

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, February 14, 2019 -- 1:00 p.m.
Regular Meeting Minutes

All motions approved unanimously unless otherwise stated.

Chair of the Board, Commissioner Brigham, called the meeting to order at 1 p.m. with the Pledge of Allegiance.

ROLL CALL

- | | |
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| <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 |

All staff and Commissioners were in attendance. There were no visitors.

CONSENT AGENDA

1. Approved absence (not necessary)
2. Approval of Minutes – Commission Meeting January 10, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

| Type of Check | Check Numbers | Date | Amount |
|----------------------|----------------------|-------------|---------------|
| Payroll | Epay 21364-21374 | 1-15-19 | \$9,268.11 |
| Expenses | 21375-21392 | 1-30-19 | \$25,513.17 |
| Payroll | Epay 21393-21402 | 1-31-19 | \$14,403.88 |
| Expenses | 21403-21431 | 2-14-19 | \$33,405.87 |

A motion was made by Commissioners Tippett/Jackson to approve the consent agenda as presented. Motion carried.

GENERAL PUBLIC COMMENTS – None.

NEW BUSINESS:

1. The Port Manager provided a status report on the franchise agreement with the City of Asotin, which will allow the Port to put fiber optic cable within City rights-of-way.
2. The Port Manager explained she has requested the US Army Corps of Engineers to raise pool level this fall to accommodate cruise boats (Sept. – 6 days; Oct. -- 3 days).
3. A report on the planning for a passenger vessel economic impact study and needs assessment grant request was provided to Commissioners. Match commitments from many partners are at 85%. **A motion was made by Commissioners Jackson/Tippett to authorize the Port Manager Manager to apply to Walmart Foundation for a community grant for \$1,000. Motion carried.**
4. Commissioner Brigham provided a report on the WPPA New Commissioner training he attended last week in Olympia.
5. LCSC would like to park two additional trucks in freight dock area was discussed. **A motion was made by Commissioners Jackson/Tippett to authorize the Port Manager to**

increase the cost per year for LCSC to store their trailers/trucks in the freight dock area since they will be parking more equipment there. Lease terms are left to the discretion of the Port Manager. **Motion carried.**

RESOLUTIONS: None.

RECURRING AGENDA ITEMS: The Port Manager provided a report on on-going permitting (City of Asotin, Port Security Grant, aesthetic improvements at 7th St. cruise boat dock, dock replacement sections). The Port received an unpleasant surprise earlier this month, when during follow-up, they learned that they were to have submitted to the Seattle Regulatory office a JARPA. Given that the original documentation had been submitted to Walla Walla in October 2018, no progress can or would be made until the JARPA was submitted. Port staff submitted the JARPA two days later.

OLD BUSINESS:

Port Security Grant: The Port Manager explained minor modification needed within the Port Manager's office (Port building) will allow more optimal operations of hardware and software and reduce noise. Commissioners approved the building modification and associated expenses.

COMMISSIONER REPORTS

Commissioner Tippet wished everyone a Happy Valentine's Day. Next year, he will be in AZ longer, perhaps up to 5 months.

Commissioner Jackson provided a report on the Valley Vision meeting Feb. 5th. He said he has new hearing aids coming that will allow him to participate better in the meeting.

Commissioner Brigham said that Chad Miltenberger had given him a tour of the new facility at Walla Walla Community College. He was particularly impressed with the welding department.

MANAGER'S REPORT

Wanda shared her calendar with the Commissioners. Key dates were as follows:

1. PNWA – Wanda to Port of Pasco Feb. 19 (Mission pre-meeting)
2. PNWA – Mission to Washington, DC, Wanda out of office March 11 - 18
3. CERB presentation – Wanda to Olympia March 21

Wanda provided status reports on the following:

1. Muffin grinder at Granite Lake RV Park; we're on track to cover 50% of the cost.
2. Wrap-up of PNWA K. Meira's presentation costs; this will be covered using Pioneer Ports checking account balance.

Wanda discussed Asotin County Cash Handling Policy and Procedures and related Port internal controls. She recommended a floating holiday be assigned to July 5, so staff would have a 4-day weekend, which was approved by the Commissioners.

Wanda discussed the need for broader communications within the state of Washington. There is a possibility she may need to take a trip to Portland for a PNWA/NW RiverPartners/Pioneer Ports meeting in the future; she will keep Commissioners posted.

When the theft of newspapers came up in conversation under "Other," Commissioner Tippet suggested we explore changing our post office box outside to a locked key for the four boxes. Staff will check with the Post office.

EXECUTIVE SESSION:

At 2:30, Port Commissioners went into Executive session to discuss lease negotiations for a period of 15 minutes.

EXECUTIVE SESSION WRAP-UP: No action was taken at the conclusion of Executive Session.

NEXT MEETING: Given that the Port Manager is scheduled to be in Washington, DC on March 14 and Olympia on March 21, the regular Port Commission meeting was rescheduled to March 7, 2019, beginning at 1 p.m.

At 2:48 p.m., the meeting was adjourned.



Wayne Tippett, Secretary