

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Wednesday, February 15, 2023
Regular Commission Meeting to begin at 3:00 p.m.
MEETING AGENDA MINUTES

All motions approved unanimously unless otherwise stated.

This Port of Clarkston meeting occurred in person.

Commissioner Mark Brigham, Chair, called the meeting to order at 3 p.m., leading with the Pledge of Allegiance.

ROLL CALL:

<input checked="" type="checkbox"/> Commissioner Dayna Weatherly Wilson	<input checked="" type="checkbox"/> Commissioner Mark Brigham
<input checked="" type="checkbox"/> Commissioner Jay Backus	<input checked="" type="checkbox"/> Dir. of Special Projects Wanda Keefer
<input checked="" type="checkbox"/> Exec. Director Chris Rasmussen	<input checked="" type="checkbox"/> Operations Manager Beth Larson

VISITORS: None

CONSENT AGENDA:

1. Approved absence, if necessary
2. Approval of Minutes – Special Meeting Minutes 1/26/23
3. Review of Accounts Receivable through 2/15/2023
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Payroll	24791-24803	1-31-23	\$ 19,674.21
Expenses	24804-24806	2-1-23	\$ 1,495.46
Expenses	24807-24827	2-8-23	\$ 39,466.88
Expenses	24828	2-10-23	\$116,317.41
Payroll	E-PAY 24829-24839	2-15-23	\$ 15,224.45
Expenses	24840-24849	2-15-23	\$108,638.51

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

GENERAL PUBLIC COMMENTS: None

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR: Mr. Rasmussen reported on the following:

1. Amendment 01 terminating month-to-month lease with HME Construction, Inc at 14th Street Dock as of February 28, 2023: This had been a month-to-month lease and the project is concluding this month.
2. Amendment 01 no cost extension of contract time for Archaeological Services for West Clarkston Heights Fiber-to-the-Home Project: The date was extended from Feb. 28, 2023 to December 31, 2023.
3. Archaeological Services Contract for Grantham Elementary Fiber-to-the-Home Project for the amount not to exceed \$8,729.00: The amount awarded was within the Executive Director's

delegation of authority. Three responses had been received and evaluated, with the award going to Dr. Robert Lee Sappington. His first work product, due soon, is a monitoring plan which will be submitted to the Dept. of Archaeology & Historic Preservation for approval.

NEW BUSINESS:

Mr. Rasmussen and Ms. Keefer provided information on the proposed Clarkston Rotary Sponsored Peace Pole installation Granite Lake Park. **Commissioners Brigham/Weatherly-Wilson made a motion to approve the project. Motion carried.**

Mr. Rasmussen explained that the Port had previously been asked to oppose House Bill 1110 and Senate Bill 5190, and in so doing, support the position of the City of Clarkston. In the interim, however, the legislation was modified and no longer pertains to the city. No action was taken.

Mr. Rasmussen made a request to move forward on advertising for fiber design services for multiple projects. The need to have someone on call was illustrated by examples relating to Port Drive and also the Waste Water Treatment Facility which is changing from City ownership/operations to Asotin County #1 PUD. **Commissioners Weatherly-Wilson/Backus made a motion to approve the project. Motion carried.**

Mr. Rasmussen discussed the return of Rockin' on the River in 2023 for the last, and 20th, year as an information item.

Mr. Rasmussen discussed the return of the annual Mainly Marathon on Clarkston Waterfront September 25-26, 2023 as an information item.

RESOLUTIONS: NONE

OLD BUSINESS:

Capital Project Updates

1. Mr. Rasmussen was given the green light to seek parties for asphalt maintenance and rehabilitation for the 7th St dock and other areas in accordance with a map provided.
2. The Avista charging stations Granite Lake Park are as complete as they can be; equipment is expected to be installed this spring.
3. The Dredging project is wrapping up and HME is expected to de-mobilize from LC Valley February 19, 2023.
4. The West Clarkston Heights Fiber-to-the-Home project is on schedule to finish at the end of April, 2023.
5. The Grantham Elementary Fiber-to-the-Home project is in the bid packet preparation stage, which we hope to release soon. The utility easement relating to the Asotin County Housing District is in final stages of review.
6. The design for the Census Tract 9604 Fiber-to-the-Home project is anticipated in March. Redundancy is an item receiving attention.

COMMISSIONER REPORTS:

Commissioner Backus reported having participated in the following: IPNG update meeting, 4-H video interview, Port of Lewiston's General Manager retirement gathering and a PNWA monthly call.

Commissioner Weatherly-Wilson reported having attended the same retirement party, as did Commissioner Brigham.

There was some discussion as to the Board appointees for PNWA and WPPA, with clarification that Commissioner Backus be the board appointee for PNWA, and Commissioner Brigham the board appointee for WPPA organization. Commissioner Brigham made additional comments on Valley Vision activities, including a retreat tomorrow and a meeting with Mr. Rasmussen at the Port.

EXECUTIVE DIRECTOR REPORT:

Chris Rasmussen reported on calendar items, those listed below and also the fact that Ms. Keefer will be in Washington DC for another event and will address Port business there, with technical assistance from Desimone Consulting. He also discussed the recent community on levy amounts from the County Assessor, and the Port's cash balance. Additional topics included: CPR training March 2, Bill 1257 regarding anti-trust immunity for Ports, and the Port's Cougar gold cheese contribution to PNWA's Mission to Washington DC at the reception titled "Taste of the Pacific Northwest."

Upcoming Calendar/Events

- a. PNWA Monthly Virtual Meeting February 16, 2023, at 2:00pm
- b. NWRP Monthly Meeting February 16, 2023, at 3:00pm
- c. Chamber Washington State Legislature Call March 2, 2023, at 7:00am
- d. PNWA Lower Columbia River Regional Meeting Feb. 22, 2023, 10:00-12pm (virtual)
- e. PNWA Columbia Snake River System Regional Meeting Feb. 22, 2023, 1-3pm (virtual)
- f. PNWA Mission to Washington DC: March 19-23, 2023


DIRECTOR OF SPECIAL PROJECTS REPORT:

Wanda Keefer also discussed the cash reserve, as well as supplies ordered for broadband projects, reimbursements sought (under existing grants), and activities in which she was participating in relating to the Broadband Action Team's goal of producing a Broadband Planning Study for Asotin County which will address infrastructure/physical connectivity needs and also digital equity for disadvantaged populations.

EXECUTIVE SESSION: At 4:30 p.m., the Commission went into Executive Session to discuss a) the minimum price at which Port property can be offered for lease and b) items concerning the performance of a public employee for a period of 1 hour. Executive Session concluded at 5:17 p.m. No motions resulted after Executive Session concluded.

NEXT MEETING: Wednesday March 15, 2023, at 3:00 p.m. at the Port office, 849 Port Way.

ADJOURN: The meeting adjourned at 5:18 p.m.



Jay Backus, Secretary