

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Thursday, December 14, 2017 -- 1:00 p.m.**  
**SCHEDULED REGULAR MEETING MINUTES**  
All motions approved unanimously unless otherwise stated.

**CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE**

The Port of Clarkston’s regular meeting for December 14, 2017 was brought to order at the Port of Clarkston office by Commission Chairman, Wayne Tippett, at 1:00 p.m. with the Pledge of Allegiance. A quorum was present.

**ROLL CALL:**

- |  |                                 |
|--|---------------------------------|
| [P] Commissioner Marvin Jackson            | [P] Commissioner Rick Davis     |
| [P] Commissioner Wayne Tippett             | [P] Port Manager – Wanda Keefer |
| [P] Port Auditor/Bookkeeper - Jennifer Bly | [P] ED Assistant – Beth Larson  |

**CONSENT AGENDA**

1. Approved absence (not applicable)
2. Approval of Minutes – Commission Meeting November 9, 2017; Pioneer Ports Meeting November 9, 2017
3. Review of Accounts Receivable
4. Approval of Vouchers

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Tax Deposit	EFT	11/11/2017	\$ 590.24
Payroll (vacation payout)	20328	11/11/2017	\$ 1,311.28
Payroll (Regular)	20329-20340	11/15/2017	\$11,121.93
Tax Deposit	EFT	11/15/2017	\$ 2,561.74
Expenses	20341-20355	11/28/2017	\$22,265.85
Tax Deposit	EFT	11/28/2017	\$ 230.28
Payroll (vacation payout)	20356	11/28/2017	\$ 688.56
Payroll (Regular)	20357-20366	11/30/2017	\$15,329.28
Expenses	20367-20403	12/14/2017	\$23,769.92

**Motion to approve consent agenda as presented was made by Commissioners Davis/Jackson. Motion carried.**

**GENERAL PUBLIC COMMENTS** -- None

**NEW BUSINESS:**

1. Addendum to Master Fiber Lease – recommended by Port of Whitman (program administrator) and Port attorney. The proposed change would modify the insurance amounts required. All of those concerned would like all of the administered leases to be the same; so our leases would need amended to accomplish this. **Motion made by Commissioners Jackson/Davis approving the amendment to all of the fiber leases and authorizing the Manager to sign the amendment. Motion carried.**
2. PUD request to expand turnaround area by lift station at Turning Pointe Business Park: **Motion made by Commissioners Jackson/Davis allowing PUD to expand the**

**turnaround area by the lift station at Turning Pointe Business Park. Motion carried.**

3. L/C Valley Veterans Memorial Wall (relinquishment of project by project sponsors): The Port received a letter from Veterans saying that the Veterans wall project to be installed at Granite Lake Park is cancelled. The volunteers will be concentrating their efforts at the Lewiston memorial.
4. We received three bids on shop building Foundation. They are lower than before but still high. **Motion made by Commissioners Jackson/Davis to reject all bids on the steel building foundation. Motion carried.** The Port Manager was authorized to go out to bid on a pole building instead.
5. Potential lease of crane dock area for LCSC equipment for licensing CDL drivers (discuss after Executive Session) Larry Schroeder was present and asked if this equipment would conflict with this tour boat industry. **At the conclusion of executive session, Commissioners Tippet and Jackson voted approved a one-year lease for LCSC. Commissioner Davis voted nay. Motion carried, but not unanimously.**

#### **RESOLUTIONS:**

1. Resolution 2017-06 – A Resolution for the Port of Clarkston Setting a Budget for 2018. **Motion made by Commissioners Jackson/Davis approving Resolution 2017-06 as presented. Motion carried.**
2. Resolution 2017-07 – A Resolution Adopting a Comprehensive Scheme of Harbor Improvements for 2018 – 2023. **Motion made by Commissioners Jackson/Davis approving Resolution 2017-07 as presented. Motion carried.**

#### **RECURRING AGENDA ITEMS:**

Permitting assistance to City of Asotin – We are still working on the SEPA and JARPA for the City of Asotin. The City will be the lead agency for the SEPA.

#### **OLD BUSINESS**

1. Final approval of lease for new coffee shop owners (Kate's Cup of Joe) (including waiver of deposit). The Port Manager reported that the lessee (John A. Pring, III) of Jump Start Java relinquished his lease so that this new lease could go forward. (He has sold his structure and equipment to Kate's Cup of Joe.) **Motion made by Commissioners Davis/Jackson approving the new coffee shop lease to Kate and Joe Miller, including waiving a deposit. Motion carried.**
2. The Port Manager reported that the Peters and Keatts lease is signed and the December rent has been paid. Commissioner Tippet's assistance in accomplishing this is appreciated.

#### **COMMISSIONER REPORTS**

Commissioner Jackson talked about the about of time the crane has remained unused and said that we should talk about the crane and scrapping it.

Commissioner Tippet - N/A

Commissioner Davis spoke about the Valley Vision meeting and how nice it was. He also feels that the car charging station should be charging customers. We cannot be giving away services for nothing. The Port Manager informed him that the Port is not paying and that she is making a personal donation to cover the costs of electricity being used.

### **MANAGER'S REPORT**

1. Calendar – Wanda provided the commissioners with a copy of her calendar.
2. Reminder: Port of Lewiston Christmas Party (today)
3. Reminder: Office closed Dec. 25 and Jan. 1 (both are Mondays)
4. Status update: Construction of the F&W equipment shelter is wrapping-up. The tenant built the swale and we paid for materials. Also, we awarded the bid for the security fencing.
5. Status update: We think all is well with regard to findings. The audit exit conference will be by email.

### **EXECUTIVE SESSION**

The Commissioners went into executive session at 2:15 p.m. for a period of 15 minutes to discuss lease negotiation for 10 minutes and litigation for 5 minutes.

### **EXECUTIVE SESSION WRAP-UP INCLUDING LEASING DECISIONS**

See results under Item 5, New Business, LCSC equipment.

**NEXT MEETING** – January 11, 2018, 1 p.m.

**ADJOURNMENT:** The meeting adjourned at 2:25 p.m.

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**Rick Davis - Secretary**