

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, September 27, 2018 -- 1:00 p.m.
SPECIAL MEETING MINUTES

All motions passed unanimously unless otherwise stated.

CALL SPECIAL MEETING TO ORDER; PLEDGE OF ALLEGIANCE: Chair Marvin Jackson called the meeting to order at 1:01 p.m. This was followed by the Pledge of Allegiance.

ROLL CALL

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| <input checked="" type="checkbox"/> Commissioner Marvin Jackson | <input checked="" type="checkbox"/> Commissioner Mark Brigham |
| <input checked="" type="checkbox"/> Commissioner Wayne Tippett | <input checked="" type="checkbox"/> Port Manager – Wanda Keefer |
| <input checked="" type="checkbox"/> ED Assistant – Beth Larson | <input checked="" type="checkbox"/> Admin Assistant – Jeanette Wheaton |

VISITORS: Monika Lawrence--Mayor of Clarkston, Kevin Poole—City of Clarkston Public Works Director, Dawn Smith--SEWEDA

CONSENT AGENDA

- A. Any approved absences
- B. Approval of Minutes – Minutes of the Meeting of August 9, 2018
- C. Review of Accounts Receivable
- D. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	21037-21048	08/15/2018	\$10,266.12
Expenses	20994-21014	08/30/2018	\$11,424.41
Payroll	21015-21025	08/31/2018	\$14,186.98
Expenses	21026-21027	09/08/2018	\$ 2,250.00
Expenses	21028-21036	09/11/2018	\$23,089.03
Expenses	21049-21071	09/11/2018	\$60,722.74
Payroll	21078-21087	09/14-15/2018	\$10,101.55
Expenses	21072-21077	09/15/2018	\$ 1,815.00
Expenses	21088-21101	09/27/2018	\$12,671.33

Commissioners Tippett/Brigham moved to approve the consent agenda as presented. Motion carried. (The numbers above have been corrected to reflect changes approved 10-18-18.)

GENERAL PUBLIC COMMENTS -- None

NEW BUSINESS:

1. Kevin Poole, City of Clarkton Public Works Director, addressed a number of topics with the Commission: a) cooperation presently occurring between Port staff and the City in a number of areas; b) the need for platted maps if the Port wishes to transfer ownership of roads over to the City—specifically defining the rights-of-way; c) other related activities for transfer of road ownership; d) the need for collaboration on long-term planning and visioning for zoning purposes and to accomplish mutual goals in terms of waterfront development (hotels/restaurants); e) benefit to the Port of instituting a passenger facility fee like airports do to provide amenities for cruise boats; f) opportunities for getting Port stormwater projects into the City of Clarkston grant request to Ecology—provided the Port provide the 13.5% match;

and, g) plans the City has relating to Walmart access & fuel there plus two mini-roundabouts to solve traffic problems by Walmart and Costco plus a few additional projects on the City's transportation radar screen. Kevin expressed that he thought the Port of Clarkston was in a unique position to promote tourism.

The Commissioners thanked Kevin and Monika for taking time to attend the meeting.

2. Local Government Investment Pool (LGIP)—unwritten policy: The Port Manager discussed the practice from years ago, documented in our annual reports and said she had invested cash resources in LGIP. In answer to the question of whether the Commissioners wished to formalize the practices, they expressed interest in doing so. The Port Manager will bring a policy to them at a future meeting. In the meantime, they granted the Port Manager discretion each month in determining the amount to place in LGIP for interest-earning purposes.
3. The Port Manager informed the Commissioners that the Port Security grant to upgrade our equipment had been awarded. More information will be forthcoming as paperwork gets processed.

