

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, December 9, 2021 – 1:00 p.m.
REGULAR MEETING MINUTES

All motions passed unanimously unless otherwise stated.

This Port of Clarkston Commission held a meeting of the Commission Thursday, December 9, 2021 using a hybrid method which allowed participation in person or by phone. A limited number of members of the public were allowed to participate in person at 849 Port Way. An alternative is by calling 1-509-552-4599, and inputting access code 4599. This approach was consistent with Governor Inslee’s Proclamation 20-28 issued March 24, 2020 pertaining to public meetings conducted during the Covid-19 pandemic, with notice of said meeting provided in accordance with RCW 42.30.080.

The meeting was called to order by Commissioner Mark Brigham at 1:03 p.m., followed by the Pledge of Allegiance.

ROLL CALL:

| | |
|-------------------------------------|----------------------------------|
| [IP] Commissioner Marvin Jackson | [IP] Commissioner Mark Brigham |
| [IP] Commissioner Wayne Tippett | [IP] Port Manager Wanda Keefer |
| [IP] Operations Manager Beth Larson | [IP] Admin Assistant Debra Hegar |

"T" = telephonic or zoom participation; "IP" = in person participation

VISITORS: Dayna Weatherly-Wilson (T); Elaine Williams (T); Nancy Day (IP)

CONSENT AGENDA:

1. Approved absence(s), if necessary
2. Approval of Minutes – November 18, 2021
3. Review and approval of Accounts Receivable
4. Approval of Vouchers

| Type of Check | Check Numbers | Date | Amount |
|----------------------|----------------------|-------------|---------------|
| Expenses | 23651-23671 | 11-29-21 | \$27,217.65 |
| Payroll | EPAY/23672-23681 | 11-30-21 | \$13,982.85 |
| Expenses | 23682-23702 | 12-9-21 | \$13,730.00 |

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

GENERAL PUBLIC COMMENTS: None

NEW BUSINESS:

1. The Executive Director discussed the awards from the Public Works Board for the following: Fiber-to-the-Home (FTTH) project consisting of Part A, Census Tract 9604, and Part B, the area north of North Street, West of 6th Street, south of Sycamore Street and East of 13th Street. Subtopics included:
 - a. ARPA match has been committed by Asotin County for \$100,000 for Census Tract 9604

- b. Review of the Determination of NonSignificance (DNS) and prepared SEPA Checklist. **Commissioners Tippet/Jackson made a motion to approve the DNS as presented. Motion carried.**
 - c. Approved process and announcement for the selection of Fiber-to-the-Home Designer/Engineer for both projects so that advertising can begin;
 - d. Approve advertisement for an archaeologist so that the cultural resource examination of project area begins right away;
 - e. Briefing on the status of ordering materials for all three FTTH projects; and,
 - f. Discussed hooking-up of individual RV parking spots and equipment needs relating thereto.
2. She also provided an update on the status of West Clarkston Heights fiber-to-the-home project.
 3. A SEPA is needed subdivision plat (formerly referenced as short-plat mapping project): Needed for ultimate approval of subdivision mapping work being performed by Long Surveying. The following subtopics were discussed.
 - a. **Commissioners Tippet/Jackson made a motion to approve the DNS as presented. Motion carried.**
 - b. Discussed timeline for wrap-up including submission of preliminary plat and conversation thereon with City Planning & Zoning Commission
 - c. Discussed adjustment for ROW for tenant at 915 Port Way, and approved the plan, subject to tenant approval;
 - d. Discussed whether to request City to vacate the east 10' of the east 40' of 14th Street between Port Drive and Fair Street—key expense will be an appraisal. It was decided to have adjacent landowner involved for costs of appraisal and surveying.
 - e. Also discussed the implications of formalizing subdivision on leasing in process; our attorney is aware and initiating appropriate communications.
 4. The Executive Director mentioned new grant opportunities: Brownsfield, more broadband resources, EDA on west riverfront, rural transportation funding for Turning Pointe Loop Road expansion
 - a. The Commission discussed priorities for potential infrastructure funding with Commissioner Tippet expressing that his preference was to “finish” parcels within Turning Pointe on land to be before opening up other parcels which could be sold;
 - b. This evolved to a discussion of identify staffing resources to move projects forward, including potential new Executive Director (see capture of decision below under “Old Business”).
 5. Commissioners discussed the request from Fish & Wildlife for short-term use of lot near scale for zebra mussel investigations. They expressed enough interest that staff will explore responses to questions such as how it works, how close to the shoreline, and how dead zebra mussels would be disposed of.
 6. Discussed a retreat for Strategic Planning in January 2022. Details will be worked out in early January. One challenge will be Commissioner Tippet’s absence as he is in Arizona.
 7. Trees have been removed from downtown Clarkston. Commissioners expressed a preference for an invitation first from the City to partner on replacing trees before engaging.

