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## Port of Columbia Commissioners and Staff:

**Earle Marvin**

Chair, Board of Commissioners

**Eugene Warren** Commissioner **Fred Crowe** Commissioner

**Jennie Dickinson**

Manager

**Angela Smith**

Port Auditor/Administrative Assistant

**Vacant**

Economic Development Coordinator

## Mission Statement:

**“The Port of Columbia’s mission is to maximize public resources and private investment to create jobs, provide infrastructure, and maintain and improve the economic vitality of Columbia County and its communities**

**Port of Columbia**  
**Policy #1–2018**  
**PERSONNEL**

**EMPLOYEE INFORMATION**

***Accepting Gifts***

Employees are prohibited from soliciting or accepting gifts or gratuities from customers or suppliers that are of more than \$50.00 in value. Employees are expressly prohibited from accepting monetary gifts of any value.

***Attendance***

Punctual and consistent attendance is a condition of employment. Employees unable to work or unable to report to work on time must notify the manager prior to or at the onset of the shift. If the absence continues beyond one day, the employee is responsible for notifying his/her supervisor for each day absent, prior to or at the onset of each day's shift. An employee who is absent without notification and authorization is subject to disciplinary action, up to and including termination.

***At-Will***

The Port requests and appreciates a two-week notice prior to separation of employment. Additionally, the Port hopes each employee will have a productive employment relationship with the Port. However, employment with the Port is "at-will" unless regulated by a union contract and/or civil service laws. "At-will" means that both the employee and the Port have the freedom to end the employment relationship at any time for any reason without advance notice or warning. No one has the authority to change this at-will relationship except the Port of Columbia Commissioners, within the limits of their authority and as indicated in writing.

***Port Owned Property***

Employees should only use port equipment, small and attractive assets, facilities, and supplies for port purposes or other community benefit as determined by the manager.

***Disciplinary Action***

Purpose:

- a. The Port of Columbia strives to offer the public the highest possible level of service while operating in the most efficient, economical, and orderly manner consistent with quality management practices. All employees must conduct their behavior in a manner which is consistent with Port of Columbia policies and procedures. Disciplinary action is utilized for the purpose of maintaining an efficient and effective business operation. While the Port of Columbia strives to take necessary corrective action in a fair and consistent manner, the Port of Columbia reserves full discretion

to make any and all disciplinary decisions deemed appropriate and necessary to further ensure the highest level of service is offered to the public.

**Disciplinary Action:**

- a. Employees may be subject to disciplinary actions when they engage in conduct that violates a Port of Columbia policy, rule or regulation or otherwise interferes with the safe and efficient operation of Port of Columbia business, as determined by the Manager or Board of Commissioners. Disciplinary actions may include, but are not limited to oral warnings, written warnings, suspensions with and/or without compensation, demotions with reduction in compensation, and termination. The Port is not required to pursue disciplinary action in any order, method or amount prior to termination of an employee's employment relationship with the Port.

***Examples of Inappropriate Activities.***

This list is intended to be informational and does not provide a conclusive list of all inappropriate activities. An employee engaging in any of these activities may be subject to disciplinary action, up to and including termination:

- a. Drinking intoxicating beverages or the use of illegal drugs on the job or arriving on the job under the influence of intoxicating beverages or illegal drugs;
- b. Carelessness and/or negligent in performing their job duties;
- c. Gross misconduct;
- d. Violation of a lawful duty;
- e. Insubordination, disobedience, rebelliousness, or defiance of authority;
- f. Being absent from work without first notifying and securing permission from the manager;
- g. Being repeatedly absent or tardy without cause;
- h. Misuse and abuse of equipment, tools, or other port property;
- i. Misuse of religious, political, or fraternal influence;
- j. Accepting personal fees, gifts, gratuities, or other valuable items while in the performance of the employee's official duties for the Port or any type of unethical type of conduct; or
- k. Inability to perform the assigned job.

***Hiring***

The Port of Columbia is an Equal Employment Opportunity Employer. The Port of Columbia does not discriminate against any person in the performance of any of its obligations on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status, or the presence of any disability.

***Job Descriptions***

- a. The Manager, Elected Officials, or their designee will provide and maintain a written description of the duties of each employment position. The description will include the title of the position, a general statement of job duties and responsibilities, essential job

functions, and a listing of minimum qualifications required to obtain and maintain the position.

- b. Job descriptions are intended to outline responsibilities of the position. The description is not an exclusive list of all duties performed by an employee in that position. Job descriptions will be updated from time to time to incorporate changes in the position.
- c. Job descriptions will be on file with the Port of Columbia

### ***Lunch & Meal Reimbursements***

Employees are entitled to a lunch break at a time approved by the Manager or Elected Official.

Meal expenses, including gratuity, incurred by Port employees for Port-related meetings or community civic engagements will be reimbursed. All requests for reimbursement must have a detailed record of the expenditures and include receipts for charges.

### ***Nepotism***

No employee may be supervised by a close relative. Close relative is defined as spouse, domestic partner, mother, father, brother, sister, daughter, son, stepson, stepdaughter, stepmother, stepfather, stepsister, or stepbrother. No employee may be evaluated or monitored by a close relative.

### ***Outside Employment/Conflicts of Interest***

Employees are free to have employment in addition to their positions with the employer with the following restrictions:

1. The non-Port employment must not interfere with nor adversely affect the performance of the Port employment duties.
2. The work of the non-Port employment must not infringe upon assigned hours of work for the Port position.
3. Port equipment or supplies must not be used to perform non- Port employment duties.
4. The non- Port employment must not create a conflict of interest with the Port employment nor create a condition of "incompatible offices" as determined by the Elected Official and/or Manager.
5. The non- Port employment must not conflict with the Port position where a person(s) would inspect or license the non- Port job they were doing.

### ***Personnel Records***

The Manager, Elected Official, or designee will maintain a personnel record for each employee. Such record will show the employee's name, title of position held, department to which assigned, salary, change in employment status, training received, annual and sick leave earned, annual and sick leave taken and any other information considered pertinent. Documents which reflect specific incidents of misconduct are subject to public disclosure. All documents, except medical records, of Elected Officials and Manager may be subject to public disclosure.

### ***Political Activity***

No Elected Official or employee of the Port or individual or entity on behalf of an Elected Official or employee, may campaign, collect signatures on petitions or solicit any contribution to be used for partisan political purposes while on Port property. Employees have the right to vote and to express their opinions on all political subjects and candidates and to hold any political office or participate in the management of a partisan, political campaign. Nothing in this section will prohibit an employee on his/her own time from participating in political activities off of Port property. An employee may not hold a part-time public office of the Port when the holding of such part-time public office interferes with the discharge of the employee's official duties of employment.

### ***Probationary Period for Employees***

A probationary employee shall be an employee of Port of Columbia during the six (6) months immediately following employee's date of employment.

## **COMPENSATION**

### ***Compensation Upon Termination***

When employment with the Port is terminated, the employee shall receive the following compensation:

1. Regular wages for all hours worked and not previously paid up to the time of termination.
2. Any vacation due as provided under the vacation section of this policy manual.

### ***Employment Status***

The Port has two types of employees: full-time (35 hours per week or more) and part-time (less than 35 hours per week). Full-time employees are eligible for full benefits, and part-time employees working at least 30 hours per week are eligible for partial benefits. Each employee's status will be determined upon hiring. The Board of Commissioners must authorize any change in status.

Salaried employees are considered full-time employees, and will not be paid overtime. The Port Auditor will not be paid overtime.

The Port Manager and any other full-time (35 hour per week minimum) staff members may take advantage of the Columbia County Benefit Program as spelled out in the benefits section of this policy manual. Part-time employees working less than 35 hours per week are not eligible to join the Columbia County Benefit Program.

### ***Jury Duty***

It is the civic obligation of each employee to serve on a jury if he/she is requested to do so. While on jury duty or while appearing as a legally required witness, an employee will receive the same compensation from the Port as if they were fulfilling their employment duties. Any

payment received by the employee for such service must be remitted to the Port Office within thirty (30) days of receiving such payment unless vacation, or time without pay is being used.

***Payday***

Generally payday is first day following the month in which the work was performed and no later than the fifth day of that month.

## **COMPENSATION SCHEDULES**

***Port Manager*** - \$40,000 per year for the 6 month probationary period; \$45,000 - \$65,000 per year after the probationary period is successfully completed. Increases will be determined by the Port of Columbia Board of Commissioners upon annual evaluation.

***Port Auditor*** – Salary range of \$15 to \$25 per hour. Starting salary will be based on qualifications and will be set by the Port of Columbia Board of Commissioners; raises will be based on performance as determined by the Manager and the Port of Columbia Board of Commissioners upon annual evaluation.

***Economic Development Coordinator*** – Salary Range \$40,000 - \$55,000 per year; A salary of no less than \$35,000 per year may be paid during an optional initial probationary period to be determined by the Port Manager at the time of hire. Increases in pay will be determined by the Port Manager upon annual evaluation. Increases will be determined by the Port of Columbia Board of Commissioners upon annual evaluation.

***Other Hourly Employees*** – compensation range of minimum wage to \$20 per hour. Starting salary will be based on qualifications and will be set by the Port of Columbia Board of Commissioners; raises will be based on performance as determined by the Manager and the Port of Columbia Board of Commissioners upon annual evaluation.

## **BENEFITS**

***Purpose***

Regular, full-time employees as well as the Port Manager are eligible for the employee benefits package offered by the Port.

All full-time employees shall be eligible for the benefits package beginning at a date to-be-determined by the Port Manager and Commission, however the benefits coverage date shall not exceed six months from the first day of employment.

Accrual of vacation and sick leave will begin on the date of employment and may be used as accrued, however no unused accrued vacation or sick leave compensation will be paid out if the employee is terminated or resigns during the first six (6) months of employment.

Temporary, on-call, and part-time employees who perform less than 35 hours a week are not eligible for benefits identified in this section except those specifically identified for part-time employees. All part-time employees are subject to a 6-month probationary period.

***Bereavement Leave***

Each employee will be allowed up to three (3) days bereavement leave in the event of a death in the employee’s immediate family. Additional sick leave days may be used for bereavement leave at the discretion of the Port Manager.

