



Commissioners Meeting

Meeting Minutes for August 12th, 2019 at Port of Mattawa

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

Present: Lars Leland (Director), Lorina Hernandez (Office Manager), Victor Longmire, Linda Watkins and Rachael Pinkerton (Reporter).

Meeting called to order at 12:00pm by Jim Wise; Lauri Dayton arrival 12:25pm.

- **Welcome/Introduction of Guests**
 - Victor Longmire
 - Longmire expressed to the Commission an interest to sell 11 acres of land. Road frontage on Highway 243; adjacent south to irrigation canal.
 - Commission is interested and Lars to move forward with inquiring about appraisal options.

- **Approve Minutes of Last Meeting**
 - Commissioners reviewed the July 9th 2019 minutes. Jim motioned to approve; Glenn seconded the motion, all in favor.

- **Review of Financial Statements & Approve Warrants**
 - Commissioners reviewed Financial Statements and signed Warrants issued reports for July 2019.
 - Expense Warrants – Lars explained large ticket and extraordinary expenses (JUB, Water study and Soil Scientist).
 - Lars presented Commission with updated Actual and Forecasted Budget updates for 2019. New line items added for Other Expenses (CERB Loans) and Capital Expenditures (Retained Assets).

- **Tenant Updates**
 - Larry Howell
 - Lars offered the appraised price for the improvements, waiting for response from Howell.
 - Blueline lease due immediately. New lease in place will be retroactive for August 2019 through December 2019.

 - Sanchez
 - Lars ordered appraisal on building; will take up to 8 weeks to complete.

 - Wahluke School District



- Bus Barn – received fencing quote for \$13,000 for 338 ft. Port to pay for materials, WSD will pay for labor. Commission requested another quote before moving forward and granted Lars authority to take action on one or the other.
- Lars presented 3 quotes for HVAC units. Commissioner Leland motioned to move forward with Campbell at \$19,000; Dayton seconded, all in favor.
- **Old Business**
 - Executive Director – Salary
 - Commission agreed Lars’ salary should be increased based on City’s salaries, competitiveness of other Port’s Director’s salaries and a personnel evaluation of Exceeds Expectation.
 - Commissioner Wise motioned to increase Lars’ salary to increase in two parts: the first to retroactively begin as of 7/20/2019 for the amount of \$58,000 annually; the second to be decided at the end of the year. Commissioner Dayton seconded; Commissioner Leland to abstain.
 - Grant County EDC – Agreement
 - Lars asked Commission if they want to continue the Port’s annual membership for \$3,000.
 - Dayton motioned to continue membership; Leland seconded. All in favor.
 - Azteca Products
 - Ben Volk working on formulating the cost of a document for the bid of the estimate for building.
 - Commission told Lars to discuss more details with Azteca and JUB.
 - Water Study
 - Port received extension on grant until November 4th, 2019.
 - Lars presented rate study executive summary draft from Katy for Commission to review.
 - Letter from Ecology with annual permit fee totaling \$18,797 – set fee.
 - Commission and Lars to meet with clients before scheduling a public hearing in September.
 - Road T.7 – Project
 - Lars had pre-construction meeting. Project on track. Hydrants are installed.
 - Hotel Study
 - Application denied by County Commissioners.
 - Lars will attend City Council Meeting 8/15/19 to ask the City to contribute half of study.



- **New Business**

- Property Signs
 - Lars recommended purchasing a 5x10 ft. sign to promote lot sales. Sign will read “Lots Available/Phone number”.
- Wastewater Aerator
 - Lars presented PumpTech quote for \$3,500 repair; commission reviewed and authorized Lars to move forward.
- Enduris Insurance
 - Lars presented annual insurance; cost of \$27,000 for 2019 coverage.
 - Commissioner Wise motioned to renew insurance; Dayton seconded, all in favor.
- City Annexation
 - Lars attended City Council meeting; presented Port’s interest in annexation. City lawyer will reach out to Chris Reis.
- New Commissioner
 - Lars put together New Commission Packets to present to potential candidates.

- **Comments**

- Rachael Pinkerton requested to be informed of Public Hearing to print in newspaper.
- Commissioner Leland will not be attending September 9th board meeting.

- **Next Regular Commissioners Meeting: September 9th, 2019 @ 12:00pm at Port of Mattawa**

- **Meeting adjourned at 2:25 pm by Jim Wise.**

Jim Wise

Lauri Dayton



Glenn Leland