



Application For Appointment To Port of Kalama Commissioner District 2

Thank you for your interest in serving the community as a member of the Port of Kalama Commission.

Applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be posted on the Port of Kalama's website the week of the initial interviews.

The timeline for filling the Commission vacancy is as follows:

Monday, February 1, 2021: Deadline - Applications due to the Port of Kalama by 4:30 pm

Week of February 8, 2021: Candidate interviews (Regular Meeting & Special Meeting(s), open to the public)

Wednesday, February 24, 2021: Commission Appointment

To be considered, your application must be completed and received by the Port of Kalama (110 W. Marine Drive, Kalama) or emailed to pok@portofkalama.com (please include "Port of Kalama District 2" in the subject line) **no later than 4:30 pm on Monday, February 1, 2021**. Applications received after 4:30 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the Port of Kalama Commission.

Please submit the following items to be considered for the position:

- Application (see page 4)
- A cover letter (**1 page**) indicating your interest and general qualifications for the position
- A resume of **no more than 2 pages**
- Completed answers to the Supplemental Questions of **no more than 3 pages total**

The application and any correspondence should be addressed to:

Mark Wilson
Executive Director
110 W. Marine Drive
Kalama, WA 98625
(360) 673-2325
pok@portofkalama.com

Commissioner Eligibility, Requirements & Public Disclosure

To be eligible for appointment to the Port of Kalama Commission, you:

- Must be a resident within District 2* of the Port of Kalama district boundaries; and
- Must be a registered voter in Cowlitz County.

If you hold, participate in or are involved in any contract(s) with the Port of Kalama, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter. *Please visit <https://portofkalama.com/wp-content/uploads/2021/01/C-Port-of-Kalama-Commissioner-District-2-Boundaries-Map-scaled.jpg> to determine if you are in District 2. You may also confer with the Cowlitz County Auditor.

Please Note that:

- Once a Commissioner application is filed with the Port of Kalama, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be posted on the Port of Kalama's website the week of the initial interviews.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).
- If appointed, the candidate should be aware that should they wish to remain in the position, they will have to run for office in Fall 2021 in order to complete the four-year term.

Commissioner Duties & Compensation

The Port of Kalama is a municipal corporation which exercises local governmental powers. The Port has a three-member Commission which acts as the Port's policy making and regulatory body. The Commission duties include adopting a Comprehensive Plan and Scheme of Harbor Improvements, creating industrial improvement districts, establishing user rates for port facilities, adopting the Port budget, levying taxes, providing promotional hosting expenditures, and executing contracts. Information on the legal authority of Port districts and the role of Port Commissioners is available through the Municipal Research and Services Center (MRSC) and Washington Public Ports Association (WPPA).

The duties of a Port Commissioner will likely involve an average minimum commitment of 8-12 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Commission duties include, but are not limited to:

- Required attendance at regular Port Commission meetings, which are held on the second and fourth Wednesday evenings of each month, from 5:30 pm to 7:00 pm and occasionally later. From time to time, the Port of Kalama Commission President may call special Commission meetings to handle Port business.
- Commissioners are expected to serve on regional boards and commissions, and to represent the Port Commission at various community functions. These various meetings and functions occur normally during the evenings, but may also occur occasionally on weekends, and during weekdays.
- Advise the Executive Director on long-range planning. Approve basic long- and short-range operating plans and budgets as recommended by the Executive Director in keeping with established direction, objectives, and policies.
- Decide on matters which exert major influence on the manner in which the Port's business is conducted; and in general, protect and make the most effective use of the Port of Kalama's assets.

The monthly Commissioner salary as of July 1, 2018 is \$285 per month. In addition, Commissioners are paid \$128 per meeting up to 96 meetings per year. Total annual compensation is not to exceed \$15,708 (1-meeting per day only).

Each Candidate should come to the interview prepared to speak to the following questions:

1. As a Port Commissioner, what role would you play in the overall operation of the Port of Kalama?
2. Are there any Port issues in which you have a particular interest or expertise?
3. Given the limited term of the appointment, what do you hope to accomplish as a Port Commissioner?
4. Even though the Port of Kalama has taxing authority, the Port does not currently collect taxes from the citizens in its district. The Port operates under its legal authority to promote economic development and business opportunities for the community it serves. Do you support these policies? Please explain your answer.
5. You have been provided materials on the Port's statutory (legal) authority and the Port's mission statement. The Port Commission believes its number one goal is job creation. What are your ideas for how the Port should fulfill its obligations to the citizens of the Port district?
6. What is your view of the Port's economic development program, including recent efforts to diversify toward tourism and commercial activities?
7. What is your view of the Northwest Innovation Works project and the Port's role in that project?
8. Because of the cyclical nature of Port-area industries and the likelihood of fluctuating Port revenue, the Port holds cash reserves to protect its solvency. Please explain your position on maintaining cash reserves.
9. Do you have any specific goals, issues or projects or other contribution you would like to propose as a Port Commissioner. Please explain.
10. Please provide any other comments you believe would be helpful in the Commission's evaluation of you as a Port Commissioner at the Port of Kalama.

The Commission may ask additional questions of candidates during the interview.



Application For Appointment To Port of Kalama Commissioner District 2

Applicant Information

Applicant Name: _____

Residence Address: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Do you live in Commission District 2: Yes No

Are you registered to vote in Commission District 2: Yes No

How long have you been interested in becoming a Port of Kalama Commissioner: _____

How many commission meetings have you attended during the last 12 months: _____

Can you attend Regular Commission Meetings at 5:30 PM on the second and fourth Wednesday of each month: Yes No

Can you attend Special Meetings when such meetings are necessary: Yes No

Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Commissioner for the Port of Kalama on separate pages using no more than 3 pages total:

1. Why are you interested in becoming a Port Commissioner?
2. What do you think about the Port's Mission Statement?
3. What do you think you could contribute to the Port Commission?
4. Are you familiar with the purpose and power of port districts in the State of Washington? If yes, please explain or provide examples.

5. Are you a board member of other commissions, boards, organizations or the like? If so, please list.
6. Please explain, in broad terms, your view of the Commissioner's role as a board member on the Port of Kalama Commission.
7. Please provide any other comments you believe would be helpful in the Commission's evaluation of you as a Port Commissioner at the Port of Kalama.

Signature of Candidate: _____ Date: _____

Please return this form, your cover letter, resume and answers to the supplemental questions to the Port of Kalama (110 W. Marine Drive, Kalama) or via email to pok@portofkalama.com (please include "Port of Kalama District 2" in the subject line) **no later than 4:30 pm on Monday, February 1, 2021**. Applications received after 4:30 pm will not be accepted.

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