

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Tuesday, October 18, 2022
Work Session 2:00 p.m.
Commission Meeting 3:00 p.m
SPECIAL MEETING MINUTES (Rescheduled from 10-12-22)

This Port of Clarkston meeting was in-person.

WORK SESSION:

The Commission convened at 12:03 p.m. for a work session involving the 2023 Budget and Comprehensive Plan/Comprehensive Scheme of Harbor Improvements.

Discussion: Details were discussed with the Commission regarding the public review process of both items. Legal notices will appear in the Tribune Oct. 23 and 30; hard copies and webpage copies will be available Oct. 21. November 9 will be the public hearing relating to both.

2023 Budget: An estimate of 2022 annualized costs was presented. The Executive Director reviewed 2023 cost categories within the narrative to confirm Commission approval of various elements. The tax levy certification process was also discussed.

Comprehensive Plan/Comprehensive Scheme of Harbor Improvements 2023-2028: The following changes were discussed:

- Mission statement;
- Minor wording changes relating to a two-year study by the U.S. Army Corps of Engineers at the confluence of the Snake and Clearwater Rivers to define navigation channel and turning basins;
- Planned projects, specifically those without a timeline.

As a result of input from the Commissioners, the Executive Director will finalize the draft 2023 Budget and Comprehensive Scheme of Harbor Improvements 2023 - 2028 for public scrutiny by the planned timeline of Oct. 21.

SPECIAL MEETING:

Commission Chair Mark Brigham called the Special Meeting to order at 3:00 p.m. This was followed by the Pledge of Allegiance.

ROLL CALL:

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| [X] Commissioner Dayna Weatherly Wilson | [X] Commissioner Mark Brigham |
| [X] Commissioner Jay Backus | [X] Dir. of Special Projects Wanda Keefer |
| [X] Operations Manager Beth Larson | [X] Admin Asst. Debra Hegar |
| [X] Exec. Director Chris Rasmussen | |

VISITORS: Georgia Murphy, Nancy Day, Tom Weza

GENERAL PUBLIC COMMENTS: Georgia Murphy discussed the boat she and her now
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deceased husband had been building in a structure on port ground and the desire, when it was finished to put it in the water using port facilities. She herself won't be finishing it; they are trying to sell it. She invited the Commissioners and staff to take a tour of the facility and see it.

CONSENT AGENDA:

1. Approved absence, if necessary
2. Approval of Minutes – Pioneer Ports Meeting 9/12/22, Special Meeting 9/21/22
3. Review of Accounts Receivable
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Payroll	E-PAY-24441-24451	9-15-22	\$16,051.54
Expenses	24452-24470	9-27-22	\$26,828.26
Expenses	24471	9-28-22	\$86,365.33
Payroll	E-PAY-24472-24487	9-30-22	\$27,506.89
Expenses	24488-24505	10-7-22	\$32,991.44
Payroll	E-PAY 24507-24516	10-14-22	\$15,197.10
Expenses	24506/24515-24536	10-10/10-18-22	\$12,894.71

Commissioner Backus/Weatherly-Wilson made a motion to approve the consent agenda as presented. Motion carried.

The Executive Director reported to the Commissions the following actions based upon his delegation of authority:

1. Public Works Board Grant Acceptance – Grantham FTTH per Resolution 2021-11
2. Public Works Board Grant Acceptance – Census Tract 9604 per Resolution 2021-10
3. Amendment No. 01 with Outside Plant Maintenance Designer for West Clarkston Heights Fiber-to-the-Home to extend contract duration at no additional cost
4. Amendment No. 01 with Outside Plant Maintenance Designer for Grantham Elementary School Service Area Fiber-to-the-Home to extend contract duration at no additional cost
5. Amendment No. 01 with Outside Plant Maintenance Designer for Census Tract 9604 Fiber-to-the-Home to extend contract duration at no additional cost
6. Washington State Department of Enterprise Services Master Contract Usage Agreement for Cooperative Purchasing

Discussion: Commissioners expressed no concerns about any of these decisions.

NEW BUSINESS:

Commissioner Backus/Weatherly-Wilson made a motion to approve the broadband Fiber-to-the-Home Grantham Part 3 make-ready contract with Avista Utilities in the amount of \$50,900.00 as presented. Motion carried.

