

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, April 13, 2017
REGULAR MEETING MINUTES

Motions approved unanimously unless otherwise stated.

CALL MEETING TO ORDER; PLEDGE OF ALLEGIANCE

The Port of Clarkston's regular meeting for April; 13, 2017 was brought to order at the Port of Clarkston office by Commissioner Wayne Tippett, Chairman, with the Pledge of Allegiance. A quorum was present.

ROLL CALL

<input checked="" type="checkbox"/> Commissioner Marvin Jackson	<input checked="" type="checkbox"/> Commissioner Rick Davis
<input checked="" type="checkbox"/> Commissioner Wayne Tippett	<input checked="" type="checkbox"/> Port Manager – Wanda Keefer
<input checked="" type="checkbox"/> Port Auditor/Bookkeeper - Jennifer Bly	<input checked="" type="checkbox"/> ED Assistant – Belinda Campbell

CONSENT AGENDA

1. Any approved absences, as applicable
2. Approval of Minutes – Minutes of the regular meeting March 9, 2017
3. Review of Accounts Receivable
4. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	EFT – 19769-19779	03/15/2017	\$10,898.68
Expenses	19780 – 19790	03/30/2017	\$28,151.14
Payroll	EFT – 19791-19803	03/31/2017	\$17,830.59
Expenses	19804 – 19835	04/13/2017	\$29,264.86

Motion to approve consent agenda was made by Commissioners Davis/Jackson. Motion carried.

GENERAL PUBLIC COMMENTS: None

VISITORS: None

NEW BUSINESS:

1. Ratify new short-term lease with International Line Builders for lot on 13th Street, waiving deposit: **Motion to ratify short term lease was made by Commissioners Jackson/Davis. Motion carried.**
2. Approve Addendum #1 Professional Services Contract with Maul Foster Alongi to extend completion date to May 15, 2017: **Motion to approve addendum No. 1 was made by Commissioners Davis/Jackson. Motion carried.**
3. Process for comments on Lower Granite Master Plan: Since comments are due April 22, it was decided that the Port Manager would finalize comments and distribute them to the Commissioners who would offer comments before they are to be submitted by April 22.

RESOLUTIONS: none

RECURRING AGENDA ITEMS:

Permitting in progress: The Port Manager explained that staff had pulled request relating to rock placement to prevent erosion at cruise boat dock because going through the NEPA process would require more time than we had.

OLD BUSINESS

1. Ratify agreement with McCall's Classic Construction for repairs at 1026 Port Drive (A-L Compressed Gas paved area). **Motion made by Commissioner Jackson/Davis ratifying agreement with McCalls Classic Construction for \$8,157.24. Motion carried.**
2. Intergovernmental Cooperative Agreement with Port of Lewiston re: fiber across Southway Bridge: **Motion made by Commissioner Jackson/Davis approving the Interlocal Agreement with the Port of Lewiston titled "Fiber Optic Joint Agreement Between the Port of Clarkston and Port of Lewiston." Motion carried.**
3. Valley Medical sublease to Catalyst: **Motion made by Commissioner Jackson/Davis approving the sublease by Valley Medical to Catalyst. Motion carried.**

COMMISSIONER REPORTS

Commissioner Jackson attended the Valley Vision meeting last week. There was a presentation regarding the sale of St. Joseph's hospital. Commissioner Jackson suggested we put the steel building kit together and use it as an Auction House. Further discussion evolved into use of that asset as an extension to our shop.

Commissioner Tippett identified a need for asphalt at the cruise boat dock main gangway. Having McCall to pave this area while they are working on our other project should be explored. The area behind dumpster needs bark. Dimke has three types of bark we can get.

Commissioner Davis: No comments.

MANAGER'S REPORT

1. Calendar - Wanda provided a copy of her calendar to the commissioners.
2. Reminder: Pioneer Port meeting at 5:30 p.m. tonight at Jollymore's in Lewiston.
3. Wanda discussed the success with partnership on aesthetics at the cruise boat dock, giving accolades to a number of contributors. She also discussed the need for a strategic plan on next steps.
4. CEDA Workshop (Dev. Our Sense of Place in Tourism) & Annual meeting: Wanda said that both meetings were scheduled for April 20 and that she planned to attend both.
5. Meeting on broadband: Wanda said she had a meeting set up for April 20 with Will Saunders, Chief Information Officer for Washington State. He is coming to town and wanted to discussion high speed telecommunications in our area.

6. Confluence Waterfront Coalition planning effort: Wanda informed the Commissioners that comments are due May 22 (we had just received notice of that change).
7. Annual Financial Report – Wanda discussed two plans: a) for Jen & Wanda to attend State Auditor’s Office training on April 25 in Pullman; and b) the plan to provide the Commissioners with a draft Annual Financial Report for approval on May 11, which would allow for submission well in advance of the deadline of May 30. Commissioners concurred with both.
8. The following upcoming meetings were identified:
 - a. Corridor sketch initiative – April 29 – Clarkston
 - b. Columbia-Snake River Navigation Meeting May 15 – Boardman, OR
 - c. Presentation to WPPA with focus on Telecom – Wanda, Cle Elum, May 18
 - d. The Snake River Family Festival, Boyer Park, May 20 (discussion included a role for the Commissioners in promoting)
 - e. Governor’s Summit, May 31 (Clarkston is a satellite location)
 - f. Presentation to PNWA with focus on cruise boats – Wanda, Seattle, June 19-21
9. Wanda provided a briefing on the PNWA Mission to Washington, DC in March.
10. Wanda discussed the upgrade of the Port’s website.
11. Commissioners were reminded that we had budgeted for expanding the staff to include a part-time, temporary seasonal employee for 20 – 25 hours a week. They said, “The sooner the better.”

EXECUTIVE SESSION

- Litigation – 5 minutes
- Lease negotiations – 5 minutes
- Property acquisition – 10 minutes

EXECUTIVE SESSION WRAP-UP: No decisions were made at the conclusion of the executive session.

NEXT MEETING – May 11, 2017 Regular Meeting

ADJOURNMENT


Rick Davis