

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Friday, February 16, 2018 -- 9:00 a.m.
MINUTES OF RESCHEDULED REGULAR MEETING

(All motions passed unanimously unless otherwise stated.)

CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE

The Port of Clarkston's regular meeting for February was brought to order at the Port of Clarkston office by Commission Chairman Jackson on February 16, 2018, at 9:00 a.m. with the Pledge of Allegiance. A quorum was present.

ROLL CALL

[P] Commissioner Marvin Jackson
[P] Commissioner Wayne Tippett
[P] Port Auditor/Bookkeeper - Jennifer Bly

[P] Commissioner Rick Davis
[P] Port Manager – Wanda Keefer
[P] ED Assistant – Beth Larson
[P] Admin Assistant – Jeanette Wheaton

VISITORS: Michelle Peter--Visit LC Valley, Brian Shinn--Asotin County, Margaret McVickers for Joe Lemire, Jill Koch--BHCT, Jim Koch--BHCT, Dawn Smith--SEWEDA, Scott Marvel--BHCT, Doug Mattoon--Valley Vision, Holly Bonnalie, Leisha Evangelho, and Lynn DeVleming--Basalt, Danielle Conklin--Quality Inn, Holly Luther--Snake River Adventures, and Tami Meyer--C21 Price Right Real Estate.

CONSENT AGENDA

- A. Any approved absences (not applicable)
- B. Approval of Minutes – Minutes of the Meeting of January 11, 2018
- C. Review of Accounts Receivable
- D. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Tax Deposit	EFT	01/16/2018	\$ 3,145.02
Payroll	20476-20486	01/16/2018	\$11,688.97
Expenses	20487-20500	01/30/2018	\$23,751.48
Tax Deposit	EFT	01/31/2018	\$ 3,017.42
Payroll	20501-20510	01/31/2018	\$11,688.97
Payroll	20511-20520	02/15/2018	\$11,807.73
Expenses	20521-20550	02/16/2018	\$18,093.12

Motion made by Commissioners Tippett/Davis approving the consent agenda as presented. Motion carried.

GENERAL PUBLIC COMMENTS – None (comments were shared during agenda item discussions)

NEW BUSINESS:

1. Michelle Peters from Visit LC Valley made a presentation relating to the impacts of tourism in the Lewis-Clark Valley. She asked how they can help the Port with improvements and also asked that the crane be removed to improve aesthetics at the 14th Street Dock. Doug Mattoon from Valley Vision discussed the Confluence Waterfront Coalition cruise boat subcommittee formed to encourage greater growth in the cruise boat industry and also made reference to the crane. He described a meeting Feb. 20, in which smaller groups would be formed to address immediate

changes that could be done. He asked for Commission support for future improvements at the docks.

2. Jim Koch of Beamers Landing Inc. requested to purchase roughly 1 acre of property to conduct Beamers Landing, Inc., operations. They'd like to be operating from that location by the end of May. Wider curb cuts and the need for sidewalks were discussed. Joe Lemire's representative asked questions relating to land use and improvements given that they have interest in neighboring property. (See Executive Session wrap-up notes on this request.)
3. Basalt Cellars – Staff recommended agreeing to Basalt's request for an extension on their existing lease in order to negotiate a longer renewal. **Commissioners Tippet/Davis moved to extend existing terms for six (6) months to allow time for negotiations. Motion carried.**
4. Poe Asphalt – Since they are soon removing their building, they are vacating their lease within the next month or two. Staff recommendation: hire experts to assure the property is environmentally clean before allowing lease relinquishment. This topic was delayed for discussion in executive session.
5. Potential new tenants for 1335 and 1397 Port Drive: Proposal came on 2-13-18 to lease for a year from Brian Hossner from Dropforge Leather Care. **Commissioners Davis/Jackson moved to conceptually approve a new year-long lease with Dropforge Leather Care at \$1,250.00 a month which includes leasehold tax, and to waive the deposit. Motion carried** with Commissioner Tippet abstaining due to a relative being involved.

RESOLUTIONS: Resolution 2018-04 Authorizing Port Manager to Proceed with a Digital Imaging Grant Request to Records Management, WA Secretary of State to utilize existing staff to organize our records and be reimbursed. **Motion made by Commissioners Tippet/Davis to approve this grant request. Motion carried.**

RECURRING AGENDA ITEMS:

Permitting relating to: City of Asotin/Quality Inn/Dave's Golf/Granite Lake RV Park: no progress to report at this time.

OLD BUSINESS

The Port Manager provided an update on the shop expansion timeline. A Notice to Proceed has gone out and building permits have been obtained. Because we added one extra door and 2 windows, the Manager extended the amount of days to complete the project. Substantial completion is expected on 3-24-18.

COMMISSIONER REPORTS

Commissioner Jackson – nothing to report

Commissioner Tippet said he was pleased to see progress toward making the cruise boat docks more welcoming. Also, he attended the American Queen Steamboat Company meeting on Feb 9.

Commissioner Davis attended Valley Vision meeting, and they were talking about cruise boats. He also attended the same cruise boat meeting as Commissioner Tippet.

MANAGER'S REPORT

1. Wanda shared her calendar with the Commissioners.
2. Jennifer's retirement party is on Wednesday, Feb. 28 from 4:30 to 6:30 at Tomato Brothers.
3. Inland NW Partners, Hayden Lake, March 28—The Commissioners indicated they will leave attendance at the discretion of staff.
4. Wanda's computer is having problems and the hard drive will be replaced Feb. 20.
5. Hiring seasonal help for the summer and intermittent help for grant/office: Wanda's request to hire additional assistance beginning 3-1-18 was approved. Change in state law is in effect: part time employees to earn one hour of sick time for 40 hours worked. Minimum wage is \$11.50 an hour.
6. Wanda quizzed the Commissioners on whether to request the Corps to raise water levels for the whole season or just in Sept/Oct 2018 when we have congestion at the cruise boat dock. The Commissioners decided we should make the ask only when it was absolutely necessary. Therefore, staff will continue with requesting water levels higher than minimum operating pool this fall.

STRATEGIC PLANNING WORK SESSION—Commissioners Tippett/Davis made a motion to approve the 2018 Workplan as presented. Motion carried. The need for future planning efforts were discussed:

- The Riverfront Master Plan was completed in 2010;
- We need an updated Parks and Rec plan if we are to secure grant funds from RCO; and,
- There's a need to address long-term cruise boat needs.

EXECUTIVE SESSION: At 10:50, the Commissioners went into executive session to discuss the following: Lease negotiations – 20 minutes; Property disposition – 5 minutes; and Litigation – 5 minutes.

EXECUTIVE SESSION WRAP-UP: Executive session concluded at 11:20 a.m.

Commissioners Tippett/Davis made a motion to surplus parcels as identified on the map presented. Motion carried. The Port Manager was asked to convey discussions and take forward steps relating to land conveyance to Avista Utilities and Beamers.

The Commissioners declined to instruct staff to explore removal of the 140-ton Lima crane, saying they believed it still has life and can be useful.

Commissioners concurred with staff recommendations relating to the Poe Asphalt lease. The Port Manager was given the green light to proceed with an environmental assessment of the property leased by Poe Asphalt at the conclusion of removal of the building.

NEXT MEETING – Thursday, March 8, 2018 at 1 pm

ADJOURNMENT: Meeting adjourned at 11:22 a.m.


Wayne Tippett - Secretary