

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, April 11, 2019 -- 1:00 p.m.
REGULAR MEETING MINUTES
All motions approved unanimously unless otherwise stated.

Chair of the Board of Commissioners, Mark Brigham 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 checked="" type="checkbox"/> Admin Assistant Jeanette Wheaton

GUESTS: Karl Dye, Valley Vision

CONSENT AGENDA:

1. Approved absence (not applicable)
2. Approval of Minutes – Commission Meeting March 7, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	Epay, 21484-21494	3-15-19	\$ 9,597.42
Expenses	21495-21496	3-22-19	\$ 2,178.36
Expenses	21497-21509	3-29-19	\$ 9,295.41
Payroll	21512-21516	3-31-19	\$ 5,480.29
Payroll Liabilities	EPAY21517-21525	4-1-19	\$ 9,649.35
Expenses	21526-21554	4-11-19	\$33,313.78

Commissioners Tippett/Jackson moved to approve the consent agenda; motion carried.

GENERAL PUBLIC COMMENTS: None.

NEW BUSINESS:

1. **Commissioners Jackson/Tippett moved to approve the Determination of Non-Significance: "SEPA for Phase IV of telecommunications fiber build" as presented. Motion carried.**
2. "General Agreement for Joint Use of Utility Poles" with Clearwater Power, subject to approval by Port Attorney: **Commissioners Tippett/Jackson made a motion to authorize the Port Manager to negotiate for changes. Motion carried.**
3. **Commissioners Tippett/Jackson made a motion to approve the Annual Financial Statements for 2018. Motion carried.**

4. **Commissioners Tippett/Jackson made a motion to approve class reunion serving adult beverages at Granite Lake Park July 21, subject to their signature on a release of liability. Motion carried.**
5. **Commissioners Tippett/Jackson made a motion for staff to explore potential improvements at the 14th Street Dock**, including potential installation of a small dock to assist in passenger loading and unloading to jet boats. **Motion carried.**
6. WPPA By-Laws Amendment regarding lulls with membership: The Port Manager requested Commission to consider the proposal for vote at the Spokane WPPA meeting in May.
7. **Commissioners Tippett/Jackson made a motion to award the roofing project at 1390 Fair Street to Justin McFarland Roofing & General Construction in the amount of \$11,705.92. Motion carried.**

RESOLUTIONS:

Resolution 2019-05 of the Port of Clarkston, Washington, authorizing and directing the Port of Clarkston Manager to execute on behalf of the Port of Clarkston an agreement between the Washington State Community Economic Revitalization Board and the Port of Clarkston for aid in financing the costs of public facilities consisting of Phase IV, fiber optic cable infrastructure ("Telecommunications Fiber Build"): **Commissioners Tippett/Jackson moved to approve the referenced resolution as presented. 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, dock replacement sections, and CERB broadband expansion).

OLD BUSINESS:

1. After discussion, **Commissioners Tippett/Jackson made a motion to approve a "reserve" for the CERB match (an allocation on the books rather than a whole new bank account). Motion carried.**
2. **Commissioners Jackson/Tippett made a motion to authorize the Port Manager to sign the lodging tax award from City of Clarkston. Motion carried.**

COMMISSIONER REPORTS:

Commissioner Tippett reported that he had spent four hours with the Port Manager at the Empress when she initially docked (first cruise boat in this season). He also attended the County Board of Commissioners meeting this past week.

Commissioner Jackson thanked Commissioner Mark for stepping up and doing a great job.

Commissioner Brigham reported that he had attended the Valley Vision meeting last week. The City was there to speak about infrastructure needs, and he met the interim Airport Manager.

MANAGER'S REPORT:

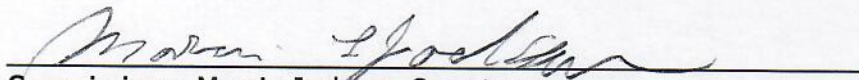
1. Wanda shared her calendar with the Commissioners.
2. Wanda will phone in to participate in Representative Cathy McMorris-Rodgers' Rural Coalition Roundtable, April 17 11:00 to 12:00 p.m. (rather than travel for in-person participation).
3. Wanda and Beth will attend CEDA Annual Meeting: April 18, 5 p.m. Nez Perce Tribe's casino.

4. Wanda will attend this conference: Andrus Center: Energy, Salmon, Agriculture & Community: April 23, Boise along with some pre-meetings
5. WPPA Spring Meeting May 15-17: Spokane, Davenport Hotel
 - a. All Commissioners, Wanda and Beth to attend
 - b. Wanda will attend the pre-meeting of WPPA Broadband Committee May 14 and elective WPPA training on the morning of the 15th
6. It was decided that Wanda and one Commissioner would attend the PNWA Summer meeting: June 25-27, Hood River, Oregon.
7. Wanda reviewed with Commissioners the status of the budget to actual expenditures for the first quarter of 2019.
8. She gave the following status reports:
 - a. Passenger vessel economic impact study and needs assessment grant request
 - b. Port Security project progress (Staff training April 17)
 - c. Records management grant
 - d. Changes to pump station—Granite Lake RV Park (grinder installation)
9. Commissioners agreed that the Port should provide positive feedback to the City Clarkston, relating to their about conceptual building code change: height changed from 35' to 50'.
10. Wanda reported that the tenant at 1390 Commercial Way, Buildings A&B had given 30-day's notice.
11. Wanda gave a report on the first Winefest put on by the Lewis-Clark Valley Wine Alliance last weekend--with her involvement being personal and not representing the Port.
12. The new mailbox for POC, SEWEDA, VLCV and Dave's Golf was discussed.

EXECUTIVE SESSION: It was determined that an Executive Session was unnecessary.

NEXT MEETING: It was confirmed that the next meeting will be at our regularly scheduled time, which results in it being Thursday, May 9, 2019, at 1 p.m.

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



Commissioner Marvin Jackson, Secretary