

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Tuesday, July 10, 2018 – 1:00 p.m.
REGULAR MEETING MINUTES- RESCHEDULED
All motion approved unanimously unless otherwise stated.

Commissioner Jackson called the meeting to order at 1 p.m., and led the group in the Pledge of Allegiance.

ROLL CALL:

<input checked="" type="checkbox"/> Commissioner Marvin Jackson	[see below] 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 type="checkbox"/> Admin Assistant – Jeanette Wheaton

The Port of Clarkston’s regular meeting for July 10, 2018 was brought to order at the Port of Clarkston office by Commissioner Chairman Marvin Jackson, at 1 p.m. with the Pledge of Allegiance. A quorum was present.

A MOMENT OF SILENCE OCCURRED IN HONOR OF RUE (RICK) DAVIS WHO HAD PASSED AWAY THAT MORNING.

VISITORS: Belinda Larson of Clarkston and Jennifer Bly of Asotin

CONSENT AGENDA:

- A. Any approved absences—Only Commissioner Davis was not present for the reason stated above.
- B. Approval of Minutes – Minutes of the Meetings of June 14, and June 26, 2018
- C. Review of Accounts Receivable
- D. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	20841 -20855	6-15-18	\$10,884.99
Expenses	20856-20888	7-2-18	\$12,570.89
Payroll	20871-20886	6-30-18	\$14,684.06
Expenses	20889-20918	7-10-18	\$18,545.65

Motion to approve consent agenda by Commissioners Tippett/Jackson
Motion carried.

GENERAL PUBLIC COMMENTS: None

NEW BUSINESS:

1. The process for filling Commissioner vacancy was identified as follows: The position is open until filled. There will be a formal application process, requesting information to confirm that

candidates live in the appropriate district and are registered to vote, along with responses to Supplemental Questions. The preliminary deadline will allow early applicants to be interviewed on August 6. Interviews will be under 1/2 hour in length and open to the public, so a special meeting will be advertised. A decision could be made on that day, in which case the new Commissioner may be able to participate in the meeting August 9. If the Commission so chooses, however, new applications can be solicited, and a decision made at a later date. The Commission has until October 8, 2018 to make a decision.

The Port Manager will put together a packet recording process decisions in writing, along with suggested interview questions and rating criteria and email it to the Commissioners who will provide feedback prior to August 6. The goal is to allow at least two weeks for people to become aware of the opening before conducting the first round of interviews.

2. The benefits of a CERB grant/loan request for telecommunications fiber optic cable expansion project were discussed. A Resolution relating to this was approved when the Resolution portion of the meeting was reached.
3. The benefits of submitting a grant request to the Secretary of State for assistance on records management was also discussed. A Resolution relating to this was approved when the Resolution portion of the meeting was reached.
4. The Port Manager discussed with the Commission work underway to identify economic impacts growth projections and future needs to encourage growth in cruise boat industry. The consultant to the Pioneer Ports is assisting with this.

RECURRING AGENDA ITEMS:

1. Permits relating to Rockin' on the River at Dave's Golf on July 28th and Riverfest on September 8th have been addressed in the way on-going permits are typically handled. There is nothing to report relating to the Quality Inn and Granite Lake Park permitting actions.

OLD BUSINESS:

1. The scope of work relating to navigational channel maintenance, including Port berthing areas, was discussed. Resources have been made available in the 2018 USACE workplan for analysis and permitting. We can expect a Memorandum of Agreement with USACE to include our berthing areas and also, perhaps, our tenants' areas of interests on the water. The decision to have the Port Manager communicate this to formally to tenants was reached. It is important to properly define the scope of work clear back at the beginning of the activity.
2. Two sales of Port property, surplus on March 8, 2018 under Resolution #2018-06, were discussed. The decision was made to affirm the sales and grant authority to Port Manager and/or Commission Chair to sign documents by resolution (see Resolutions).
3. Leasing activities specifically related to a potential new tenant for 1397 Port Drive were discussed. The Port Manager was advised to work with the potential tenant to obtain a Letter of Intent to lease the property.
4. The Port Manager discussed the stormwater problems at 908 Port Drive and 915 Port Way. Her proposed resolution to build up the Flerchinger side with asphalt was accepted, and she will move forward with that plan.

