

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, September 12, 2019 – 1:00 p.m.
REGULAR MEETING MINUTES

All motions approved unanimously unless otherwise stated.

Chair of the Board of Commissioners, Mark Brigham, called the meeting to order with the Pledge of Allegiance at 1:00 p.m.

ROLL CALL:

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

VISITORS: none

CONSENT AGENDA:

1. Approved absence – not applicable
2. Approval of Minutes – Commission Meeting August 8, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	Epay/21840-21849	8-15-19	\$9,542.67
Expenses	21850-21874	8-29-19	\$47,846.48
Payroll/Expenses	EPAY/21875-21887	8-31-19	\$31,905.01
Expenses/Riverfest	21888-21891	9-7-19	\$2,600.00
Expenses	21892-21925	9-12-19	\$22,623.84

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

GENERAL PUBLIC COMMENTS: None.

RESOLUTIONS:

2019-08 Resolution in support of the Lower Snake River Dams and the Federal Columbia River Power System and recognizing its role in environmental stewardship. After consideration of this resolution, **Commissioners Jackson/Tippett moved to approve the resolution; motion carried.**

2019-09 Revision to Greenhouse Gas Policy under Resolution 2012-03 adding the planting of trees: After consideration of this resolution, **Commissioners Jackson/Tippett moved to approve the resolution; motion carried.**

NEW BUSINESS:

1. The Port Manager reported on breaking news. We were notified on Sept. 5 that Bonneville lock had been closed for repairs until further notice. This will have a major impact on cruise

boat traffic and grain movement on the Columbia Snake system. The Port of Clarkston will miss 11 dockings during month of September. According to USACE, repairs are to be complete by September 30, 2019.

2. The Port Manager reminded Commissioners that they had previously approved Verl Long to begin plat mapping the streets owned by the Port. However, with short-plat mapping requirements by the City of Clarkston, it appears that the scope of the project has grown and needs to be wrapped up in the next year, not spread out over several years as originally planned. Commissioners approved the broader project and gave the green light for steps necessary to hire a surveyor in accordance with State of Washington procurement rules. This may or may not require a Request for Qualifications for the full survey project. Commissioner Brigham requested the Manager to convey to the City that we are "all in," and will complete the surveying in the most efficient and timely manner possible.
3. The Port Manager reported on the results of Leasehold Tax Audit for the period 2015 through 1/2 of 2019. There will be a small assessment. The Port achieved 99.8% accuracy for this time period.

RECURRING AGENDA ITEMS: The Port Manager reported on-going permitting. On the CERB broadband expansion project, the report from an archaeologist is expected September 13. Once received, it will be forwarded to Native American Tribes for up to 30 days for review.

The Port Manager also reported on the permitting for the new small dock creation for the 14th St. dock.

OLD BUSINESS:

1. The Commission and staff worked through preliminary 2020 budget recommendations from the staff. The results of the discussion will be worked into the draft budget for the workshop in early Oct.
2. The Port Manager shared preliminary recommendations on Comprehensive Scheme of Harbor Improvements (update maps, update language on sales to property, and update attachments).

COMMISSIONER REPORTS:

Commissioner Jackson had nothing to report. Commissioner Tippett is interested in having photographic documentation of slack water.

Commissioner Brigham inquired about public outreach efforts such as news releases and newsletters relating to the tree initiative (included in budget discussions). Staff will produce a newsletter soon to address recent accomplishments and news. Also, some information will be released next spring for Earth Day/Arbor as far as tree-planting.

MANAGER'S REPORT:

1. Riverfest – Wanda expressed appreciation for Commissioner attendance at Riverfest. We gave out 420 hotdogs and 300 ice creams. The only glitch was related to Asotin Co. Health Dept regarding responsibility for informing food vendors. These were resolved on site.
2. Wanda reported that she is providing public information on each of the following: 1) Bonneville Lock status; 2) EWALT; and 3) Governor's Study on impacts of Lower Granite dam removal.

3. Wanda shared her calendars for September and October 2019.
4. Vacations:
 - a. Wanda's time away: Sept. 26 & 27
 - b. Beth's time away: October 14-25, November 27
5. Eastern Washington Legislative Tour Sept 15-17: Commissioner Brigham and Wanda to represent Port to groups during jet boat trips.
6. WFOA Training Conference: Sept. 17-20, Yakima (Wanda to attend)
7. PNWA Annual Convention: Oct. 9-11, Heathman Lodge, Vancouver (Wanda & Commissioners Brigham and Tippett to attend)
8. Wanda and Commissioner Brigham will attend the WPPA Small Ports Meeting on Oct. 24-25, in Leavenworth.
9. State Auditor's Office examination of financial statements for 2017 & 2018: This is anticipated in early November. Auditors will involve the Commissioners in the engagement process and in reporting the results.
10. Wanda and Commissioner Brigham will attend the WPPA Annual Meeting, Nov. 20 - 22, in Tacoma.
11. Wanda reported on a potential change to administration of our fiber system. It is possible that an LLC will be created statewide to provide administrative services we have been receiving from Port of Whitman. Although that would spread the resources more broadly, there is a potential cost savings to the port for administration (example: software cost to be absorbed by more entities).
12. Wanda provided updates on the following:
 - a. Passenger vessel economic impact study and needs assessment EDA grant request was submitted September 10, 2019.
 - b. Escaping golf balls – Dave's Golf and Quality Inn working to resolve
 - c. Commemorative sign for Catherine Mahon (ginkgo tree): costs for variety of options were presented. Commissioners agree to select sandblasted stone for the final product.
 - d. Conversations with yacht owners re: lack of pump-out options, lack of diesel fueling
 - e. City of Clarkston lodging tax application for 2020 (no application this time)
13. Reminder: 2020 Budget Planning Workshop on October 3rd, at noon, at the Port office.
14. Wanda reported on a conference call set up by PNWA to discuss impacts on dam removal.

EXECUTIVE SESSION: At 2:20 p.m., the Commissioners went into Executive Session for 15 minutes to discuss property disposition, property acquisition, and lease negotiations for 5 minutes each. At 2:35 p.m., the Commissioners extended Executive Session for an additional 20 minutes.

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

NEXT MEETING: The next meeting is scheduled for 12 p.m., Thursday, October 3rd, 2019, beginning with the workshops (budget & comp scheme) at noon and the regular meeting at 1 p.m.

ADJOURNMENT: The meeting was adjourned at 2:55 p.m.

APPROVED:



Marvin Jackson, Secretary