

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, December 8, 2016 – 1:00 p.m.
Meeting Minutes

(All motions carried unanimously unless otherwise stated.)

CONVENE REGULAR PORT COMMISSION MEETING; PLEDGE OF ALLEGIANCE

The Port of Clarkston’s regular meeting for December 8, 2016, was brought to order at the Port of Clarkston office by Commission Chair Rick Davis, with the Pledge of Allegiance. A quorum was present.

ROLL CALL

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

VISITORS: Elaine Williams - Tribune Publishing
Monica Lawrence – Mayor City of Clarkston

CONSENT AGENDA ITEMS

- A. Any excused or unexcused Commissioner absences
- B. Minutes of the Meeting of November 10, 2016
- C. Review of Accounts Receivable
- D. Approval of vouchers for payment

Payroll	11/15/2016	19489-19499	\$11,581.00
Expenses	11/28/2016	19500-19509	\$10,098.32
Expenses	11/30/2016	19510-19511	\$10,500.00
Payroll	11/30/2016	19512-19523	\$14,593.27
Expenses	12/08/2016	19525-19525	\$16.19
Expenses	12/08/2016	19533-19557	\$32,135.03

Motion made by Commissioners Tippett/Jackson approving the consent agenda. Motion carried.

GENERAL PUBLIC COMMENTS -- None

NEW BUSINESS:

- 1. Cashing out staff vacation: **Motion made by Commissioners Tippett/Jackson approving the cash out of vacation for a limit of up to two weeks, as elected by employees. Motion carried.**
 - 2. PNWA’s Mission to Washington, DC - March 2017: **Motion made by Commissioners Tippett/Jackson to send the Port Manager to DC and send Cougar gold cheese for the Taste of the Northwest. Motion carried.**
 - 3. Driving range signage options/permissions: The Port Manager explained concerns expressed by Dave’s Golf Shop as to signage, so people can find his place of business. Commissioner Tippett
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suggested a 4 x 8 sign which would be a map of the port with the location of all the businesses. This topic will be discussed during the January 12 work session.

4. Process for submitting comments on NEPA for Biological Opinion: It was decided that a draft could go out to the Commissioners by email. They'd like all three Commissioners to sign it.
5. Letter of support for City of Asotin state request: Commissioners approved the sending of a letter of support for the City of Asotin for their request of state capital funds for the restored boat launch.

RESOLUTIONS:

Resolution 2016-09 **RESOLUTION OF THE PORT OF CLARKSTON ADOPTING A NEW COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS FOR THE PORT THAT WILL BE UTILIZED AS A GUIDE FOR FUTURE PORT DIRECTION FOR THE NEXT SIX YEARS -- Motion made by Commissioners Jackson/Tippett approving Resolution 2016-09 as presented. Motion carried.**

Resolution 2016-10 **RESOLUTION OF THE PORT OF CLARKSTON ADOPTING THE FINAL 2017 BUDGET -- Motion made by Commissioners Tippett/Jackson approving Resolution 2016-10 as presented. Motion carried.**

RECURRING AGENDA ITEMS:

Permitting in progress: Garbage dumpsters relocation – cruise boat dock: The Port Manager described the plan to relocate dumpsters from near the gangway to near the curve on Port Way. She reported that details were being provided to the Corps of Engineers for their review and approval.

OLD BUSINESS

1. Update on incubator feasibility study; The Port Manager said the consultant is actively working on this project. More details would have been available in time for today's meeting, except weather resulted in cancellation of a meeting with them.
2. City of Asotin boat basin project: The Port Manager reported on results from several meetings, one of which Commissioner Davis attended in Walla Walla. She thinks progress is being made. The City will do the property survey instead of the Corps doing it because the City can do it cheaper. The City of Kennewick is ten years into their acquisition of property and we can use their land conveyance documents as a start for the City of Asotin's acquisition.
3. Progress – Completion of the sale of a parcel at Turning Pointe to Carroll Naslund Disposal was reported. Money was received today.

COMMISSIONER REPORTS

Commissioner Jackson discussed weed control.

Commissioner Tippett gave a thumbs up on the improvements that have been done in the Port area: the pavement project at Roosters and the electric vehicle charging station at the port. He also spoke about the Valley Vision meeting last night and the presentation by Thunderjet/Brunswick.

Commissioner Davis commented on the trip he and Wanda took down to the Walla Walla Office of the Corps of Engineers, meeting with PNWA and Corps officials. He also attended the Valley Vision

meeting and thoroughly enjoyed it. Commissioner Davis said that the pot needs to put studded snow tires on the Port Vehicle.

MANAGER REPORT

1. Calendar - Wanda provided the Commissioner a copy of her calendar.
2. Upcoming meetings – Only meeting is on the 14th with people on the incubator building.
3. Port Attorney – A key partner in Bruce Ensley’s firm is accepting a judgeship and the firm has been sold. He will be working for the Port of Whitman for three days a week and would be willing to continue to be our attorney, with the concurrence the Port of Whitman. The Port of Clarkston will discuss this January 12 during the appointment of the Port Attorney.
4. Questions on next grading project – These were reserved for the work session January 12.

EXECUTIVE SESSION: At 2:10 p.m., the Commissioners went into executive session to discuss the following: 1) Contract negotiations – 10 minutes; 2. Litigation – 5 minutes; and 3) Lease negotiations – 10 minutes. The Commissioner came out of executive session at 2:40 p.m.

EXECUTIVE SESSION WRAP-UP

Motion made by Commissioners Tippett/Jackson to lease the commercial way property to TR Recovery on a month to month basis at a rate of \$2,250/month (including leasehold tax). Motion carried.

NEXT MEETING – January 12, 2017

ADJOURNMENT

Motion made by Commissioners Jackson/Tippett adjourning the meeting at 2:45 pm. Motion carried.

Marvin Jackson – Secretary