RESOLUTIONS:

Resolution 2021-24: Adopt Supplemental Budget for 2021: **Commissioners Jackson/Tippet made a motion to approve Resolution 2021-24 adopting a Supplemental Budget for 2021. Motion carried.**

OLD BUSINESS:

- a. Continue input to the Parks & Recreation plan, particularly the west Riverfront area. Pros and cons of administering the entire facility (cruise dock & marina) as a single unit were discussed.
2. The Executive Director led discussion relating to Red Wolf Marina on these topics:
 - a. Holdover status is confirmed.
 - b. Potential for Request for Proposals to build public partnerships for replacement facilities was identified after holdover concludes—parties have expressed interest.
 - c. Getting a restaurant in sooner rather than later was an agreed-upon goal.
 - d. Selection of a new Executive Director: A decision was made to hire an executive search firm to assist with the hiring of a replacement for Wanda Keefer.

COMMISSIONER REPORTS:

Commissioners Tippet and Jackson had nothing to report. Commissioner Brigham shared information from the Valley Vision meeting in terms of the current economy, workforce shortages, and the need for affordable housing for workers.

EXECUTIVE DIRECTOR'S REPORT: The following topics were discussed:

1. Wanda Keefer walked through staff calendars for Dec 2021 and Jan 2022:
 - a. Wanda time-away: Dec 20 – 29
 - b. Holidays: Dec. 24; Dec. 31 (with extra time-off awarded to staff)
 - c. Beth off: Dec. 23, Jan 6 - 10
2. Status reports/updates:
 - a. Rodeo TV is newest ISP to lease fiber from the Port (that makes 10); they have begun marketing in FTTH areas for which the Port is receiving funds.
 - b. Dredging footprint: The Port submitted language to WRDA for a more permanent fix; we are receiving assistance from Desimone for CMR outreach.
 - c. Financial and compliance audits are coming to the finish line. Commissioner Brigham will be the contact for final exit conference (including signing the management representation letter).
 - d. Tenant challenges with sewer connection off Port Way that hadn't been made; this issue was not discussed in detail, since there was not a specific ask of the Port.
 - e. The planting plan approval from USACE for Granite Lake RV Park has gone nowhere.
 - f. There is an assignment of interest in the works for one tenant; there is a new name for another tenant.
 - g. Dovie Wiley was selected as new Executive Director of SEWEDA.
3. She provided a report on WPPA Meeting Dec. 1 – 3 including chairing the Environmental subcommittee meeting.
4. Seaperch update: The sponsor has expanded outreach to now include Boys and Girls Club members/participants.

EXECUTIVE SESSION: At 2:20 p.m., the Commission went into executive session to discuss pricing on property disposition and pricing within Lease Negotiations for ½ hour. At 2:51 p.m., the Commission extended executive session by ½ hour. At 3:22 p.m., the Commission extended executive session for an additional 15 minutes.

EXECUTIVE SESSION WRAP-UP: No decisions were made coming out of Executive Session at 3:38 p.m.

NEXT MEETING: It was decided that regular meeting times for 2022 will change to the 2nd Wednesday of the month, beginning at 3 p.m. This makes the next meeting at 3 p.m. on January 12, 2022.

ADJOURNMENT: The meeting adjourned at 3:45 p.m.

