

PORT OF CLARKSTON
841 Port Way – Clarkston, WA
Friday, April 13, 2017 – 1:00 p.m.
MEETING MINUTES

All motions unanimously unless otherwise stated

1:00 p.m. 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

- | | |
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| <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: Larry Schroeder, Elaine Williams

CONSENT AGENDA

- A. Any approved absences
- B. Approval of Minutes – Minutes of the Meeting of March 8, 2018
- C. Review of Accounts Receivable
- D. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	20605-20616	3-15-18	\$14,138.65
EFT	EFT	3-15-18	\$2,416.28
EFT	EFT	3-31-18	\$2,371.52
Expenses	20617-20633	3-19/26-18	\$14,278.77
Payroll	20634-20645	3-31-18	\$14,138.65
Expenses	20646-20681	4-13-18	\$80,516.55

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

GENERAL PUBLIC COMMENTS – No comments

NEW BUSINESS:

1. Draft 2017 Annual Financial Report. This report was offered for review and discussion. The Commissioners elected to spend more time with it, as it is not due until May 30. It will be on the agenda for the next meeting.
2. Sidewalks at 1390 Fair Street: It was agreed upon to go with staff recommendation to approve City to repair the sidewalk for approximately \$750.00.
3. The proposed sign at the Visit LC Valley office was approved.
4. Clean-up, a wrap or mural, and vegetation management in consultation with the City were discussed for 102 14th Street (Peters & Keatts lease). Green light on all parts, with the mural subject to approval by the Port Commission, since the building on which it would be placed is owned by the Port.

5. The Commissioners discussed the staff recommendation to explore higher standards for taxi services for the benefit of cruise boat passengers. Staff further discussed the benefits of distributing stickers to approved companies and vehicles. **Commissioners Tippett/Davis moved to approve moving forward on the taxi standards per staff recommendation using the City of Lewiston standards. Motion carried.**
6. Staff discussed with the Commissioners the concept of a passenger terminal fee for each cruise boat passenger similar to what airports do. The Commissioners authorized further staff research to explore this option more.

RECURRING AGENDA ITEMS:

The Port Manager briefed Commissioners on the following permitting issues: City of Asotin/Quality Inn/Dave's Golf/Granite Lake RV Park/Shoreline vegetation removal.

OLD BUSINESS:

1. The Port Manager reported that the first cruise boat arrived on April 8, and another one is in today. Staff and volunteers are being kept busy with new welcoming and beautification initiatives.
2. **Commissioners Davis/Tippett made a motion to approve to construct an apron and new steps to the shop expansion. Motion carried.**
3. The Port Manager provided an update on Beamers Landing, Inc. relating to a) construction, b) the survey for 1345 Port Drive, and c) subdivision status.
4. The Port Manager provided an update on City of Clarkston lodging tax application and status of dock enhancements.

COMMISSIONER REPORTS

Commissioner Jackson discussed weed control.

Commissioner Tippett attended the Valley Vision meeting and the following topics were discussed at that meeting: new regional focus of St. Joseph's Hospital, cruise boat traffic, airport issues and Doug Mattoon's upcoming retirement.

Commissioner Davis talked about what he had learned at the Pioneer Port's meeting last night and mentioned the new KOA at Boyer Park. He also pointed out that the scale shack needs a new roof.

MANAGER'S REPORT

1. Wanda reminded the Commissioners that the Red Wolf Bridge will be closed for 30 days beginning April 23, 2018
2. Calendar: the following were discussed with decisions recorded below.
 - a. WPPA Spring meeting, Vancouver, WA, May 9 -11; Beth will attend.
 - b. May 14-25 – Wanda on vacation
 - c. Snake River Family Festival, Boyer Park, June 2 – Everyone was encouraged to attend.
 - d. WPPA Finance & Administration Seminar, Leavenworth, June 13-15; Wanda to attend.
 - e. PNWA Summer Conference, Clarkston, June 25-27; Commissioners, Wanda and Beth to attend.
 - f. WPPA Port Director's Conference, Kalama, WA, July 12-13; Wanda to attend.
 - g. Riverfest – Granite Lake Park, September 8, noon to 5 p.m. (our event)
 - h. WFOA conference, Vancouver, WA, Sept. 18 – 21; Wanda to attend
 - i. PNWA Annual Convention, Vancouver, Oct. 10-12 (wait for agenda to decide)

- j. WPPA Small Ports Seminar, Leavenworth, Oct. 18-19 (wait for agenda to decide)
3. Wanda provided an update on USGS's lease/trailer switch; Commissioners concurred that this resulted in little overall change from what they're doing now, so no approvals or lease modifications are needed.
4. Wanda provided an update on minimum operating pool levels and spill status.
5. Wanda updated the Commissioners on Asotin boat basin project (more conversations, USDA reimbursement request)
6. Wanda presented the budget to actual comparison for the first quarter of 2018.

EXECUTIVE SESSION

At 2:07 p.m., the Commissioners went into Executive Session for 20 minutes to discuss lease negotiations (10 minutes), property disposition (5 minutes) and litigation (5 minutes).

EXECUTIVE SESSION WRAP-UP: At 2:27 p.m., the Commissioners came out of Executive Session. **Commissioners Tippett/Davis made a motion to reimburse Poe Asphalt for overpaid rent when the concrete box was removed from the property. Motion carried.**

NEXT MEETING: May 10, 2018 at 1 p.m.

ADJOURNMENT: Commissioners Tippett/Davis made a motion to adjourn the meeting at 2:40 pm. Motion carried.

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Wayne Tippett, Secretary