821.68 as presented.

Chairman Smith seconded; and the **motion carried** by voice vote.

- **Action Items per Resolution # 20-947: Declaring Local Emergency and Delegation of Authority in response to the COVID-19 Pandemic.**
 - No Action taken

- **PUBLIC COMMENT**

- None

- **OPERATIONS REPORTS:**

- Manager’s Report: Manager Glenn reported on operations, various projects and upcoming events.
- Finance Director’s Report: Reviewed the status of various grants completed and in process.

- **COMMISSIONERS REPORT:**

- Chairman Smith: None
- Commissioner Newell: None

The meeting was adjourned at 5:09 PM by Chairman Smith.

Minutes submitted by Tricia Needham for approval on August 3, 2021.

Tricia Needham, Finance Director

Commissioners:

Butch Smith, Chairman

Steve Newell

Vacant Position

Port of Ilwaco
Voucher Approval List
 August 5, 2021

Type	Date	Num	Name	Amount
Bill Pmt -Check	07/16/2021	18460	Friends of Willapa Nat'l Wildlife Refuge	-750.00
Bill Pmt -Check	07/16/2021	18461	Spectrum Business	-289.96
Paycheck	07/19/2021	18462	Barnes, Amy M	-1,480.66
Paycheck	07/19/2021	18463	Demase, John M	-1,733.09
Paycheck	07/19/2021	18464	Elliott, Jon M	-1,070.42
Paycheck	07/19/2021	18465	Glasson, Daryl R	-1,582.61
Paycheck	07/19/2021	18466	Glenn, Jr, Guy M	-2,065.15
Paycheck	07/19/2021	18467	Haataja, Jeff R	-1,441.19
Paycheck	07/19/2021	18468	Haataja, Jonathon A	-1,941.97
Paycheck	07/19/2021	18469	Hawkinson, April H	-1,261.31
Paycheck	07/19/2021	18470	Marin Ruiz, Ricardo	-427.25
Paycheck	07/19/2021	18471	Morrison, Cory J	-534.46
Paycheck	07/19/2021	18472	Needham, Tricia R	-1,970.31
Paycheck	07/19/2021	18473	Niles, Eliot W	-711.06
Paycheck	07/19/2021	18474	Patrick, Madeline D	-762.17
Liability Check	07/19/2021	18475	AFLAC	-485.68
Bill Pmt -Check	07/20/2021	18476	Active Enterprises, Inc	-48.80
Bill Pmt -Check	07/20/2021	18477	Allen Properties, LLC	-826.97
Bill Pmt -Check	07/20/2021	18478	CenturyLink	-343.91
Bill Pmt -Check	07/20/2021	18479	Chinook Observer - EO Media	-69.80
Bill Pmt -Check	07/20/2021	18480	City of Ilwaco	-3,897.72
Bill Pmt -Check	07/20/2021	18481	Clean Harbors Environmental Services	-3,523.39
Bill Pmt -Check	07/20/2021	18482	Dennis Company Westlake Hdwe	-172.67
Bill Pmt -Check	07/20/2021	18483	Dennis Posey	-718.79
Bill Pmt -Check	07/20/2021	18484	Don Nisbett	-244.00
Bill Pmt -Check	07/20/2021	18485	Earth2o	-35.90
Bill Pmt -Check	07/20/2021	18486	EMERALD	-73.50
Bill Pmt -Check	07/20/2021	18487	Englund Marine Supply	-966.08
Bill Pmt -Check	07/20/2021	18488	Fisheries Supply Inc.	-585.93
Bill Pmt -Check	07/20/2021	18489	Ifocus Consulting Inc.	-770.00
Bill Pmt -Check	07/20/2021	18490	Jan T Fancher	-1,356.25
Bill Pmt -Check	07/20/2021	18491	Kendrick Equipment	-55.01
Bill Pmt -Check	07/20/2021	18492	MAC Tools / Raymond Kramer	-218.00
Bill Pmt -Check	07/20/2021	18493	Oman and Sons	-121.99
Bill Pmt -Check	07/20/2021	18494	Pacific Northwest Waterways Assoc.	-50.00
Bill Pmt -Check	07/20/2021	18495	Peninsula Sanitation	-3,549.80
Bill Pmt -Check	07/20/2021	18496	Port of Ilwaco/BOP fees	-1,301.33
Bill Pmt -Check	07/20/2021	18497	RICOH USA - SERVICE	-182.07
Bill Pmt -Check	07/20/2021	18498	Tangly Cottage Gardening	-1,675.55
Bill Pmt -Check	07/20/2021	18499	Verizon Wireless	-593.53
Bill Pmt -Check	07/20/2021	18500	WA State Dept of Ecology	-56.00
Bill Pmt -Check	07/20/2021	18501	Walter E. Nelson	-239.17
Bill Pmt -Check	07/20/2021	18502	Wilcox & Flegel	-726.58
Bill Pmt -Check	07/20/2021	18503	Tangly Cottage Gardening	-27.03
Bill Pmt -Check	07/20/2021	18504	Chinook Observer - EO Media	-292.40
Bill Pmt -Check	07/20/2021	18505	Don Nisbett	-120.00
Bill Pmt -Check	07/20/2021	18506	QUILL	-38.51
Check	07/23/2021	18507	City of Ilwaco B & O Tax	-209.98
Check	07/23/2021	18508	United States Treasury - 720	-29.26
Bill Pmt -Check	07/23/2021	18509	Visa - TN	-1,150.70
Bill Pmt -Check	07/23/2021	18510	Visa -G	-648.38

