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## Port of Columbia Policies:

Policy #1 – 2025: Personnel	Pages 1-10
Policy #2 – 2025: Small and Attractive Assets – Industrial Park	Pages 11-12
Policy #3 – 2025: Port Issued Credit Cards	Page 13
Policy #4 – 2025: Portable Electronic Device	Page 14
Policy #5 – 2025: Travel Reimbursement	Page 15
Policy #6 – 2025: Sale of Real Property	Pages 16-19
Policy #7 – 2025: Railroad Right-of-Way Lease and Use	Pages 20-22
Policy #8 – 2025: Procurement and Public Works Policy	Pages 23-33
Policy #9 – 2025: Bank Account and Check Signing	Page 34
Policy #10 – 2025: Promotional Hosting	Pages 35-37
Policy #11 – 2025: Code of Conduct	Pages 38-39
Policy #12 – 2025: Rules of Procedure	Pages 40-41
Policy #13 – 2025: Small and Attractive Assets – AFC	Pages 42-43
Policy #14 – 2025: AFC Commercial Kitchen Rates, Rules & User Agreement	Pages 44-51
Policy #15 – 2025: Records Retention	Pages 52-55
Policy #16 – 2025: Emergency Response	Page 56
Policy #17 – 2025: Greenhouse Gas Emissions	Page 57
Policy #18 – 2025: Workplace Bullying	Pages 58-64

## Port of Columbia Commissioners and Staff:

**Seth Bryan:** Chair, Board of Commissioners

**Mike Spring:** Secretary, Board of Commissioners

**Johnny Watts:** Commissioner

**Executive Director**

Jennie Dickinson

**Economic Development Coordinator**

Jill Essency

**Office Manager**

Tracy Clark

## 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 #1–2025**  
**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 Executive Director 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 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 Executive Director.

***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 Executive Director 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 Executive Director;
- 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 Executive Director, 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 Executive Director 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 Executive Director.
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 Executive Director, 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 Executive Director 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. Probation status will be determined during hiring process.

**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). Each employee's status will be determined upon hiring. The Board of Commissioners must authorize any change in status. Full-time employees are eligible for full benefits, and all employees working at least 70 hours per month must participate in the Washington State Public Employees' Retirement System (PERS).

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

The Port Executive Director, any other full-time (35 hour per week minimum) staff members, and commissioners may take advantage of the Washington Counties Insurance Fund (WCIF) 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 WCIF 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 business day following the month in which the work was performed and no later than the fifth business day of that month.

**COMPENSATION SCHEDULES**

***Port Executive Director*** – \$75,000 - \$120,000 per year. Salary may be lower during probationary period as determined by the Board of Commissioners upon hiring. Increases will be determined by the Port of Columbia Board of Commissioners upon annual evaluation.

***Office Manager*** – Salary range of \$25 to \$40 per hour based on qualifications. Wage may be lower during probationary period as determined by the Executive Director. Raises will be based on performance as determined by the Executive Director and the Port of Columbia Board of Commissioners upon annual evaluation.

***Economic Development Coordinator*** – Salary Range of \$25 to \$40 per hour based on qualifications. Increases in pay will be determined by the Port Executive Director and the Port of Columbia Board of Commissioners upon annual evaluation.

***Other Hourly Employees*** – Compensation range of minimum wage to \$30 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 Executive Director and the Port of Columbia Board of Commissioners upon annual evaluation.

**BENEFITS**

***Purpose***

Regular, full-time employees as well as the Port Executive Director 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 Executive Director 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.

Commissioners may take advantage of the WCIF Health Benefit Program at their own expense.

***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 Executive Director.

***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
Juneteenth	June 19 <sup>th</sup>
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 weekday 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 Executive Director 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 is eligible to participate in Washington Counties Insurance Fund (WCIF) Benefit Program.

The Port Executive Director shall be entitled to the full WCIF benefit package including medical, vision, dental, life, EAP, and long-term disability coverage, and retirement benefits through PERS.

All other full-time personnel shall be entitled to a maximum of \$800/month toward medical coverage, as well as fully paid WCIF and PERS retirement benefits.

If the Port Executive Director 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.

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

All employees working at least 70 hours per month must participate in the Washington State Public Employees' Retirement System (PERS) program.



### ***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 Executive Director 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 Executive Director prior to each shift. In the event the employee does not notify the Executive Director 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, Family and Medical Leave Act and Washington State Paid Family and 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 service member with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin of the service member. 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.

### ***Washington State Paid Family and Medical Leave Act***

Eligible employees are entitled to take up to twelve (12) weeks in a year paid of 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. Some employees may qualify for up to sixteen (16) or eighteen (18) weeks of paid leave. To be eligible, an employee must be employed at least twelve (12) months in Washington state and must have worked eight hundred twenty (820) hours in the twelve (12) month period preceding the requested leave.

### ***WA Cares Fund***

The Washington State Legislature has created a program for long-term care that requires employers to collect premiums through employee payroll deductions and submit those premium payments to the state. The Port will collect and submit these premium payments.

**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:

Executive Director: The Port Executive Director 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

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

## Port of Columbia

### Small and Attractive Assets – Industrial Park & Lyons Ferry Marina

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. A Small and Attractive Asset is an object that is easily removable with a value of \$300 to \$4,999.99. 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.

