

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Tuesday, November 17, 2015 -- 1:00 p.m.
MEETING – MINUTES

All motions carried unanimously unless otherwise stated.

CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE

The Port of Clarkston's regular meeting for November 17, 2015, was brought to order at the Port of Clarkston office by Commissioner Jackson, Chairman, with the Pledge of Allegiance. A quorum was present.

ROLL CALL

[P] Commissioner Marvin Jackson	[P] Commissioner Rick Davis
[P] Commissioner Wayne Tippett	[P] Port Manager – Wanda Keefer
[P] Port Auditor/Bookkeeper - Jennifer Bly	[P] ED Assistant – Belinda Campbell

VISITORS: Elaine Williams – Lewiston Tribune
Jill Eckberg – Citizen of Clarkston

APPROVAL OF MINUTES – Minutes of the Special Meetings of October 15 and October 28, 2015 and budget workshop October 15, 2015. **Motion made by Commissioners Tippett/Davis approving the minutes as presented. Motion carried.**

PUBLIC HEARING ON 2016 BUDGET REVENUES & EXPENDITURES & COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS

The Chair delegated facilitation of the public hearings relating to Commissioner Tippett, who confirmed proper prior advertisement and led public hearing discussion on: a) the 2016 Budget at 1:05 p.m. and b) the Comprehensive Scheme of Harbor Improvements at 1:06 p.m. One member of the public, Jill Eckberg, asked why the Port was increasing taxes while no other entities are. The Port Auditor explained that the levy rate was increasing, not taxes, and in fact, dollars collected from individuals have been historically decreasing because the Port is doing its job increasing the tax base. Ms. Eckberg was thanked for coming to talk with the Commissioners. No other public comments were offered. At 1:10 p.m., Commissioners Davis/Tippett made a motion to close the public hearing. Motion carried.

GENERAL PUBLIC COMMENTS (outside public meeting) -- None

NEW BUSINESS:

1. Doug Mattoon, from Valley Vision, gave a short presentation of what Valley Vision has been doing, including a joint ad in which the Port of Clarkston participated. He also provided a handout to the Commissioners.
2. Grading project at Turning Pointe Business Park
 - a. **Motion made by Commissioners Tippett/Davis awarding the grading project at Turning Pointe to the low bidder, ML Albright & Sons, Inc., and authorizing the Port Manager to move forward on Notice of Award, Contract, and Notice to Proceed, when appropriate. Motion carried.**
 - b. The Port Manager briefing on permitting this project (EZ-1 through DAHP cleared, the SEPA we authorized in a previous meeting turned out not to be needed, since our previous SEPA was still relevant.)

3. Cashing out vacation for staff: **Motion made by Commissioners Davis/Jackson approving staff paid leave for those who wish to do so, up to 2 weeks. Motion carried.**
4. Interlocal agreement with City of Clarkston on stormwater credits for roads: Six things are necessary that we are mostly already doing will be addressed in the interlocal that the Port is having its attorney draw up. One additional item we need to do is create an operations and maintenance plan which Port staff will tackle, using the City of Clarkston's as a model. The Commissioners agreed this was necessary and granted conceptual approval for going forward.
5. Contract with Northwest Media for website services: **Motion made by Commissioners Davis/Tippett authorizing the Port Manager to enter into a contract with Northwest Media for website services and conceptual approval. Motion carried.**

RESOLUTION: 2015-14 – A Resolution Declaring Special Needs for Increasing Tax Revenue Received By 1%. **Motion made by Commissioners Davis/Tippett to: a) approve Resolution 2015-14 as presented, and b) authorize the Port Manager to sign the Levy Certification. Motion carried.**

RECURRING AGENDA ITEMS:

1. Accounts receivable status report -- No delinquent tenants
2. Permitting in progress: Golf driving range sublease approval from Corps - Still no approval

OLD BUSINESS

1. Wrap-up Determination of Non-Significance—Renaissance Marine
 - a. Cultural assessment has been required by DAHP; Renaissance has been notified. Port staff will assist anywhere we can with this assessment.
 - b. Dr. Sappington willing to do the work: Staff recommended and Commissioners concurred that the Port would contact for services with Dr. Sappington and then pass the cost on to Renaissance.
 - c. Air handling equipment placement: The Commissioners had no problem with Renaissance's plan for placement on the east side of the building, near the original
2. Real estate items: policy, CC&Rs, design standards, open space assessment: Discussed was whether or not a Design Review Committee should be appointed. Commissioners decided that the Port should make these decisions about what is acceptable and not turn responsibility over to a Design Review Committee.
3. Amendment to Pioneer Ports Interlocal Agreement: The three ports got together and worked on a collaborative communication effort but the timeframe according to the interlocal agreement will be expiring. Commissioners approved working on an addendum to extend it through 2016.
4. Asotin boat launch assistance update: We are released the RFQ where responses are due by 11 a.m., and we are going to have a town listening session on December 8, 2015 at 7:00 p.m. for the city's constituents. The Commissioners are invited to attend.

COMMISSIONER REPORTS

Commissioner Jackson	N/A
Commissioner Davis	N/A
Commissioner Tippett	Commissioners Tippett checked into prices for operating machinery at Turning Pointe to knock down rocks so grass can be mowed: \$400 per day for roller; \$400 per day

for a Cat; \$125 Mob in; \$125 Mob out. Commissioners assigned to the Port Manager researching the question of whether a Port Commissioner can voluntarily operate equipment.

MANAGER’S REPORT

1. Calendar – Wanda provided her calendar to the Commissioners
2. CERB presentation for planning grant for multi-tenant building will occur in Olympia Nov. 19
3. Personal Time off Nov. 23-24
4. Jennifer’s work schedule 2016 – She plans to cut her hours down to 20 hours per week.
5. Pioneer Ports meeting - Not getting schedules to come together well; will continue to work on this.
6. LCSC program featuring dam removal advocates. The Port Manager will have a follow-up conversation.
7. Report on Inland NW Partners, WA pilot project (econ gardening) + paper USB port –Wanda explained what she learned at the meeting. She would like to have Asotin County businesses considered for a state pilot project. Wanda showed them the paper jump drive that was given out at the meeting under “really cool projects.”
8. Update on design for broadband access across Southway Bridge – still working on this. No progress to report
9. She has been attending the shoreline masterplan meetings where the City of Clarkston, Starbuck, Asotin County and Columbia County have all gone in together on one plan.

APPROVAL OF VOUCHERS FOR PAYMENT

Type of Check	Check Numbers	Date	Amount
Expenses	18615 - 18630	10-28-15	\$10,147.41
Payroll	18631 – 18642	10-30-15	\$13,651.63
Payroll	18643 – 18649	11-15-15	\$ 9,041.75
	18650 (VOIDED)		
Expenses	18651 – 18686	11-17-15	\$54,885.04

Motion made by Commissioners Davis/Tippett approving the vouchers as presented. Commissioner Jackson abstained because he had not seen the vouchers. Motion carried.

EXECUTIVE SESSION

At 2:50 p.m., the Commissioners went into executive session to discuss contract negotiations for a period of 7 minutes and lease negotiations for a period of 5 minutes at 3:07, they asked for an additional 10 Minutes. At 3:17 p.m., the Commissioners came out of executive session with no determinations.

Next Meeting - December 10, 2015 Regular Meeting

ADJOURNMENT: Motion made by Commissioners Tippett/Davis to adjourn the meeting at 3:18 p.m. Motion carried.


Wayne Tippett
 Secretary