Port of Ilwaco
Voucher Approval List
 August 5, 2021

Type	Date	Num	Name	Amount
Bill Pmt -Check	08/03/2021	18511	Chinook Observer - EO Media	-5,850.00
Bill Pmt -Check	08/03/2021	18512	CI Web Group	-300.00
Bill Pmt -Check	08/03/2021	18513	Coast Diesel, Inc.	-519.63
Bill Pmt -Check	08/03/2021	18514	Evergreen Septic, Inc.	-1,735.00
Bill Pmt -Check	08/03/2021	18515	PUD	-8,322.66
Paycheck	08/04/2021	18516	Barnes, Amy M	-1,589.58
Paycheck	08/04/2021	18517	Demase, John M	-1,733.10
Paycheck	08/04/2021	18518	Elliott, Jon M	-1,070.41
Paycheck	08/04/2021	18519	Glasson, Daryl R	-1,658.78
Paycheck	08/04/2021	18520	Glenn, Jr, Guy M	-2,065.12
Paycheck	08/04/2021	18521	Haataja, Jeff R	-1,443.71
Paycheck	08/04/2021	18522	Haataja, Jonathon A	-1,415.44
Paycheck	08/04/2021	18523	Hawkinson, April H	-1,305.59
Paycheck	08/04/2021	18524	Marin Ruiz, Ricardo	-195.50
Paycheck	08/04/2021	18525	Morrison, Cory J	-823.94
Paycheck	08/04/2021	18526	Needham, Tricia R	-1,970.31
Paycheck	08/04/2021	18527	Newell, Steve	-117.72
Paycheck	08/04/2021	18528	Niles, Eliot W	-991.19
Paycheck	08/04/2021	18529	Patrick, Madeline D	-1,165.25
Paycheck	08/04/2021	18530	Smith, Aldrich J	-117.72
Bill Pmt -Check	08/05/2021	18531	Columbia River Yachting Assoc.	-100.00
Bill Pmt -Check	08/05/2021	18532	Daily Journal of Commerce (Seattle)	-240.80
Bill Pmt -Check	08/05/2021	18533	EMERALD	-112.00
Bill Pmt -Check	08/05/2021	18534	Keco, Inc/Pump-a-Head	-117.20
Bill Pmt -Check	08/05/2021	18535	Moffatt & Nichol	-16,333.98
Bill Pmt -Check	08/05/2021	18536	QUILL	-120.59
Bill Pmt -Check	08/05/2021	18537	RICOH USA - LEASE	-166.12
Bill Pmt -Check	08/05/2021	18538	Spectrum Business	-269.96
EFT	07/21/2021	EFT	EFTPS	-5,661.52
EFT	07/21/2021	EFT	WA State DRS - DCP	-1,147.50
EFT	07/26/2021	EFT	WA State DOR - Combined	-875.50
EFT	08/03/2021	EFT	WA State DOR - Leasehold Excise	-39,115.94
EFT	08/03/2021	EFT	WA State Dept Labor & Industries	-5,283.02
EFT	08/03/2021	EFT	WA State ESD - PFML	-354.31
EFT	08/06/2021	EFT	EFTPS	-6,052.24
EFT	08/06/2021	EFT	WA State DRS - DCP	-1,147.50
EFT	08/06/2021	EFT	WA State DRS	-7,562.54
EFT	08/06/2021	EFT	WCIF	-13,876.72
Total:				<u><u>-176,334.38</u></u>

We, the undersigned Commissioners and the Port Manager of the Port of Ilwaco, Washington, do hereby certify that the merchandise or services, as specified above, have been received, and vouchers 18460 through 18538 and electronic funds transfer payments are approved for payment in the amount of \$176,334.38 this 4th day of August, 2021.

 Chairman, Butch Smith

 Commissioner, Steve Newell

 Commissioner, vacant

 Port Manager, Guy Glenn

RESOLUTION NO. 21-962

A RESOLUTION of the Port of Ilwaco, a municipal corporation, located in Ilwaco, Washington, establishing an airport advisory committee, known as the Port of Ilwaco Airport Advisory Committee.

