



**PORT OF CLARKSTON  
849 Port Way – Clarkston, WA  
Thursday, December 12, 2019 -- 1:00 pm  
REGULAR MEETING AGENDA**

**1:00 p.m. CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE**

**1:02 p.m. ROLL CALL**

- |                                                            |                                                             |
|------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Commissioner Marvin Jackson       | <input type="checkbox"/> Commissioner Mark Brigham          |
| <input type="checkbox"/> Commissioner Wayne Tippet (phone) | <input type="checkbox"/> Port Manager Wanda Keefer          |
| <input type="checkbox"/> Econ Dev Specialist Beth Larson   | <input type="checkbox"/> Admin Specialist Peggy Heusinkveld |

**1:03 p.m. OATH OF OFFICE (2) – Mark Brigham for 2019 and 2020**

**1:06 p.m. CONSENT AGENDA**

1. Approved absence(s), if needed
2. Approval of Minutes – Commission Meeting November 14, 2019
3. Review of Accounts Receivable (specific analysis)
4. Approval of Vouchers

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Payroll/VACA	Epay/22075-22099	11-15&16-19	\$14,389.46
Expenses	Epay/22089-22098	11-26-19	\$ 7,002.87
Payroll	Epay/22100-22108	12-02-19	\$14,511.90
Expenses	22109- 22141	12-12-19	\$19,856.92

**1:08 p.m. GENERAL PUBLIC COMMENTS** -- Speakers are requested to limit their time to 3 minutes and to address non-agenda topics. (They may weigh in on agenda topics during that portion of the meeting.)

**1:10 p.m. RESOLUTIONS: 2019-14—A Resolution of the Port of Clarkston Commission Accepting, Approving and Adopting a 2019 Supplemental Budget**

**1:11 p.m. NEW BUSINESS:** EDA grant for cruise boat and large passenger vessel economic impact and needs assessment grant has been selected for further consideration.

**1:13 p.m. RECURRING AGENDA ITEMS:** Nothing to report

**1:13 p.m. OLD BUSINESS:**

1. Follow-up on conceptual approval on Addendum #3 to the Kiwi Air (dba Hells Canyon Helicopter) lease extending the lease term
2. Desimone Consulting Group contract – recommend six-month commitment to align with Port of Lewiston’s agreement; approve Port Manager’s signature on agreement
3. Authorize Port Manager to move forward on telephone equipment purchase

## **1:20 p.m. COMMISSIONER REPORTS**

Commissioner Tippet  
Commissioner Jackson  
Commissioner Brigham

## **1:28 p.m. MANAGER'S REPORT**

1. Calendar for December and January
2. Handling Christmas & New Year's Eve: Typically, an extra 8 hours total are granted at the discretion of the Port Manager, which is generally based on what day of the week the regularly awarded holiday falls. I plan to grant 4 hours on the 24<sup>th</sup> & 4 hours on the 31<sup>st</sup>. Any comments or concerns?
3. Vacations:
  - a. Beth's time away: formal requests for time off in May and November 2020 have been approved
  - b. Wanda will be out of office Dec 26-27, Jan. 21 – Feb. 6, 2020
4. PNWA Mission to Washington, DC: Dates changed to March 1 to 5, 2020. Fortunately, I had not yet made airline reservations, so tickets didn't need changed.
5. State Auditor's Office examination of 2017 & 2018: Wrap-up anticipated before year end; exit conference, due to timing, will probably be Chair Mark Brigham & me.
6. Status reports:
  - a. Golf balls/driving range net condition
  - b. Update on sediment management project
  - c. Update on PNWA economic impact study
  - d. Update on short-plat mapping project
  - e. Commemorative sign for Catherine Mahon (ginkgo tree)
7. Easement discussion
8. Other

**1:48 p.m. NEXT MEETING:** January 9, 2020, 1 p.m.

**1:49 p.m. ADJOURNMENT**