Visual Inventory Completed Annually

Asset Item / Model	Location	Purchase Price	Serial # / Date Purchased	Condition / Surplus	Date / Initials
Portable Welder with Cart	Lyons Ferry Marina	Unknown	Unknown	Good/Using	12/10/24 - sd
Big Tex Utility Trailer	Lyons Ferry Marina	\$1,000	License #0746RX / Unknown	Good/Using	12/10/24 - sd
ViewSonic PowerPoint Projector / VS12618	Port Main Office	\$549	Ser# RCT093402153 / Unknown	Good/Using	12/5/24 - tc
Polycom Conference Telephone / SoundStation 2W	Port Conference Room	\$489	Ser# AA08095208081 / Unknown	Surplus	12/5/24 - tc
Dell Laptop Computer / Latitude 5420	Port Conference Room	Unknown	Ser# 38764844929 / Unknown	Surplus	12/5/24 - tc
Dell Laptop Computer / Precision 7520	Port Conference Room	\$2,500	Ser# 4176169130 / October 2018	Surplus	12/5/24 - tc
Toro Mower / 917.376470		\$359	010708M 000344 / March 2008	Beyond Repair/Surplus	1/3/25 - tc
Canon Digital Camera / PowerShot SX40 HS	Port Main Office	\$429.99	Ser# 422052005240 / March 2012	Good/Using	12/5/24 - tc
Black Rolling/Adjustable Chairs, Mesh Back (12)	Port Conference Room	\$1,908	May 2012	Good/Using	12/5/24 - tc
Movable/Linkable "Hexagon" Tables (6)	Port Conference Room	\$1,958.82	May 2012	Good/Using	12/5/24 - tc
Mity-Lite Black Mesh Folding Chairs (6)	Port Conference Room	\$432	May 2012	Good/Using	12/5/24 - tc
Dell Laptop Computer / Latitude E5540 Dell Monitor 21" / P2214hB & Stereo USB Sound Bar /AC511	Port Main Office / EDC – Monitor Only	\$1,916.50	Monitor Ser# cn0kw14v742614465vml / May 2014	Laptop – Surplus Monitor – Good/Using Sound Bar – Good/Storage	12/9/24 - tc 12/5/24 - tc 12/5/24 - tc
Dell Monitors 21" (4) / SE2216H	Port Main Office / Exec Dir & Off. Mgr	\$200 each	Ser# 168301191-A, 168301190-A & Ser# 168301094-A, 16830196-A / November 2016	Good/Using	12/5/24 - tc
Metal Planters (8)	Port Main Office	\$2,200	October 2017	Good/Using	12/5/24 - tc
Dell All-in-One Computer / Optiplex 7780	Port Main Office / EDC	\$2,230.04	CN-035TYV-PE200-OAD-0117-AOO / January 2021	Good/Using	12/5/24 - tc
Meeting Owl Pro / MTW200	Port Conference Room	\$986.44	Ser# M2FN14212388 / September 2021	Good/Using	12/5/24 - tc

Asset Item / Model	Location	Purchase Price	Serial # / Date Purchased	Condition / Surplus	Date / Initials
Yealink Phone / SIP T46S (3)	Port Main Office / Exec Dir, EDC & Off. Mgr	\$525.74	Ser# 3146020051633463, 3146020051633637 & 3146020051631709 / October 2021	Good/Using	12/5/24 - tc
Dell Computer / Optiplex 7040 D10U & Keyboard	Port Conference Room	\$370.26	Ser# 11593156070 / October 2021	Good/Using	12/5/24 - tc
Kitchen Table & (4) Chairs	Cameron Street Coworking	\$541.99	February 2022	Good/Using	12/10/24 - tc
Conference Table & (8) Chairs	Cameron Street Coworking	\$1,000	July 2022	Good/Using	12/10/24 - tc
Slipper Chairs (2)	Cameron Street Coworking	\$311.88	July 2022	Good/Using	12/10/24 - tc
Dell Desktop Computer / XPS 8940 D28M	Port Main Office / Off. Mgr	\$1,437.16	August 2022	Good/Using	12/9/24 - tc
Samsung Galaxy TabA8 Tablets (3) / SM-X200NZAZXAR	Commissioners Bryan Spring Watts	\$791.73	R9YT10MM9WK (B) R9YT30DC2AX (S) R9YT30DBWWE (W) /October 2022	2 – Good/Using 1 – Lost (Watts to pay for)	12/18/24 - tc
DR Pilot String Trimmer / T4X1070DMN	Port Tool Shed	\$433.59	May 2023	Good/Using	12/10/24 - tc
Dell Workstation Computer / Precision 5680 and Thunderbolt Dock	Port Main Office / Exec Dir	\$2,899.77	Ser# ER17894-23 / October 2023	Good/Using	12/5/24 - tc

# **Port of Columbia**

## **Policy #3-2025**

### **Credit Card Use**

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

- The Port Executive Director 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 Executive Director, Economic Development Director, and Office Manager 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 Office Manager.
- Purchases over \$250 must be pre-approved by the Port Executive Director. 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 Executive Director, Office Manager and credit card issuer.

#### **Setting Credit Limits**

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

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

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

**Port of Columbia**  
Policy #4-2025  
Portable Electronic Device Policy

Portable electronic devices such as phones and tablets will be provided by the Port to employees if the Port Executive Director deems it necessary for the employee to effectively do his or her job. The Port will pay all costs related to the employee's portable electronic devices, and Records Retention and Public Records Requests will be enforced for all business conducted on the portable electronic devices.

Portable electronic devices such as phones and tablets will be provided by the Port to Commissioners if the Port Commission deems it necessary through a vote of the Port Commission for the Commission to effectively do its job. The Port will pay all costs related to the Commission's portable electronic devices, and Records Retention and Public Records Requests will be enforced for all business conducted on the portable electronic devices.