***Holidays***

Paid holidays begin on the first day of employment. The following days will be recognized as holidays with pay for both full-time and part-time employees working at least 30 hours per week:

<u>Holiday</u>	<u>Day Observed</u>
New Year’s Day	January 1 <sup>st</sup>
Martin Luther King’s Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veteran’s Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Friday following Thanksgiving
Christmas Day	December 25 <sup>th</sup>

***Holidays and Benefits Accrual***

Holiday hours will be counted toward eligibility for sick leave and vacation benefits.

***Holidays and Paid Leave***

Holidays observed during an employee’s annual vacation or other paid leave period will not be counted as vacation or leave time.

Holidays that fall on a Saturday or Sunday will be observed on the week day adjacent to the holiday.

Per state law, employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, unless the employee’s absence would impose an undue hardship (based on the state’s definition) on the employer or the employee is necessary to maintain public safety.

***Leave of Absence without Pay***

An employee may submit a written request to the manager or elected official for a leave of absence without pay. Upon being notified of the employee's request, an elected official or Port Commissioner will determine the duration and conditions of this leave of absence.

Unauthorized leave of absence will not be allowed. A leave of absence without pay may be considered for the following hardship reasons (but not specifically limited to):

1. Conducting personal business, education, training, or military service not otherwise mentioned in these guidelines.
2. Other hardship reasons as approved by the Port of Columbia Commissioners.

### ***Health Care and Retirement Benefits***

Each individual full-time employee of the Port of Columbia, upon approval from the Columbia County Board of Commissioners, is eligible to participate in Columbia County's Benefit program. All Columbia County rules, regulations, and policies apply to said benefits.

The Port Manager shall be entitled to the full Columbia County benefit package including medical, WCIF (vision, dental, life, EAP, and long-term disability coverage), and retirement benefits.

All other full-time personnel shall be entitled to a maximum of \$500/month of medical coverage, as well as WCIF and PERS retirement benefits.

If the Port Manager has health care coverage through a spouse or other entity, a waiver may be signed and a monthly stipend of \$500 paid by the Port may be received in lieu of Columbia County's Health Benefits.

If any other full-time employees have health care coverage through a spouse or other entity, a waiver may be signed and a monthly stipend of \$350 paid by the Port may be received in lieu of Columbia County's Health Benefits.

Columbia County offers no option to waive WCIF (vision, dental, life, EAP, and long-term disability) benefits. Coverage will be purchased through Columbia County at the Port's expense.

### ***Sick Leave***

Sick leave provides eligible employees with a measure of financial protection by allowing time off with pay when a personal illness, accident, disability, or an illness of an immediate family member occurs. All regular full-time and regular part-time employees are eligible employees for receipt of the sick leave benefits. Sick leave with pay for full time employees will accrue at the rate of one working day or eight (8) hours of leave for each month of continuous full-time service, and one (1) hour of leave per 40 hours worked of continuous part-time service.

Any accrued sick leave, which is unused in any year, will be accumulated for succeeding years up to a maximum of 120 days.

Verification of days worked and sick leave taken must be documented for each payroll period. Sick leave may be taken for any of, but not limited to the following reasons:

1. Personal illness or physical disability which incapacitates the employee to the extent he/she is unable to perform his/her work;
2. Doctor, dental, or optical appointments;
3. Quarantines according to health regulations;
4. Additional bereavement leave at the discretion of the Department Head; and
5. To care for an immediate family member.

### ***Sick Leave Misuse***

Misuse of sick leave privileges may be cause for disciplinary action, up to and including dismissal.

### ***Sick Leave Notice***

An employee who needs to use sick leave is expected to report the reason or reasons for his or her absence to the manager prior to or at the beginning of the employee's shift. If the absence continues beyond one day, the employee is responsible for notifying the manager prior to each shift. In the event the employee does not notify the manager of the reasons for being absent, the employee may be subject to disciplinary action up to and including immediate dismissal from employment.

### ***Maternity/Paternity Leave***

To be eligible for a maternity/paternity leave of absence, the employee must be a non-temporary, full-time employee. An employee requesting maternity/paternity leave is to give the Port four (4) weeks' notice, whenever possible, of the anticipated date of departure and return from leave. The Port provides for paid maternity/paternity leave for a period 6 weeks. The employee may use any accumulated paid sick days and/or paid vacation days to extend maternity/paternity leave beyond the paid leave period. The employee will be paid for those designated days. Please see the Family Leave Act and Family Medical Leave Act section of this policy for additional leave options.

### ***Pregnancy Medical Incapacity***

If applicable, the pregnant employee may continue to work up to the delivery date, depending upon the employee's medical circumstances and the nature of the employee's job. In the event the employee is physically incapable of performing her regular job duties at any time during her pregnancy, the employee may request that she be placed on pregnancy leave. An advance notice of a minimum of one (1) week should be given, accompanied by a statement from the employee's physician attesting to the employee's incapacitation.

### ***Family Leave Act***

Eligible employees are provided leave for up to twelve (12) weeks of protected unpaid leave in a twelve (12) month period for certain medical reasons, for birth or placement of a child, and for the care of certain family members, including registered domestic partners, who have a serious health condition. To be eligible, an employee must be employed at least twelve (12)

months with the employer and must have worked one thousand two hundred fifty (1,250) hours in the twelve (12) month period preceding the requested leave.

***Family and Medical Leave Act***

Eligible employees are entitled to take up to twelve (12) weeks of leave in a twelve (12) unpaid, job-protected leave for specified family and medical reasons, for birth or adoption of child or foster care placement, the care of certain family members, health condition of employee that impairs ability to perform essential job functions, military member on active duty or called to cover active duty status. An eligible employee may also take up to twenty-six (26) weeks during a single twelve (12) month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin of the servicemember. To be eligible, an employee must be employed at least twelve (12) months with the employer and must have worked one thousand two hundred fifty (1,250) hours in the twelve (12) month period preceding the requested leave.

***Benefits***

While the employee is away from work on an approved maternity/paternity leave of absence, the employee continues to participate in the Port’s employee benefit program. The Port will endeavor to return the employee to the same or equal job the employee had before taking maternity/paternity leave.

***Vacation***

Employees will earn vacation time according to their date of hire. Vacation time will be earned on a monthly basis according to the following schedule:

Manager: The Port Manager will accrue vacation at the rate of 12 hours per month for the first year of service, then 14 hours per month not to exceed 4 weeks total vacation per year.

Full-time employees:	<u>Length of Employment</u>	<u>Vacation Time Earned</u>
	0-2 years	8 hours
	2 years + 1 day – 5 years	10 hours
	5 years +	12 hours

Regular part-time employees employed a minimum of thirty (30) hours per week are entitled to 50% of the vacation benefits listed above.

Payout of vacation upon termination or resignation shall not exceed one month’s pay.

# Port of Columbia

## Policy #2-2018

### Small and Attractive Assets

All Small and Attractive Assets owned by the Port of Columbia shall only be used by Port personnel or by tenants and subcontractors as approved by Port management. An inventory of all Small and Attractive Assets shall be conducted annually by Port management and/or staff. Small and Attractive Assets shall be disposed of following the RCWs governing Ports regarding surplus property.

#### Current Small and Attractive Asset List:

Asset Item	Location	Model/Purchase Price	Serial #/Date Purchased
6 foot aluminum ladder	Tool Shed		
8 foot aluminum ladder	Tool Shed		
Toro Mower	Tool Shed	917.376470 (\$359)	010708M 000344 (3/08)
Stihl Trimmer	Tool Shed	FS 110	276473047 – 5/21/09
Portable Welder	LFM		
Portable Welder Cart	LFM		
Port Desktop Computer	Port Main Office	\$1,300	March 2006
CTX Monitor	Port Main Office	\$200	March 2006
Dell D630 Laptop Computer	Port Main Office	\$1,800	October 2007
Dell Monitor/keyboard/etc	Port Main Office	\$400	October 2007
Dell Docking Station	Port Main Office	\$300	October 2007
Brother Scanner, Fax, Printer	Port Main Office		
Bizhub C203 Color Copier	Port Main Office	\$6878.63	June 2009
Desk chair – mesh back	Port Main Office	\$159	May 2012
Desk chair – mesh back	Port Main Office	\$149	January 2008
HP Color Laser Printer	Port Main Office	3600n (\$499)	CNWB53296 (2/08)
Hand Tools	Port Main Office	\$300 (Value)	As needed
Big Tex Utility Trailer	Lyons Ferry Marina	\$1000	License #0746RX
Canon PowerShot SX40 HS	Port Main Office	429.99	March 2012
ViewSonic PowerPoint Projector	Port Main Office	\$549	Ser# RCT093402153
PolyCom Conf Call Telephone	Port Main Office	\$489	Ser# AA08095208081
Zero-Radius Lawn Mower	Lyons Ferry Marina	\$2,472.50	Unk
North Star Quad Sprayer	Port Main Office	\$250.00	
Dell Latitude E5420, HT3L5S1	Port Main Office	\$1645.02	March 2012
Conference Room- Chairs, Mesh Back (12)	Port Main Office	\$1908.00	May 2012
Conference Room- Tables (6)	Port Main Office	\$1958.82	May 2012
Conference Room- Folding Chairs (6)	Port Main Office	\$432.00	May 2012
Dell OptiPlex 710 MT Desktop Computer	Port Main Office	\$1162.73	July 2013
Dell Latitude 15 5000 Series Laptop Computer w/ 22" Monitor & AC511 Stereo USB Sound Bar	Port Main Office	\$1916.50	May 2014
Office Furniture	Port Main Office	\$3984.71	January 2015
NewAir Water Cooler	Port Main Office	\$159.98	May 2015
Storage Cabinet Credenza	Port Main Office	\$1,543.28	August 2016
Dell Monitors (4)	Port Main Office	SE2216H/\$200 each	CN00GWN7287268ACN-4IAOU/November 2016
Ergonomic Keyboard	Port Main Office	1048/\$50	7687606104865/Nov 16
Leaf Blower	Tool Shed	\$250.00	September 2017
Planters	Port Main Office	\$2,200	October 2017

# **Port of Columbia**

## **Policy #3-2018**

### **Credit Card Use**

#### **Distribution of Credit Cards:**

- The Port Manager serves as the authorized official on the Credit Card Account and is authorized to make changes to the account, such as adding an employee as a card holder, canceling a card, increasing a limit, etc. The Manager, Economic Development Coordinator, and Port Auditor of the Port of Columbia shall be authorized to hold a credit card in their respective names. The Port of Columbia shall also be listed on all credit cards.