Mark Brigham, Secretary

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, December 23, 2021 – 9:00 a.m.
REGULAR MEETING MINUTES

All motions passed unanimously unless otherwise stated.

This Port of Clarkston Commission held a Special meeting of the Commission Thursday, December 23, 2021 using a hybrid method which allowed participation in person or by phone. A limited number of members of the public were allowed to participate in person at 849 Port Way. An alternative is by calling 1-509-552-4599, and inputting access code 4599. This approach was consistent with Governor Inslee's Proclamation 20-28 issued March 24, 2020 pertaining to public meetings conducted during the Covid-19 pandemic, with notice of said meeting provided in accordance with RCW 42.30.080.

This Special meeting was called to order by Commissioner Mark Brigham at 9:03 a.m., followed by the Pledge of Allegiance.

ROLL CALL:

| | |
|-------------------------------------|----------------------------------|
| [T] Commissioner Marvin Jackson | [IP] Commissioner Mark Brigham |
| [T] Commissioner Wayne Tippett | [A] Port Manager Wanda Keefer |
| [IP] Operations Manager Beth Larson | [IP] Admin Assistant Debra Hegar |

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VISITORS: In person: Rick Wasem, Dick Flerchinger, Brit Ausman; by telephone: Ray Skelton; Tim Schermetzler from CSD (law firm) joined during Executive Session

GENERAL PUBLIC COMMENTS – Rick Wasem and Dick Flerchinger expressed concerns regarding Port of Clarkston plans to turn roads over to the City and how that will affect property leases along 9th Street. Dick explained his lease had a right-of-first refusal which would be circumvented by the Port's plan. Commissioner Tippett and Brigham thanked them for bringing their concerns forward and expressed a plan to have further discussions relating to these issues.

EXECUTIVE SESSION: At 9:20 a.m., Commissioners went into executive session to discuss Lease Negotiations, with specific clauses relating to pricing for a period of 20 minutes. At 9:41 a.m., Commissioners extended Executive Session ½ hour. At 10:22 a.m., Commissioners extended Executive Session for another 15 minutes.

EXECUTIVE SESSION WRAP-UP: Coming out of Executive Session, Commissioners Tippett/Jackson moved that we move forward with SEG with doing the environmental assessment, that costs of the environmental assessment be revisited in the PSA, and that an additional special meeting be held next week, Thursday, December 30th at 9 a.m. Motion carried.

NEXT MEETING – Thursday, December 30th at 9 a.m. (Special Meeting)

The meeting adjourned at 10:43 a.m.

Mark Brigham, Secretary

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Thursday, December 30, 2021 – 9:00 a.m.
REGULAR MEETING MINUTES

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This Special meeting was called to order by Commissioner Mark Brigham at 9:02 a.m.

ROLL CALL:

| | |
|-------------------------------------|---------------------------------|
| [T] Commissioner Marvin Jackson | [IP] Commissioner Mark Brigham |
| [T] Commissioner Wayne Tippett | [T] Port Manager Wanda Keefer |
| [IP] Operations Manager Beth Larson | [A] Admin Assistant Debra Hegar |

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VISITORS: In person: Rick Wasem (arriving just as Executive Session was beginning), Dick Flerchinger; by telephone: Ray Skelton

EXECUTIVE SESSION: At 9:06 a.m., Commissioners went into executive session to discuss Lease Negotiations, with specific clauses relating to pricing for a period of 20 minutes.

EXECUTIVE SESSION WRAP-UP: Coming out of Executive Session at 9:26 a.m., Commissioners Tippett/Brigham moved to approve the long-term lease with Specialty Environmental Group. Motion carried, with Commissioner Jackson abstaining from a vote.

GENERAL PUBLIC COMMENTS – Dick Flerchinger asked whether the Commission had given thought to his comments from last week. He was informed that his concerns would be addressed in a subsequent meeting, when the Port's Executive Director had returned to the office.

NEXT MEETING – Thursday, January 12, 2022 at 3 p.m.

The meeting adjourned at 9:33 a.m.

Mark Brigham, Secretary