Personal cell phone use 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 #5-2025**  
**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 Executive Director 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 #6-2025**  
**Sale of Real Property**

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

**A. Policy.** In accordance with RCW 53.08.090 and RCW 53.20.010, the Port of Columbia Governing Board may declare 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, it is needed for furtherance of the Port’s economic development goals, and if it can be sold for a reasonable return. It is therefore the policy of the Port to dispose of real property in which the Port holds a free interest, where such property is surplus to its current or future needs, or will assist with improving the local economy, where such disposition would afford the Port a reasonable return from the transaction, and the surplus or sale is consistent with the Port’s Comprehensive Plan. For purposes of this Chapter, the definition of “reasonable return” means sale at an amount equal to, or greater than fair market value if sold by negotiated sale, or to best bidder as described in RCW 53.25.150(2) if sold by sealed bid or auction. 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 allowed by state law:

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 Executive Director based on Columbia County actual property sales, 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 following standards set by RCW.

**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 Executive Director.

## **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 RCWs or 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 requests 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 at the time the appraisal is completed.

3. If property is disposed of by means of sealed bid or auction, the bidding process will determine current fair market value. However, the commission may still require an appraisal to determine if any bids meet the minimum acceptable price. The commission is not required to accept any bid that does not meet the minimum acceptable price as determined by the commission and/or the appraisal. If the commission accepts any bid, it shall be that of the best bidder, and in determining the best bid, the commission may also consider the nature of the proposed use and the relation thereof to the improvement of the harbor and the business and facilities thereof per RCW 53.25.150(2)

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 #7-2025**  
**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 projectsite.

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 #8-2025

### Procurement and Public Works Policy

#### **Contents:**

Public Works  
Personal, Professional and Purchased Services  
Federally Funded Projects - Special Provisions  
Conflicts of Interest

The Port of Columbia (the "Port") delegates certain authority to its Executive Director by way of annual resolutions ("Delegation of Authority") that contains policy directives, including limitations on dollar amounts for contracts entered into without Port Commission preapproval. The portions of the Delegation of Authority related to procurement and public works are hereby incorporated by reference.

#### **Definitions**

Consultant: A consultant is an independent individual or firm contracting with a port to perform a service or render an opinion or recommendation according to the consultant's methods and without being subject to the control of the port except as to the result of the work. (RCW 53.19.010(3)) For the purposes of this policy, professionals such as architects/engineers, and consultants working under Purchased Services, and Personal Services are included.

Emergency: Set of unforeseen circumstances beyond the control of the port that either: present a real, immediate threat to the proper performance of essential functions; or may result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 53.19.010(4))

Personal Services: Professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement, which may not reasonably be required in connection with a public works project meeting the definition in RCW 39.04.010(4). "Personal service" does not include purchased services as defined in RCW 53.19.010(8) or professional services procured using the competitive selection requirements in Chapter 39.80 RCW (A&E) (RCW 53.19.010(6)).

Piggybacking: Allows any public agency to use the bid of another public agency for its own purposes if the awarding agency met their own bidding requirements.

Prevailing Wages: All contracts that engage in a public works project or an ordinary maintenance contract must pay Prevailing Wages as specified under the Washington State Prevailing Wage law. In the case of a project using federal funds where Davis-Bacon Act requirements are applicable, the higher of the state or federal prevailing wages will be used.

Professional Services: this category includes Architects (RCW 18.08), Engineers and Land Surveyors (RCW 18.43), and Landscape Architects (RCW 18.96). These services do not have a specified dollar threshold and are not subject to prevailing wage requirements. Professional services are procured using the qualifications-based- selection requirements in Chapter 39.80 RCW.

Ordinary Maintenance: The term "ordinary maintenance" is generally held to be reoccurring



normal maintenance performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken or work that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary.

Public Agency: Any agency of the United State; any Indian tribe recognized as such by the federal government; and any political subdivision of another state.

Public Work: A public work, per RCW 39.04.010(4) means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the port. Public works must follow guidelines as outlined in the general rules for public works found at Chapter 39.04 RCW and specific rules for port districts found at RCW 53.08.120. The definition of "public work" excludes "ordinary maintenance."

Purchased Services: Services provided by vendors for routine, necessary and continuing functions of a local agency, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision making.

Qualifications -Base-Selection (QBS): A competitive procurement process in which consulting firms submit qualifications and/or a non-cost proposal to the port district. The distinguishing feature of QBS over the other types of consultant selection is that price is not used as a selection criterion.

Sole Source Consultant: A consultant providing professional or technical expertise of such a unique nature that the consultant is clearly and justifiably the only practicable source to provide the personal service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the consultant. (RCW 53.19.010(9))

## PUBLIC WORKS

**Four Essential Requirements for Public Works Contracts.** All public works require that:

1. The contractor selection method must comply with one of the allowed methods under Washington law. The various selection methods are discussed below.
2. The Port should withhold up to 5% of each payment to the contractor (unless otherwise allowed by statute) until the end of the project. This is the "retainage" and is explained in more detail in the *Retainage* section below (See Chapter 60.28 RCW).
3. The selected contractor must provide a performance bond or other surety. This requirement is explained in more detail in the *Performance Bond* section below (See Chapter 39.08 RCW).
4. The selected contractor must pay its employees, at a minimum, the "Prevailing Wage" established pursuant law. This requirement is explained in more detail in the *Prevailing Wage* section below (See, Chapter 39.12 RCW).

**Methods for Selecting a Contractor for Public Works.** Washington law provides port districts with several procedures to select a contractor to undertake a public work.

1. **Published bid and award to lowest responsive and responsible bidder on a set of plans and specifications created by the Port.** This method provides for a bid process on a set of plans and specifications. These contracts must be awarded after published bid, are generally awarded to

lowest responsive and responsible bidder, and may include the use of supplemental bidder responsibility criteria. (See, RCW 53.08.120 and RCW 39.04.350).

