

PORT OF CLARKSTON
841 Port Way – Clarkston, WA
Thursday, March 8, 2018 – 1:00 p.m.
MEETING MINUTES

All motions unanimously unless otherwise stated.

CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE:

The Port of Clarkston’s regular meeting for Thursday, March 8, 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

<input checked="" type="checkbox"/> Commissioner Marvin Jackson	<input checked="" type="checkbox"/> Commissioner Rick Davis
<input checked="" type="checkbox"/> Commissioner Wayne Tippett	<input checked="" type="checkbox"/> Port Manager – Wanda Keefer
<input checked="" type="checkbox"/> ED Assistant – Beth Larson	<input checked="" type="checkbox"/> Admin Assistant – Jeanette Wheaton

Visitors: Doug and Nancy Day, Larry Schroeder, Michelle Peters, Jim & Jill Koch

CONSENT AGENDA (action item)

- A. Any approved absences (not applicable)
- B. Approval of Minutes – Minutes of the Meeting of February 16, 2018
- C. Review of Accounts Receivable
- D. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Expenses	20552-20562	2-26-18	\$17,636.11
EFT	EFT	2-28-18	\$ 2,631.04
EFT	EFT	2-28-18	\$ 1,082.28
Payroll	20563-20576	2-28-18	\$24,105.85
Expenses	20577-20604	3-8-18	\$17,577.13

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

GENERAL PUBLIC COMMENTS -- Nancy Day announced they had sold the second building of the Hangar—a storage unit--to the Neals. A revised sublease will be forthcoming.

PUBLIC HEARING: Chair Jackson delegated the running of the Public Hearing to Commissioner Tippett. Commissioner Tippett opened the public hearing to obtain comments on a technical amendment to Comprehensive Scheme of Harbor Improvements to facilitate land transfer. The change consisted of insertion of two words into the Introduction of the plan. No comments or objections were offered. **Commissioners Davis/Jackson moved to close the hearing. Motion carried.**

NEW BUSINESS:

1. Appointment of Port Auditor: It was staff recommendation that now that Jennifer has retired, the staff person who is a CPA (the Port Manager) be appointed to that position, as it is the only required appointment. Commissioner Davis said his concerns regarding the segregation of duties among the staff has been addressed. **Commissioners Tippett/Davis made a motion to approve staff recommendations. Motion carried.** The appointment includes no additional pay.

2. Ratify grant application to City of Clarkston for lodging tax resources for dock enhancements for the imminent cruise season. **Commissioners Tippett/Davis made a motion to ratify the City of Clarkston Lodging Tax application. Motion carried.**
3. Remodel Visit LC Valley facility; staff recommendation: The Port Manager said changes are minor, and recommended not amending the lease. **Commissioners Tippett/Davis made a motion to approve staff recommendations. Motion carried.**

RESOLUTIONS:

Resolution 2018-05 Technical Amendment to Comprehensive Scheme: **Commissioners Davis/Tippett made a motion to approve Resolution 2018-05. Motion carried.**

Resolution 2018-06 Surplus Real Estate in 1300 block of Port Drive: **Commissioners Davis/Tippett made a motion to approve Resolution 2018-06 as written. Motion carried.**

RECURRING AGENDA ITEMS:

According to the Port Manager, there is nothing new of substance to report.

OLD BUSINESS

1. Approve lease option with Beamers for 1345 Port Drive, waiving deposit: **Commissioners Tippett/Davis made a motion to approve a lease with the option to purchase the property with Jim and Jill Koch as Beamers Landing, Inc, waiving the deposit requirements. Motion carried.** The Port Manager provided an update on the subdivision through the City of Clarkston needed to accomplish the planned final sale.
2. The Port Manager presented an agreement with TD&H for testing services on Poe Hangar property. Commissioners concurred with the need for professional examination and approved the scope of work. The discussion regarding removal of concrete pad and foundation walls was moved to executive session under "Lease Negotiations." (See final resolution discussed below.)
3. Lease with Dropforge: The Port Manager reminded the Commissioners that they had previously provided conceptual approval of the lease and authorized signature by Port Manager to assure timely response to the tenant. **Commissioners Davis/Jackson made a motion to ratify the one-year lease with Dropforge Leather Care, LLC. Motion carried** with Commissioner Tippett abstaining, given family connections with the business.

COMMISSIONER REPORTS

Commissioners Jackson and Tippett did not offer comments. Commissioner Davis reported on the PNWA conference call with Senator Murray's staff (and the Port Manager) on the Senator's position relating to the Snake River dams.

MANAGER'S REPORT

1. Wanda distributed her calendar and explained that she and Beth had been very busy with meetings on Cruise Boat Committees
2. She reminded the Commissioners that she's in Washington DC next week and that she has additional meetings there relating to the Asotin boat basin as well as the PNWA Mission. Desimone Consulting (under contract with the Pioneer Ports) has assisted with the arrangements and will accompany her.
3. She explained that the shop expansion is going well.
4. Wanda explained the change in the cruise boat "Quest" as to its draft as construction progressed and the need to request the Corps to raise pool levels because the 14th Street dock will be occupied by the Empress, when the Quest call in September.

2:05 p.m. EXECUTIVE SESSION

Lease negotiations – 10 minutes
Property disposition – 5 minutes
Litigation – 5 minutes

2:25 p.m. EXECUTIVE SESSION WRAP-UP: At the conclusion of Executive Session, the Commissioners asked the Port Manager to convey to Poe Asphalt the expectation that the foundation walls and concrete pad for the building formerly at 1289 Port Way be removed before the company could be relieved of the lease obligation.

2:33 p.m. NEXT MEETING – April 13, 2018 at 1 p.m.

2:35 p.m. ADJOURNMENT Commissioners Tippett/Davis made a motion to adjourn the meeting at 2:21pm. Motion carried.

Wayne Tippett, Secretary

