

Port of Mattawa Commissioners Meeting

Meeting Minutes for November 28th, 2018 at Port of Mattawa

Commissioners: Jim Wise (present), Lauri Dayton (present), Glenn Leland (present)

Present: Lars Leland (Director), Christopher Schmidt (Public Works Manager)

Meeting called to order at 12:04pm by Jim Wise

- **Welcome/Introduction of Guests**
- **Approve Minutes of Last Meeting**
 - Commissioners reviewed the November 13th 2018 minutes; Lauri motioned to approve; Glenn seconded the motion, all in favor.
- **Review of Financial Statements**
 - Commissioners signed and approved Lars & Chris 2nd paychecks for the month of November.
- **Tenant Updates**
 - Faith Doebler
 - Faith is interested in a new annual lease starting January 1st 2019
 - Lars will be setting up a meeting with Faith to finalize lease.
 - Blueline & Larry Howell
 - Larry Howell will be presented with a new land lease April 1st, 2019
 - New lease will be \$750 per month for the land which reflects market price.
 - Larry would like to discuss this with Lars more after the holidays.
 - Wahluke School District-Bus shop
 - School was offered to lease wood box building for \$3,500 a month
 - School would be using this building and land for their bus shop
 - The School Board will decide if they want to accept this lease at their next meeting.
 - PUD is interested in leasing if School decides not to lease.
- **Old Business**
 - **Circle K-Jeff Curtis**
 - Damien Hooper from the planning department at Grant County proposed that the Port add a Phase 3 to the Wahluke Industrial Park development.
 - Phase 3 would be the completion of the road loop system.
 - The new Phase 2 would be segregating the south-east 1.5 acre's of property which Circle K is interested in purchasing.
 - Jeff Curtis has prepared the Scope of Services and Fixed Fee Proposal for Phase 2 of the Wahluke Industrial Park.

- Commissioner Leland made a motion to approve the Scope of Work and Fixed Fee Proposal, Lauri Dayton 2nd the motion, all in favor.
 - **Stevens Property-Hotel Feasibility**
 - Lars has two proposals from third party companies to perform a Hotel Feasibility study for the Stevens Property.
 - Commissioners would like Lars to talk with the mayor of the City of Mattawa, Scott Hyndman, to see if the city would be willing to share the cost of a Feasibility Study as a hotel would benefit the city immensely.
 - **Policies & Procedures**
 - Commissioners are reviewing and have comments and changes for Lars to update.
 - **Wastewater Surge Protection**
 - Lars has been awarded \$15,000.00 through SIP to install surge protection on the wastewater system.
 - ITC will be installing the surge protection to the system and has been informed to invoice us with a 2019 date.
- **New Business**
 - **WPPA-Annual Meeting Dec 5-7th Bellevue WA**
 - All Commissioners and Lars will be attending this meeting and are all registered.
- **Next Regular Commissioners Meeting: December 10th, 2018 @ 12:00pm at Port of Mattawa**
- **Meeting adjourned at 1:59pm by Lauri Dayton, seconded by Glenn Leland.**

Jim Wise

Glenn Leland

Lauri Dayton