2. **Published bid and award to the “best bidder” submitting their own plans and specifications.** In this method, the Port specifies the desired performance and then selects the best bid. (For example, the Port could seek the erection of a building of a certain size, and each bidder could propose plans for the building.) The lowest price is not necessarily determinative. (See, RCW 53.08.120).
3. **Small Works Roster.** For projects with a price less than \$300,000, the Port may utilize the small works roster process as described below, seeking quotes via telephonic, written or digital communications. Rosters used will be: a) an in-house small works roster, provided this option has been properly advertised annually; OR b) via contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for use by Port Districts on small public works contracts. A third alternative for small works procurement involves using another agency's contract to cooperatively purchase small public works in accordance with RCW 39.34.030, provided the cooperative agreement is in place.

Here, the Port District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes, as applicable. Instead, the Port District may use its own Small Public Works Roster or MRSC's. Under either of these, the Port will invite proposals from up to five appropriate contractors on the roster, if that many exist on the roster, unless the project is small enough to qualify under the "Limited Public Works Process" defined by RCW 39.04.155(3), in which case the minimum may be three, in lieu of advertising for bids, and select the best bid. In the alternative, the Port will invite quotes from at least five contractors on the roster who have indicated the capability to perform the work. If the Port uses this alternative for projects of \$250,000 or more, contractors not asked for bids will be notified that quotes are being sought. The lowest price is not necessarily determinative. (See RCW 53.08.120).

4. **Small Works Procedure.** The following procedures should guide the use of the Small Works Roster for public works:
  - a) For projects with a price of less than \$300,000, the Port will utilize the small works roster to award contracts for construction, building, renovation, remodeling, alteration, repair or improvement of real property.
  - b) The small works roster shall consist of all responsible contractors who have requested to be on the list, and where required by law are properly licensed or registered to perform such work in the state of Washington. Once a year the Port will publish in a newspaper within the jurisdiction a notice of the existence of the roster and solicit the names of contractors for such

roster. Responsible contractors will be added to the roster at any time they submit a written request and necessary records.

- c) Contractors will remain on the small works roster until 60 days past the last date the annual solicitation is published. If they have not renewed their application at the end of the 60 days, they will be removed from the roster.
- d) The Port will invite proposals from all appropriate contractors on the roster, in lieu of advertising for bids, and select the best proposal. The Port will invite proposals from contractors on the roster who have indicated the capability to perform the work.
- e) When utilizing proposals from the small works roster, the managing official shall give weight to the contractor submitting the lowest cost and best proposal, and whenever it would not violate the public interest, such contracts shall be distributed equally among contractors, including minority contractors, on the small works roster. The lowest price is not necessarily determinative (See RCW 53.08.120).
- f) Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- g) Immediately after an award is made, the proposals obtained shall be recorded, open to public inspection, and available by telephone or electronic request.
- h) Port may not favor certain contractors on the small works roster over other contractors on the same roster who perform similar services.

5. **Direct Award for Projects Less Than \$40,000.** Port districts, unlike any other Washington governments, may award contracts for a total project less than \$40,000 to a selected contractor. The Port must utilize and document its "best effort to reach out to qualified contractors, including certified minority and woman-owned contractors." (See RCW 53.08.120).

6. **Three-Year Unit Price Contracts.** Port districts, unlike any other Washington governments, may award a unit priced contract for all material and labor to be delivered over a three-year period (for example all the painting needs of the Port for three years based upon a unit price of materials and a unit cost of labor, for an indefinite quantity of work). These contracts can be extended for one year. These contracts must be awarded to the lowest responsive and responsible bidder and may include the use of supplemental bidder responsibility criteria (See RCW 53.08.120 and RCW 39.04.350). Unit priced contractors shall pay prevailing wage for all work that otherwise would be subject to the requirements of Chapter 39.12 RCW. Intents and affidavits for prevailing wage shall be submitted annually for all work completed within the previous twelve-month period.

**Retainage for Public Works Contracts.** In all public works contracts, the Port should reserve a contract retainage not to exceed 5% of the moneys earned by the contractor as a trust fund for the protection and payment of (i) claims of any person arising under the contract; and (ii) the state with respect to taxes, increases, and penalties which may be due from such contractor. There are alternatives available to reduce the amount of the retainage during the contract or substitute another surety for the retainage after the contract completion. (See RCW 60.28.011).

For projects awarded under the small works roster process, ports may waive the retainage

requirements of RCW 60.28.011(1)(a), thereby assuming liability for contractor's nonpayment of laborers, mechanics, subcontractors, material, persons, and suppliers, and taxes, increases, and penalties under Titles 50, 51, and 82 RCW that may be due from the contractor for the project. (See RCW 39.04.155(2)(f)).

**Performance Bond for Public Works Contracts and Ordinary Maintenance Contracts.** All contractors that engage in a public works project or an ordinary maintenance contract must provide to the Port a "good and sufficient" bond to ensure (i) faithful performance of all the provisions of the contract, (ii) payment of all workers, suppliers and subcontractors, and (iii) payment of all taxes and penalties. For contracts of \$150,000 or less, a contractor may elect a 10% retainage in lieu of a bond. (See RCW 39.08.010).

**Prevailing Wage for Public Works Contracts and Ordinary Maintenance Contracts.** All contractors that engage in a public works project or an ordinary maintenance contract must pay Prevailing Wages. It is the responsibility of the contracting employee to notify the vendor of prevailing wage requirements and obtain compliance documentation prior to awarding any public works contract or ordinary maintenance contract. (See RCW 39.12.030).

