

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, November 14, 2019 -- 12:15 & 1:00 pm, respectively
Social Lunch, 12:15 p.m.
Regular meeting beginning at 1 p.m.

All motions approved unanimously unless otherwise stated.

Beginning at 12:15 p.m., the Commissioners and staff enjoyed an informal, early Christmas lunch.

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

At 1:05 p.m., Chair Mark Brigham opened a public hearing on two topics: 1) Port of Clarkston Budget for 2020; and 2) Port of Clarkston Comprehensive Scheme of Harbor Improvements, 2020 – 2025. There were no public comments or objections. **Commissioners Tippett/Jackson made the motion to close the public hearing. Motion carried.**

At 1:10 p.m., Chair Mark Brigham opened a public hearing on the Supplemental Budget for 2019. There were no public comments or objections. **Commissioners Tippett/Jackson made the motion to close the public hearing. Motion carried.**

CONSENT AGENDA

1. Approved absence(s), if needed
2. Approval of Minutes – Commission Meeting October 3, 2019
3. Review of Accounts Receivable
4. Approval of Vouchers

Type of Check	Check Numbers	Date	Amount
Payroll	Epay/21984-21994	10-15-19	\$10,974.33
Expenses	21995-22020	10-15-19	\$34,019.97
Expenses	22021-22030	10-31-19	\$6,200.61
Payroll	22031-22039/Epay	10-31-19	\$13,931.05
Expenses	22040-22076	11-14-19	\$20,076.95

Commissioners Tippett/Jackson made the motion to approve the consent agenda as presented. Motion carried.

GENERAL PUBLIC COMMENTS – None.

Old business items – the condition of netting at the driving range, was moved up on the agenda to accommodate visitors. See write-up under "Old Business."

RESOLUTIONS:

Commissioners Tippet/Jackson made the motion to approve RESOLUTION 2019-11: SETTING A LEVY AMOUNT FOR BUDGET YEAR 2020 (and authorizing Port Manager to sign Levy Certification). Motion carried.

Commissioners Tippet/Jackson made the motion to approve RESOLUTION 2019-12: FINAL BUDGET RESOLUTION FOR 2020. Motion carried.

Commissioners Tippet/Jackson made the motion to approve RESOLUTION 2019-13: ADOPTING REVISIONS TO THE COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS. Motion carried.

NEW BUSINESS:

1. Broadband expansion project:

a. **Commissioners Tippet/Jackson made the motion to award the broadband expansion project for construction to City of Asotin, advertised as 19-001 CLAFIB, to Summit Utility Contractors, LLC** under the condition that all subcontractors meet the Washington Labor & Industry Public Works Training requirements. **Motion carried.**

b. **Commissioners Tippet/Jackson made the motion to authorize Port Manager to sign construction and other needed documents and to increase the Port Manager's authority to approve change orders up to \$40,000. Motion carried.**

2. Condition of netting at driving range: The discussion pertained to the condition of netting at driving range. Catherine Thagard COO of Premiere Resorts and Danielle Conklin General Manager of the Quality Inn, Clarkston were present. Thagard stated her concern that about the issue of golf balls penetrating through and coming over the driving range's net continue to cause property damage and pose a danger of physical injury to RV park tenants/staff and to the public as they use the adjacent walking path. She raised concern that despite bringing this to the attention of the Quality Inn (subleasing to Dave's Golf), Dave's Golf and the Port of Clarkston no repairs had not been made. She also reiterated the park's request to become co-insured with the driving range. Conklin reported that the Quality Inn is also concerned with safety and that an insurance settlement is imminent. She estimated that the repairs to netting would be completed during the winter months.

Commissioner Tippet acknowledged the safety concerns, recommending that the Quality Inn convey the following to their tenant, Dave's Golf: 1) that access to the driving range be limited to hours only that the facility is staffed, and 2) that the responsibility for damages be made clear to individual golfers at the driving range. Effort should be made to identify players as they use the facility. The Port Manager recommended a wind sock to communicate to golfers the conditions so they can modify the approach or not use the driving range during high winds.

3. **Commissioners Tippet/Jackson made the motion to approve CenturyLink's request to exercise the five-year renewal option for property at 1015 Port Way and authorize the Port Manager to sign the documents. Motion carried.**

4. Commissioners reached consensus on non-continuation of the easement with Corps of Engineers for the pathway on Corps operational ground which will soon expire.
5. The Commissioners discussed the County's stormwater design for changes to Port Drive from 13th to 15th Streets. It was their opinion that, since the City of Clarkston's presentation did not include finalized design plans, no decision needed to be made at this time. Manager Keefer will stay involved with the project and report to the Commission at future meetings.
6. Only one staff member has requested payout of vacation time: Wanda Keefer at 4 weeks or 160 hours. **Commissioners Tippet/Jackson made the motion to approve payout of vacation time for W. Keefer for 160 hours. Motion carried.**

RECURRING AGENDA ITEMS: The Port Manager explained that little progress had been made on permitting the new dock to be attached to dolphins at the 14th street dock for the benefit of cruise boat passengers.

OLD BUSINESS:

1. **Commissioners Tippet/Jackson made the motion to approve addendum to lease with LC Cannabis to change from annual to monthly lease effective January 1, 2020. Motion carried.**
2. Commissioners Tippet/Jackson made the motion to *conceptually approve* an addendum to lease with Kiwi Air, dba Hells Canyon Helicopter, to a new lease period totaling 10 years, beginning January 1, 2020. The lease agreement is pending while the parties of the company are clarified.

COMMISSIONER REPORTS: Commissioners Tippet and Jackson had nothing to report. Commissioner Brigham reported on the Valley Vision strategic planning meeting he had attended that morning.

MANAGER'S REPORT: The following topics were discussed:

1. Calendar for November and December
2. WPPA Annual Meeting: Nov. 20 - 22, Tacoma (Wanda & Mark to attend)
3. Vacations: Beth & Peggy out 11-27-19
4. Governor's impacts-of-dam-removal consultants (\$750K project) will hold a public meeting Jan. 7 in Clarkston at Quality Inn, 6:30 p.m. (doors open at 6:00 p.m.)
5. Wanda will attend the Mission to Washington, DC, March 2020.
6. Next newsletter (topics to include broadband expansion, cruise boat activity, tenant focus, advocate for census participation, tree-planting initiative, "Celebrating Our Rivers," other?)
7. Status reports:
 - a. Update on sediment management project
 - b. Update on PNWA examination of breaching impacts for CRSO EIS
 - c. Update on EDA grant for cruise boat and large passenger vessel economic impact and needs assessment grant (we're to hear by the end of this month)
 - d. Update on short-plat mapping project
 - e. New phones
8. Commemorative sign for Catherine Mahon (ginkgo tree)

At 2:20 p.m., Commissioners went into **executive session** to discuss lease negotiations for 7 minutes; contract negotiations for 5 minutes; and property disposition for 10 minutes.

At 2:30 pm, the Commission **recessed** Executive Session to participate in the Entrance Conference for the 2017 and 2018 audit.

At 2:50 p.m., **executive session continued**. At 3:02 p.m., Commissioners came out of executive session. No decisions were made.

NEXT MEETING: Dec. 12, 2019, 1 p.m.

Meeting was adjourned at 3:04 p.m.



Wayne Tippett, Secretary