

**PORT OF CLARKSTON**  
**841 Port Way – Clarkston, WA**  
**Thursday, May 10, 2018 – 1:00 p.m.**  
**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 Thursday, May 10, 2018 was brought to order at the Port of Clarkston office by Commission Chairman Marvin 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	[P] Port Manager – Wanda Keefer
[P] ED Assistant – Beth Larson	[P] Admin Assistant – Jeanette Wheaton

Guests: Duane Johnson (interested citizen), Larry Schroeder (Bridablik Tours), Garry Bush (ID History Tours); Nancy & Doug Day (tenants)

**CONSENT AGENDA**

- A. Any approved absences
- B. Approval of the Minutes of the Meeting of April 13, 2018
- C. Review of Accounts Receivable (see "Recurring Agenda Items" for more discussion)
- D. Approval of Vouchers

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Payroll	20683-20695	4-15-18	\$9,776.46
Expenses	20696-20705	4-20-18	\$13,892.62
Payroll	20706-20715	4-30-18	\$13,311.31
Expenses	20716-20754	5-10-18	\$26,629.61

**Motion to approve the consent agenda from Commissioners Tippett/Davis. Motion carried.**

**GENERAL PUBLIC COMMENTS** – Garry Bush thanked the Commissioners for efforts to beautify the dock; the addition of greeters is very nice.

**NEW BUSINESS:**

1. Interlocal agreement with City of Asotin: The Port Manager explained that the Interlocal agreement wherein we assist the City of Asotin in a) their boat basin restoration project, and b) the land conveyance via WRRDA was set to expire August 31, 2018, unless extended by mutual agreement. A motion was made by Commissioners Tippett/Davis authorizing the Port Manager to sign an extension, presuming it's agreeable to the City of Asotin.
2. AST building insulation repair: **Commissioners Davis/Tippett moved to grant the Port Manager authority to move forward in the selection of a party to repair the insulation at the building at 1024/2016 Port Drive, even if that repair involves payment of overtime and exceeds her authority of \$5,000 for expenditures. Motion carried.**

3. Drainage problem: The Port Manager reported a Stormwater drainage problem between 908 Port Drive and 915 Port Way, resulting from the paving over of an engineered swale. She was authorized to move forward on corrections at the site, pending identification of whomever did the paving.
4. New PZT camera at grain terminal: The Port Manager presented a bid on the cost to upgrade the PZT camera which is a key part of the Port's security system. The Commissioners advised that the Port seek Port Security funds for the upgrade when that source of funding became available for this and other needed upgrades. The question was raised: if we are able to update the PZT camera, could the existing one be used elsewhere. The Port Manager will check into it.

### **RECURRING AGENDA ITEMS:**

1. Permitting relating to: City of Asotin/Quality Inn/Dave's Golf/Granite Lake RV Park/Shade structure at docks/Shoreline vegetation removal: The Port Manager reported on two permitting actions: a) modifications by the Quality Inn to the putt-putt golf area with a goal to bring in soil to level it out for weddings, and b) creating an additional electrical outlet at Granite Lake Park that would work for Riverfest and also a future speedy electrical charging station.
2. Accounts Receivable: An outstanding account with a balance of roughly \$15,000 was discussed. The Port Manager shared the advice of the Port Attorney on the matter. The Commissioners expressed that they considered collection a priority and expected the Port Manager and Attorney to be aggressive on this.

### **OLD BUSINESS:**

1. 2017 Annual Financial Report: This was a follow-up from the previous meeting. The Commissioners reported that they had spent time on this and were comfortable approving it. **Commissioners Tippett/Davis moved to approve acceptance of the 2017 Annual Financial Report. Motion carried.** The Port Manager will submit it on-line in the next few days.
2. Aesthetic improvements to boat docks: The Port Manager provided an update on work that had been accomplished to date. This included shade structures, benches, planters and plants, sealcoat, garbage cans, garbage pickup, and slats in the fence at the 14<sup>th</sup> Street dock.
3. Land disposition: The Port Manager explained we were still waiting for the final survey before we could move forward on this.
4. Records management assistance request: The Port Manager reported that our funding request was not successful.

### **COMMISSIONER REPORTS**

Commissioner Jackson discussed vegetation control for fire safety reasons.  
Commissioner Tippett discussed site clean-up and a potential barricade of approaches.  
Commissioner Davis asked questions about the Veterans wall no longer planned for Granite Lake Park.

### **MANAGER'S REPORT**

The Port Manager shared her calendar. Beth wasn't here for this meeting as she was attending the WPPA conference in Vancouver, WA.

- a. Wanda reported she would be on vacation later this month (approved at an earlier meeting).

- b. Snake River Family Festival, at Boyer Park, is on Saturday, June 2. Commissioners Tippett and Jackson coordinated on a display of equipment that Commissioner Tippett would take.
- c. The Manager reported that since there was a scheduling conflict with the CERB Broadband workshop in Pomeroy, she would not be attending the WPPA Finance & Administration Seminar, Leavenworth, June 13-15.
- d. The Port Manager confirmed attendance for 5 at the PNWA conference in Clarkston (Quality Inn) June 25-27 (Kelly Jackson to speak on one of the 3 "Ps"). There was additional discussion on this event, as the Port of Clarkston is a sponsor.
- e. Wanda will be attending the WPPA Port Director's Conference, Kalama, WA, July 12-13.
- f. Riverfest at Granite Lake Park will be September 8, noon to 5 p.m.
- g. Wanda's attendance at the WFOA conference, Vancouver, WA, Sept. 18 – 21 was approved.
- h. We will send a representative to the PNWA Annual Convention, Vancouver, Oct. 10-12, but will determine that person as the date gets closer.
- i. Beth was approved to attend the WPPA Small Ports Seminar, Leavenworth, Oct. 18-19.

**AT 2:10 P.M., THE COMMISSIONERS WENT INTO EXECUTIVE SESSION for a period of 10 minutes to discuss property disposition and personnel.** At 2:20 p.m., the Commissioners came out of executive session, asking for an additional five minutes. Executive session concluded at 2:25 p.m. There were no wrap-up items requiring a vote of the Commission.

**NEXT MEETING** – June 14, 2018 at 1 p.m.

**ADJOURNMENT:** The regular meeting was adjourned at 2:33 p.m., but was followed by the open government refresher course described below.

**REFRESHER COURSE ON:**

- A. Open Public Meetings Act
- B. Public Records Act

Since the Port Commissioners had all completed training within the last 30 months on both topics above, the Port Manager provided a refresher course, reminding them of the key concepts behind both sets of laws. She discussed with them minor changes which had resulted from the last legislative session. Handouts, obtained through WPPA, MRSC and the Washington Attorney General office provided many of the talking points.

The refresher course was 25 minutes in duration. Commissioners expressed familiarity with the information and had almost no follow-up questions. The Port Manager will create certificates for the refresher course.

**ADJOURNMENT Commissioners Tippett/Davis made a motion to adjourn the meeting at 2:21pm. Motion carried.**

**Wayne Tippett, Secretary**