Public works contracts and ordinary maintenance contracts will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law. The department head or designee managing the project is responsible for collecting compliance documents. Failure to follow prevailing wage laws will result in delayed or denied payment to the vendor. The Port cannot pay for public works projects or ordinary maintenance contracts that are in violation of prevailing wage laws. See Contracts Administrator for more information. In the case of a project using federal funds where Davis-Bacon Act requirements are applicable, the higher of the state or federal prevailing wages will be used.

Any contractor performing any type of public work or ordinary maintenance for the Port must file prevailing wage forms (Intent to Pay Prevailing Wages and Affidavit of Wages Paid) with the Washington State Department of Labor and Industries (L&I), no matter what the cost of the service or work. This includes owner/operators and all subcontractors. A combined form can be used for projects under \$2,500. Contractors must also file weekly certified payroll reports with L&I for all prevailing wage jobs. The Port is not responsible for reviewing or checking the reports. (See RCW 39.12.040 and RCW 39.12.120).

**Ordinary Maintenance Contracts Requirements and Methods.** Two Essential Requirements for Ordinary Maintenance Contracts. All ordinary maintenance contracts must:

- a) Comply with the Port of Columbia's internal policies for selection of the contractor.
- b) Require that the selected contractor pay its employees, at a minimum, the "Prevailing Wage" established pursuant law. This requirement is explained in more detail in the *Prevailing Wage* section above (See Chapter 39.12 RCW).

**Methods for Selecting a Contractor for Ordinary Maintenance.** There is not a selection method required by state law, and retainage is not a requirement for ordinary maintenance contracts.

## PERSONAL, PROFESSIONAL AND PURCHASED SERVICES

**Contracts for Acquisition of Utilities, Materials, Equipment, Supplies, and Services.** The Executive Director 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 Executive Director 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.

**Competitive Bidding Requirements – Exemptions (RCW 39.04.280).** The Executive Director 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 condition
- 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.

**Architectural, Engineering, and Technical Services, Including Surveyors, Interior Designers and Landscape Architects.** The Executive Director 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 Executive Director 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 seventy-five thousand dollars (\$75,000.00), 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 dollars (\$25,000.00), 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.

**Professional Services.** Except as provided in Section VI, the Executive Director 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 Executive Director may arrange for such services where the estimated cost of the proposed service does not exceed the amount of fifty thousand dollars (\$50,000.00), and the funds are within the approved appropriate annual budget.

The Executive Director 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.

**Personal Services.** Except as provided in Section VI, the Executive Director 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 Executive Director may arrange for such services where the estimated cost of the proposed service does not exceed the amount of fifty thousand dollars (\$50,000), and the funds are within the approved appropriate annual budget.

**Sample List:** The following list provides samples of some of the types of consultant services that may be considered as Personal Services under the statute (this list is not all- inclusive).

- Accounting services
- Aerial mapping (if not related to a public works project)
- Analysis and assessment of processes, programs, fiscal impact, compliance, systems, etc.
- Appraisal services
- Certification service
- Economic analysis and consultation
- Environmental planning, technology, studies (except when part of a public works project)
- Executive recruitment

- Financial services
- Feasibility study services (if not related to public works project)
- Foreign trade representative services
- Grant writing
- Graphic design services
- Inventory services
- Lobbying services
- Labor negotiations and labor relations services
- Management consulting marketing services to include identifying market opportunities, conduct marketing programs, planning, promotion, market research surveys, etc.
- Medical and psychological services
- Organization development
- Public relations services
- Promotional services
- Strategic planning
- Training

**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 Executive Director without prior approval of the Commission for amounts not to exceed 10% of the last Commission approved total, or fifty thousand dollars (\$50,000.00), whichever is less, provided the funds are within the approved appropriate annual budget.

#### **FEDERALLY FUNDED PROJECTS - SPECIAL PROVISIONS**

The purpose of this policy is to implement the requirements of federal guidance, when applicable, with regards to procurement of goods and services and the bidding on public contracts for public works, goods, services, supplies, and materials. It is the Port's policy to follow state and, when applicable, federal requirements with regard to the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts, and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud, waste, and favoritism in their award. For federally funded purchases and contracts, the purpose of this policy is to also ensure that there is no abuse of federal funds and that all allowable costs are accorded consistent treatment.

Procurements using federal funds must meet all of the applicable federal, state and local government specific requirements. The most restrictive threshold or method must be used. If there are no state laws or local policies that pertain to the item/service being procured, federal procurement standards will apply as outlined in Federal Uniform Guidance 2 CFR §200.

**Purchasing Code of Ethics.** No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit

from a firm considered for a contract.

The officers, employees, and agents of the Port may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken against any employee, up to and including termination, for any violation of these ethics standards.

**Procedures.** The Port will avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

*Subpart D of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - 2 CFR 200* ("Uniform Guidance") provides the federal requirements for procurement.

When federal funds are used to pay for all or a portion of goods and services, federal regulations require that the Port ensure compliance with:

- State laws and Port policies related to procurement. Federal procurement requirements apply if there is no corresponding state law covering bid requirements;
- Suspension and Debarment at [www.sam.gov](http://www.sam.gov);
- Davis-Bacon Act (prevailing wage) requirements.

At any dollar amount, the most restrictive of federal, state, or Port-policy level requirements will be met.