#### **Authorization and Control of the Use of Credit Card Funds:**

- Port of Columbia credit card(s) shall be used only for purchases directly related to the needs of the Port District.
- All purchases must be supported by receipts or other documentation which shall be submitted to the Port Auditor.
- Purchases over \$250 must be pre-approved by the Port Manager. If purchases are made over this limit without approval, the card holder may be required to repay the Port for that purchase.
- Card authorizations may only be signed by the individual listed on said card.
- Port credit cards shall not be used to purchase personal items for anyone, including any Port employee. In the event this occurs, whether by accident or on purpose, the Port employee shall repay the Port for the cost of the personal item.
- Cash advances are strictly prohibited.
- Issued credit cards must be kept safe and secure, and any loss or theft must be immediately reported to the Port Manager, Port Auditor and credit card issuer.

#### **Setting Credit Limits**

- Auditor, other hourly employees - \$5,000; ED Coordinator - \$10,000; Manager - \$35,000.

#### **Payment of Credit Card Bills**

- The Port Auditor will prepare a voucher for payment with supporting receipts at the monthly Port of Columbia Board of Commissioners Meeting.

**Port of Columbia**  
Policy #4-2018  
Cellular Phone Policy

For employees that are willing to share use of their personal cell phone for Port business, the Port of Columbia shall reimburse the employee 50% of the cost per month of the employee's personal cellular phone bill not to exceed \$100 per month. The employee's personal cellular phone shall then be used for both personal and Port business at the discretion of the employee the Port will not be held responsible for any charges incurred beyond the \$100 limit except by approval of the Board of Commissioners. Port policies regarding Records Retention and Public Records Requests will be enforced for Port business conducted on the employee's personal cell phone.

For employees that are not willing to share use of their personal cell phone for Port business, a phone will be provided by the Port to said employee if the Port Manager deems it necessary for the employee to effectively do his or her job. The Port will pay all costs related to the employee's work phone, and Records Retention and Public Records Requests will be enforced for all business conducted on the phone.

Cell phone use for personal business by employees during business hours should be limited to important issues only. Employees should try to use breaks or lunch time for personal cell phone use whenever possible.

**Port of Columbia**  
Policy #5-2018  
Travel Reimbursement

The Port of Columbia recognizes that Port employees and commissioners in carrying out authorized responsibilities incur certain expenses. The Port approves the reimbursement of such necessary and reasonable expenditures as outlined under the following procedures:

1. Travel Authority
  - a. Local travel authorization and reimbursement will be at the discretion of the manager or elected official.
  - b. All travel outside of the northwestern states (Oregon, Washington, and Idaho) must be approved by the Port of Columbia Board of Commissioners.
  
2. Reimbursement Rates
  - a. Meals will be reimbursed at the cost they were incurred. Receipts will be required for all meal reimbursements. Three (3) meals per day maximum. In-between meals or snacks will not be reimbursed.
  - b. Lodging will be reimbursed at the single room rate. Receipts will be required for all lodging reimbursements.
  - c. Mileage will be reimbursed at the current State of Washington mileage reimbursement rate.
  
3. Reimbursements will be made using the Port's authorized expense voucher with accompanying receipts.

**Port of Columbia**  
**Policy #6-2018**  
**Sale of Real Property**

**POLICY AND PROCEDURES FOR DISPOSITION OF PORT-OWNED REAL PROPERTY**

**A. Policy.** In accordance with RCW 53.08.090, the Port of Columbia Governing Board declares that it is in the public interest for real property held by the Port to be returned to the tax rolls, if it is not needed for some present or future use and if it can be sold for a reasonable return. It is therefore the policy of the Port to dispose of all real property in which the Port holds a free interest, where such property is surplus to its current or future needs, and where such disposition would afford the Port a reasonable return from the transaction. For purposes of this Chapter, “reasonable return” means sale at an amount equal to, or greater than fair market value. For purposes of this Chapter, “surplus property” means real property for which the Port has no current or future need and if disposed of, would be put to a higher or better use for the community at large.

**B. Procedures.** Real property declared surplus may be disposed of for a reasonable return by any of the following means as outlined in RCW 53.08.091:

1. Sealed bid,
2. Auction, or
3. Negotiated sale.

**SURPLUS PROPERTY DECLARATION**

**A.** Whether due to a specific request to purchase Port owned real property, or a determination of the Governing Board, real property owned by the Port may be declared surplus by the Board of Commissioners after the following procedures have been completed:

1. The Board shall review a written Itemized Property Costs report, prepared by the County Assessor, and discussion may be held to include any or all of the following information, as applicable, for each parcel under consideration (“Subject Parcel”):

(a) Description of the Subject Parcel’s size and its general location;

(b) Description of what municipal use the Subject Parcel has been put to in the past, if any, and what use, if any, for which it might be held;

(c) Recommendation as to whether the Subject Parcel should be disposed of or retained;

(d) Appraised value of the Subject Parcel;

(e) Whether further appraisal before sale is recommended and the type of appraisal required;

(f) Whether the Subject Parcel is only usable by abutting owners or is of general marketability;

(g) Whether special consideration ought to be given to some other public agency that has a use for the Subject Parcel;

(h) Whether the Subject Parcel should be sold at auction, by sealed bid or by negotiation;

(i) Recommendation as to whether any special covenants or restrictions should be imposed in conjunction with sale of the Subject Parcel.

2. A public hearing shall be held to consider the surplus declaration of the Subject Parcel. Notice of said hearing shall be published in the City's official newspaper not less than 10 days nor more than 25 days prior to the hearing.

B. Following the Governing Boards review of the Report, and conclusion of the public hearing, the Board shall determine whether the Subject Parcel shall be declared surplus. Upon making a declaration of surplus, the Board shall also make the following determinations:

1. Whether the Subject Parcel should be sold by sealed bid, at auction, or through negotiated sale;

2. Whether special covenants or restrictions should be imposed as a condition of the sale;

3. Whether a further appraisal is necessary in setting the minimum acceptable price;

C. All requests to purchase Port property shall be directed to the Port Manager.

## **SALE PROCEDURE**

The following procedures and requirements shall apply to property sold as surplus by the Port:

### **A. Determination of Value/Minimum Acceptable Price.**

1. If the Port has a sufficient and acceptable appraisal of the Subject Property, as determined by the Governing Board, no additional appraisal shall be required unless some other reason indicates that such should be obtained.

2. If the Governing Board determines that no sufficient and acceptable appraisal is available, the Board shall choose one of the following 3 types of appraisals to be conducted by an appraiser:

- a. Limited opinion of value,
- b. Short form appraisal report, or
- c. Full narrative appraisal report.

All interested parties shall be notified and advised of the cost of obtaining an appraisal. The party that becomes obligated to purchase the Subject Parcel, whether by sealed bid, auction or negotiated sale, shall be obligated to reimburse the Port 50% of the cost of the appraisal no later than at closing.

3. Whether surplus property is to be disposed of by sealed bid, auction or negotiated sale, interested parties shall be advised that the minimum acceptable price shall be the value determined by the sufficient and acceptable appraisal plus reimbursement of 50% of the cost of obtaining said appraisal.

## **B. Processes/Earnest Money/Time to Closing.**

**1. Disposition by Sealed Bid.** Where a Subject Parcel is sold by sealed bids, any and all bids submitted must be accompanied by a bid deposit in the form of a cashier check payable to the Port of Columbia in the amount of \$5,000. Such deposit accompanying the successful bid shall be deposited into escrow until closing on the purchase of the Subject Parcel and payment of the remaining amount of the purchase price shall be made within 30 days. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the Port as liquidated damages and not as a penalty, since the calculation of actual damages due to time lost, transaction expenses and etc. will be difficult, if not impossible. The Port of Columbia reserves the right to waive any irregularities in the bid process.

**2. Disposition by Auction.** Where property is sold at auction, the prevailing bidder must immediately tender a cash deposit or certified check for deposit into escrow as earnest money to the Port of Columbia in the amount of \$5,000. Payment of the remaining amount of the purchase price shall be made within 30 days. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-

refundable and may be retained by the Port as Liquidated Damages.

**3. Disposition by Negotiated Sale.** Where property is sold by negotiated sale, the purchaser shall deposit earnest money into escrow in the amount of \$5,000 within 3 business days of execution of a purchase and sale agreement for the purchase of the Subject Parcel. Payment of the remaining amount of the purchase price shall be made within 30 days. In the event the purchaser is unable to pay the remaining amount within the required time, the earnest money deposit shall become non-refundable and may be retained by the Port as Liquidated Damages.

**C. Notification of Sale of Surplus Property.** In the event the Subject Parcel is to be disposed of by sealed bid or by auction, the following notification procedures shall be followed:

1. A notice of the Port's intent to dispose of the Subject Parcel shall be conspicuously posted on the property no less than 2 weeks prior to the date set to commence accepting bids or the date set for the auction.

2. A similar notice shall be posted on the Port of Columbia's web site.

3. Notice shall be published in the City's official newspaper no less than once each week in 2 consecutive weeks preceding acceptance of sealed bids or the public auction. All notices shall include a description of the Subject Parcel, the procedure by which the Subject Parcel is to be disposed of, any earnest money deposits which must be made and the minimum price that will be accepted.

**D. Form of Conveyance.** All conveyances shall be made by quitclaim deed.

**E. Closing Costs.** All closing costs, exclusive of deed preparation, shall be borne by the purchaser including, but not limited to, survey work, title insurance if desired, recordation costs, brokerage and escrow fees if applicable, and the costs.

## **SALE TO ABUTTING OWNERS**

If the Subject Parcel can only be put to its highest and best use when aggregated with an abutter's property because of its size, shape, topography, or other restriction, the Subject Parcel may be negotiated for sale to the abutter, provided:

**A.** The abutter is willing to purchase for the fair market value of the Subject Parcel;

**B.** If more than one qualifying abutter expresses interest in purchasing the Subject Parcel, the Governing Board may solicit sealed bids from all.

## **INTERGOVERNMENTAL TRANSFERS**

Intergovernmental transfers of real property shall be made in accordance with RCW Chapter 39.33, RCW Section 43.09.210 and/or any other applicable statutes.

