

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Friday, June 28, 2019 -- 1:00 p.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.

**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"/> Temporary Assistant Belinda Larsen

**Visitors:** Ryan Gaston--Barclay Group, Shera Brier, Neil Marza

**Public Hearing:** Commissioner Brigham conducted a public hearing on a modification to the COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS declaring all present and future property surplus in preparation for future sales. There were no objections or comments. **Commissioners Jackson/Tippett moved to close the public hearing; motion carried.**

**CONSENT AGENDA**

1. Approved absence, if needed
2. Approval of Minutes – Commission Meeting May 9, 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>
Payroll	Epay, 21628-21639	May 15th	\$10,578.44
Expenses	21640-21652	May 29 <sup>th</sup>	\$11,443.27
Payroll	Epay, 21653-21662	May 31 <sup>st</sup>	\$14,067.66
Expenses	21663-21697	June 13 <sup>th</sup>	\$53,101.20
Expenses/Payroll	21698-21706	June 14,15	\$ 6,323.92
Payroll/Expenses	21707-21739	June 28 <sup>th</sup>	\$52,800.82

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

**General Public Comments** – Shera Brier and Neil Marza discussed a Rants and Raves Franchise option to Shera and her interest in building a Brewery Tap House on the .9 acres south of the Port office building on 9<sup>th</sup> Street. Staff will work with Shera to move the concept forward.

**RESOLUTIONS:**

1. **RESOLUTION 2019-06:** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CLARKSTON, ADOPTING REVISIONS TO THE PORT COMPREHENSIVE PLAN OF 2019-2024 AND DECLARING SURPLUS CERTAIN PORT PROPERTIES: **Commissioners Tippett/Jackson moved to approve; motion carried.**

2. **RESOLUTION 2019-07:** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CLARKSTON DECLARING AND CONFIRMING SURPLUS PROPERTY. **Commissioners Tippett/Jackson moved to approve; motion carried.**

### **NEW BUSINESS:**

1. Ryan Gaston from Barclay Group provided information relating to his company and a potential tenant of Barclay Group for Port property located on the northeast corner of 9<sup>th</sup> & Port Drive. He provided details on the intent of the Purchase and Sale Agreement between the Port and Barclay Group, provided information on the ultimate tenant, and discussed Barclay Group's desire to continue to accommodate the coffee stand.

At 2:25 p.m., the Commissioners went into Executive Session for 10 minutes to discuss Property Disposition only. At 2:35 p.m., the Commissioners requested an additional 5 minutes.

Conclusion of Executive Session on property disposition only: **Commissioners Tippett/Jackson made a motion to approve the version of a Purchase and Sales Agreement with Barclay Group which incorporated recommendations by the Port's attorney; motion carried.**

2. Sponsorship of \$5,000 for the Eastern Washington Legislative Tour Sept. 15-17: **Commissioners Tippett/Jackson moved to ratify this decision; motion carried.**
3. The Port Manager reported on the upcoming compliance inspection with the U.S. Army Corps of Engineers in early July.
4. The Port Manager asked whether the Commission would be willing to lease the A and B buildings separately at 1390 Commercial Way. The Commissioners were open to the possibility on a short-term basis, but the party expressing interest was not confirmed to be interested yet. The Manager will report back to individual Commissioners, as needed.
5. WPPA Commissioners meeting, July 22-24, Suncadia Resort, Cle Elem WA It was decided that Mark will attend.
6. Contracting with realtors when selling or leasing: It was decided that staff would do research and recommend a policy for the Commissioners at the next meeting.
7. Granite Lake Park Reservation for Friday evening, June 28<sup>th</sup> where participants wish to serve alcohol. **Commissioner Tippett/Jackson moved to approve conditioned on meeting all permitted requirements. Motion carried.**

**RECURRING AGENDA ITEMS:** The Port Manager gave a briefing on the on-going permitting on the CERB broadband expansion project. She reported our position, that we had recommended monitoring over survey. Staff will inform the Commission of the DAHP/CERB's decision on that request.

### **OLD BUSINESS:**

The Port Manager discussed the need to ratify Port Manager's signature on Heuett Properties' Consent to Assignment to BPA. However, the Port has yet to receive a copy of the document with signatures from Heuett and BPA. It was decided to table this item for future discussion, once the documents were received in our office.

## **COMMISSIONER REPORTS:**

Commissioner Tippett talked to the Captain of the American cruise line boat moored at our dock today. They discussed services, including garbage. He expressed a concern regarding the potential for homeless people to access the shoreline at the bank down from the dumpster. He asked a question about the Turning Pointe grass.

Commissioner Jackson suggested that on piece of ground by the blue bridge where the ginkgo tree is, that we give recognition for Katherine McMahon, partnering with Community Bank.

Commissioner Brigham attend the Valley Vision Annual meeting and spoke favorably relating to Cynthia Pemberton, keynote speaker.

## **MANAGER'S REPORT**

Wanda provided a copy of her calendar and reviewed the following:

1. Vacations:
  - a. Wanda's time away: July 19, Aug 19-23
  - b. Beth's time away: October 14-25, November 27
2. Carbon-free Labor Energy Action Network meeting: July 2, Tri-Cities (Wanda to attend)
3. Port Directors Seminar: July 10-12, Skamania, Stevenson, WA (Wanda to attend)
4. Navigation Coordination meeting: July 22, Boardman, OR (Wanda to attend)
5. WFOA Training Conference: Sept. 17-20, Yakima (Wanda to attend)
6. WPPA Small Ports Meeting: Oct. 24-25, Leavenworth (Wanda to attend)

Wanda discussed the hiring for the administrative assistant position and said there were 61 applicants for the job. She also reported on the PNWA Summer meeting in Hood River which ended the previous day. The staff had decided to acquire a new copier, this one with color and scanning capabilities as the old one had become very unreliable.

Wanda provided status reports on the following:

1. Communications strategy including Snake River Family Festival & Riverfest
2. Port Security Grant – 2018. Reimbursement received. Final reports to be submitted in July.
3. Passenger vessel economic impact study and needs assessment EDA grant request
4. Changes to pump station—Granite Lake RV Park (grinder installation)
5. Escaping Golf Balls
6. Granite Lake Park improvements
  - i. Electrical expansion – Selected Flerchinger Electric – project complete
  - ii. Water fountain replacement – Glitch w/ Mike's due to retirement
  - iii. Fresh bark – done
7. New mailbox – done
8. New phone system

Wanda asked the Commissioners about their interest in allowing advertising at 7<sup>th</sup> Street dock (on the compactor).

Lastly, Wanda mentioned PNWA staffing changes, and the Port of Vancouver's resolution, which was passed.

**EXECUTIVE SESSION (RECONVENED):** Commissioners reconvened Executive session at 3:37 p.m. to discuss lease negotiations for 10 minutes and personnel for 5 minutes.

**EXECUTIVE SESSION WRAP-UP/DECISIONS** – Coming out of Executive Session at 3:52 p.m., the Commissioners authorized the Port Manager to explore separation of buildings A & B at 1390 Commercial Way under short term lease arrangements, depending on whether the need still existed.

**NEXT MEETING:** Discussion evolved around the scheduled meeting conflict for July 11, and it was decided the next meeting would be July 18th, 2019, at 8 a.m.

**ADJOURNMENT:** The meeting was adjourned at 4:00 p.m.

APPROVED:

  
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Marvin Jackson, Secretary