

Port of Mattawa Commissioners Meeting

Meeting Minutes for October 29th, 2018 at Port of Mattawa

Commissioners: Lauri Dayton (present), **Glenn Leland** (present)

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

Meeting called to order at 12:01pm by Lauri Dayton

- Commissioner Leland motions to excuse Jim Wise; Commissioner Dayton seconded the motion.

- **Welcome/Introduction of Guests**
- **Approve Minutes of Last Meeting**
 - Commissioners reviewed the minutes; Glenn motioned to approve; Lauri seconded the motion

- **Review of Financial Statements**
 - No financial statements this meeting
- **Tenant Updates**
 - **Desert Vactor Truck Services**
 - Vandalism directly West of the tenant's shop
 - Port hired IFP security services to patrol Sentinel Gap Industrial park for one-night Port will incur these charges.
 - Port will give Greg Mead the lessor possible option of either Port putting up fencing and raising the rent or Vactor company could put up their own fence at their own cost.
 - **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.
 - **Wahluke School District**
 - WHS is building offices in currently rented space to occupy their administration staff.
 - When current lease expires the new lease shall state that all added infrastructure must stay intact.
- **Old Business**
 - Circle K
 - Circle K did commission a second appraisal.
 - Circle K is preparing a site plan for the Port to view.

- Stevens Property
 - Binding site plan has been submitted to the city of Mattawa.
 - Jeff Curtis has surveyed the property and is working on a title report after Jeff has the report the property will be purchased by the Port.
 - Research is being done to get proposals for two feasibility studies which could be funded through SIP.
- Leitz Meter
 - Installed new water meter
- Comprehensive Plan
 - Lars is working on making amendments
- Policies & Procedures Handbook
 - Lars and Chris are working on updating handbook
- WPPA Small Ports Recap
 - October 18-19
 - Idea from Port of Woodland-capitol community development projects. Lars will discuss this idea next meeting.
- **New Business**
 - Blueline & Larry Howell
 - Larry is leasing the land Blueline is located on.
 - Lawyer has reviewed and drafted new lease for Larry. Commissioners to review and decide how Lars should pursue this.
 - Lars/Chris QuickBooks training in Spokane Nov 26-27
 - Commissioners approve of this training
 - Lars attending Infrastructure Assistance Coordinating Council, IACC, Technical Team
 - The team consisted of Ben Volk from JUB, Jenea from CERB and various other members, the team brainstormed about expanding the Wastewater facility.
 - It is critical to learn from the Department of Ecology and to formally tell the Port what is needed to move forward on this expansion.
 - Katie Isaksen was also attending; Katie is currently working on our water study and is still compiling our 2018 data. Katie estimates the completion of the water study to be halfway through the 1st quarter of 2019
 - Port of Ephrata Visit
 - Lars & Chris visited Port of Ephrata to see how they run their office.
 - Was very informative to see how they operate, their use of QuickBooks, and how they process checks .
 - Their Port Director Mike Wren signs all of the checks that are printed by his Bookkeeper .
 - Lars has requested that he become a signer for the Port of Mattawa bank account though Grant County. Linda or Chris would be generating the Accounts Payable and Payroll checks and Lars would be signing them. The Director will not be printing checks. The commission was all in favor of Lars becoming a signer on the account.

- New Computer/QuickBooks Update
 - Plan is to go live with QB on January 1st 2019
 - Port Vehicle
 - Has been purchased through Corwin Ford of Tri-Cities in the amount of \$11,576.30. Jim Wise found and picked out the white 2006 Ford F-150 in excellent condition. Jim has made a great choice in picking out the Ports first truck.
 - Wastewater Updates
 - Chemical Injectors
 - Received a sales quote from PumpTech in the amount of \$5,186.85 to bring the Aqua Ammonia and Phosphorus injectors up to good working order as they have not been completely serviced since installation. Commission advised Lars to research if Windflow Fertilizer could provide this service for the Port instead of using PumpTech.
 - Lars SIP presentation for Surge Protection October 26
 - Lars requested \$18,800 from SIP will find out later this week if the request was granted.
- **Public Comment**
 - **Next Regular Commissioners Meeting: November 13, 2018 @ 12:00pm at Port of Mattawa**
 - **Meeting adjourned at 1:50pm by Lauri Dayton**

Jim Wise



Glenn Leland



Lauri Dayton