**PORT OF COLUMBIA**  
**Policy #7-2018**  
**RAILROAD RIGHT-OF-WAY LEASE AND USE**

*In June of 2016, the Port of Columbia Board of Commissioners entered into a lease agreement with CWW, LLC, herein referred to as Rail Operator, for operation of the Port-owned rail line beginning at Mile Post 33 in Walla Walla County, WA and ending within the City of Dayton, WA, at Mile Post 70.1 within Columbia County, WA, herein referred to as Rail Line.*

*As part of the lease agreement, the Port delegates authority to the rail operator to receive, review, and make recommendations for approval, and in some cases grant approval, of applications for non-rail uses of the Rail Line right-of-way, and to enter into some agreements without Port of Columbia approval.*

*The following guidelines govern use of the right of way.*

1. All entities (e.g. individuals, businesses, organizations, or public entities) requesting use of the Port's railroad right-of-way shall comply with the Port of Columbia's Railroad Right of Way Application procedures.
2. All proposed activities and uses within the right-of-way shall meet local, state, and federal guidelines regarding public right of way use, and follow local, state, and federal laws, including Federal Railroad Act requirements. The burden is on the applicant to verify a use's lawfulness. Violation of any laws or regulations shall result in the immediate termination of the use.
3. Requested uses shall not interfere with the safe operation of the railroad or undermine the future use of the rail corridor for transportation and economic development purposes. Violation shall result in the immediate termination of the use.
4. Non-agricultural uses closer than 16 feet from the center of the rail line will not be considered. Industry standards range from 16 to 30 feet.
5. No new above-ground structures will be allowed except those directly related to rail transportation which will be considered on a case-by-case basis. Underground structures may be allowed on a case-by-case basis.
6. The Port of Columbia wishes to minimize the number of crossings and encroachments in the rail corridor. As part of the application process, the Applicant shall provide proof satisfactory to the Port and Rail Operator that existing crossings or encroachments are unavailable to serve the proposed use. In determining the availability of existing crossings or encroachments, the Port may consider – but is not limited to this factor – the number and location of existing crossings and encroachments already available to the Applicant.

7. Railroad Protective Liability Insurance is required for all construction in the railroad right of way or as required by the Rail Operator. Railroad Protective Liability Insurance shall conform to the Standard Provisions for General Liability Policies, Railroad Protective Liability Form (State or Federal Highway Projects). These provisions may not be amended and no part may be omitted. Limits of policies to be \$2,000,000 combined single limit Bodily Injury and Property Damage liability each occurrence, \$6,000,000 annual aggregate. A Railroad Protective Liability Policy shall be issued with the name of the insured being the Port of Columbia and Rail Operator. Such a policy shall be furnished by the Contractor covering his own employees as well as those of all subcontractors and those employees of the Railroad having occasion to work as the project site.

Railroad Protective Liability Insurance Policy must define designated employees to include:

- a. Any watchman, flagman, inspector, engineer, maintenance of way employee or similar employee who is employed by the Rail Operator and is specifically assigned or furnished by the Railroad Operator for work in connection with the project.
- b. Any employee of the Rail Operator while operating the work trains or other equipment assigned to the project by the Railroad Operator and while engaged in the performance of work directly chargeable to the Contractor.

The original of this policy shall be sent to the Rail Operator's Railroad Property Manager with a copy provided to the Port of Columbia as an attachment to the Railroad Right-of-Way Non-Agricultural Use Permit application form.

8. The Board of Commissioners of the Port of Columbia will make all final decisions on railroad right of way use. The Board may delegate some or part of this authority to the Rail Operator:
  - The Rail Operator is authorized to receive and review applications for both encroachments and crossings of the right of way. The Rail Operator shall make a recommendation to the Board to approve or deny said request. The Port of Columbia reserves the right to reject any crossing or encroachment application.
  - If the requested encroachment is for agricultural purposes only, Rail Operator may approve the request and enter into a lease agreement for continued use without Port of Columbia Board of Commissioner approval.
9. Reasonable fees may be collected and set for the issuance of permits/crossing agreements/encroachments.
10. All licenses and crossing agreements must be recorded, at the applicant's expense, in the official county government office in which the crossing or encroachment is located. Leases will not be recorded.
11. Applicant is to pay for the cost of additional staff time or outside professional services required for the Port's or the Rail Operator's review of the application or construction oversight.

**Port of Columbia**  
**Policy #8-2018**  
**Personal, Professional and Purchased Services**

**(I) Contracts for Acquisition of Utilities, Materials, Equipment, Supplies, and Services**

The Manager shall have the responsibility for following all statutory requirements and procedures in connection with all contracts for the acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services (including services provided by public agencies) may be acquired on the open market, or by competitive bidding when necessary for the normal maintenance and operations of the Port, and no prior Port Commission approval shall be required but shall, where appropriate, be approved as part of normal monthly expenses and shall be within authorized budgets. Where a requirement exists for formal competitive bidding, the Manager may execute contracts for the acquisition of utilities, materials, equipment, supplies and services subject to the following conditions:

- A. The contract or purchase order price for one year does not exceed One Hundred Thousand (\$100,000), or if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for no more than two (2) options to extend the contract for one (1) year periods, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
- B. The award is made to a bidder who has submitted a proposal based on the plans and specifications on file, or, where permissible, based upon his own plans and specifications and accompanied by a bid proposal deposit as may be required, and which is, as nearly as practicable, in accordance with the requirements of R.C.W. 53.08.120, (as it may be amended or succeeded).
- C. The successful bidder has provided, where required, a performance bond with sureties, which comply with the requirements of the applicable law.

**(II) Competitive Bidding Requirements – Exemptions (RCW 39.04.280)**

The Manager is authorized to waive competitive bidding requirements for public works and contracts for purchases for:

- A. Purchases that are clearly and legitimately limited to a single source of supply;
- B. Purchases involving special facilities or market conditions;

- C. Purchases in the event of an emergency;
- D. Purchases of insurance or bonds; and
- E. Public works in the event of an emergency.

When the competitive bidding requirements are waived, the Port Commission shall require documentation be filed stating the nature of the purchase or work, and the justification for determining the exemption criteria was met.

**(III) Architectural, Engineering, and Technical Services, Including Surveyors, Interior Designers and Landscape Architects:**

The Manager is authorized to contract with qualified architectural, engineering, technical testing and inspection firms, surveyors, interior designers and landscape architects, licensed in the State of Washington to provide such services as required for maintenance, engineering work or small projects of the Port. Selection and reimbursement for such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. The Manager may arrange for such services when the competitive selection process was utilized, and the fee to the same firm on any single project or closely related work does not exceed the amount of fifty thousand dollars (\$50,000), and the funds are within the approved project capital budget. Port Commission approval shall be required for sole source selections when the fee will exceed twenty-five (\$25,000), provided that documented justification is presented in accordance with RCW 39.30.020. The Executive Director will endeavor to use a variety of firms (including minority and women-owned business firms) based on the nature of the work and the expertise of the firms.

**(IV) Professional Services:**

Except as provided in Section VI, the Manager shall be responsible for obtaining professional services where deemed necessary in carrying out normal Port operations and provided all applicable legal requirements are met. The Manager may arrange for such services where the estimated cost of the proposed service does not exceed the amount of twenty-five thousand (\$25,000), and the funds are within the approved appropriate annual budget.

The Manager is authorized to make a determination as to whether a substantial change in the scope of work specified in the contract warrants the work to be awarded as a new contract.

**(V) Personal Services:**

Except as provided in Section VI, the Manager shall be responsible for obtaining personal services where deemed necessary in carrying out normal Port operations and provided all applicable legal requirements are met. The Manager may arrange for such services where the

estimated cost of the proposed service does not exceed the amount of ten thousand (\$10,000), and the funds are within the approved appropriate annual budget.

**(VI) Amendments to Architectural, Engineering, Professional, Consultant and Personal Services:**

Where services are formally approved by the Commission, increases in the approved contract amount may be approved by the Manager without prior approval of the Commission for amounts not to exceed 10% of the last Commission approved total, or \$50,000.00, whichever is less, provided the funds are within the approved appropriate annual budget.

**Port of Columbia**  
Policy #9-2018  
Bank Account and Check Signing

The Port of Columbia holds two bank accounts at HomeStreet and Banner Bank, Dayton branch: A Warrant Account held at Banner Bank, used in coordination with the Columbia County Treasurer's office to cover general warrants, and an Incidental Expense Account held at AmericanWest Bank to cover misc incidental expenses. Following are policies related to each account.

**Warrant Account #2006007201**

- Two signatures are required on each warrant (check) written from this account, one of which must be a Port of Columbia Commissioner's signature.
- A list of all warrants written on this account must be submitted to the County Treasurer promptly.

**Incidental Account #1601772**

- This account balance shall never exceed \$1000.
- Individual checks written on this account may not exceed \$250.
- Checks shall require one signature.

**Port of Columbia**  
Policy #10-2018  
Promotional Hosting

RCW 53.36.140 requires Port commissioners to adopt, in writing, rules and regulations governing promotional hosting expenditures by port employees or agents.

1. The Port Manager shall annually submit as part of the Port's budget an appropriate category for proposed expenditures covering promotional hosting. Expenditures proposed for promotional hosting shall be limited as provided in Section 2, Chapter 136, Laws of 1967 (RCW 53.36.130)
  - A. Definition: Hosting is defined to mean and include furnishing customary meals, refreshments, lodging, transportation, or any combination of these items in connection with:
    1. Business meetings,
    2. Social gatherings,
    3. Ceremonies honoring persons or events, relating to the authorized business promotional activities of a Port. "Hosting" may also include reasonable, customary and incidental entertainment, and souvenirs of nominal value, incidental to such events.
2. Expenditures for promotional hosting shall be governed as follows:
  - A. Members of the Port Commission, the Port Manager and other positions in the Executive Department, all department heads and assistants are specifically authorized to make expenditures for promotional hosting, subject to the specific and general provisions hereinafter set forth. In addition, the Port Manager or his designee may authorize other Port staff to make promotional hosting expenditures, as changing conditions dictate.
  - B. Reimbursement for promotional hosting expenditures shall be, to the extent feasible, supported by appropriate receipts; shall show the name of the business relationship of each person hosted; and shall, in general terms, identify the purpose of such hosting. All payments and reimbursements shall be identified and supported on vouchers supplied by the Port.