RESOLUTIONS:

Commissioners Tippet/Jackson made a motion to approve the following four resolutions. Motion carried.

2018-09 A RESOLUTION AUTHORIZING APPLICATION TO THE WASHINGTON DEPARTMENT OF COMMERCE, COMMUNITY ECONOMIC REVITALIZATION BOARD (CERB) PROGRAM, ASSISTANCE FOR EXPANDING BROADBAND CONNECTIVITY IN ASOTIN COUNTY.

2018-10 A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CLARKSTON CONFIRMING THE SALE OF CERTAIN REAL PROPERTY AND AUTHORIZING THE PORT MANAGER OR CHAIR OF THE PORT COMMISSION TO EXECUTE CLOSING DOCUMENTS FOR THE SALE OF PARCEL A, 1345 PORT DRIVE, CLARKSTON, WASHINGTON.

2018-11 A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CLARKSTON CONFIRMING THE SALE OF CERTAIN REAL PROPERTY AND AUTHORIZING THE PORT MANAGER OR CHAIR OF THE PORT COMMISSION TO EXECUTE CLOSING DOCUMENTS FOR THE SALE OF PARCELS B & D, NORTH OF AVISTA'S EXISTING STORAGE YARD IN CLARKSTON, WASHINGTON.

2018-12 A RESOLUTION AUTHORIZING APPLICATION TO THE WASHINGTON DEPARTMENT OF THE SECRETARY OF STATE, RECORDS MANAGEMENT, FOR ORGANIZING THE FILE ROOM GRANT REQUEST.

COMMISSIONER REPORTS:

Commissioner Jackson had nothing to report.

Commissioner Tippet reported the PNWA meeting was good with great speakers and topics.

MANAGER'S REPORT:

1. Wanda shared with the Commissioners her upcoming calendar:
 - a. WPPA Port Director's Conference, Kalama, WA, July 11-13
 - b. July 20, Change of Command in Walla Walla (Beth to attend)
 - c. July 23-27, Wanda on vacation
 - d. Next Pioneer Ports meeting: Aug 6 (in Colfax)
 - e. August 7 – 14, Beth on vacation
 - f. Riverfest – Granite Lake Park, September 8, noon to 5 p.m. (our event)
 - g. WFOA conference, Vancouver, WA, Sept. 18 – 21 (Wanda approved to attend)
 - h. PNWA Annual Convention, Vancouver, Oct. 10-12 (wait for agenda to decide to send 1 person or 2) Possibly send the new Commissioner to this meeting.
 - i. WPPA Small Ports Seminar, Leavenworth, Oct. 18-19 (Beth approved to attend)
2. Wanda explained there may need to be a modification to 2017 Annual Financial Report.
3. Riverfest planning/marketing activities were discussed.
4. Comments had been sent on USACE Lower Granite Master Plan by the due date.
5. As authorized in a previous meeting, Wanda extended Intergovernmental Agreement with City of Asotin on boat basin (added scope language to include USDA grant administration). On other business, USACE still struggling with lead agency question on permitting.

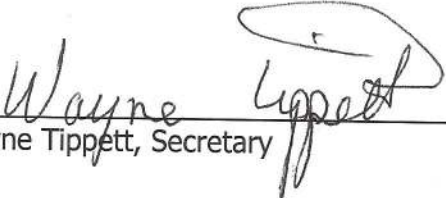
6. A Homeland Security/Port Security grant was submitted for \$24,988 by the deadline. Commissioner Tippett asked if we could add cameras to the building at 102 14th Street (Peters and Keatts are the current tenants).
7. Wanda discussed the assistance we had given in obtaining new PNWA/IPNG members; the American Queen Steamboat Company had expressed interest in joining the first in 2018 and the second in 2019.

EXECUTIVE SESSION: The Commissioners went into Executive Session for a period of 25 minutes to discuss property disposition, lease negotiations and personnel.

EXECUTIVE SESSION WRAP-UP: No decisions were made coming out of Executive Session.

NEXT MEETING – August 9, 2018, 1 p.m.

ADJOURNMENT: Commissioners Tippett/Jackson made a motion to adjourn the meeting. Motion carried.



Wayne Tippett, Secretary