Commissioner Backus/Weatherly-Wilson made a motion to ratify the purchase of fiber optic cable from Graybar on Sept. 22, 2022 for \$76,206.02 (excludes freight and taxes). Motion carried.

RESOLUTIONS:

Commissioner Backus/Weatherly-Wilson made a motion to approve Resolution 2022-17 Tax Levy for Budget Year 2023. Motion carried.

Commissioner Backus/Weatherly-Wilson made a motion to 2022-18 Revision to Personnel Policy Chapter of Employee Manual. Motion carried.

OLD BUSINESS: None

COMMISSIONER REPORTS:

Commissioner Backus reported on three meetings in which he had participated relating to the Columbia River collaborative: Habitat, Hydropower, and Science Integration as well as attendance at the Asotin County Soil Conservation District open house. Commissioner Weatherly-Wilson made reference to the 1995 Flashback of the Tribune, discussing the development of Granite Lake Park. Commissioner Brigham discussed the Valley Vision Executive Director selection process, the open house, and made general comments about being diligent in marketing on the Washington side of the river. Funding may be a challenge in the future for Valley Vision.

EXECUTIVE DIRECTOR REPORT: Mr. Rasmussen reported on attendance at the following:

1. Interactive Workshop for Manufacturers sponsored by CEDA which was held at the casino. Chris discussed the movement toward robotics, reducing labor work force;
2. Attendance at the Asotin County Conservation District Open House on Oct. 4; and,
3. The PNWA Fall Meeting which he and Commissioner Backus had attended. One of the sessions involved a presentation by Scott Rumsey from NOAA Marine Fisheries; he discussed two recent reports—one on mitigating dam impacts and the other on “harvestable” levels.

Mr. Rasmussen also reported on Upcoming Calendar/Events:

1. WPPA Small Ports Seminar: Oct 20-21, Leavenworth, WA (the 3 Commissioners will attend)
2. NWRP Annual Members Meeting Nov 16 Portland, OR (decision to not send a representative)
3. WPPA Annual Meeting: Dec 7-9, Tacoma, WA (Mark can’t attend; Dayna will let Chris know; Jay is available as back-up)
4. PNWA Mission to Washington DC: March 12-16, 2023 (attendee to be decided before the end of the year)

DIRECTOR OF SPECIAL PROJECTS REPORT: Ms. Keefer provided status reports on the following:

1. Dredging: The signing of the contract was included in Mr. Rasmussen’s previous report; we have a green light, not only on permitting documents, but also on submitting for reimbursement on the \$466K.
2. The West Clarkston Heights FTTH project has permission for buried construction as of last Friday. A reimbursement request of \$237K has been submitted. More materials will need to be ordered for the Grantham Elementary Service Area FTTH project. Also, some more make-ready will need approval. Design is just beginning on Census Tract 9604. Because materials are so long in arriving, we’re looking at not being able to fully wrap-up this project until sometime in 2024. Previously, we had hoped to conclude it within 2023.
3. The Corps of Engineers is moving forward slowly on permitting the EV charging station. We are still hoping that Avista Utilities can lay some groundwork before the end of the year.

She also explored seeking additional funding assistance with significant make-ready costs. Commissioners gave a general head-nod; details will be presented to the Commission prior to submission of any applications.

She also discussed the Port of Clarkston’s involvement in Asotin County Broadband Action Team (BAT) (WK is vice-chair): county-wide planning is needed to access new federal resources for “middle mile” construction. BAT will be receiving resources. If it opts in, those resources can be

used for a) updating the 2013 plan, b) mapping, c) identifying access and adoption barriers and d) to come up with specific projects, making them ready to support digital equity.

EXECUTIVE SESSION: At 4:15 p.m., the Commission went into Executive Session to discuss the minimum price at which Port property can be offered for lease for a period of fifteen minutes. Executive Session concluded at 4:28 p.m.; no decisions were announced at the conclusion.

NEXT MEETING: November 9, 2022, 1 pm (Adopt and Pass Final 2023 Budget Resolution)

ADJOURNMENT: The meeting adjourned at 4:32 p.m.



Dayna Weatherly-Wilson, Secretary