

PORT OF SKAMANIA COUNTY

PROPOSED AMENDMENTS

Baseline: adopted Resolution No. 15-2026, Exhibit A, August 13, 2026. Only affected policy clauses are reproduced below; omitted clauses remain unchanged.

PART 1 | PROPOSED AMENDING RESOLUTION

RESOLUTION NO. 15-2026

A RESOLUTION OF THE COMMISSION OF THE PORT OF SKAMANIA COUNTY

AMENDING THE PROCUREMENT AND PUBLIC WORKS POLICY ADOPTED BY RESOLUTION NO. 15-2026 TO INCORPORATE FUTURE CHANGES TO STATUTORY PROCUREMENT THRESHOLDS

WHEREAS, the Port Commission adopted Resolution No. 15-2026 on August 13, 2026, establishing a Procurement and Public Works Policy;

WHEREAS, statutory procurement, competitive bidding, and small works thresholds may change through future enactments of the Washington State Legislature;

WHEREAS, the Commission desires to incorporate applicable statutory procurement thresholds by reference so that future statutory amendments can be implemented on their effective dates without repeated policy amendments;

WHEREAS, the Commission intends to preserve its existing internal purchasing and contract approval controls and does not intend to enlarge the Executive Director's delegated authority;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Port of Skamania County as follows:

1. Adoption of Revised Policy. The Commission hereby amends the Procurement and Public Works Policy adopted under Resolution No. 15-2026 and adopts the revised Policy attached as Exhibit A.
2. Statutory Thresholds. Thresholds established by applicable Washington State law shall be governed by the relevant provisions of the Revised Code of Washington (RCW), as currently enacted or hereafter amended, effective upon the effective date of the applicable statutory change.
3. Approval Authority Preserved. No provision of this Resolution expands the authority of the Executive Director to approve or execute contracts. The existing \$10,000 Commission approval limit applicable to public works and equipment purchases, all other Port-established internal controls, and applicable Delegation of Authority resolutions remain unchanged.
4. Existing Procurement Choices Preserved. This Resolution does not authorize small works direct contracting under RCW 39.04.152(4)(b) or otherwise change a procurement method or practice previously excluded by Commission policy.
5. Supersession and Effect. The revised Exhibit A supersedes the prior Exhibit A to Resolution No. 15-2026. All other provisions of Resolution No. 15-2026 remain in effect. This Resolution is effective immediately upon adoption.

ADOPTED in an open public meeting of the Port Commission this 19 day of October, 2026.

Ray Broughton, Commissioner, District 1

Andrew Taylor, Commissioner, District 2

Todd Kingston, Commissioner, District 3

ATTEST

Pat Albaugh, Executive Director

PART 2 | EXHIBIT A

Only the adopted policy passages proposed for amendment appear here. Numbering follows the adopted Exhibit A; unchanged surrounding language remains in effect.

Section I — General Guidelines: statutory thresholds (new language)

GENERAL GUIDELINES

STATUTORY PROCUREMENT THRESHOLDS. Unless the Commission expressly establishes a more restrictive internal requirement, statutory procurement and competitive bidding thresholds shall be applied as provided in applicable Washington law, including Chapters 39.04, 39.80, 53.08, and 53.19 RCW, as currently enacted or hereafter amended. Changes shall apply from their legal effective dates without further Commission action. This provision does not increase the Executive Director's delegated contract-approval authority; alter the Port's internal purchasing or approval limits, including the \$10,000 Commission approval requirement for public works and equipment; authorize small works direct contracting under RCW 39.04.152(4)(b); or override more restrictive funding conditions. Statutory dollar amounts recited elsewhere in this policy are descriptive only, and shall not supersede the statute as amended.

A. Delegation of Authority

The Port of Skamania County (the “Port”) delegates certain authority to its Executive Director by way of annual resolutions (“Delegation of Authority”) that contain policy directives, including limitations on dollar amounts for contracts entered into without Port Commission (the “Commission”) preapproval. The portions of the Delegation of Authority related to procurement and public works are hereby incorporated by reference.

The Executive Director shall be the designated purchasing representative with policy and operational level oversight of implementation of this policy. The Executive Director may, at his or her discretion, designate an alternate purchasing representative (“Designee” or “Purchasing Representative”). This designation must be in writing. The designation can be for a limited time frame or can be for an unlimited time frame. The Executive Director retains ultimate responsibility for compliance with this policy.

