

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Thursday, July 18, 2019 – 8:00 a.m.**  
**REGULAR MEETING MINUTES**

*All motions approved unanimously unless otherwise stated.*

Chair of the Board of Commissioner, Mark Brigham, called the meeting to order with the Pledge of Allegiance at 8:00 a.m.

**ROLL CALL:**

[x] Commissioner Marvin Jackson	[x] Commissioner Mark Brigham
[x] Commissioner Wayne Tippett	[x] Port Manager Wanda Keefer
[x] Econ Dev Specialist Beth Larson	[x] Admin Specialist Peggy Heusinkveld

**VISITORS:** none

**CONSENT AGENDA:**

1. Approved absence (not applicable)
2. Approval of Minutes – Commission Meeting June 28, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Quart Expenditures	21740-21745	7/3/2019	\$19,145.04
Payroll	21746-21753 + epay	7/15/2019	\$ 8,947.94
Expenses	21754-21789	7/15/2019	\$40,858.53

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

**GENERAL PUBLIC COMMENTS:** None

**RESOLUTIONS:** None

**NEW BUSINESS:**

1. New staff - Administrative Specialist, Peggy Heusinkveld, was introduced to the Commission.
2. The Commissioners discussed but did not develop a form policy regarding compensation to real estate agents who assist with port property sales. Staff will provide research and recommendations.
3. The Commissioners granted the Port Manager authority regarding permission protocols as it related to a request from WA Fish and Game for ability to access and monitor security camera(s) that provide views of 1049 Port Way. Motion was made by Commissioners Tippett/Jackson. Motion carried. Additional cost information will be collected and shared.

4. The Port Manager reported on attendance at a presentation by Doug Riggs in Tri-Cities regarding a new organization he is forming to support multi-use river system with a labor emphasis. She was given discretion regarding joining C.L.E.A.N. and paying a membership fee.

### **RECURRING AGENDA ITEMS:**

The Port Manager gave a briefing on the on-going permitting for the CERB broadband expansion project. The hiring of an archaeologist is necessary, but those costs are eligible for reimbursement within the CERB grant/loan.

The Port Manager sought and was granted permission to begin permitting a new, small dock to be attached to the western-most 14<sup>th</sup> Street dolphin. This dock would improve efficiency and safety for loading and unloading cruise passengers onto jet boats for tours up Hells Canyon. Staff had done research related to multiple purposes for this dock and concluded it would not also likely be able to serve seaplanes—which is simply a concept. The idea of an area for the benefit of seaplanes is to be tested and, if appropriate, fleshed out in the planning effort described under “Old Business” below.

### **OLD BUSINESS:**

The Port Manager explained her planning involvement in the Eastern WA Legislature tour September 15-17. Also discussed were other sponsors.

The Port Manager discussed the idea that had come up in the WPPA Port Directors conference. Some ports are using Strategic Plan as an umbrella over other plans, with the equivalent of our Comprehensive Scheme of Harbor Improvements as just one of the plans under that umbrella. She said it was time to update our Riverfront and our Parks and Recreation Plans. We could do it in the context of a larger Strategic Plan. Commissioners encouraged staff to formulate ideas and make suggestions as to the approach.

### **COMMISSIONER REPORTS:**

Commissioner Brigham referred to Lewiston Tribune article regarding the ‘Trillion Trees’ project intended to offset climate change. He proposed that the Port take leadership in tree-planting and develop a policy of long-term investment in tree-planting. He said, for instance, that the Port could set a goal for planting 100 trees per year for the next 10 years. The other Commissioners were open to a potential policy; it could begin being incorporated into the budget for 2020.

Commissioner Jackson followed-up on the memorial plaque to be placed near the ginkgo tree recognizing the contributions of life’s work of Catherine Mahon. Next step: identify what type and style of plaque and meet with Community Bank to discuss access.

Commissioner Tippet suggested that trees be planted to provide shade where we wanted it at the 7<sup>th</sup> Street Dock.

### **MANAGER’S REPORT:**

1. Wanda reviewed her calendar (see attached) with the Commission. Key dates were as follows:
  - a. Vacations:
    - i. Wanda’s time away: July 19, Aug 19-23

- ii. Beth's time away: October 14-25, November 27
  - b. Navigation Coordination meeting: July 22, Boardman, OR (Wanda to attend)
  - c. Pioneer Ports Dinner: Aug. 14, Port of Lewiston hosting
  - d. Port of Portland Dinner: Aug. 27, 5:30 p.m. at Lindsay Creek, Lewiston. It was decided that all Commissioners and their spouses and the administrative staff and spouses/dates will attend.
  - e. EWALT Legislative Tour: Sept. 15-17, Pullman & Clarkston (Quality Inn)
  - f. WFOA Training Conference: Sept. 17-20, Yakima (Wanda to attend)
  - g. PNWA Annual Convention: Oct. 9 -11, Heathman Lodge, Vancouver; it was decided that Wanda and one Commissioner will attend.
  - h. WPPA Small Ports Meeting: Oct. 24-25, Leavenworth (Wanda to attend)
  - i. WPPA Annual Meeting: Nov. 20 - 22, Tacoma; the decision on who, if any, will attend was postponed until the next meeting.
- 2. Wanda, who is also the Port Auditor, reviewed with the Commissioners a financial report covering the 2019 2<sup>nd</sup> quarter budget compared to actual expenditures.
  - 3. Wanda provided updates on the following topics:
    - a. Passenger vessel economic impact study and needs assessment EDA grant request is still on hold, pending Port of Lewiston acceptance into the sam.gov system.
    - b. The Port Manager reported that the grinder installation is complete at Granite Lake RV Park.
    - c. The issue of escaping golf balls has not yet made forward progress.
    - d. Completion of the Granite Lake Park water fountain replacement is anticipated this Saturday.
    - e. The Port Manager reported on the encroachment issue for 800 Port Drive. The tenant's response was positive, and we expected to see change.
  - 4. Shade structures at both cruise boat docks were discussed, and the Commissioners saw the ripped awning for themselves. Staff will do research on alternatives.

**EXECUTIVE SESSION:** At 9:05 a.m., the Commissioners went into Executive Session for 15 minutes to discuss property disposition, property acquisition, and lease negotiations for 5 minutes each.

**EXECUTIVE SESSION WRAP-UP/DECISIONS:** The Commissioners came out of Executive Session at 9:20 a.m. **Commissioners Tippett/Jackson moved to terminate the month-to-month lease for Kiwi Air, dba Hells Canyon Helicopters, on the 70' X 70' parcel immediately south of 847 Port Way. Motion carried.**

**NEXT MEETING:** The next meeting is scheduled for 1 p.m., Thursday, August 8, 2019.

**ADJOURNMENT:** The meeting was adjourned at 9:25 a.m.

**APPROVED:**

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Marvin Jackson, Secretary