

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, October 3, 2019 – 1:00 p.m.
REGULAR MEETING MINUTES

All motions approved unanimously unless otherwise stated.

Chair of the Board of Commissioners, Mark Brigham, called the meeting to order with the Pledge of Allegiance at 1:00 p.m.

ROLL CALL:

<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"/> Econ Dev Specialist Beth Larson	<input checked="" type="checkbox"/> Admin Specialist Peggy Heusinkveld

VISITORS: none

BUDGET FOR 2020 WORK SESSION:

The Port Manager talked through several areas with the Commissioners. Some included these:

- The construction costs for our expanded telecom are now likely to occur in 2020, which means a supplemental budget is needed for 2019;
- She recommended rounding up pay increases for staff B. Larson and J. Turner; the result is a little more than the 3% increase previously decided for just those two individuals;
- She discussed expectations for the 2020 revenue stream with specifics including broadband revenue and scheduled CPI adjustments, both of which were reflected in the draft.

These suggestions came forward from a strategy-setting perspective:

- Offering disability insurance to potential new employees may help attract the most qualified candidates; and,
- Additional marketing expense should be recognized related to assuring constituents that higher speed internet is near them.

COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS WORK SESSION:

The Port Manager discussed the draft document with the Commissioners, which needs to be available for public review on October 30. The Commissioners did not offer any suggestions for changes.

LEGAL NOTICES: Language for legal notice of public hearings on a) 2020 budget; and b) Comprehensive Scheme of Harbor Improvements to occur November 14 was approved. The Port Manager reminded Commissioners that the resolution relating to property taxes is scheduled for approval on November 14.

CONSENT AGENDA:

1. Approved absence – not applicable
2. Approval of Minutes – Commission Meeting September 12, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	EPAY/21926-21935	9-15-19	\$10,045.13
Expenses	21936-21947	9-30-19	\$11,085.86

Payroll	EPAY/21948-21964	9-30-19	\$16,513.74
Expenses	21965-21984	10-3-19	\$11,523.60

Commissioners Jackson/Tippett moved to approve the consent agenda; motion carried.

GENERAL PUBLIC COMMENTS: None.

RESOLUTIONS: Commissioners Tippett/Jackson moved to approve 2019-10—A Resolution to Formalize Steps to Protect Cultural Resources in the event of Inadvertent Discovery During Construction. Motion carried.

NEW BUSINESS:

The Port Manager led the discussion involving third Quarter Budget to Actual Comparisons for 2019.

RECURRING AGENDA ITEMS: On-going permitting (CERB broadband expansion, lower dock extension near 14th St. dolphins). The Port Manager reported that the final permitting step on the major broadband project had accomplished, and the project had been put out for bid September 25. Bids will be due Nov 8, with the plan for the Commissioners to award the project during the November 14 meeting.

OLD BUSINESS:

Commissioners Tippett/Jackson made a motion to ratify the Port Manager's signature on CERB documents for the telecommunications expansion project. Motion carried.

COMMISSIONER REPORTS

Commissioner Tippett commented on the jail meeting he had attended. He also brought up the poor grass condition at Turning Pointe. There is concern about residual chemicals. Commissioner Jackson had some research suggestions.

Commissioner Jackson commented on higher water level than usual; the Port Manager explained that's because we asked for it to be higher to accommodate cruise boats. Commissioner Jackson's son had taken some soundings with the depth finder on his boat.

Commissioner Brigham reported that he had voted when the WPPA new director, James Thompson, was selected unanimously. He also reported on the Valley Vision Board meeting, including the airport.

MANAGER'S REPORT

1. Wanda shared her calendars for October and November.
2. Vacations:
 - a. Beth's time away: October 14-25, November 27
 - b. Wanda's in a use-or-lose vacation mode and will be seeking options, perhaps in conjunction with other Port-related travel. Dates out of office: unknown.
3. PNWA Annual Convention: The plan is for Wanda, Mark and Wayne to attend the Oct. 9-11, Heathman Lodge, Vancouver. They will travel together to this convention.
4. WPPA Small Ports Meeting: It is planned that Mark and Wanda will attend the Oct. 24-25 meeting in Leavenworth,
5. State Auditor's Office examination of 2017 & 2018: This is anticipated for early November.
6. The next Port Commission meeting Nov. 14 and will include a public hearing on the budget and comp scheme.

7. WPPA Annual Meeting: It was decided that Wanda and Mark will attend this meeting Nov. 20 – 22 in Tacoma.
8. Wanda reported that Bonneville lock reopened a little earlier than anticipated and was closed just shy of 23 days, rather than 25. Financial losses to area were a little less than projected. USACE efforts produced positive outcome in a short period of time, given the scale of the project.
9. Wanda reported she had provided a letter of support for City of Clarkston Stormwater Grant to the Washington Department of Ecology.
10. Wanda reported on meeting with Asotin County Jail committee Oct. 1. The Jail Committee is open to Port's concept. Group agreed that formal recognition of proposal should be sought to ensure that the public is aware of options as to location of the facility, should the sale tax levy pass.
11. Status reports:
 - a. Wanda reported on a meeting with Walla Walla USACE staff as to the sediment management project. They are exploring options that might be less costly. The Port has provided its share of sediment sampling and development of design documents costs.
 - b. Wanda reported on the PNWA economic impact study and an upcoming meeting with the consultant.
 - c. Wanda stated there wasn't anything to report on the status of the EDA grant for cruise boat and large passenger vessel economic impact and needs assessment grant submitted last month.
 - d. Wanda provided an update on short-plat mapping project. She had a meeting with Verl Long. We are moving forward with him to do short-plat map as it will be acceptable per procurement rules.
 - e. Peggy reported on progress on the commemorative sign for Catherine Mahon (ginkgo tree).
12. Other
 - a. Phone system upgrade research continues.
 - b. Twin River Certificate of Deposit held on behalf of Avista Utilities: Barring any feedback from Avista, the Commissioners approved a plan to let the CD expire (rather than renew it), but consider the balance as part of the Port's "reserve."

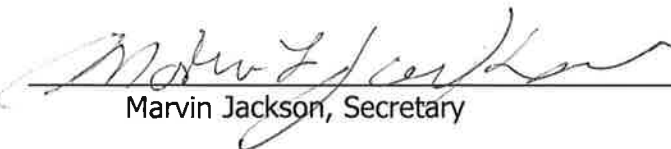
EXECUTIVE SESSION: At 2:10 p.m., the Commissioners went into Executive Session to discuss lease negotiations for a period of 15 minutes. Executive session concluded at 2:25 p.m.

EXECUTIVE SESSION WRAP-UP/DECISIONS: none

NEXT MEETING: Nov. 14, 2019, 1 p.m.

ADJOURNMENT: The meeting adjourned at 2:28 p.m.

APPROVED:



Marvin Jackson, Secretary