



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

Commissioner Mark Brigham called the meeting to order at 1:00 p.m. on Thursday, December 12, 2020. He then led 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 (phone) | <input checked="" type="checkbox"/> Port Manager Wanda Keefer |
| <input checked="" type="checkbox"/> Econ Dev Specialist Beth Larson | <input checked="" type="checkbox"/> Admin Specialist Peggy Heusinkveld |

Port Manager Wanda Keefer administered the Oath of Office to Commissioner Mark Brigham twice, once for 2019 and again for 2020. Paperwork was completed for the county.

VISITORS: Gary Neal, retired citizen

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

Type of Check	Check Numbers	Date	Amount
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

Commissioners Jackson/Tippett moved to approve the consent agenda as shown. Motion carried. Discussion of one account occurred, with the Port Manager describing her approach. Commissioners concurred.

GENERAL PUBLIC COMMENTS

Former Port Manager for Clarkston a while back and more recently the Port of Morrow, Gary Neal, attended the meeting. He expressed that he’s glad to be back in the LC Valley.

RESOLUTIONS: Commissioners Jackson/Tippett made a motion to approve 2019-14—A Resolution of the Port of Clarkston Commission Accepting, Approving and Adopting a 2019 Supplemental Budget. Motion carried.

NEW BUSINESS: The Port Manager announced that the EDA grant request for cruise boat and large passenger vessel economic impact and needs assessment grant has been selected for further consideration. Commissioners authorized her to sign necessary paperwork, as needed, since the Port of Clarkston is the lead applicant.

RECURRING AGENDA ITEMS: There was nothing new to report under this topic.

OLD BUSINESS:

Commissioners Tippett/Jackson moved to give final approval on Addendum #3 to the Kiwi Air (dba Hells Canyon Helicopter) lease extending the lease term through 12/31/2029. Motion carried. Conceptual approval had been provided the previous month. Details regarding the parties to the lease had been resolved in the interim.

Desimone Consulting Group contract: The Port Manager recommended a six-month commitment to Desimone align with Port of Lewiston's agreement with Desimone. This is a critical time for managing messaging to constituents. **Commissioners Tippett/Jackson moved to grant conceptual approval of an agreement with Desimone similar to the current one with the Pioneer Ports and approved the Port Manager's signature on that agreement. Motion carried.**

Commissioners Tippett/Jackson moved to authorize the Port Manager to purchase telephone equipment in an amount up to \$7,000. Motion carried.

COMMISSIONER REPORTS

Commissioners Tippett and Jackson had nothing to report. Commissioner Brigham discussed attendance at the annual Valley Vision meeting. The meeting included focus on airline negotiations.

MANAGER'S REPORT: Manager Wanda Keefer reported on the following:

1. She provided copies of her calendar for December and January.
2. She discussed extra holiday leave on Christmas & New Year's Eve: Typically, an extra eight 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. Her plan to grant four hours additional holiday leave on the 24th and four hours on the 31st was approved.
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: The Port Manager reported the dates changed to March 1 to 5, 2020.
5. State Auditor's Office examination of 2017 & 2018: We anticipate this will be wrapped-up before year end; exit conference, due to timing, will probably include Chair Mark Brigham and the Port Manager/Port Auditor, Wanda Keefer.
6. She provided status reports on the following:
 - 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). Completion expected this month.
- 7. Easement discussion: The question of granting easement access via Zirbel Lane was affirmative. The Port Manager will work on details and make a recommendation to Commissioners by phone. It is not clear how sensitive timing is on this.
- 8. Under "Other" these topics were covered:
 - a. next Pioneer Ports meeting in January—preferred dates Jan 7, 9, or 13
 - b. new fiber line leased by Noel Com effective next March; it will require minor construction. Port Manager has signed the Service Order Summary.

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

ADJOURNMENT: The meeting adjourned at 1:52 p.m.


Secretary