- C. The approved objects of promotional hosting shall be to afford the Port District official or employee an opportunity to:
1. Sell an individual or an organization on the use, continued use or increased use of Port services, facilities or properties;
  2. Persuade individuals or an organization to donate, supply or sell to the Port on the best available terms, properties, facilities, services or information needed by the Port to achieve a betterment or improvement of the Port's existing operations, facilities, or services;
  3. Persuade individuals or an organization to purchase, lease, or contract from or with the Port on terms most favorable to the Port in order that the Port may enter into transactions for the development, improvement or use of its properties and facilities in a manner most suitable to serve the best interests of the Port District;
  4. Persuade individuals or an organization to assist the Port in fostering the increased use of its services and facilities by improving transportation schedules, adding to existing transportation services and facilities, adjusting rates, improving the scope and efficiency of Port operations so as to contribute to the growth of the Port's business.

In construing all of the forgoing, reference shall be made to; State of Washington, Office of State Auditor, Division of Municipal Corporation, Promotional Hosting Guidelines No. 404 which are attached hereto and made a part of this policy as if set forth in its entirety.

- D. As provided in Section 3, Chapter 136, Laws of 1967 (RCW 53.36.140), reimbursement vouchers by Port Commissioners for promotional hosting expenditures shall be paid only if specifically approved by the Port Commission. All beneficiaries of promotional hosting expenditures by the Port shall be reasonably capable of influencing or controlling decisions with respect to the subject matters hereinabove mentioned, and the amount of each expenditure shall be reasonable and appropriate in relation to the particular purpose of the pertinent promotional hosting.

- E. No reimbursement or other expenditure shall be made pursuant to this policy, specifically:
1. For political purposes; that is attempting to influence the passage of defeat of any legislation by the legislature of the State of Washington, or the adoption or rejection of any rule, standard, rate or other legislative enactment of any agency of the State of Washington;
  2. For purposes not reasonably related in nature and amount to acquiring additional business or otherwise increasing and improving the scope and efficiency of the Port operations;
  3. For the promotion of transactions prohibited under the conflict of interest statute, Chapter 42.23 RCW; or
  4. For the obtaining of a benefit for the Port from an individual or an organization which is already legally, contractually or otherwise obligated to furnish that benefit to the Port.
3. The schedule of illustrative guidelines for promotional hosting expenditures attached hereto as Exhibit A shall be circulated among all Port officers and employees authorized to make expenditures for promotional hosting.

# **Port of Columbia**

Policy #11-2018

Code of Conduct

## **Code of Conduct for Port of Columbia Meetings:**

The behavior of participants at a meeting is important to the success of the meeting. Many people lack the confidence to express themselves fully in a meeting with other people, whereas some find it all too easy to dominate. Effective meetings can be achieved, and the goals of the organization can be met, if all individuals are committed to some simple ground rules for behavior before and during meetings. Port Commissioners, port staff, and any other person attending any meeting of the Port of Columbia (hereafter called Participants) will be expected to abide by the code of conduct for Port of Columbia and act in a manner that supports equal opportunities for all in a respectful way.

## **Participants Must:**

- Direct comments to the chairperson of the commission
- Act appropriately and treat people and organizations with respect without being derogatory in their speech or manner
- Act in the public interest, and not seek to gain any advantage for themselves, their family or friends
- Act in a way that is fair and unbiased
- Allow everyone to take part without interruption or intimidation and treat everyone equally
- Be open and honest about whether they are giving their personal view or the views of their organization
- Declare any private interest or interests of their organization relevant to their involvement with the Port of Columbia and seek to resolve any conflict in the public interest
- Accept that the time available for the Port of Columbia meetings is finite, so the Chairperson is therefore empowered to set the time a contributor is permitted to speak if this is necessary to support the conduct of business while still allowing all contributors an equal opportunity. Any participant who has not yet spoken will take precedence over those that have already had a chance to speak.
- Respect each other's contributions and allow others to speak without interruption.

## **Participants Must Not:**

- Act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory
- Make comments that may appear to be a personal attack on another individual
- Using heated, emotional and offensive language
- Disclose confidential information
- Prevent anyone getting information they are entitled to
- Bring the Port of Columbia into disrepute; *disrepute: noun the state of being held in low public esteem* (taken from Compact Oxford English Dictionary webpage)
- Speak or claim to speak or give the impression that they speak on behalf of the Port of Columbia or claim to be representing the Port of Columbia or giving the views of the Port of Columbia unless they have been authorized to do so by the Board of Commissioners.
- Not attempt to dominate the meetings for their own purpose or the purpose of a group or organization that are representing
- Allow individual and personal disputes to affect conduct within the meeting but should be resolved elsewhere
- Have meetings within meetings by discussing issues with other individuals or groups of individuals.

### **Consequences**

Any participant that does not abide by these rules is subject to the following:

- A warning by the chairperson to stop the inappropriate behavior by “calling the participant to order.”
- If the behavior continues after a warning, the Chairperson may ask the participant to leave the meeting.
- If the participant disagrees with the chairperson’s decision, the commission chair will ask for a motion from the commission for removal of the participant followed by a vote if the motion is seconded.
- If the commission votes to ask the participant to leave the meeting and the participant does not abide by the decision of the commission, the Columbia County Sheriff may be called to assist with removal.

# **Port of Columbia**

## **Policy #12-2018**

### **Rules of Procedure**

#### **Parliamentary Procedure:**

The Port of Columbia shall conduct its meetings following Robert's Rules of Order.

#### **Agenda:**

The agenda is a formalized plan of what topics are to be addressed during the Port of Columbia Commissioners meetings and appropriate actions that can be taken during each meeting segment. Adherence to this agenda helps ensure a productive, orderly meeting.

Because the manager has been hired to carry out the day to day activities of the Port in order to meet the goals set forward by the commission, the manager will create an agenda prior to each meeting with input from the chairperson if needed. The agenda will be sent to the commissioners prior to the meeting and placed on the Port's website for public viewing.

If an individual commissioner would like to place an item on the agenda, he or she can do so in one of two ways:

1. During a regular commission meeting by asking making a motion to add an item to the agenda of that meeting or a future meeting. The motion must receive a second and be voted on for the item to be added to the agenda.
2. By calling the manager and asking for an item to be placed on the agenda prior to a meeting. The manager will then ask the chairperson whether or not the item should be placed on the agenda in the absence of board approval.

#### **Leadership:**

It's important for a board to have an experienced leader. The chairperson of the board is typically an experienced, senior member of the board, and should be well versed in parliamentary procedures. Some boards alternate who serves as chairperson, or simply let the most senior member officiate. However, it is best that a chairperson be appointed to always lead the meetings, and that they be experienced in running board meetings and capable of commanding the attention of the board.

Per RCW 53.12.245, the Port of Columbia shall elect a president and a secretary from its own members in January of each odd numbered calendar year. The term "president" and "chairperson" shall be considered synonymous.

#### **Motions:**

In parliamentary procedure the proper way for an individual to propose that the group take a certain action is by “making a motion.” The following is the process for handling a motion.

1. A commissioner of the board addresses the Chair for recognition.
2. The commissioner is recognized.
3. The commissioner proposes a motion.
4. Another commissioner must second the motion.
5. Secunder may state "I second the motion" or "second" without first being recognized by the chair.
6. After a motion is proposed, if the motion requires a second and none is immediately offered, then the motion is not considered by the board, and is treated as though it was never offered (although it is recorded in the minutes). Such a motion may be introduced again at any later time.
7. The Chair states the motion to the commission.
8. The commission can now discuss or debate the motion. Only one person at a time may speak and must first be recognized by the Chair. The Chair should try to alternate between those favoring and those opposing the motion. Preference should be given to:
  1. The person who proposed the motion
  2. A member who has not spoken yet to the motion
  3. A member who seldom speaks to one who frequently addresses the assembly
  4. Discussion must be confined to the question that is “before the board.”
9. The Chair takes the vote on the motion. Voting will be conducted by voice vote.
10. The Chair announces the results of the vote.

**Majority Rule:**

All major decisions by the board must be approved by at least two board members.

**Professionalism:**

All board members are required to behave in a professional, business-like manner when conducting a meeting. This means saving all comments or discussions, including dissenting opinions or concerns, for their appropriate times. It also means accepting board decisions with grace, even if there is a disagreement with the decision being made, and moving forward as a collective unit.

**Port of Columbia**  
**Policy #13-2018**  
**Small and Attractive Assets - AFC**

All Small and Attractive Assets owned by the Port of Columbia shall only be used by Port personnel or by tenants and subcontractors as approved by Port management. An inventory of all Small and Attractive Assets shall be conducted annually by Port management and/or staff. Small and Attractive Assets shall be disposed of following the RCWs governing Ports regarding surplus property.

Current Small and Attractive Asset List:

<b>Asset Item</b>	<b>Location</b>	<b>Model/Purchase Price</b>	<b>Serial #/Date Purchased</b>
Cooking Performance Group - 6 Burner Gas Range with 30" Standard Oven	AFC – Commercial Kitchen	\$1,089.00	Sept. 2013
Nor-Lake 8'x10' Walk-In Cooler	AFC – Commercial Kitchen	\$6,689.00	Sept. 2013
Regency 24"x48" Stainless Work Table	AFC – Commercial Kitchen	\$98.64	Sept. 2013
Regency 30"x48" Stainless Work Table	AFC – Commercial Kitchen	\$114.79	Sept. 2013
(4)Regency 24"x96" Stainless Work Tables	AFC – Commercial Kitchen	\$174.92 – each \$699.68 – total	Sept. 2013
Bakers Pride Convection Oven – Single Deck	AFC – Commercial Kitchen	\$2,520.00	Sept. 2013
Wareforce UH30 Undercounter Dishwasher	AFC – Commercial Kitchen	\$3,589.00	Sept. 2013
Nor-Lake 8'x10' Walk-In Freezer	AFC – Commercial Kitchen	\$7359.00	Dec. 2013
(3) Seville Classics Heavy Duty Rolling Storage Cabinets	AFC – Commercial Kitchen	\$833.25	May 2014
(2) Bun Pan / Sheet Pan Racks	AFC – Commercial Kitchen	\$195.98	May 2014
(12) 18x26 inch Aluminum Bun Pan / Sheet Pans	AFC – Commercial Kitchen	\$63.48	May 2014
Small Desk & Hutch – Market Office	AFC – Market Office	\$330.77	June 2014
Epson WorkForce WF-2530 Color Inkjet All-in-One Printer	AFC – Market Office	\$79.99	July 2014
(6) Trinity EcoStorage NSF 5-tier All-purpose 36" Wide Chrome Shelving Rack	AFC – Market	\$648.54	July 2014
(4) 48" Round Folding Tables	AFC – Market	\$340.00	November 2014
Edgestar Refrigerator (Eggs)	AFC – Market	159.99	December 2014
(6) 4 place setting Corelle dishware	AFC – Kitchen	\$180.00	December 2014
(2) storage shelves w/casters	AFC - Market	\$93.17	April 2015

