

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, December 13, 2018 -- 1:00 p.m.
Regular Meeting Minutes

All motions approved unanimously unless otherwise indicated.

Commissioner Chair Marvin Jackson called the meeting to order at 1:05 p.m. and began 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 checked="" type="checkbox"/> Admin Assistant Jeanette Wheaton

PUBLIC HEARING: Commissioner Brigham conducted public hearing on a supplemental budget for 2018. There were no public comments or questions. After a motion (Tippett/Jackson) and approval thereof, the hearing was closed.

CONSENT AGENDA

1. Approval of Minutes – Commission Meeting November 8, 2018; Pioneer Ports Meeting November 8, 2018; Special Meeting November 26, 2018
2. Review of Accounts Receivable
3. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	E-pay, 21228-21238	11-15-18	\$9,476.81
Expenses	21239-21257	11-29-18	\$14,627.81
Payroll	Epay-21258-21269	11-30-18	\$19,746.46
Expenses	21270-21295	12-13-18	\$16,488.52

A motion was made by Commissioners Tippett/Brigham to approve the consent agenda as shown; motion carried.

GENERAL PUBLIC COMMENTS – None

NEW BUSINESS: It was determined that Wanda Keefer, Port Manager, will attend the PNWA Mission to Washington, DC on March 10-14, 2019 (and related briefing meeting 2/19/19 at Port of Pasco).

RESOLUTIONS:

1. **Commissioners Brigham/Tippett made a motion to approve Resolution 2018-14** – A Resolution of the Port of Clarkston Commission Accepting, Approving and Adopting a 2018 Supplemental Budget. **Motion carried.**
2. **Commissioners Tippett/Brigham made a motion to approve Resolution 2018-15** – A Resolution for the Port of Clarkston Setting a Budget for 2019. **Motion carried.**
3. **Commissioners Brigham/Tippett made a motion to approve Resolution 2018-16** – A Resolution Adopting a Comprehensive Scheme of Harbor Improvements for 2019 – 2024. **Motion carried.**

RECURRING AGENDA ITEMS: The Port Manager reported on on-going permitting (City of Asotin, Port Security Grant, aesthetic improvements at 7th St. cruise boat dock).

OLD BUSINESS: Memorandum of Agreement with U.S. Army Corps of Engineers regarding channel maintenance for approval has a new version as of 11-30 2018. The Commissioners gave final approval for the Port Manager to sign the document and transmit any payments necessary to move the project forward, with timing of the signature and payment transmittal to occur after the cost-share agreement between LC Terminal and the Port of Clarkston had been finalized.

COMMISSIONER REPORTS:

Commissioner Brigham reported on the Valley Vision meeting he attended last week.

Commissioner Tippet discussed the pump station at Hells Canyon marina and use in the future.

Commissioner Jackson had no report.

MANAGER'S REPORT: The Port Manager reported on the following:

1. She shared her calendar with the Commissioners.
2. Upcoming dates include staff vacations: Wanda: Dec. 20, 21; Beth: Dec. 27 – Jan. 4; Jeanette: Jan. 8-16; Wanda Jan. 22-28
3. She is scheduled to meeting with the Clarkston Planning & Zoning Committee, Dec. 17 and will give a presentation on Riverfront Master Plan.
4. Wanda was approved to attend the Columbia River Irrigators breakfast meeting Dec. 19 in Pasco.
5. The Washington Legislative send-off luncheon is Dec. 20; Mark and Beth will attend.
6. Reminder: Dec. 24 is designated as our floating holiday; office will be closed; Wanda to give staff 4 hours off on New Year's Eve.
7. Wanda reminded everyone that the Port of Lewiston Christmas party is from 3-7 p.m. today.
8. The office will be closed Dec. 24, 25, and Jan. 1, and partially closed Dec. 31.
9. Wanda was approved to attend the Broadband Working Group meeting Jan. 9, in Tacoma.
10. Kristin Meira will be here for Valley Vision/Port sponsored luncheon Jan. 17.
11. Wanda shared a copy of the newsletter which had been distributed along with the Port's Christmas card.
12. Wanda reported that lighting in Granite Lake Park had been replaced with LED lights, with help received from Avista.
13. Wanda discussed a presentation she had made to the Chamber's Leadership Trainees.
14. Wanda reported on the WPPA Meeting in Bellevue Dec. 4-8, 2018.
15. Wanda explained that WPPA was seeking a Port representative to serve on the Orca Task Force.
16. Wanda provided the following status updates:
 - a. Passenger vessel economic impact study and needs assessment grant request
 - b. Governor's Strategic Reserve Fund
 - c. Street Cut for Clearwater Seed
 - d. Contempo Building Paid off with Dec. check
 - e. Estoppel – Quality Inn

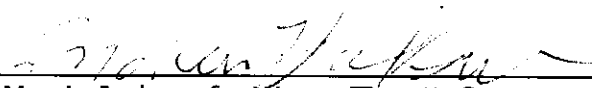
17. Wanda discussed an award: Smithsonian Tour of Crossroads—An LCSC Center for Arts & History Grant; work to begin 2019, this will include river transportation. She will participate.
18. Other: The June 25, 2019, wedding to occur in Granite Lake Park was approved. (The Port had changed its process for approval when weddings were scheduled that far in advance.)

EXECUTIVE SESSION: At 2:42 p.m., the Commissioners went into Executive Session for 10 minutes to discuss lease negotiations. At 2:52 p.m., the Commissioners came out of Executive Session and asked for an additional 10 minutes.

EXECUTIVE SESSION WRAP-UP: No decisions were made at the conclusion of Executive Session.

NEXT MEETING: January 10, 2019, 1 p.m.

The meeting was adjourned at 3:05 p.m.



Marvin Jackson for Wayne Tippett, Secretary