



Commissioners Meeting

Meeting Minutes for July 9th, 2019 at Port of Mattawa

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

Present: Lars Leland (Director), Lorina Hernandez (Office Manager), Linda Watkins (Secretary) and Chris Ries (Port Attorney).

Meeting called to order at 12:00pm by Jim Wise

- **Approve Minutes of Last Meeting**
 - Commissioners reviewed the June 10th 2019 minutes; Glenn motioned to approve; Lauri seconded the motion, all in favor.
- **Review of Financial Statements & Approve Warrants**
 - Commissioners reviewed Financial Statements and signed Warrants issued reports for June 2019.
 - Wastewater needs to be addressed for next year as costs are higher than budgeted.
 - Commission recommended adding to General Maintenance line items for big ticket items (e.g. Extraordinary Maintenance). Also, more specific line items for Payroll Expenses (QuickBooks, etc.).
 - Lars to research (QuickBooks) Retained Earnings, Equity section of Balance Sheet
- **Tenant Updates**
 - Larry Howell
 - Lars has appraisals for land and building at Blueline Manufacturing.
 - Commission has agreed to offer \$250,000. Commissioner Wise made a motion to offer \$100,000 down and payments for 20 years with 4% interest. Dayton seconded, all in favor.
 - Sanchez
 - No update on Sanchez. Lars will review budget for purchase/leasing options.
- **Old Business**
 - ThinkTank
 - Lars and Lauri met with Tim and Brian. Brain called Lars in reference to fencing concerns; they are currently looking and/or have found an alternative site.
 - Azteca Products
 - Lars to contact about possibility of Blueline building/property.



- Water Study
 - Lars spoke with Katy. Focusing on Wastewater. No updates on Commercial Water.
- JUB – Bid Recommendation
 - Meeting scheduled for 07/18/2019 @ 3:30pm. Pre-construction on Road T.7 (schedule and timelines), engineers and Granite Construction will attend. Road to be completed by September 10th, 2019.
 - Lars requested 2 commissioners be present. Jim will try to attend.
- Directors Seminar – Skamania Lodge; July 10 – 12
- Office Manager and Facility Assistant
 - Lo was introduced as the new Office Manager.
 - Lars has signed Lo up for continued education courses online (QuickBooks).
- Employee Handbook – Comp/Benefits
 - Commission agreed to max accrual for Sick Leave @ 400 hours.
 - Commission decided against Longevity and Tuition Reimbursement at this time, as the Commission will decide monetary incentives on a case by case basis based on merit and experience.
- Company Phones
 - Lars has a quote for a base plan with US Cellular. \$125 a month for 2 phones. Commissioner Wise suggested only purchased one phone for Lars as Lo will primarily be present in the Port office.
- **New Business**
 - South Columbia Irrigation
 - Lars to get quote from Ben Volk.
 - Lars Request for pay increase
 - Lars presented Commission with lease statistics and annual salaries of comparable Executive Directors of similar/nearby Ports.
 - Lars requested a salary increase to \$65,000 per year.
 - Commissioner Wise will take the lead and reconvene with Lars within the next 2 weeks.
- **Comments**
 - No comments were given.
- **Next Regular Commissioners Meeting: August 12th, 2019 @ 12:00pm at Port of Mattawa**
- **Meeting adjourned at 3:00 pm by Jim Wise.**



Jim Wise

Lauri Dayton

Glenn Leland