The Uniform Guidance allows for five options for the procurement of materials, supplies, equipment, services, including professional services, or public works:

1. **Small Purchase Procedures.** Price or rate quotations must be obtained from an adequate number of qualified sources for purchases of services, supplies, or other property costing less than the Simplified Acquisition Threshold, currently set at \$250,000. The Simplified Acquisition Threshold is periodically adjusted for inflation. (See 2 CFR § 200.88, and Office of Management and Budget ("OMB") Memorandum M- 18-18).
2. **Formal Sealed Bids.** Advertise for purchases costing the Simplified Acquisition Threshold (\$250,000) or more. If this method is used, there are specific requirements that apply at 2 CFR §200.320(c)(2).
3. **Competitive Proposals (RFP/RFQ).** Advertise for competitive proposal purchases meeting or exceeding the Simplified Acquisition Threshold. However, there is no threshold for Professional Services (Architects/Engineers), whereby price is not a factor in the selection. If this method is used, there are specific requirements that apply at 2 CFR §200.320(d)(1)-(5).
4. **Noncompetitive Proposals.** A non-competitive purchase occurs when the Port determines



competition is inadequate, the item or service is available only from a single source of supply, or there is an emergency situation where competitive bidding would cause an unreasonable delay.

5. **Micro Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the Micro-Purchase Threshold, currently set at \$10,000 (\$2,000 for public works). Micro-purchases may be awarded without soliciting competitive quotations if the Port considers the price reasonable. To the extent practicable, the Port must distribute micro-purchases equitably among qualified suppliers. The Micro-Purchase Threshold is periodically adjusted for inflation. (See 2 CFR § 200.67 and OMB Memorandum M-18-18)

In all cases, the Port will maintain records sufficient to support its procurement decisions. These records will include:

- The rationale for the method of procurement;
- Selection of contract type;
- Contractor selection or rejection; and
- Basis for contract price

### **Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services, the Port will ensure the vendor is not suspended or debarred from participating in federal assistance programs. Documentation of the verification of this status shall be maintained by the Port.

## **CONFLICTS OF INTEREST**

An organizational conflict of interest exists when the services to be performed may result in an unfair competitive advantage to the consultant or impair is objectivity in performing the services.

Personal conflicts of interest can also arise. Ports are subject to the "Code of Ethics for Municipal Officers" (the "Code"). The Code governs "municipal officers," defined to include "all elected and appointed officers of a municipality, together with all deputies and assistances of such an officer, and all persons exercising or undertaking to exercise any of the powers or functions of a municipal officer." (See RCW 42.23.020(2)).

The Code prohibits a municipal officer from having a beneficial interest in a contract made under the municipal officer's supervision or for the benefit of his or her office. Contracts made in violation of this provision are void. Certain interests in contracts are deemed a "remote interest" and are not prohibited; however, an official with a remote interest must not participate in selecting the contractor and those remote interests must be disclosed to the governing body and noted in the official minutes prior to the formation of the contract (See RCW 42.23.030 through .050).

Three key exceptions to the conflict-of-interest prohibition are applicable to ports:

1. The first is the employment of any person by a municipality for unskilled day labor at wages not exceeding one thousand dollars in any calendar month (See RCW 42.23.030(5)).
2. The second is the letting of any other contract in which the total amount received under the contract or contracts by the municipal officer or the municipal officer's business does not exceed one thousand five hundred dollars in any calendar month. (See RCW 42.23.030(6)(a)).
3. The third arises when the Port leases Port property to a municipal officer or to a contracting party in which the municipal officer may be beneficially interested if a board of three disinterested appraisers and the superior court where the property is situated finds that all terms and conditions of the lease are fair to the Port and in the public interest. The appraisers must be appointed from members of the American Institute of Real Estate Appraisers by the presiding judge of the superior court (See RCW 42.23.030(7)).

A municipal officer may not vote in the authorization, approval, or ratification of a contract in which he or she is beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. The interest of the municipal officer must be disclosed to the governing body and noted in the official minutes or similar records before the formation of the contract. (See RCW 42.23.030).

The Code also identifies certain "prohibited acts" for municipal officers:

- a) Using his or her position to obtain special privileges or exemptions for himself, herself, or others;
- b) Directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the employing municipality in connection with the officer's duties;
- c) Accepting employment or engaging in a business or professional activity that the officer might reasonably expect would require or induce him or her to disclose confidential information gained by virtue of his or her official position; and
- d) Disclosing confidential information gained by reason of the officer's position or using such information for personal gain (See RCW 42.23.070).

**Port of Columbia**  
**Policy #9-2025**  
**Bank Account and Check Signing**

The Port of Columbia holds two bank accounts, one at Bank of Idaho and one at 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 Bank of Idaho 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 \$1,000.
- Individual checks written on this account may not exceed \$250.
- Checks shall require one signature.

**Port of Columbia**  
**Policy #10-2025**  
**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 Executive Director 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 Executive Director 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 Executive Director 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 or 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 #11-2025

### 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 #12-2025

### 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 Executive Director 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 Executive Director 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 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 Executive Director and asking for an item to be placed on the agenda prior to a meeting. The Executive Director 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

### Small and Attractive Assets – Artisan Food Center

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. A Small and Attractive Asset is an object that is easily removable with a value of \$300 to \$4,999.99. 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.