(2) Bistro Set	AFC-Market	\$385.00	April 2015
Used Hobart Double Oven	AFC - Kitchen	\$1400.00	May 2015
Used Hobart 600 Series Mixer	AFC - Kitchen	\$4500.00	May 2015
Turbo Air 22 Cu Ft Refrigerator (milk)	AFC – Market	\$1495.68	May 2015
(6) Husky Steel Shelves	AFC-Market	\$580.46	September 2015
Dog waste dispenser station	AFC-Grounds	\$150.75	February 2016
(2) Outdoor Steel Trash Receptacle	AFC – Grounds	\$918.00	March 2016
(1) Outdoor Steel Recycling Receptacle	AFC-Grounds	\$469.00	March 2016
CookRite Range	AFC-Suite B	\$2,775.00	December 2017

**Port of Columbia**  
Policy #14-2018  
AFC Commercial Kitchen Rates, Rules & User Agreement

**Artisan Food Center Commercial Kitchen**  
**User Agreement**

1. Users agree to abide by the **Kitchen Rules, Sanitation and Safety Rules, and Health and Cleanliness Rules** that are attached to this agreement.
2. Users agree to obtain all necessary permits related to the type of food processing that is being conducted. All users, regardless of type of activity, must have a Food Handler's Permit posted on the bulletin board while in production or be under the supervision of a person with a Food Handler's Permit.
3. Any user wishing to store items in the Commercial Kitchen between uses must make prior arrangements with the Port of Columbia. All food items must be stored according to government regulations and only in the space allocated for each user by the Port.
4. No live animals, no smoking and no other tobacco or chewing gum is allowed in the facility.
5. Please supply your own food and utensils.
6. Please do not cut food on the stainless steel tables or countertops. It mars the surface and contributes to bacterial growth. Please use kitchen cutting board or supply your own.
7. User agrees to leave the kitchen clean and ready for next user. All implements (bowls, sheets, trays, pans, utensils, etc.) must be cleaned and stored in a proper manner. Clean any oven(s) used, including racks. Clean all work areas and utensils, including counters, sinks, and floors before departing the premises. The counters and sinks must be wiped with a sanitizing solution of bleach as required by the Health Department. Cleaning deposit will be relinquished if kitchen is not left clean.
8. Please empty all garbage cans and place garbage and recycling in the enclosure behind the Artisan Food Center. Please turn off equipment, lights and lock doors before leaving.
9. Only one user may use the kitchen at a time without prior approval. Any user who wishes to share time must get permission from the Port and the client who has the pre-scheduled time prior to use.

*Please abide by the rules set forth in this user agreement. First and second notification of any non-compliance will result in the forfeiture of your cleaning deposit. Third notice will cancel your agreement and may bar you from access to the Artisan Food Center*

*Commercial Kitchen in the future. Applicable State Agencies may be notified of non-compliance.*

**I HAVE READ AND UNDERSTAND THE ABOVE RULES AND REGULATIONS, AND THE ATTACHED PAGES (4 TOTAL) AND I AGREE TO COMPLY WITH THEM.**

\_\_\_\_\_  
PRINTED USER NAME

\_\_\_\_\_  
USER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE (Port of Columbia staff member or authorized agent)

\_\_\_\_\_  
DATE

**For any kitchen issues, please contact the Port of Columbia by calling 509-382-2577.**  
If the Port cannot be reached at this number and it is an emergency, please contact Jennie at 509-520-4341 or Angela at 509-301-9483

## **Artisan Food Center Commercial Kitchen Rules**

- You are welcome to use any of the Artisan Food Center Commercial Kitchen equipment as long as it is left in a clean and usable condition. Dishes and equipment must be returned to their original places when you leave. Kitchen supplies provided at the Artisan Food Center must not be taken home.
- Please let the Port of Columbia know immediately if there is a problem with any aspect of the facility so we can try to rectify the problem as soon as possible. This includes kitchen equipment, refrigeration, sinks, stoves, plumbing, bathroom, garbage collection, electrical, etc. We understand that accidents do happen and equipment does break down, so please let us know of any problems immediately upon discovery. Users will be held responsible for any equipment damaged by their actions.
- Any user wishing to store items in the Commercial Kitchen between uses must make prior arrangements with the Port of Columbia. All food items must be stored according to government regulations and only in the space allocated for each user by the Port.
- An immaculately clean kitchen is what we all aspire to. Please make sure that all surfaces, including the floor, are left clean when you leave. The Port will supply cleaning equipment, trash bags, soaps, and cleaning supplies. Please let us know, when you arrive, if there is any sanitation problem or if supplies are low and more are needed.
- All users of the Artisan Food Center must have a Food Handler's Card or be under the guidance of a Licensed Food Handler that is on the premises, and must display their Food Handler's Card in the kitchen on the bulletin board. Plastic gloves must be worn and are the responsibility of the user to supply.
- All boxes must be broken down flat and placed in outside recycling bin for collection. All other trash must be bagged and also placed outside in bin.
- Floors in the area you have used must be swept and mopped when you are finished.
- Inside and outside of cans must be cleaned if soiled.
- Please do not stack boxes or food supplies on the floors.

- Kitchen doors should not be propped open.
- If you are unable to keep your scheduled time, please notify the Port of Columbia as soon as possible. If we are not notified, you will be charged for the hours you reserved.
- Children under the age of 18 are not allowed in the kitchen without adult supervision.

## Artisan Food Center Commercial Kitchen Sanitation and Safety Rules

Attachment #2

- Clean and sanitize all food contact surfaces prior to starting work and after work is complete.
- Sanitizing solution: 1 teaspoon bleach to 1 gallon COOL water.
- Plastic gloves must be worn to handle ready-to-eat food.
- All food in cooler must be labeled with owner's name, product, and date. Shallow containers (2" maximum) are to be used to cool potentially hazardous foods.
- Food placed in the cooler must be in a proper storage container – not cardboard. Items need to be stored in a covered container. All containers need to be wiped down with a chlorine solution after each use and before returning to the cooler. Mold and mildew are attracted to cardboard and spilled liquids on containers and we need to be proactive in eliminating them. Cardboard **IS NOT** allowed in the cooler.
- Keep all detergents or chemicals out of food production area.
- Wipe up any spills right away.
- Clean equipment using appropriate cleaning instructions.
- Floors must be swept and cleaned as necessary, and before leaving. Cleaning supplies are located in the janitorial closet.
- Be sure all equipment has been turned off before leaving. Turn out lights and be sure to write your start and ending time on the log sheet. Lock all doors.
- Only UNOPENED packages and containers of food are to be brought into the Kitchen. Once opened, food can be stored until needed in your storage area, cabinets, cooler, or food may be removed from the Kitchen. However, once the food is removed, it is not allowed to re-enter the Kitchen.

## **Artisan Food Center Commercial Kitchen Health and Cleanliness Rules**

The key to producing a safe and sanitary food product is through the employment of healthy persons who are thoroughly trained in safe food-handling procedures and who practice good personal hygiene. The following procedures will be observed by all Kitchen users:

- All users shall be clean and well groomed. Clothing should be made of washable fabric. No opened-toed shoes are to be worn. A clean or disposable apron is recommended.
- Wear effective hair restraints; hair nets, caps, and beard covers. Wear clean outer garments. Wash hands frequently and thoroughly before starting work, after each absence from the work station, and at any time when the hands become soiled or contaminated.
- Gloves must be worn when handling ready to eat food. No person afflicted with a boil, an infected wound, or any disease that is communicable can work in any capacity.
- Clean hands and fingernails are important in food handling. Hands should be thoroughly washed before starting work, after handling food, after smoking, after using the toilet, and after using a handkerchief or tissue. The hand sink located in the production area should be used for hand washing. Hands should be washed with hot soapy water for a minimum of 20 seconds and dried with paper towel.
- Hands must be kept away from your face and mouth when preparing food.
- Personal belongings must be kept out of food preparation areas.
- All cuts must be bandaged with waterproof protectors, and disposable gloves must be worn until cut is healed.
- Tenants with open lesions, infected wounds, sore throats, or any communicable disease shall not be permitted to work in the Kitchen.
- Remove all insecure jewelry that might fall into food equipment. Remove hand jewelry when manipulating food by hand.

## Food Handler's and Other Permit Info

### **FOOD HANDLER'S PERMIT**

All users of the kitchen must hold a Food Handler's Permit or be supervised by a person on the premises who holds a permit. A Food Handler's Permit, also referred to as a Food Worker Card, can be obtained through the Columbia County Health Department at 270 E. Main in Dayton, WA on Fridays or online anytime at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov). The cost is \$10 and is good for 2 years.

### **TEMPORARY FOOD VENDOR'S PERMIT**

A Temporary Food Establishment ([WAC 246-215-131](http://WAC 246-215-131)) is where a person prepares or sells foods with a fixed menu at a fixed location for (a) no more than 21 consecutive days in conjunction with a single event, such as a fair, or (b) no more than three days a week in conjunction with an approved, recurring event, such as a farmers market. The Commercial Kitchen may be used for food preparation for such an event.

#### **Who Needs to Get a Temporary Permit?**

All individuals or groups planning to hold events that serve food and are *open to the public* are required to obtain a permit. If you advertise (with newspaper, television or radio announcements, flyers, signs, banners or other means) to the public, you are required to get a permit.

#### **Where Can I Get a Temporary Food Vendor Permit Application?**

Contact the Columbia County Health Department at 270 E. Main Street, Dayton WA or at 509-328-2181 for application information.

### **OTHER FOOD PROCESSING PERMITS**

The Washington State Department of Agriculture requires permits for certain types of processed foods depending on the product and how you will be packaging and selling this processed food. Here is a link to a fact sheet provided by the WSDA:

<http://agr.wa.gov/marketing/smallfarm/DOCS/10-FoodProcessing.pdf>

You can contact the WSDA Food Safety Program to talk with your Food Safety Officer about the licensing requirements before submitting your licensing application. Call (360) 902-1876, visit <http://agr.wa.gov/FoodAnimal/FoodProcessors>, or email [foodsafety@agr.wa.gov](mailto:foodsafety@agr.wa.gov).

