

Port of Mattawa Commissioners Meeting

Meeting Minutes for November 13th, 2018 at Port of Mattawa

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

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

Meeting called to order at 12:02pm by Jim Wise

- **Welcome/Introduction of Guests**
- **Approve Minutes of Last Meeting**
 - Commissioners reviewed the October minutes; Lauri motioned to approve; Glenn seconded the motion
- **Review of Financial Statements**
 - Commissioner Leland made a motion to sign and approve Vouchers #10104-10152, in the amount of \$66,072.79. Motion seconded and passed.
- **Tenant Updates**
 - **Faith Doebler**
 - Faith is interested in a new annual lease starting January 1st 2019 with a rate of \$500 a month will re-evaluate after 2019.
 - Faith has been given an option to lease less square footage with the price reflecting.
- **Old Business**
 - **Circle K**
 - Lars presented conceptual site plan for Circle K to Commissioners. All Commissioners agreed it is a good plan, Circle K will also need to work with city.
 - **Stevens Property**
 - Lars is working on the purchase of the 3.25-acre property behind the Jehovah's Witness congregation.
 - Lars has been contacting potential clients for future business.
 - Lars is also working on a market feasibility study for a lodging business.
 - The commission request's the city to allow five years to develop the rest of Stevens road with an option of an additional five-year extension.
 - **Policies & Procedures**
 - Lars has developed a draft Procedure handbook for the Commissioners to review.
 - **Blueline & Larry Howell**

- Larry Howell wants to sell his building and Commissioners will discuss prices.
 - Commissioners advised Lars to tell Larry that we need to review market prices for the land we are leasing to Larry.
- **New Business**
 - **Levy Certification 2019**
 - The Levy is at maximum for 2019
 - Commissioner Leland made a motion to sign and approve the 2019 Levy Certification, Commissioner Dayton seconded. Motion carried.
 - **Ordinance Resolution 2018-02**
 - Commissioner Leland made a motion to sign and approve the Ordinance Resolution 2018-02, Commissioner Dayton seconded. Motion carried.
 - **2019 Budget**
 - Commissioner Leland suggested to change the line item on the budget regarding the sale of the 1.5-acre property to Circle K reflecting the estimated sale value of \$210,000. All other Commissioners were in favor of this decision.
 - Commissioner Wise made a motion to sign and approve the 2019 Budget, Commissioner Dayton seconded. Motion carried.
 - **Petty Cash**
 - Lars requested that the Port has Petty Cash.
 - Commissioners agreed to \$500 for petty cash.
 - **Credit Card**
 - Lars requested a credit increase on his card with KeyBank to \$4,000.
 - Lars requested Chris Schmidt get a credit card with a \$1,000 limit.
 - Commissioners were all in favor of these two requests.
 - **WPPA-Annual Meeting Dec 5-7th Bellevue WA**
 - All Commissioners and Lars will be attending this meeting

EXECUTIVE SESSION-EMPLOYEE DISCUSSION - 2:00-2:30 pm

- **Lars Leland Wage Adjustment**
 - Commissioners agreed to raise Directors salary from \$42,000 per year to \$48,000 per year based on recent formal performance appraisal, raise to be effective November 1, 2018.

- **Next Regular Commissioners Meeting: November 28, 2018 @ 12:00pm at Port of Mattawa**
- **Meeting adjourned at 3:05pm by Lauri Dayton, seconded by Glenn Leland.**

Jim Wise

Glenn Leland

Lauri Dayton