Visual Inventory Completed Annually

Asset Item / Model	Location	Purchase Price	Serial # / Date Purchased	Condition / Surplus	Date / Initials
Cosco Fabric Seat & Back Folding Chairs (24) / 14-885-BCH	Commercial Kitchen	Unknown	Unknown	Good/Using	1/2/25 – tc
Euromax Canopy (2)	BMS Storage / Events	Unknown	Unknown	Good/Using	1/2/25 – tc
Regency 24" x96" Stainless Work Tables (4)	Commercial Kitchen	\$699.68	September 2013	Good/Using	1/2/25 – tc
Seville Classics Heavy Duty Rolling Storage Cabinets (3)	Commercial Kitchen	\$833.25	May 2014	Good/Using	1/2/25 – tc
Trinity EcoStorage NSF 5 - tier All-purpose 36" Wide Chrome Shelving Rack (7)	Commercial Kitchen	\$648.54	July 2014	Good/Using	1/2/25 – tc
48" Round Folding Tables (4)	Commercial Kitchen	\$340.00	November 2014	Good/Using	1/2/25 – tc
Bistro Set (2)	Common Areas on Front Walkway	\$385.00	April 2015	Good/Using	1/2/25 – tc
Used Hobart 600 Series Mixer	Commercial Kitchen	\$4,500.00	May 2015	Good/Using	1/2/25 – tc
Husky Steel Display Shelves (7)	Market	\$580.46	September 2015	Good/Using	1/2/25 – tc
Outdoor Steel Trash Receptacle (2)	Grounds	\$918.00	March 2016	Good/Using	1/2/25 – tc
Outdoor Steel Recycling Receptacle (1)	Grounds	\$469.00	March 2016	Good/Using	1/2/25 – tc
Kitchen Aid Mixer	Commercial Kitchen	\$370.72	September 2020	Good/Using	1/2/25 – tc
Globe G10 Meat slicer	Commercial Kitchen	\$1,158.80	October 2020	Good/Using	1/2/25 – tc
Commercial Microwave / Solwave	Commercial Kitchen	\$335.40	June 2022	Good/Using	1/2/25 – tc
Waring 2.5 Qt. Food Processor / WFP11S	Commercial Kitchen	\$666.66	December 2023	Good/Using	1/2/25 – tc
Yoli Canopy (4)	BMS Storage / Events	\$435.56	July 2023	Good/Using	1/2/25 – tc
Euromax Canopy (4)	BMS Storage / Events	\$1,056.16	July 2024	Good/Using	1/2/25 – tc
Penza Stacking Chairs (20)	BMS Storage / Events	\$325.96	July 2024	Good/Using	1/2/25 – tc

<b>Asset Item / Model</b>	<b>Location</b>	<b>Purchase Price</b>	<b>Serial # / Date Purchased</b>	<b>Condition / Surplus</b>	<b>Date / Initials</b>

# Port of Columbia

## Policy #14-2025

### 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 Card posted on the bulletin board while in production or be under the supervision of a person with a Food Handler's Card.
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 in the enclosure behind the Artisan Food Center. Please turn off equipment, lights and lock doors before leaving. Each user is responsible for their own recycling, there is no recycling on site.
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
_____ USER MAILING ADDRESS	_____ CITY	_____ ZIP CODE
_____ USER EMAIL ADDRESS	_____ USER PHONE NUMBER	
_____ USER'S BUSINESS NAME	_____ APPROVED BY (Port staff member)	

**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 the Market Manager 509-731-3746.

## **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

- 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 cover. Wear clean outer garments. Wash hands frequently and thoroughly before starting work, after each absence from the workstation, 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 Cards and Other Permit Info

### **FOOD HANDLER'S CARD**

All users of the kitchen must hold a Food Handler's Card or be supervised by a person on the premises who holds a card. A Food Handler's Card, also referred to as a Food Worker Card, can be obtained 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](#)) 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 112 N. 2nd Street, Dayton WA or at (509) 382-2181 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:

[https://cms.agr.wa.gov/WSDAKentico/Documents/DO/RM/RM/23\\_WSDAFoodProcessorLicenseAndFacilities.pdf](https://cms.agr.wa.gov/WSDAKentico/Documents/DO/RM/RM/23_WSDAFoodProcessorLicenseAndFacilities.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 <https://agr.wa.gov/departments/food-safety/food-safety>, 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 112 N. 2nd 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, Sanitation and Safety Rules, Health and Cleanliness Rules, and Food Handler's 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.
3. Call 509-382-2577 or email [auditor@portofcolumbia.org](mailto:auditor@portofcolumbia.org) to set up a time to sign the agreement, and get the code to the kitchen door. All users must sign a *User Agreement* prior to working in the kitchen and pay the following fees and deposits:
  - ✓ **\$15 per hour kitchen use fee, invoiced at the end of the month.**
  - ✓ **\$25 late fee assessed at the end of each month if any payment is past due.**
  - ✓ **\$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 Card**. A Food Handler's Card can be obtained 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 Executive Director  
1 Port Way, Dayton, WA 99328  
[jennie@portofcolumbia.org](mailto:jennie@portofcolumbia.org)  
509-382-2577 office, 509-520-4341 cell

# Port of Columbia

## Policy #15-2025

### Public Records Retention & Access

#### **Public Records Act**

The purpose of the Public Records Act is to provide the public with full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of government. The Public Records Act provides a statutory framework by which to administer access to public records.

The Port is required by RCW 42.56.100 to adopt and enforce reasonable rules and regulations, consistent with the intent of the Washington State Public Records Act (PRA), referenced in RCW Chapter 42.56 and the Model Rules of WAC 44-14, and to provide access to public records, protect records from damage and disorganization, and to prevent excessive interference with other essential functions of the Port. The Port is also required to protect certain public records from disclosure subject to various legal exemptions.

Reference:

- RCW 42.56, Public Records Act-  
<https://app.leg.wa.gov/RCW/default.aspx?cite=42.56>
- Chapter 44-14 WAC Public Records Act -Model Rules  
<https://app.leg.wa.gov/wac/default.aspx?cite=44-14-040>

The Port expects all employees and elected officials to fully comply with any published records retention or destruction policies and schedules and provide records upon request in response to a public records inquiry from the public. Employees and elected officials 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.

#### **Record Retention Schedule**

The Port is required by law to follow the Local Government Common Records Retention Schedule (CORE) set by the Washington State Local Records Committee through the Secretary of State's office. Because this schedule is updated frequently, it will not be listed in this policy. Staff and elected officials may find the most current schedule at

<https://www.sos.wa.gov/archives/recordsmanagement/local-government-records-retention-schedules---alphabetical-list.aspx>.

