

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Thursday, January 10, 2019 -- 1:00 p.m.**  
**REGULAR MEETING Minutes**  
**All motions approved unanimously unless otherwise stated.**

Current Chair of the Board, Commissioner Jackson called the meeting to order with the Pledge of Allegiance.

**ROLL CALL**

<input checked="" type="checkbox"/> Commissioner Marvin Jackson	<input checked="" type="checkbox"/> Commissioner Mark Brigham
<input checked="" type="checkbox"/> Commissioner Wayne Tippett	<input checked="" type="checkbox"/> Port Manager Wanda Keefer
<input checked="" type="checkbox"/> Econ Dev Assistant Beth Larson	<input type="checkbox"/> Admin Assistant Jeanette Wheaton

Commissioner Tippett participated by telephone.

**Guests in attendance:** Garry Bush, Larry Schroeder and Kevin Poole.

**CONSENT AGENDA:**

1. Approved absence (not applicable)
2. Approval of Minutes – Commission Meeting December 13, 2018
3. Review of Accounts Receivable
4. Approval of Vouchers

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Payroll	Epay, 21296-21306	12-15-18	\$ 9,129.45
Expenses	21307-21334	12-28-18/1-7-19	\$ 46,941.33
Payroll	Epay, 21319-21331	12-31-18	\$ 15,376.27
Expenses	21335-21363	1-10-19	\$100,930.40

**A motion was made by Commissioners Brigham/Jackson to approve the consent agenda as presented. Motion carried.** Commissioner Tippett abstained from the vote, as he had not had a chance to review all the materials.

**GENERAL PUBLIC COMMENTS:** None.

**NEW BUSINESS:**

Port Drive implications for business locating at 1455 Port Drive (curb cut or fire hydrant on site): City of Clarkston Public Works Director Kevin Poole reported on the need for the new seed company locating on private property to cut the Port Drive curb across the median near 1455 for access to fire protection or to construct fire hydrants on the property. Port Commissioners approved the curb cut, to be constructed at the business owner's expense. NOTE: The western curb cut also needed was determined to be in county jurisdiction, not Port.

Elect officers: **Commissioners Tippett/Jackson moved to elect Mark Brigham as Chair, Wayne Tippett as Vice Chair and Marvin Jackson as Secretary, in the regular rotation of officers. Motion carried.** Commissioner Brigham then took over the running of the meeting.

Appoint Port Attorney and Port Auditor: **Commissioners Jackson/Tippett moved to approve Bruce Ensley as the Attorney. Motion carried. Commissioners Jackson/Tippett made a motion to appoint Wanda Keefer as Port Auditor. Motion carried.**

Review and approve work plan for 2019: **Commissioners Jackson/Tippett made a motion to approve the work plan as presented. Motion carried.**

### **RESOLUTIONS:**

1. Resolution 2019-01 – A Resolution of the Port of Clarkston Commission Setting Meeting Times for 2019
2. Resolution 2019-02 – A Resolution of the Port of Clarkston Commission Governing the Transactions of Business for the Port of Clarkston
3. Resolution 2019-03 – A Resolution of the Port of Clarkston Commission Authorizing the Port Manager to Dispose of Surplus Property & Materials

**Commissioners Jackson/Tippett moved to approve all three resolutions. Motion carried.**

**RECURRING AGENDA ITEMS:** The Port Manager reported on on-going permitting (City of Asotin, Port Security Grant, aesthetic improvements at 7<sup>th</sup> St. cruise boat dock). No real progress to report at this time. Permits for replacing sections of the 7<sup>th</sup> St. cruise boat dock were submitted in October; no response yet.

### **OLD BUSINESS:**

Reaffirm Resolution 2018-09: A Resolution of the Port of Clarkston Commission Authorizing Application to the Washington Department of Commerce, Community Economic Revitalization Board (CERB) Program, Assistance for Expanding Broadband Connectivity in Asotin County. **Commissioners Tippett/Jackson moved to reaffirm the 2018 Resolution. Motion carried.**

The Port Manager discussed the plan for installation of a muffin grinder at the pump station near Granite Lake RV Park. The Commissioners agreed with the plan and to split the costs with the RV Park 50/50.

### **COMMISSIONER REPORTS:**

Commissioner Tippett sent photos from his location in Arizona.

Commissioner Jackson asked a question relating to revenue flow from the broadband line of business. He also asked what we knew about the Lemire property on Port Drive.

Commissioner Brigham reported on the Legislative send off lunch with Senator Schloesler in which he had shared the NOAA information on orcas and the upcoming February Valley Vision meeting.

### **MANAGER'S REPORT:**

Wanda provided a copy of her calendar for the Commissioners.

She gave a report on the WPPA Broadband Working Group meeting Jan. 9 in Tacoma (yesterday).

Wanda reminded that Commissioners that Kristin Meira, PNWA, will be in Lewiston Jan. 17 for Valley Vision/Chamber/Pioneer Ports sponsored luncheon presentation.

Wanda provided the following status reports:

- a. Pay-off of loan with S. Tuntland is accomplished and relevant documents are recorded with the county.

- b. The MOA with U.S. Army Corps of Engineers (USACE) for channel maintenance was finalized and initial payment sent to USACE. Larry Schroeder asked about the dollar amount the Port had budgeted for dredging in 2019.
- c. Passenger vessel economic impact study and needs assessment grant request. Garry Bush and Larry Schroeder offered comments. What appeared to be a request for assistance from the Port by Garry was withdrawn.

Wanda discussed recent tours she had taken of Hillcrest Aviation and Hangar 180 at the Lewiston/Nez Perce County airport. Some interesting opportunities are emerging from the corporate sector of the airport--some of which will be relevant for cruise boat passengers.

**NEXT MEETING:** February 14, 2019, 1 p.m.

**ADJOURNMENT:** The meeting adjourned at 2:38 p.m.

**MINUTES APPROVED:**

  
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**Marvin Jackson, Secretary**