WHEREAS, the Port of Ilwaco owns and operates a general aviation airport (7W1), as designated by the Washington State Aviation System Plan (WSASP); and

WHEREAS, the Port of Ilwaco has continuously operated and maintained the airport facility since 1971; and

WHEREAS, the Port of Ilwaco airport is the only airport in South Pacific County, serving both local residents and visitors from outside the area; and

WHEREAS, the Port of Ilwaco desires to have an Airport Advisory Committee (AAC) to advise the Port Commission on specific topics assigned to the committee directly related to the Port of Ilwaco airport; and

WHEREAS, the AAC serves to provide a forum for input from both licensed aviators and the community on subject(s) assigned to the AAC from the Port Commission, which may include technical input, safety considerations and a community perspective, including airport operations, development, community partnerships, services and impacts; and

WHEREAS, the Port of Ilwaco has an airport master plan on file and will be used as reference for the AAC to assist in advising the Port Commission on the specific topics as may be assigned; and

NOW, THEREFORE,

BE IT RESOLVED by the Port Commission of the Port of Ilwaco, Washington, that:

1. The Port of Ilwaco Airport Advisory Committee:

The Port of Ilwaco Airport Advisory Committee (“Committee”) is a Committee of local citizens in south Pacific County selected through an application process determined by the Port of Ilwaco Commission (“Commission”). The purpose of the Committee is to provide guidance to the Commission on tasks as assigned by the Commission.

2. Composition:

The Committee shall consist of up to 5 and no less than 3 members selected by the Commission. A Port Commissioner and alternate Port Commissioner, as determined by the Commission, may also serve on the Committee.

3. Duties:

The Committee shall advise the Commission on matters assigned by the Commission. It shall forward written, unsolicited public input received by the Committee members to the Port Manager who will determine how such unsolicited input shall be handled.

4. Assignments:

When the Commission decides to seek advice from the Committee, the Commission will meet with the Committee to discuss the scope of the assignment. This meeting will be held in accordance with RCW 42.30 (Open Public Meetings Act).

5. Work Plan:

The Committee shall develop a work plan consistent with the assignments provided by the Commission.

6. Rules and Regulations:

The Committee must consider any and all federal, state and local rules and regulations applying to the management of general aviation airports when advising the Commission on an assigned topic.

7. Scheduled Meetings:

The Committee will establish a meeting schedule consistent with the time necessary to complete a work plan and the assignment. The chair of the Committee shall report periodically to the Commission. All meetings and documents created by and for the Committee are subject to the Open Public Meetings Act Chapter 42.30 and the Public Records Act Chapter 42.56 RCW.

8. Community Involvement:

The Committee shall have the authority to solicit public involvement consistent with the work plan.

All of the Committee scheduled meetings will be open to the public. A portion of the Committee's scheduled meetings will be designated for public comment related to the Committee assignment(s) and consistent with the time limits adhered to at regularly scheduled Commission meetings. The Chair or acting Chair should promptly direct any other public comment that is not related to the Committee's assignment(s) to the Port Commission or Port Manager via the most expedient means such as e-mail or telephone.

9. Rules of Procedure:

Roberts Rules of Order shall be followed at all times during the public meeting.

Attendance of committee members present and anyone in attendance during the meeting will be recorded.

A committee member will take minutes. Such minutes will be approved by the committee and, upon approval, be provided to the Commission and kept on file in the Port office.

10. Officers and Committee:

There shall be a Chair and a Vice Chair to preside and facilitate presenting reports, and such other offices, or subcommittees as the Committee deems appropriate. The Chair and Vice Chair shall serve one-year terms. The Chair and Vice Chair shall be voted on by the Committee; however the Commission reserves the right to appoint the Chair and Vice Chair, at the discretion of the Commission.

The Port shall supply administrative support to publish the notice for scheduled meetings, to assist the Committee with minutes, recording discussion items, scheduling meetings and other duties as agreed to by Port administration and the Committee.

11. Terms:

The initial Committee members shall each serve a 24 month term. The Commission, upon its sole discretion, may appoint or re-appoint Committee members to carry forth assignments as may be needed in the future. If there is not an established Committee for a period of time (after the initial 24 months), the Commission can re-establish a new Committee at any time by following these initial procedures.

12. Conduct of Committee Members:

Committee members serve at the discretion of the Commission, and as such, it is expected that each Committee member conduct Committee related business in an

open, respectful and courteous manner, when participating in committee meetings or any related activities. Harassment and/or Bullying by a Committee member, or members, is unacceptable conduct and may result in dismissal and removal of the member from the Committee, upon consent of the Commission.