OLD BUSINESS

1. Budget Review: Commissioners approved the following staff recommendations to help with the budget workshop on October 18, 2018: a) increase tax revenues 1%; b) provide a 3% cost/merit increase to all employees except J. Wheaton who would receive a 5.77% increase; c) keep benefits including health and dental care the same as 2018; d) budget for seasonal help for next spring and summer at 25 hours a week at minimum wage; e) invest in docks and hardware connections at the 7th street cruise boat dock at \$19,500; f) increase telecommunications dark fiber by \$150,000, unless we are not able to make the \$325,000 planned investment for 2018, in which case the Port would budget for \$425,000 in 2019; g) purchase a new phone system for the Port office; h) obtain engineering services to examine infrastructure; i) budget for survey work for platting Port of Clarkston roads; j) acquire bark for Granite Lake Park; k) chip seal/stripe roads and parking lots as needed; l) improve aesthetics at boat docks; m) invest in website updates; and n) permit projects as needed.
2. **Commissioners Tippet/Brigham made a motion to ratify the renegotiated Basalt Cellars lease dated September 26, 2018, with an effective date of September 1, 2018. Motion carried.**
3. Other leases: The Port Manager was provided with instructions relating to a potential lease for Green Water Energy (after Executive Session).

COMMISSIONER REPORTS

Commissioner Tippet will be on vacation in Arizona for parts of December and January. He plans to call in for the December Commission meeting.

Commissioner Brigham briefed the other Commissioners on his attendance at a City of Clarkston Council meeting and a Valley Vision board meeting.

Commissioner Jackson suggested that we invite someone from Asotin County and from the City of Asotin to brief us on their projects. He also said that if Mark couldn't attend Valley Vision meetings, he'd be happy to be an alternative. In addition, he asked for information relating to Moscow and Pullman taxicabs serving the cruise boat dock.

MANAGER'S REPORT


1. Calendar
 - a. Wanda informed the Commissioners of her plan to travel to Olympia for a meeting tomorrow (Sept 28) to participate in discussion with Governor's policy advisors on orca issues and specific Orca Task Force recommendations. She will begin traveling after today's meeting since the 28th is tomorrow.
 - b. The PNWA Annual Convention in Vancouver, WA, is Oct. 10-12. Wanda and Mark are approved to attend. Rick Davis will receive an Outstanding Service award on 10-10-18. Wanda offered to have the Port help Karen Davis with hotel and fuel so she could be there to accept the award on Rick's behalf. Commissioners approved the expense.
 - c. Beth will be attending the WPPA Small Ports Seminar, Leavenworth, Oct. 18-19, 2018.
 - d. Wanda will be attending the Inland Northwest Partners meeting in Hayden Lake, ID, on October 30, 2018.
 - e. The WPPA Annual Meeting is in Bellevue, WA, Dec. 5 – 7. It was decided that Mark and Wanda would attend.
2. Wanda provided an update on "channel maintenance" discussions. There is a meeting in Clarkston on this topic on October 17. Wanda also updated Commissioners on the meeting facilitated by PNWA with Lt. Col. Dietz, followed by a navigation meeting in Walla Walla Sept. 21, 2018. In addition, the group discussed sediment sampling and the extent to which the Port should include various locations in the scope of sampling.
3. The recent U.S. Army Corps of Engineers property inspection has not resulted in the need for significant changes.
4. The U.S. Army Corps of Engineers' Lower Granite Master Plan is complete.
5. Cruise boat traffic heavy; the Port's request in September to raise water level to accommodate the increased traffic seems to have worked.
6. CWC long-term planning: Economic Impact Study & Needs Assessment in the works, with a grant request to EDA in process. CEDA is writing the grant, and if it is successful, will do grant administration. It will require match. Wanda will recommend an amount at the budget workshop next month.
7. Riverfest follow-up resulted in a plan to hold Riverfest in 2019 on the same weekend. This required that we cancel a wedding for which a deposit had been received. The Commissioners agreed that the Port could reimburse for hard costs if they were well-documented and incurred by the wedding party prior to notice that the Park was unavailable, which occurred September 24, 2018 (over 11 month's notice in advance of the event).
8. Other updates: The Port Manager said the due diligence period for Avista Utilities purchase of property had expired, and the transaction was on track to close soon.

EXECUTIVE SESSION: At 2:55 p.m., the Commissioners went into Executive Session to discuss: Lease negotiations – 10 minutes; Litigation – 2 minutes, and Personnel – 10 minutes

EXECUTIVE SESSION WRAP-UP: The Commissioners came out of Executive Session at 3:17 p.m. See Old Business, Other Leases for decisions.

NEXT MEETING: OCTOBER 18, 2018, with work sessions in the morning and meeting at 1 p.m.

ADJOURNMENT: The meeting adjourned at 3:20 p.m.



Wayne Tippett, Secretary