

**PORT OF CLARKSTON  
849 Port Way – Clarkston, WA  
Thursday, March 7, 2019  
RESCHEDULED REGULAR MEETING MINUTES**

**Chair, Commissioner Mark Brigham, called the meeting to order with the Pledge of Allegiance.**

**ROLL CALL:**

- Commissioner Marvin Jackson
- Commissioner Wayne Tippett
- Econ Dev Assistant Beth Larson
- Commissioner Mark Brigham
- Port Manager Wanda Keefer
- Admin Assistant Jeanette Wheaton

**GUESTS:** None.

**CONSENT AGENDA:**

1. Approved absence (not needed)
2. Approval of Minutes – Commission Meeting February 14, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	Epay, 21432-21442	2-15-19	\$10,188.96
Expenses	21443-21450	2-27-19	\$24,667.46
Payroll	21451-21459	2-28-19	\$12,190.88
Expenses	21460-21482	3-7-19	\$13,418.51

**Commissioners Tippett/Jackson made a motion to approve the consent agenda. Motion carried.**

**GENERAL PUBLIC COMMENTS:** None

**NEW BUSINESS:**

1. The Commissioners gave conceptual approval to a change from month-to-month to a 5-year lease for Frito Lay/Pepsico and approved Port Manager signature on the lease which incorporates standard Port lease language.
2. The need for a broader communication strategy was discussed. There may be a meeting in Portland to discuss bringing additional investment and partners at the table, initiated by the Pioneer Ports. The Port Manager will keep the Commissioners informed.
3. Approve wedding reception serving adult beverages at Granite Lake Park Oct. 5, 2019. **It was moved by Tippett/Jackson to approve the serving of alcoholic beverages, conditioned on the parties following state rules and signing acceptance of responsibility for their guests. Motion carried.**

**RESOLUTIONS:** Resolution 2019-04: A Resolution of the Port of Clarkston to Approve a Joint Agreement between the Ports of Lewiston and Clarkston as Co-Applicants of an EDA Grant Application for an Economic Impact Study and Needs Assessment of the Cruise Boat Industry in the Lewis-Clark Valley and to Manage the Administration Thereof, If Successful

NOTE: The Joint Agreement includes the hiring of CEDA as administrator if the grant is successful. Commissioners Tippet/Jackson made a motion to approve the resolution. Motion carried.

**RECURRING AGENDA ITEMS:** On-going permitting (City of Asotin, Port Security Grant, aesthetic improvements at 7<sup>th</sup> St. cruise boat dock, dock replacement sections, and eventually, we hope, CERB broadband expansion) The Port Manager explained she had committed to reworking permit documents so the City of Asotin could send them directly to the USACE Regulatory Office in Seattle. The Commissioners were okay with that.

**OLD BUSINESS:**

1. Based on Commission feedback, staff is moving forward on broadband expansion. We have a signed agreement and it was addressed in the budget. This will be the Port's biggest broadband construction project to date.
2. Commissioners Tippet/Jackson made a motion to ratify one-year lease with Lewis-Clark State College for up to three trucks park at freight dock. Motion carried.
3. The Port Manager discussed the plan to talk with Verl Long regarding surveying roads in historic Port area--another item that was budgeted.
4. The Commissioners approved, conceptually, consent to assignment to a subtenant, for a ground lease with Heuett Properties. The Port Manager is authorized to sign appropriate paperwork.
5. Locking mailboxes were discussed, with staff providing details on some research on what might be paid for by the Post Office. More research will be done.

**COMMISSIONER REPORTS**

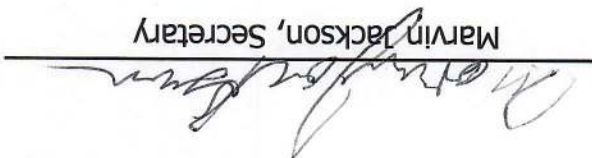
Commissioner Tippet briefed the other Commissioners on an Asotin County Commissioner meeting he attended. He said changes at landfill and county shop were discussed. Commissioner Jackson asked if a construction firm had yet been selected for the building at 1390 Fair Street. Also, he inquired as to whether we had sites at Turning Pointe suitable for a jail.

Commissioner Brigham had nothing to report.

**MANAGER'S REPORT:** Wanda Keefer, Port Manager, provided updates on the following:

1. Calendar
2. Attended Green Water Energy Open House at 1397 Port Drive on Feb. 22
3. PNWA – Mission to Washington, DC, Wanda out of office March 11 - 18
4. CERB presentation – Wanda to Olympia March 21
5. Inland Northwest Partners – Wanda to Spokane Valley March 27
6. Lewis-Clark Valley Wine Festival April 5 - 7
7. WPPA Spring Meeting May 15-17: Spokane, Davenport Hotel – It was decided that Mark Brigham, Wayne Tippet, Beth Larson and Wanda Keefer would attend.
8. Status reports:
  - a. Passenger vessel economic impact study and needs assessment grant request



  
Marvin Jackson, Secretary

**The meeting adjourned at 2:52 p.m.**

**NEXT MEETING:** April 11, 2019, 1 p.m.

**THERE WAS NO EXECUTIVE SESSION HELD.**

- b. Port Security grant progress – starting Monday
- c. Franchise agreement with City of Asotin
- 9. An update to the QuickBooks software will occur after 2018 Financials are done, but before the end of May.
- 10. Dropforge reorganized space so expansion is not needed at the present time; a tour of that facility may be in the works.