The local health department can also help you sort out which permit you need. Feel free to contact the Columbia County Health Department at 270 E. Main Street in Dayton or call (509) 382-2181 for assistance.

## **Kitchen Rental Process and Fee Schedule**

**Artisan Food Center Commercial Kitchen  
700 Artisan Way, Suite D, Dayton, WA**

1. Review the **User Agreement** and its 4 attachments: *Kitchen Rules, Health and Cleanliness Rules, Sanitation and Safety Rules, and Food Handlers Cards and Other Permits*. This agreement is available online at [www.bluemountainstation.com](http://www.bluemountainstation.com) or at the Port office at 1 Port Way, Dayton.
2. Contact the Port of Columbia to reserve hours for kitchen use, or view the **Kitchen Use Calendar** at [www.bluemountainstation.com](http://www.bluemountainstation.com) and reserve time there.
3. Call 382-2577 or email [cathy@portofcolumbia.org](mailto:cathy@portofcolumbia.org) to set up a time to sign the agreement and get a key to the kitchen. All users must sign a *User Agreement* prior to working in the kitchen and pay the following fees and deposits:
  - ✓ **\$10 per hour kitchen use fee**
  - ✓ **\$10 key deposit**, which will be returned to you when the key is returned.
  - ✓ **\$50 cleaning deposit**, which will be returned to you if the kitchen is left in a clean and usable condition
4. **The kitchen may be rented daily between 7 am and 11 pm.** Users should park and enter the kitchen from the rear entrance. The light switch is just inside the back door. A public restroom is located on the east end of the Artisan Food Center for use by kitchen renters.
5. All users of the Artisan Food Center Commercial Kitchen are required to have a **current Food Handler's Permit**. A Food Handler's Permit can be obtained through the Columbia County Health Department on Fridays or online at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov). The cost is \$10 and the permit is good for 2 years.
6. There may be other permits required depending on your activity. Please read the **Food Handler's and Other Permits** document on our website, or check with the Columbia County Health Department or the Washington State Department of Agriculture to make sure you have all necessary permits.

**Please contact the Port of Columbia with any questions or concerns regarding the Artisan Food Center Commercial Kitchen.**

**Jennie Dickinson, Port Manager**

1 Port Way  
Dayton, WA 99328  
[jennie@portofcolumbia.org](mailto:jennie@portofcolumbia.org)  
509-382-2577  
509-520-4341 cell

**Angela Smith, Port Auditor**

1 Port Way  
Dayton, WA 99328  
[angela@portofcolumbia.org](mailto:angela@portofcolumbia.org)  
509-382-2577

# Port of Columbia

## Policy #15-2018

### Records Retention

The corporate records of Port of Columbia, and its subsidiaries (hereafter the “Port”) are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronics. A record may be as obvious as a memorandum, an email, a contract or a case study, or something not as obvious, such as computerized desk calendar, an appointment book or an expense record.

The law requires the Port to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the Port to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Port in contempt of court, or seriously disadvantage the Port in litigation.

The Port expects all employees to fully comply with any published records retention or destruction policies and schedules, provide that all employees should note the following general exception to any stated destruction schedule: If you believe, or the Port informs you, that the Port records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Legal Department determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the legal department.

From time to time the Port establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

### Record Retention Schedule

<u>Type of Record</u>	<u>Retention Period</u> *
<b>ACCOUNTING</b>	
Auditor's reports/work papers	Permanent
Bank deposit slips	3 years
Bank statements, reconciliations	7 years
Budgets	2 years

Canceled checks, generally	7 years
Cash disbursements journal	Permanent
Cash receipts journal	Permanent
Depreciation records	3 years*
Dues and assessment schedules	2 years*
Employee expense reports	3 years
Employee payroll records (W-2, W-4, annual earnings records, etc.)	6 years*
Employee pension records, including service, eligibility, personal information, pensions paid	6 years*
Employee time cards/sheets	4 years
Financial statements (annual)	Permanent
Financial statements (interim/internal)	3 years
General journal or ledger	Permanent
Inventory lists	3 years
Invoices	3 years
Payroll journal	4 years
Petty cash vouchers	3 years

### **CORPORATE RECORDS**

Annual reports	Permanent
Articles of Incorporation	Permanent
Bylaws	Permanent
Application for Recognition of Exemption (Form 1024 or 1023), including related correspondence and determination letter	Permanent
Qualifications to do business	Permanent
Minutes and resolutions (Board and Committees with Board authority)	Permanent
Minutes (Committees without Board authority)	3 years
Authorizations and appropriations for expenditures	3 years
Policies and procedures, generally	For life of policy/procedure
Policies and procedures, employment practices	10 years*
Conflict of Interest Forms	2 years

### **CONTRACTS**

Contracts, generally	10 years*
Contracts, government	4 years*
Contracts, sales (UCC)	4 years*

### **EMAILS**

Administrative	2 years
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Citizen Complaints	3 years
Public Records Requests	3 years
Employee Issues	6 years
Finance Support Documents	3 years
Legal Opinions/Advice	10 years
Planning and Project Files	6 years
Hearing Examiner Files	6 years
Board Management	3 years

**INSURANCE**

Accident Reports	6 years
Insurance Claims	6 years*
Insurance Policies	6 years*

**INTELLECTUAL PROPERTY**

Copyright registrations and unregistered copyrightable materials	Permanent
Trademark registrations	Permanent
Patent	Permanent
Domain name registration	For life of domain name

**PERSONNEL**

Applications	1 year
Employee files	6 years*
Employment contracts	10 years*
Garnishments	5 years
Medical or exposure to toxic substances records	30 years*
Pension, profit sharing plans	Permanent
Government reports	6 years
Time cards/sheets	4 years

**REAL ESTATE**

Leases	10 years*
Purchases, including title abstracts, opinions, insurance policies, sales agreements, mortgages, deeds	20 years after sale

**RESEARCH MATERIALS**

Research reports and data analysis	Permanent (final report only)
Underlying data, documentation, coding and analysis	Indefinite (review every 2 years); retain only portions necessary to document validation of the report
Data confidentiality, vendor and other research contracts	10 years*
Survey forms	
Blank	Indefinite(review every 2 years)

Completed	Until publication of final report to which it relates
<b><u>STATEMENTS OF POLICY/POSITION</u></b>	
Policy statements	For the life of the document
Testimony and final comments on rulemakings and legislation	Permanent
Press releases	1 year, except if retained for historical archive purposes
Drafts, comments, etc. prepared in the policy or comment development process	Until publication of the document to which it relates
<b><u>MEMBERSHIP</u></b>	
Admissions application files	
Approved	Until date of admission
Denied	1 year*
Terminations and resignations	1 year*
Ethics and disciplinary action files	
Files in which action was taken	1 year*
Files closed without action	30 days*
Member surveys	For the life of the document
<b><u>TAXES</u></b>	
Annual information and/or income tax returns and canceled checks (federal, state and local)	Permanent
Payroll tax returns	4 years
Property tax returns	Permanent
Sales and use tax returns	4 years
<b><u>GENERAL</u></b>	
Supporting correspondence and notes regarding patents, copyrights, licenses, agreements, bills of sale, permits, contracts, liabilities, etc.	For life of principal document which it supports
Correspondence not relating to other categories	1 year
Marketing and promotional materials, including brochures, Web site content	For the life of the materials to which it relates
Consents and "opt-out" request for facsimile and email solicitation	For life of consent or request
Historical archives (e.g., presidential speeches)	Permanent
<b><u>STANDARDS MATERIALS</u></b>	
Adopted standards	Permanent

Proposed standards, ballots, comments, etc.

For life of standard to which it relates

**LEGAL**

Claims and litigation files where Association is a party

10 years\*

Documents related to third-party subpoenas

30 days after final resolution of  
underlying action

\* An asterisk ("\*") following a number signifies that the retention period begins after final determination, payment, settlement, expiration, termination, decision, etc.

# Port of Columbia

## Policy #16-2018

### Emergency Response Policy

In the event of an emergency and/or disaster on Port Property, the following policy will govern actions taken by the Port staff.

1. The Port Manager will be the staff member in charge of emergency response coordination. If the Port Manager is not available, the Port Auditor will be in charge until the Port Manager is available.
2. The Port Manager will be the designated spokesperson, and will direct and approve any and all interaction with the press and/or with email, social media, etc. No other staff person or commissioner will be authorized to do so without prior coordination with the manager.
3. During an emergency, Port staff will go to the following places, in order of priority:
  - a. Port Office, 1 Port Way
  - b. Blue Mountain Station, 700 Artisan Way
  - c. First Congregation Church, 214 S. Second
4. The Port Manager will keep the Port Commission chair updated as much and as often as possible and necessary throughout the course of the emergency situation via cell phone and email, and may request assistance from all Port Commissioners if needed.
5. This policy authorizes the Port Manager spending authority in an emergency situation in an amount not to exceed \$50,000.
6. If an emergency or disaster brings about the need for official investigation of any kind, Port staff will make every effort to:
  - a. Make sure all investigators enter the building or disaster area at the same time, accompanied by a Port staff member.
  - b. Ask each investigator to sign a “hold harmless” agreement prior to entering the disaster area.
7. The Port staff will keep, to the best of their ability, a timeline of emergency events and preserve all information, including electronic files and pictures, as the emergency unfolds.

# Port of Columbia

## Policy #17-2018

### Workplace Bullying

#### **PURPOSE**

The Port of Columbia is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by the Port of Columbia.

This policy outlines the Port of Columbia's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Port of Columbia and employees in relation to preventing bullying in the workplace.

#### **SCOPE**

This policy covers all employees and workers, excluding outside contractors, of the Port of Columbia.

This Policy extends to all functions and places that are work-related, for example, work lunches, conferences, parties and client functions.

#### **WHAT IS WORKPLACE BULLYING?**

Workplace bullying is repeated, unreasonable behavior, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

'Repeated behavior' refers to the persistent nature of the behavior and can refer to a range or pattern of behaviors over a period of time.