**Definitions:**

**Active Record:** An active record is used in an office on a routine basis and accessed at least several times per year. Active records are usually kept on-site.

**Archival (Appraisal Required) Record:** Public records with archival (appraisal required) designation are records which may possess enduring legal and/or historic value and must be appraised by Washington State Archives on an individual basis. Records not selected for retention by Washington State Archives may be disposed of after appraisal.

**Archival (Permanent Retention) Record:** Public records with archival (permanent retention) designation are records which possess enduring legal and/or historic value and must not be destroyed. These records need to either be transferred to Washington State Archives or retained and preserved according to archival best practices until such time as they are transferred to Washington State Archives.

**Essential Record:** Essential records are those the Port must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary to resume core functions following a disaster. Security backup of these public records should be created and may be deposited with Washington State Archives.

**Inactive Record:** An inactive record is used or accessed in an office infrequently or no longer used in the conduct of current business, but is still required to be kept by the retention schedule for legal or historical purposes. Inactive records are usually stored off-site.

**Public Record:** RCW 40.14.010 defines public record as "...The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

RCW 42.56.010(3) defines a public record as "...any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics..."

If there is a conflict in the two definitions the Port, subject to legal review, will apply the broadest definition.

**Records Disposition:** Disposition is the action taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to archives and destruction.

Retention Schedule: The retention schedule consists of tables setting out requirements adopted by the Washington State Local Records Committee which specifies the length of time each record series will be retained by the agency, whether the record is designated essential, archival, or potentially archival, and final disposition of the record.

Writing: RCW 42.56.010(4) states: "Writing means handwriting, typewriting, printing, photo stating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated."

### **Access to Public Records**

The Port shall provide for inspection and copying of requested public records as provided in this policy, unless such records are exempt from disclosure under RCW 42.56 or other law under which disclosure is regulated. Port staff shall provide assistance to requesters in obtaining the public records they seek.

A Public Records Officer will be named by the Port and will oversee compliance with the Public Records Act. The name and contact information of the Public Records Officer will be posted on the Port's website at <https://portofcolumbia.org/contact-us/public-records-requests/>. The Port's public records officer may delegate the responsibilities of processing requests to other staff.

Public records requests can be made in person, by mail, fax, or electronically. All requests must be submitted in writing using the Port of Columbia Request for Information form available at the Port of Columbia office or on our website at <https://portofcolumbia.org/contact-us/public-records-requests/>.

Port of Columbia Public Records Officer:

Jennie Dickinson

1 Port Way

Dayton, WA 99328 509-382-2577

509-382-8993 fax

auditor@portofcolumbia.org

Requestors must ask for identifiable records or classes of records that the Port can reasonably locate even though they are not required to specifically state the exact record sought. For example, using inexact phrases such as "relating to" a topic (such as "all records relating to the property tax increase") will need clarification from the requester to determine what records fairly and directly address the topic.

Public records are available for inspection at the port office Monday through Friday from 10:00 A.M. to 4:00 P.M (excluding legal holidays). Any review of records must not disrupt regular port business and an appointment with 48 hours minimum notice is required. Records may not be removed from the premises and may not be disassembled or altered in any way. Upon receiving a request for records, the Port shall, within five (5) business days, respond by: (1) providing the record, (2) acknowledging receipt of the request and providing a reasonable estimate of the time the Port will need to respond to the request; or (3) denying the records request. Additional time may be required to respond to a request because of the need to seek clarification, locate and assemble the information requested, notify third parties or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request (RCW 42.56.520). Once the records have been assembled, you will be notified that the records are available for your review. Copies of records can be requested after the review is completed, or you may request to have copies made without conducting a review of the files. An invoice will be included with all electronic records requests when charges for scanned documents have been incurred.

#### Fee Rates:

- No charge for records requests to be supplied via email where an electronic copy already exists
- 5 cents per side, per scanned page for standard letter, legal and 11" x 17" documents
- 15 cents per side, per photocopied page, for letter and legal-size copies of documents
- 25 cents per side per photocopied page, for color and 11"x17" documents
- Payment for copies must be made by check or money order payable to the Port of Columbia (cash and credit/debit cards are not accepted).



**Port of Columbia**  
**Policy #16-2025**  
**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 Executive Director will be the staff member in charge of emergency response coordination. If the Port Executive Director is not available, the Office Manager will be in charge until the Port Executive Director is available.
2. The Port Executive Director 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 Executive Director.
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 Executive Director 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 Executive Director 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 #17-2025**  
**Greenhouse Gas Emissions Policy**

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.

The Port recognizes that by improving energy efficiency in operations, installing electric car charging stations, supporting renewable energy generation, and implementing other strategies it can not only reduce greenhouse gas emissions, but also support economic development initiatives that benefit the community.

The Port will continue its efforts to reduce greenhouse gas emissions through action, policy, education, and infrastructure development as new technologies and budget considerations allow.

# Port of Columbia

## Policy #18-2025

### 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 rumors
- (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. Executive Directors 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 Executive Director'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 Executive Director. If the Port Executive Director is the alleged perpetrator, then the matter should be reported to 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 Executive Director or the Executive Director'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 Executive Director or immediate supervisor will determine which process to follow. The possible options include, but are not limited to, the Executive Director 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. 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 endeavor 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 Executive Directors. 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 endeavor 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 Executive Director
- (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**

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

Executive Directors and supervisors must:

- (ss) ensure that they do not bully employees, other Executive Directors 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 Executive Director 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: \_\_\_\_\_