

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Monday, April 10, 2023
Special Commission Meeting to begin at 3:00 p.m.
MEETING MINUTES

This Port of Clarkston meeting will be in person.

Commissioner Mark Brigham, Chair, called the meeting to order at 3:02 p.m., leading with the Pledge of Allegiance.

ROLL CALL:

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| <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 (not necessary)
2. Approval of Minutes – Special Meeting Minutes 3/15/23
3. Review of Accounts Receivable through – 4/10/23
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Expenses	24920-24942	3-29-23	\$10,735.01
Payroll	E-PAY/24943-24956	3-31-23	\$25,942.65
Expenses	24957- 24974	4-10-23	\$66,138.00

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 discussed West Clarkston Heights Fiber-to-the-Home Change Order No. 01 with Summit Utility Contractors, LLC of Lewiston, ID in the amount of \$21,850.80 plus sales tax. Since the cumulative amount on change orders did not exceed his authority, there was no vote on this topic.

NEW BUSINESS:

After having reviewed qualifications in MRSC rosters for On-Call Fiber Design Consulting Services Contract under RCW 39.80, staff recommended awarding a term contract to Outside Plant Maintenance for an amount of up to \$35,000, and with a contract end date of 12-31-2025. **Commissioners Backus/Weatherly-Wilson made a motion to approve the contract as presented. Motion carried.**

Asotin County Local Government Investment Pool (LGIP) Agreement: **Commissioners Backus/Weatherly-Wilson made a motion to approve the Chair Mark Brigham to sign the agreement as presented. Motion carried.**

Ms. Keefer presented the 2023 first quarter 2023 Budget to Actual comparison.

Mr. Rasmussen recommended revisions to Granite Lake Park Rules and Regulations and Use Agreement. Commissioners concurred with that recommendation. Revised Rules and Regulations will be presented at a future meeting for approval.

RESOLUTIONS: None.

OLD BUSINESS:

Project Updates

- Market Rate Study on Lease Property – A site visit will occur April 17 & 18, 2023.
- The City of Clarkston Stormwater Project Port Drive roadway improvements between 13th and 15th Street is expected to occur spring/summer 2024. Impact to the Port will be the need to relocate telecommunications utilities.
- Asphalt Maintenance – Crack sealing will occur April 17-19, 2023; slurry coat will occur the week of June 21-24 when there are no cruise boats calling.
- West Clarkston Heights Fiber-to-the-Home – Substantial Completion is May 18, 2023. This represents an extension of 18 work days for more fiber splicing as discussed earlier this meeting under the change order approved by the Executive Director.
- Grantham Elementary Fiber-to-the-Home – Advertise for Bids April 14, 2023. Also, there will not be a community meeting for this project, as there is only a small number of buried fiber connections.
- Census Tract 9604 Fiber-to-the-Home – Currently in final stages of design.

COMMISSIONER REPORTS:

Commissioner Backus discussed the PNWA Mission to Washington DC, several CDC meetings, the Pioneer Ports meeting April 5th, and a meeting in Pullman (Nova NW Public Broadcasting forum). Commissioners Weatherly-Wilson and Brigham had nothing to report.

EXECUTIVE DIRECTOR REPORT:

Chris Rasmussen discussed a plan to attend CEDA's Annual meeting. Also, he asked Commissioners about their interest in attending a Walla Walla Community College community forum to help the college with strategic planning. Commissioner Weatherly Wilson will check her calendar as to availability. Commissioner Backus may be in a back-up position to provide input.

Upcoming Calendar/Events

- a. Clarkston High School Bond Vote April 25, 2023

- b. CEDA Annual Meeting Lewiston, ID April 27, 2023
- c. WPPA Spring Meeting Spokane, WA May 17-19, 2023 (conflicts with normally scheduled Port Commission meeting)
- d. PNWA Summer Meeting Everett, WA June 20-22, 2023
- e. WPPA Directors Conference Everett, WA July 13-14, 2023
- f. WPPA Commissioners Seminar Union, WA July 24-26, 2023
- g. WFOA Annual Conference Spokane, WA September 19-22, 2023
- h. PNWA Annual Convention Vancouver, WA October 10-12, 2023
- i. WPPA Small Ports Lake Chelan, WA October 26-27, 2023
- j. WPPA Annual Meeting Vancouver, WA December 6-8, 2023

DIRECTOR OF SPECIAL PROJECTS REPORT:

Ms. Keefer explained that the broadband projects had been adequately covered earlier in the meeting. Thus far, there is no reconciliation information from the Corps on the dredging project, but it is still a bit early in the process. Lastly, she discussed progress by the Asotin County Broadband Action Team in terms of developing a local plan to address gaps in digital equity and infrastructure.

NEXT MEETING: Meetings were impacted by the need for the Commission to review the Annual Financial Report for 2022 prior to submission to the State Auditors Office, and the fact that the normal Commission meeting in May conflicts with the WPPA Spring Meeting. Several dates were identified as options, with the plan to finalize them soon.

At 4:10 p.m. Commissioners went into EXECUTIVE SESSION (RCW 42.30.110): for a period of 25 minutes. Discussed during Executive session were minimum price at which property will be offered for lease and item(s) concerning minimum price which property will be offered for sale. Executive session adjourned at 4:35 p.m. with no decisions at the conclusion.

The meeting adjourned at 4:36 p.m.



Jay Backus, Secretary