

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Thursday, August 17, 2017 -- 1:00 p.m.**  
**RESCHEDULED REGULAR MEETING MINUTES**  
(All motions passed unanimously unless otherwise stated.)

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

The Port of Clarkston’s regular meeting for August 17, 2017, was brought to order at the Port of Clarkston office by Commissioner Jackson, Vice Chairman, at 1 p.m. with the Pledge of Allegiance. (This meeting was rescheduled from the second Thursday, due to a traveling conflict with the Port Manager.) A quorum was present.

**ROLL CALL:**

[P] Commissioner Marvin Jackson	[P] Commissioner Rick Davis
[A] Commissioner Wayne Tippet	[P] Port Manager – Wanda Keefer
[P] Port Auditor/Bookkeeper - Jennifer Bly	[A] ED Assistant – Belinda Campbell

**VISITORS:** Fred Zack – Bank of Eastern Washington

**CONSENT AGENDA**

1. Approved absence for Commissioner Tippet
2. Approval of Minutes – Minutes of the Meetings of July 13, 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>
Payroll	EFT 20035 – 20044	07-14-2017	\$10,226.87
Expenses	20045 – 20058	07-26-2017	\$16,988.75
Payroll	EFT 20059 – 20068	07-31-2017	\$15,351.22
Payroll	EFT 20069 – 20077	08-15-2017	\$11,358.32
Expenses	20078 - 20119	08-17-2017	\$32,363.74

**Motion to approve consent calendar was made by Commissioners Davis/Jackson. Motion carried.**

**GENERAL PUBLIC COMMENTS** -- None

**NEW BUSINESS:**

1. Set timelines/schedules
  - a. Budget process for 2018 – alternative schedule per Title 53 RCW Chapter 35.045 -- **A motion to approve the Budget Timeline was made by Commissioners Davis/Jackson. Motion carried.**
  - b. Revisions to Comprehensive Scheme of Harbor Improvements -- **A motion to approve Revisions to comprehensive Scheme of Harbor improvements calendar was made by Commissioners Davis/Jackson. Motion carried.**

2. Approve standard lease modification due to Washington Supreme Court decision – **A motion to approve new language within our standard lease made by Commissioners Jackson/Davis. Motion carried.**
3. Pool level request (and approval) for MOP + 1 on August 15 -- The Port Manager explained details behind the request, and the fact that the raising of the pool on the agreed upon dates was making a difference. The Legacy was able to dock at our Tour Boat Dock her last port of call.
4. Improvements at freight dock for benefit of cruise boats—American Steamboat cruise line paying most of the cost. The Commissioners are okay with the Empress putting money into the dock for improvements but they do not want the Port putting any money into this.

**RESOLUTIONS:** none

### **RECURRING AGENDA ITEMS:**

Permitting in progress—Port response to comments on both of these (action needed):

- SEPA on Fish and Game “shelter” at 1049 Port Way
- SEPA on Port shop expansion

**A motion to approve letter to Pat Baird addressing cultural resources on those two projects was made by Commissioners Davis/Jackson. Motion carried.**

### **OLD BUSINESS**

1. Revising Minutes from 6-8-17 to clarify amounts on a lease amendment – Revising June minutes to clarifying lease for River Chicks Antiques & Nicks: **A motion to approve revising minutes from the June meeting to clarify lease rent and leasehold tax was made by Commissioners Davis/Jackson. Motion carried.**
2. Lease amendment #1 with Jerilyn Gilbert (River Chicks Antiques & Nicks): **A motion to approve lease amendment with Jerilyn Gilbert was made by Commissioners Davis/Jackson. Motion carried.**
3. Fiber expansion: **A motion made to authorize the Port Manager to award bid when it comes in on the Community Bank fiber project and sign the contract. Motion carried.**

**COMMISSIONER REPORTS** -- None

### **MANAGER’S REPORT**

1. Wanda provided the commissioners with a copy of her calendar.
2. Wanda reminded the Commissioners she was on vacation Aug 18-25.
3. Pioneer Ports meeting, August 23 (Rick, Marvin & Belinda to attend)
4. WFOA – Kennewick, WA - Sept. 12-15, 2017 (Jennifer & Wanda to attend)
5. Port of Portland dinner at Lindsay Creek Winery Sept. 20, 6 p.m. All commissioners and administrative staff including their spouses will attend.
6. PNWA Annual Convention, Portland, OR - Oct. 17-19 (recommend Rick & Wanda attend)  
Rick is not able to attend.

7. WPPA Small Ports meeting, Leavenworth, WA - Oct. 26-27 (recommend Belinda attend)
8. WPPA Annual meeting, Seattle, WA - Nov. 15-17 (recommend deciding later)
9. Sweeping & striping is planned (budgeted in 2017) striping from Port Drive from 13<sup>th</sup> to 15<sup>th</sup> street and all of 9<sup>th</sup> street. Commissioner Davis recommended that we look into crack filling Port Way.
10. Completed meetings with Congressional representatives (sub-issue: Letters regarding Columbia River Treaty). When PNWA makes a decision then Wanda will prepare a letter then send it to the commissioners and if they approve it, Wanda will send it out.
11. Staff and Commissioners had initial strategy discussions in preparation for updating the Comprehensive Scheme of Harbor Improvements.

### **EXECUTIVE SESSION**

The Commissioners went into executive session at 2:20 p.m. for a period of 30 minutes to discuss the following: Lease negotiations – 15 minutes; Personnel – 15 minutes

**EXECUTIVE SESSION WRAP-UP – 2:50 P.M.** – Coming out of Executive Session, it was affirmed that the Port Manager has the authority to hire, fire, promote and assign staff responsibilities.

**NEXT REGULAR MEETING** –Meeting will be September 7, 2017 (this was later rescheduled to Sept. 20 as Commissioners Davis and Tippet were unable to attend on the 7th).

### **ADJOURNMENT**

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**Rick Davis - Secretary**