

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Thursday, January 11, 2018 -- 1:00 p.m.**  
**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 January 11, 2018 was brought to order at the Port of Clarkston office by Commission Chairman Jackson, 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 (by phone)	[P] Port Manager – Wanda Keefer
[P] Port Auditor/Bookkeeper - Jennifer Bly	[P] ED Assistant – Beth Larson

**SWEARING IN OF NEW ELECTED OFFICIAL** -- Commissioner Tippett was sworn in by Auditor Jennifer Bly.

**VISITORS:** Jerry Klemm – Commissioner Port of Lewiston

**CONSENT AGENDA ITEMS**

- A. Any approved absences (not applicable)
- B. Approval of Minutes – Minutes of the Meeting of December 14, 2017
- C. Review of Accounts Receivable
- D. Approval of Vouchers

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Tax Deposit	EFT	12-15-17	\$ 3,051.06
Payroll	20404-20414	12-15-17	\$ 11,095.45
Expenses	20415-20426	12-18-17	\$ 23,782.31
Tax Deposit	EFT	12-29-17	\$ 2,605.90
Payroll	20427-20438	12-29-17	\$ 15,823.24
Expenses	20439-20471	1-11-18	\$102,552.85

**Motion made by Commissioners Davis/Tippett approving the consent agenda as presented. Motion carried.**

**GENERAL PUBLIC COMMENTS** -- None

**NEW BUSINESS:**

1. Election of officers: The customary rotation of officers was selected by the Commissioners. Marvin Jackson is Commission Chair, Rick Davis is Commission Vice-Chairman and Wayne Tippett is Commission Secretary. **Motion made by Commissioners Tippett/Davis. Motion carried.**
2. Appointment of Port Attorney & Port Auditor: **Motion made by Commissioners Tippett/Davis appointing Jennifer Bly Port Auditor and Bruce Ensley as Port Attorney. Motion carried.**

3. Surplus 2,200 sq. ft. steel building kit: The Port Manager made a recommendation to surplus this item based on authority granted in 2017 and still in effect today. **Motion made by Commissioners Davis/Tippett to surplus the 2,200 sq. ft. building. Motion carried.** The Port Manager was authorized to establish a minimum bid price and determine the method for disposition.
4. Approve Master Lease Agreement with Syringa.net: **Motion made by Commissioners Tippett/Davis to approve the master lease agreement with Syringa. Motion carried.**

## **RESOLUTIONS:**

2018-01 – A Resolution Setting Meeting Times for 2018: **Motion made by Commissioners Tippett/Davis approving resolution 2018-01 as presented. Motion carried.**

2018-02 – A Resolution Governing the Transactions of Business for the Port of Clarkston: **Motion made by Commissioners Davis/Tippett approving resolution 2018-02 as presented. Motion carried.**

2018-03 – A Resolution Authorizing Port Manager to Dispose of Surplus Property & Materials under \$10,000 in value: **Motion made by Commissioners Davis/Tippett approving resolution 2018-03 as presented. Motion carried.**

## **RECURRING AGENDA ITEMS:**

Assisting City of Asotin. Port staff finished and distributed SEPA and Shoreline permitting paperwork for the City of Asotin. The date set for Asotin's hearing on these items is February 12, 2018.

Permitting relating to Quality Inn/Dave's Golf Shop – Needing more information from the QI and from Dave's. We will need to get a maintenance permit from COE so that the QI can do maintenance on their sprinkler system.

## **OLD BUSINESS**

1. Award contract for shop expansion. Three bids were received for this project. Low bidder was Sanders Construction. \$60,639.80 **Motion made by Davis/Tippett to award the contract to Sanders Construction as long as all of the references check out. Commissioner Jackson abstained.**
2. Website contract – First and second contracts expired. Wanda wants authorization to enter into another contract. **Motion made by Commissioners Tippett/Davis Authorizing the port manager to enter into another contract for WEB services. Motion carried.**

## **COMMISSIONER REPORTS**

Commissioner Jackson – It is time to do some weed control by our tenants.

Commissioner Tippett - N/A

Commissioner Davis - Commissioner Davis has concerns regarding the POE building collapsing. Wanda informed them that POE intends to tear down the building. Commissioner Tippett wanted to know if the concrete slabs will be removed at the same time as the building.

## **MANAGER'S REPORT**

1. Calendar – Wanda provided the commissioner with a copy of her calendar.
2. Results of audit – Nothing to report. All was good.
3. Hiring administrative help before Jennifer retires – Commissioners expressed an opinion that help was needed in order to assure segregation of duties. The Port Manager will begin the hiring process.
4. Small Works and Professional Services rosters – Legal Ads will be published on January 14<sup>th</sup>.
5. Budget to Actual Comparison for 2017 – Copies were provided to the Commissioners.
6. Insurance on crane – After discussion, it was decided that we would decrease the value of the crane to \$500,000. No liability. Wanda will speak with the people at Enduris and see what can be done.
7. Interest in growing cruise boat industry – A good discussion ensued and lots of ideas came of this discussion. The port will be looking at ways to make improvements. Staff will look at some long term solutions.
8. Other – We need to plan a retirement party for Jennifer.

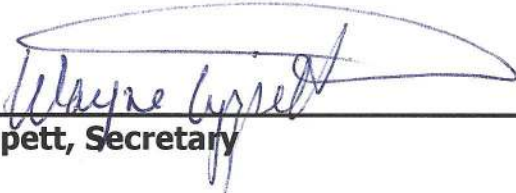
**WORKPLAN WORK SESSION:** The workplan was discussed, but approval was postponed until the next meeting.

**EXECUTIVE SESSION:** The Commissioners went into executive session at 2:38 p.m. to discuss the following: Lease negotiations – 10 minutes; Property acquisition – 5 minutes; Litigation – 5 minutes

**EXECUTIVE SESSION WRAP-UP:** The Commissioners came out of executive session at 2:57 p.m. No decisions were made.

**NEXT MEETING** – February 16, 2018 Regular Meeting 9:00 a.m.

**ADJOURNMENT** – Meeting adjourned at 2:58 p.m.



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**Wayne Tippett, Secretary**