13. Selection of New Members:

The process to select new members will consist of a legal notice in local newspaper (*Chinook Observer*) advertising the vacancy and recruitment process. The interview team will consist of a Port Commissioner and the Port Manager and the current Chair of the Committee.

The Port will develop a uniform basic application for interested citizens to complete.

The interview team will interview and evaluate each applicant based on private/public work experience, experience or knowledge regarding the Port of Ilwaco Airport, experience with aviation and/or aircraft and representation within the Port of Ilwaco Port District. Anyone applying should identify the reason(s) for wanting to serve on the Committee. After completion of all applicant interviews, the Commissioner serving on the interview team will recommend appointment of the new member(s) at a regularly scheduled Port Commission meeting. The Port Commission shall vote to affirm the final selection of a Committee member(s).

ADOPTED by the Port Commission of the Port of Ilwaco and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

DATED this 3rd day of August, 2021.

By: _____
Chairman Butch Smith

By: _____
Commissioner Steve Newell

By: _____
Commissioner (Vacant)

Attest: _____
Tricia Needham, Auditor

**Port of Ilwaco
Airport Advisory Committee Application**

Name: _____

Phone number: _____ E-mail address: _____

Do you reside within the port district boundaries of the Port of Ilwaco? _____
Yes No

Are you registered to vote in Pacific County? _____
Yes No

Street Address
(Residence): _____

City State Zip Code

Mailing Address
(if different): _____

City State Zip Code

Number of years residing in the Port of Ilwaco port district: _____

Applicant's qualifications for membership (attach additional pages):

1. Please explain why you want to serve on the airport advisory committee and what unique experience and skill-set you will bring.
2. Identify priority issues you believe the Port should address.
3. Describe your involvement in the local community (volunteer activities, etc.)

If selected for the Port of Ilwaco Citizens Advisory Committee your participation is important.

The role of the Advisory Committee is to advise the Port Commission only. The Port Commission may or may not align with the advice of the Advisory Committee on a specific assignment. The committee selection process will be followed in accordance with Resolution 21-962. Please note that the information you provided on this application will be made available to the public.

By signing this application I am applying to be a member of the Port of Ilwaco Advisory Committee, and am certifying the information listed above is correct.

Applicant Signature

Date

Printed Name

For office use: Date Received _____ Employee Initials _____

Memo

Port of Ilwaco

To: Port Commissioners
From: Guy Glenn, Manager
CC: Tricia Needham, Finance Director
Date: 8/4/21
Re: PCOG Grant Reallocation

The Port was awarded \$65,000 from PCOG in 2019 to complete preliminary engineering for modernizing the Travelift pier and related bulkhead at the boatyard.

Approximately \$16,450 of this work has been completed to date, which included a site assessment and alternatives analysis. Further work on investigating alternatives for the project can be delayed and the remaining \$48,550 of PCOG grant funds could be re-allocated to fund similar engineering and permitting needed on the Safe Coast Seafoods "East Bulkhead Renewal" project.

I have notified PCOG of our interest in this reallocation and they are adding it to their August 11th meeting agenda for approval.

I would like to have a formal motion be approved at our August 5th meeting to reallocate the funds as I have described above, pending PCOG's approval on August 11th.

Washington State
Community Economic Revitalization Board

Initial Offer of Financial Aid

Port of Ilwaco
Federal Tax Number: 91-6001018
Offer Date: July 15, 2021

The Community Economic Revitalization Board (CERB) is authorized by chapter 43.160 RCW to provide funds to political subdivisions to assist in financing the cost of certain public facilities. This Initial Offer of Financial aid is contingent upon the availability of CERB funds. CERB hereby offers to make funds available to the **Port of Ilwaco**, hereafter referred to as the "Contractor," in order to aid in financing the cost of, or improvements to, public facilities consisting of **Port of Ilwaco Bulkhead Replacement** as described in the application (hereafter collectively referred to as the "Project").

This offer consists of:

- General Obligation loan of \$637,500
- Interest rate: 2.5 percent (%) per annum on the outstanding principal balance
- Term: 20 years maximum
- Grant of \$112,500

This offer is subject to completion of pre-contract conditions, as described in Attachment A.

A final contract shall be developed by CERB prior to disbursement of funds. No project costs incurred prior to this offer date will be reimbursed by CERB. In the event a final contract is not executed, no CERB funds will be disbursed.

If accepted, this Initial Offer of Financial Aid must be signed and returned to CERB by **August 27, 2021**


ACCEPTANCE

FOR CERB

Randy Hayden, Chair
Community Economic Revitalization Board

Date: _____

FOR THE CONTRACTOR

DocuSigned by:


4C623C8DA37846D...
Guy Glenn, Manager
Port of Ilwaco

Date: 7/28/2021 | 2:42 PM PDT