

**RESOLUTION 2019 - 01**

**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF PORT DISTRICT NO. 3 OF GRANT COUNTY  
ADOPTING A CAPITAL COMMUNITY DEVELOPMENT  
PROJECT TO PROVIDE FOR ECONOMIC  
DEVELOPMENT AND PROMOTION OF TOURISM  
IN THE PORT OF MATTAWA DISTRICT.**

**WHEREAS**, The Port of Mattawa has the authority to engage in economic development programs per RCW 53.08.245, to promote tourism per RCW 53.08.255, and to construct, improve, maintain and operate public owned park and recreational facilities per RCW 53.08.260; and

**WHEREAS**, the Port of Mattawa Commission believes that improving the economic development and quality of place factors within the Port District enhances marketability allowing the Port to attract new companies and retain existing businesses; and

**WHEREAS**, the Port of Mattawa Commission finds that the establishment of a specified funding amount for the purpose of economic development , promotion of tourism and to construct, improve, maintain and operate public park and recreational facility provides opportunities to improve the Port District and is a sound investment.

**NOW, THEREFORE**, the Port of Mattawa Commission adopts the following Capital Community Development Project:

1. Port Economic Development Budget. Each year the Port Commission will determine a funding line item for the Capital Community Development Project. The Port will publicize this information with the application. The Port will accept applications from organizations in the spring and fall of each year.
2. Qualified Organizations. Applicants must apply for funding through an application process, overseen by the Port Commission. Organizations must be within the Port District and serve within the Port District and all funds must be used for service within the Port District.
3. Application Process. The Commission will receive all applications submitted to the Port office by the specified deadline. No late applications will be accepted or reviewed. The Commission will review applications for completeness. Incomplete applications will be removed and a letter will be sent to the organization pertaining to their status. The Commission will request qualified applicants to give a presentation to the Commission at

a specified meeting date. The Commission will notify the applicant by letter of their request within 30 days of the organization's presentation.

4. Use of Funds. Port funds cannot be used for organizational operational expenses such as rent, salaries, utilities and other monthly/annual regular operating expenses. Applicants must agree to promote the Port of Mattawa on all documentation, sites, events and notate or state the financial support by the Port for the project/program. Applicants must provide the Commission with a letter on how funds were spent, and detail the impact of the project/program. Applicants must provide sufficient documentation to the Port to show how the funds were spent.
5. Selection Criteria. The Port Commission will use a specified matrix for the selection criteria that meets at least one of the four goals of the Capital Community Development Project:
  - a. Economic Development- focus on attracting new businesses (priority to medium and high wage/ family wage jobs), number of jobs to be created, amount of investment to create jobs.
  - b. Stewardship- project development, management and oversight that is a direct benefit to the betterment of the Port District.
  - c. Increasing the tax base beyond current trends/rates.
  - d. Improving quality of place within the Port District to enhance attractiveness of the community to encourage tourism and increase marketability to new businesses. Quality of place may include improving education, health, and beautification.
6. Compliance with Laws. The Port must have the legal power to fund the proposed program and/or applicant under all applicable laws including, without limitation, Chapter 53.08 RCW and Article XIII, Sections 7 and 8 of the Washington State Constitution
7. Reimbursement Requirements. Organizations will be required to enter into a contract with the Port to meet all of the reimbursement requirements to receive Port funds.
  - a. The Port will send a letter to the applicant confirming approval, amount of approval and contract terms.
  - b. Applicants will be required to complete a contract with the Port of Mattawa prior to reimbursement.

- c. Funding for projects are on a reimbursement disbursement. Funds are released with proper documentation including all original receipts, statements, and reports. Funds will only be released for items that are properly documented. Originals will be returned to applicants upon request.
- d. The applicant agrees to promote the Port of Mattawa including the use of the Port's logo, and sponsorship notation or stating the financial support by the Port for the project/program.
- e. The funds cannot be used for organizational operational expenses such as rent, salaries, utilities, and other monthly/annual regular expenses nor may the funds be used for any purpose or by any party for which the Port does not have the legal authority to provide such funding.

PASSED and DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**PORT OF MATTAWA COMMISSION**

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Jim Wise, Commissioner No. 1

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Lauri Dayton, Commissioner No. 2

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Glenn Leland, Commissioner No. 3