

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, September 8, 2016 -- 1:00 p.m.
REGULAR MEETING MINUTES
(Unless otherwise noted, all motions are passed unanimously)

CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

VISITORS - KLEW TV

Consent Agenda Items

- A. Any excused or unexcused Commissioner absences – n/a
- B. Minutes of the Meeting of August 4, 2016
- C. Review of Accounts Receivable
- D. Approval of vouchers for payment:

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|----------|------------|-------------|-------------|----------------|
| Payroll | 08/15/2016 | 19272-19281 | \$10,589.07 | EFT \$2,769.98 |
| Expenses | 08/16/2016 | 18282-19299 | \$10,209.62 | |
| Expenses | 08/19/2016 | 19300 | \$7,000.00 | |
| Expenses | 09/01/2016 | 19301-19305 | \$2,253.89 | |
| Payroll | 08/31/2016 | 19306-19315 | \$15,118.06 | EFT \$3,006.00 |
| Expenses | 09/08/2016 | 19316-19337 | \$14,182.07 | |

Motion made by Commissioners Tippet/Jackson approving the consent agenda as presented. Motion carried

GENERAL PUBLIC COMMENTS -- N/A

NEW BUSINESS:

1. In the first item of new business, the Commissioners discussed the partial deed release request approved by the Asotin County Commissioners which provides the Port with the ability to sell three parcels at Turning Pointe immediately.
2. Review Valley Medical’s request to extend lease option on parcel on Port Drive & 9th. **Motion made by Commissioners Jackson/Tippet approving the lease option on a parcel of land on Port Drive and 9th street. Motion carried.**
3. Part-time seasonal help for Granite Lake Park – The Commissioners approved the hiring of extra seasonal help.

4. **Motion made by Commissioners Jackson/Tippett approving a short-term lease with Avista Utilities for 18,000 sq. feet of bare ground north of Avista's existing yard on Fair Street. Motion carried.**

RESOLUTIONS: None

RECURRING AGENDA ITEMS:

1. Permitting in progress: Electrical and water improvements were addressed by the Port Manager. Everything has been approved by the Corps of Engineers. Staff will move forward on the improvements.

OLD BUSINESS

1. Update on stormwater and asphaltting project 900 and 1010 Port Way. Stormwater runoff from Antique building will no longer go into the river, it will be piped into Roosters' (R.U.Starving Restaurant, LLC) retention pond. McCalls Classic will do the work. Their bid came in at \$3,953.36.

Motion made by Commissioners Tippett/Jackson to authorize the Port Manager to sign the 2nd Addendum to the R.U. Starving, LLC Lease capturing permission of the diversion of stormwater. Motion carried.

2. The Port Manager provided an update on fiber across the Snake River, including ratifying amendment to CenturyLink agreement. Commissioners authorized her signature on the amendment. The length of conduit we will lease from CenturyLink is revised to 1,130, down from 1,444 linear feet.
3. The Port Manager informed the Commissioners that the need for a fiber connection at 909 6th Street, Clarkston was no longer needed. They concurred with the decision to cancel the construction connection; the bid had been awarded to Summit Utilities.
4. 2017 Budget work session: The Manager and Commissioners reviewed the staff recommendations with just some minor changes and additions. We will be having a budget workshop on October 6, 2016 at 9:00 am with a Commission meeting directly afterward.
5. Update on grant request to study feasibility of a structure to redirect sediment at cruise boat dock. There discussion on this topic; consensus was that research will be needed before decisions can be made.

COMMISSIONER REPORTS

Neither Commissioner Jackson nor Tippett had comments. Commissioner Davis reported that he enjoyed the Pioneer Ports meeting, and he recapped fiber installation and several other items that affect all of the ports.

MANAGER'S REPORT

1. Calendar – Wanda provided the commissioners with a copy of her calendar.
2. Reminders: RMG building dedication Sept. 20, Port of Portland dinner, September 21, Quality Inn; Wanda speaking at PNWA conf. Oct 12
3. Avista electrical charging station – Meeting Sept. 20
4. Jen out Sept. 21-23 (WFOA Conference in Spokane)

5. Wanda to attend HR training on Sept. 29 – Quality Inn
6. November 4 Port's tour in the valley – support and attendance
7. Hosting the next Pioneer Ports meeting on Nov. 7
8. Recognition of Jennifer Bly's ongoing professional training
9. Congestion worse in 2017 at cruise boat dock – All of the boats have provided the Port with a copy of their schedules for 2017. There are several days where more than 3 boats will be in at the same time.
10. No assistance needed for Wine Alliance lodging tax applications (2017) Wanda does not have to help with this grant application this year.
11. October newsletter: Potential topics: AVA, lock closure, broadband progress, RMG
12. Belinda Campbell provided an update on Riverfest (Oct. 1st). Kids games through Lewiston Parks and Recreation Kid Mobile, Izzy the camel, a clown who does balloon animals, educational areas for showing dams operate, how the dams generate electricity are expected. Also, PNWA and River Partners are also going to have some materials for distribution.
13. Other – Port of Portland Dinner on September 21st at the Quality Inn.

EXECUTIVE SESSION

At 2:45 p.m., the Commissioners went into executive session to discuss the following: Lease Negotiations – 10 minutes; Contract Negotiations – 8 minutes


EXECUTIVE SESSION WRAP-UP

At 3:03 p.m., the Commissioners came out of executive session. No decisions were made.

Next Meeting – As PNWA presented a conflict for the normal date of October 13, it was decided that our next meeting would be October 6, 2016, beginning with the work session at 9:00 a.m.

ADJOURNMENT

Motion made by Commissioners Jackson/Tippett adjourning the meeting at 3:05 p.m.
Motion carried.



Marvin Jackson - Secretary