



## Commissioners Meeting

*Meeting Minutes for April 13, 2020 at Port of Mattawa*

**Commissioners:** Verlyn Coulson (present), Lauri Dayton (present), Glenn Leland (present) via gotomeeting

**Present:** Lars Leland (Executive Director) and Cannon Garr (Maintenance Manager) via GoToMeeting

**Meeting called to order at 5:00 pm by Verlyn Coulson.**

- **Welcome/Introduction of Guests**
  - None
- **Approve Minutes of Last Meeting**
  - Commissioners reviewed the March, 2020 minutes. Glenn motioned to approve; Verlyn seconded the motion, all in favor.
- **Review of Financial Statements & Approve Warrants**
  - Commissioners reviewed Financial Statements and signed Warrants issued reports for March 2020.
- **Client Updates**
  - None
- **Old Business**
  - Auditor – May 4<sup>th</sup> 2020
- **New Business**
  - Cannon Garr
    - Lars recommends to the Board we advance Cannon Garr to part-time Maintenance Manager which provides health benefits via Washington State Health Care Authority, effective 05/01/2020. Verlyn motion and Lauri seconded. Voted unanimous in favor.
  - Two auto samplers
    - Lars recommended the port purchase two auto samplers. This will allow a more accurate representation on our wastewater. Verlyn motion and Lauri seconded. Voted unanimous in favor.
  - Resolution 2020-05: Updating Employee Handbook & Policies/Procedures



- Lauri motion to sign the resolution. Glenn seconded the motion. Voted unanimous in favor.
- Resolution 2020-06: COVID-19
  - Verlyn motion to sign the resolution. Lauri seconded the motion. Voted unanimous in favor.
- Resolution 2020-07: Authorizing Sale of Surplus Equipment
  - Lauri motion to sign the resolution. Glenn seconded the motion. Voted unanimous in favor.
- Letter from Dept. of Ecology
  - The commission reviewed the technical assistance letter from Water Master Kevin Brown. Lars will respond to them before the next port meeting.
- Office of the State Auditor
  - Lars was contacted by them regarding our triannual audit. They will be covering all financial activity from 2017, 2018 and 2019. Tentative audit date will be 05/04/2020.
- **Comments**
  - No public comment.
- **Next Regular Commissioners Meeting: May 11<sup>th</sup>, 2020 @ 5:00 pm at Port of Mattawa Office.**
- **Motion to adjourn at 5:45 pm by Lauri Dayton. Seconded by Glenn Leland. Voted unanimous in favor.**

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**Verlyn Coulson, Commissioner No. 1**

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**Lauri Dayton, Commissioner No. 2**

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**Glenn Leland, Commissioner No. 3**