'Unreasonable behavior' means that a reasonable person, having regard to all the circumstances, would expect to victimize, humiliate, undermine or threaten another person.

#### **EXAMPLES OF WORKPLACE BULLYING**

Bullying behaviors can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:

##### Direct bullying:

- (a) abusive, insulting or offensive language
- (b) spreading misinformation or malicious rumours
- (c) behavior or language that frightens, humiliates, belittles or degrades, including over criticizing, or criticism that is delivered with yelling or screaming
- (d) inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences
- (e) teasing or regularly making someone the brunt of pranks or practical jokes

- (f) interfering with a person's personal property or work equipment
- (g) consistent ignoring or interrupting of an employee in front of co-workers

Indirect bullying:

- (h) unreasonably overloading a person with work, or not providing enough work
- (i) setting timeframes that are difficult to achieve, or constantly changing them
- (j) setting tasks that are unreasonably below, or above, a person's skill level
- (k) exclusion or social isolation
- (l) withholding information that is necessary for effective work performance
- (m) deliberately denying access to resources or workplace benefit and entitlements, for example training, leave
- (n) deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers
- (o) holding someone to a different standard than the rest of the employee's work group
- (p) Excessive monitoring or micro-managing

The above examples do not represent a complete list of bullying behaviors. They are indicative of the type of behaviors which may constitute bullying and therefore unacceptable to the Port of Columbia.

A single incident of unreasonable behavior does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behavior.

A person's intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.

Bullying in the workplace is harmful not only to the target of the behavior but damages the Port of Columbia's culture and reputation. It is unacceptable and will not be tolerated.

**WHAT DOES NOT CONSTITUTE WORKPLACE BULLYING?**

Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling staff. Examples of reasonable management practices include:

- (q) allocating work fairly
- (r) fairly rostering and allocating working hours
- (s) transferring a workplace participant for legitimate and explained operational reasons
- (t) deciding not to select a workplace participant for promotion, following a fair and documented process
- (u) informing a workplace participant about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements

- (v) informing a workplace participant about inappropriate behavior in an objective and confidential way
- (w) implementing organizational changes or restructuring
- (x) performance management processes

### **COMPLAINT PROCEDURE**

If a workplace participant feels that they have been bullied, they should not ignore it. Any bullying issue should be brought to the Port of Columbia manager's attention as soon as possible. There are a number of options available to workplace participants.

### **CONFRONT THE ISSUE**

If a workplace participant feels comfortable doing so, they should address the issue with the person concerned. A workplace participant should identify the bullying behavior, explain that the behavior is unwelcome and offensive and ask that it stop.

This is not a compulsory step. If a workplace participant does not feel comfortable confronting the person, or the workplace participant confronts the person and the behavior continues, the worker should report the issue to the Port Manager. If the Port Manager is the alleged perpetrator, then the matter should be reported to the Port Auditor who will work with the chairperson of the Port of Columbia Board of Commissioners to address the issue.

If at any time, a workplace participant is unsure about how to handle a situation they should contact their manager or the manager's supervisor for support and guidance.

### **REPORT THE ISSUE**

There are two complaint procedures that can be used to resolve bullying complaints: informal and formal (detailed further below). The type of complaint procedure used depends on the nature of the complaint that is made. The aim is to ensure that workplace participants are able to return to a productive and harmonious working relationship as soon as possible.

#### **INFORMAL COMPLAINT PROCEDURE**

Under the informal complaint procedure there are a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. The manager or immediate supervisor will determine which process to follow. The possible options include, but are not limited to, the manager or immediate supervisor:

- (y) discussing the issue with the person against whom the complaint is made; and/or
- (z) facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, may not warrant disciplinary action being taken.

#### **FORMAL COMPLAINT PROCEDURE**

The formal complaint procedure involves the workplace participant making a written complaint, triggering a formal investigation of that complaint. It is appropriate for more serious allegations, or if senior management are involved. Formal investigations may be

conducted by the Port of Columbia or by an external investigator appointed by the Port of Columbia.

An investigation generally involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behavior occurred. Once a finding is made, the Port of Columbia or the external investigator will make recommendations about what actions should be taken to resolve the complaint and any appropriate disciplinary action.

If the Port of Columbia considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. In the Port of Columbia may also provide alternative duties or work during the investigation period. Generally, workplace participants will be paid their normal pay during any such period.

### **DEALING WITH BULLYING COMPLAINTS**

In handling bullying complaints, the Port of Columbia will adopt the following principles:

- (aa) Take all complaints seriously
- (bb) Act promptly
- (cc) Not victimize any person who makes a complaint, any person accused of bullying, or any witnesses
- (dd) Support all parties
- (ee) Be impartial
- (ff) Communicate the investigation or complaint process to all parties involved, including estimating length of time for resolution
- (gg) Maintain confidentiality - The Port of Columbia will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workers in order to determine what happened, to legal representatives or the Port of Columbia's senior managers. It will also be necessary to speak to those against whom the complaint has been made in order to afford fairness. All workplace participants involved in the complaint must also maintain confidentiality, including the workplace participant who lodges the complaint. Spreading rumors or gossip may expose the workplace participant responsible to a defamation claim
- (hh) Act appropriately - if a complaint is made and it appears that bullying has occurred, the Port of Columbia will endeavour to take appropriate action in relation to the complaint
- (ii) Keep records – documentation is essential. A record of all meetings and interviews stating who was present and agreed outcomes should always be maintained

### **POSSIBLE OUTCOMES**

The possible outcomes of an investigation will depend on the nature of the complaint. Where an investigation results in a finding that a person has engaged in bullying behavior, that person will be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and the other relevant factors. Where the investigation results in finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker/s and the Port of Columbia.

The Port of Columbia may take a range of disciplinary action. Examples include, but are not limited to:

- (jj) providing training to assist in addressing the problems underpinning the complaint
- (kk) monitoring to ensure that there are no further problems
- (ll) implementing a new policy
- (mm) mentoring and support from senior manager
- (nn) requiring an apology or an undertaking that certain behavior stop
- (oo) changing work arrangements
- (pp) transferring to another work area
- (qq) issuing a written warning (this can be a first or final warning depending on the circumstances)
- (rr) dismissal

#### **MANAGEMENT'S ROLE**

Managers and supervisors have a key role in the prevention of workplace bullying.

Managers and supervisors must:

- (ss) ensure that they do not bully employees, other managers or supervisors, clients or customers
- (tt) ensure that they do not aid, abet or encourage other persons to engage in bullying behavior
- (uu) ensure all staff who report to them are aware and understand this policy and their responsibility to comply with it
- (vv) ensure that all staff who report to them understand that any bullying in any form is unacceptable and will not be tolerated by the Port of Columbia
- (ww) act promptly and appropriately if they observe bullying behaviors
- (xx) ensure that all staff who report to them understand that they should report any bullying behavior
- (yy) ensure all staff who report to them are aware and understand the complaint procedures
- (zz) act promptly if a complaint is made. If this is not possible, or is inappropriate, inform the Manager or immediate supervisor as soon as possible

#### **WORKPLACE PARTICIPANT'S ROLE**

All workplace participants must:

- (aaa) understand and comply with this policy
- (bbb) sign the workplace participant acknowledgement to this policy

- (ccc) ensure they do not engage in any conduct which may constitute bullying towards other workplace participants, customers/clients or others with whom they come into contact through work
- (ddd) ensure they do not aid, abet or encourage other persons to engage in bullying behavior
- (eee) follow the Port of Columbia 's complaint procedure if they experience bullying
- (fff) report any bullying they see occurring to others in the workplace in accordance with this policy
- (ggg) maintain confidentiality if they are involved in the incident complained of

#### **BREACH OF THIS POLICY**

The Port of Columbia takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workplace participants are required to comply with this policy.

If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Port of Columbia terminated or not renewed.

If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

#### **Variations**

*The Port of Columbia reserves the right to vary, replace or terminate this policy from time to time*

## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge:

- receiving the Workplace Bullying Policy;
- that I should comply with the policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: \_\_\_\_\_

Your signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

## 2018 Capital Facilities Plan for Industrial Facilities

<b>Project/Facility</b>	<b>Estimated Completion</b>	<b>Estimated Project Cost</b>	<b>Possible Revenue Sources</b>
BMS Kitchen	2018	\$1,000	Port
BMS Tenant Improvements	2018	\$5,000	Port
BMS Infr. Extension	2018	\$20,000	Port
BMS Event Electrical	2018	\$12,000	Port
Lighting – IB #3 office	2019	\$15,000	Port/Incentive Program
Lighting – IB #4	2020	\$15,000	Port/Incentive Program
Lighting – IB #5	2021	\$10,000	Port/Incentive Program
Gutters – Port Office	2018	\$2,500	Port
Rock Hill Signage	2018	\$2,500	Port
Rock Hill Signage	2019	\$13,500	Port
BMS Signage	2018	\$7,000	Port
BMS Signage	2019	\$20,000	Port
Ind. Bldg. #1 – Roof	2019-2021	\$40,000	Port
DTM – Roof	2019-2021	\$40,000	Port
OB#2 Roof	2019-2021	\$20,000	Port
Rock Hill Landscaping	2019-2021	\$50,000	Port/Grant Fund
Rails with Trails Design	2018	\$50,000	Port/RCO
Rails with Trails D-W Trail	2020	\$3,500,000	Port/Partners/RCO
BMS Infrastructure	2020	\$100,000	Port/CERB
Wagon Rd. Improv.	2020	\$500,000	Port/WSDOT
Railroad Rehab.	2018-2020	\$2,000,000	WA ST Legislature

## Capital Facilities Plan for Lyons Ferry Marina Facility

<b>Project/Facility</b>	<b>Estimated Completion</b>	<b>Estimated Project Cost</b>	<b>Possible Revenue Sources</b>
Laundry Facility	2018	\$25,000 (\$500 Port)	Concessionaire/Port
Signage	2018	\$5,000	Port
Rental Cabins	2018	\$77,500 (\$2,500 Port)	Concessionaire/Port
Expand/Repair Boat Launch	2018	\$200,000 (\$20,000 Port)	Port/RCO
Replace Boat Moorage/Crib Wall/Docks/Walkways	2020-2022	\$1,000,000	RCO/Port
Replace/Add Upland Restroom	2020-2022	\$150,000	RCO/Port
Repair Breakwater	2030	\$1,000,000	RCO/Port