

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Thursday, August 8, 2019 -- 1:00 p.m.**  
**REGULAR MEETING MINUTES**

*All motions passed unanimously unless otherwise stated.*

Commission Chair Mark Brigham called the meeting to order at 1 p.m. and then led with the Pledge of Allegiance.

**ROLL CALL**

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

**CONSENT AGENDA**

1. Approved absence(s), if needed
2. Approval of Minutes – Commission Meeting July 18, 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>
Expenses	21791-21801	7-30-19	\$60,080.76
E-Pay/Payroll	21803-21813	7-31-19	\$14,582.91
Expenses	21815-21839	8-8-19	\$17,780.52

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

**GENERAL PUBLIC COMMENTS:** None.

**RESOLUTIONS:** None

**NEW BUSINESS:**

1. **Commissioners Jackson/Tippett moved to approve alternative dates for budget timeline per RCW 53.35.045. Motion carried.**
2. The Commission reached consensus on hiring a professional photographer to tell our story with photos. Staff will implement this decision.

**RECURRING AGENDA ITEMS:** On-going permitting (CERB broadband expansion, lower dock extension near 14<sup>th</sup> St. dolphins): The Port Manager described an archaeologist’s walk-through of various locations that would be disturbed by the broadband expansion project. He found no need for any test pits. Report is pending, expected soon.

**OLD BUSINESS:**

1. Reconsideration of scope of short plat mapping project: The Port Manager proposes beginning with 9<sup>th</sup> & Port area be re-platted from east to west. The Commissioners concurred with that recommendation. The Manager will see if the party that inherited the historic records can build on them or whether they would need to be initiated from scratch.

2. Approach to planning efforts: Comp Scheme, Riverfront Master Plan, Parks & Rec Plan, Strategic Plan. It was decided that this work would be done in-house. In order to manage it, administrative staff hours are authorized, as needed, to increase as follows: the Economic Development Specialist's weekly hours can be increased from 37.5 to 40, and the Administrative Specialist's weekly hours increased from 20 to 25.
3. The Commissioners voted to grant authority to Manager in excess of \$5,000 to solve awning problem at 14<sup>th</sup> Street Dock. Discussion occurred regarding immediate repair and addition of wind slits to sunshade. A more permanent solution was discussed with Tippet recommending exploration of canvas he could donate that came from a billboard.

## **COMMISSIONER REPORTS**

Commissioners Tippet and Jackson had nothing to report.

Commissioner Brigham reported that he had attended Valley Vision meeting on August 6. He reported on a business recruitment opportunity on which he thought the Port could participate. He also noted that Valley Vision membership is still in need of growth to continue to develop.

Commissioner Brigham further reported on Representative McMorris-Rodgers' visit on July 30. The port was regarded very positively as were the efforts of Manager Keefer. Mark also discussed what he had learned at that meeting, particularly contributions from Rick Wasem.

## **MANAGER'S REPORT**

1. Wanda shared her calendars for August and September with the Commissioners.
2. Vacations:
  - a. Wanda's time away: Aug 19-23
  - b. Beth's time away: October 14-25, November 27
3. Pioneer Ports Dinner: Aug. 14, Port of Lewiston hosting at Jollymore's beginning at 5:30 p
4. Port of Portland Dinner: Aug. 27, Lindsay Creek Winery, Lewiston, beginning at 5:30 p
5. Riverfest, on-going planning for Sept 7 event at Granite Lake Park—POC primary sponsor
6. Leasehold Tax Audit (in office): Sept. 10 – 11, 2019 (scope 1-2015 thru 6-2019)
7. EWALT Legislative Tour: Sept. 15-17, Pullman & Clarkston (Quality Inn) We will present.
8. WFOA Training Conference: Sept. 17-20, Yakima (Wanda to attend)
9. PNWA Annual Convention: Oct. 9-11, Heathman Lodge, Vancouver (Wanda & 1 Commissioner to attend)
10. WPPA Small Ports Meeting: Oct. 24-25, Leavenworth (Wanda to attend)
11. State Auditor's Office examination of 2017 & 2018: Anticipated for early November
12. WPPA Annual Meeting: Nov. 20 - 22, Tacoma – No decisions yet on who to attend.
13. Status reports:
  - a. Insurance inspection from Wharfingers – 3 docks examined on 8-6-19; findings expected
  - b. Passenger vessel economic impact study and needs assessment EDA grant request
  - c. Escaping golf balls – Productive meeting between parties. Quality Inn to replace netting. Cost may be as much as \$100K
  - d. Commemorative sign for Catherine Mahon (ginkgo tree) – cost and design proposed at next meeting
  - e. Granite Lake Park water fountain replacement (completed)

- f. Telephone system replacement may tap our own fiber for high speed, depending upon cost. We will have a regular landline at the shop; an investment in internet to install VOIP phone doesn't make sense. Staff will keep Commissioners apprised.

**EXECUTIVE SESSION:**

At 2:05 p.m., Commissioners went into executive session to discuss lease negotiations for 10 minutes, property acquisition for 5 minutes, and property disposition for 5 minutes.

**EXECUTIVE SESSION WRAP-UP/DECISIONS:** No decisions were announced at the conclusion of Executive Session.

**NEXT MEETING:** Sept. 12, 2019, 1 p.m.

**ADJOURNMENT:** The meeting was adjourned at 2:28 p.m.



Marvin Jackson, Secretary