Section II.C.3 — Small Works Roster

3. Small Works Roster. For projects estimated to cost up to the maximum amount authorized by RCW 39.04.152, as currently enacted or hereafter amended, the Port may utilize the small works roster. The applicable statutory limit and requirements in effect for the procurement shall govern.

Section II.C.4 — Port Direct Award

4. Direct Award Under RCW 53.08.120. Port districts, unlike any other Washington governments, may award contracts for a total project below the applicable dollar limit authorized by RCW 53.08.120(2)(c), as amended (the “Direct Award Threshold”), to a selected contractor. This selection method is separate from the competitive small works roster process described above. The Port must utilize and document its “best effort to reach out to qualified contractors, including certified minority and woman-owned contractors.” (See RCW 53.08.120(2)(c)). For projects less than the Direct Award Threshold, but greater than Ten Thousand Dollars (\$10,000.00) the Executive Director should, at a minimum, obtain written quotes from at least three (3) qualified contractors. If the project is estimated to cost Ten Thousand Dollars (\$10,000.00) or less, the Executive Director may use a more informal process to select a contractor if such a process is determined to be in the best interest of the Port. When using an informal process, verbal quotes (preferably at least three (3) when available) shall be obtained prior to selection.

Section II.E — Performance Bond

Performance Bond for Public Works Contracts and Ordinary Maintenance Contracts

All contractors that engage in a public works project or an ordinary maintenance contract must provide to the Port a “good and sufficient” bond to ensure (i) faithful performance all the provisions of the contract; (ii) payment

of all workers, suppliers and subcontractors; and (iii) payment of all taxes and penalties. There are two exceptions to this requirement:

For contracts within the dollar limit provided under RCW 39.08.010(3), as currently enacted or hereafter amended, a contractor may elect a ten percent (10%) retainage in lieu of a bond (See RCW 39.08.010(3)).

The Port has the option of waiving the performance bond requirement for small works roster contracts under the threshold set in RCW 39.04.152(5), as currently enacted or hereafter amended.

Section II.I — Apprenticeship Utilization

I. Apprenticeship Utilization Requirements

Public works contracts shall satisfy apprenticeship utilization requirements when applicable under RCW 39.04.320, as currently enacted or hereafter amended, including the contract-size threshold, effective dates, required percentage of labor hours, and any statutory exceptions.

Section VII.B — Federal Procurement Thresholds

Small Purchase Procedures. Price or rate quotations must be obtained from an adequate number of qualified sources for purchases of services, supplies, or other property costing below the applicable Simplified Acquisition Threshold under 2 CFR Part 200 and federal regulations in effect at the time of procurement. The Simplified Acquisition Threshold is periodically adjusted for inflation (See 2 CFR § 200.88, and Office of Management and Budget [“OMB”] Memorandum M-18-18).

Formal Sealed Bids. Advertise for purchases costing the applicable Simplified Acquisition Threshold or more. If this method is used, there are specific requirements that apply at 2 CFR §200.320(c)(2).

Competitive Proposals (RFP/RFQ). Advertise for competitive proposal purchases meeting or exceeding the Simplified Acquisition Threshold. However, there is no threshold for Professional Services (Architects/Engineers), whereby price is not a factor in the selection. If this method is used, there are specific requirements that apply at 2 CFR §200.320(d)(1)-(5).

Noncompetitive Proposals. A non-competitive purchase occurs when the Port determines competition is inadequate, the item or service is available only from a single source of supply, or there is an emergency situation where competitive bidding would cause an unreasonable delay.

Micro Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the Micro-Purchase Threshold, as defined by applicable federal requirements in effect at the time of procurement, subject to any lower applicable state or Port limit. Micro-purchases may be awarded without soliciting competitive quotations if the Port considers the price reasonable. To the extent practicable, the Port must distribute micro-purchases equitably among qualified suppliers. The Micro-Purchase Threshold is periodically adjusted for inflation (See 2 CFR § 200.67 and OMB Memorandum M-18-18).

UNCHANGED PORT CONTROLS

This proposal does not change the \$10,000 Commission approval limit for public works and equipment, the \$5,000 approval requirement for annual supply contracts, the Port-established purchased-services competition bands, or the decision not to use small works direct contracting. These limits remain subject to existing Delegation of Authority resolutions.