

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

This Port of Clarkston meeting occurred in person.

**Commissioner Mark Brigham, Chair, called the meeting to order at 3:00 p.m. At his request, Mayor Monika Lawrence lead the Pledge of Allegiance.**

**ROLL CALL:**

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

"X" present; "A" absent

**VISITORS:** Clarkston Mayor, Monika Lawrence

**CONSENT AGENDA:**

1. Approved absence, if necessary
2. Approval of Minutes – Special Meeting Minutes 6/12/23
3. Review of Accounts Receivable through – 7/6/23
4. Approval of Vouchers:

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Payroll	E-PAY/25144-25154	6-15-23	\$14,442.46
Expenses	25155-25163	6-19-23	\$18,936.06
Expenses	25164-25182	6-29-23	\$14,666.78
Payroll	E-PAY/25183-25196	6-30-23	\$24,706.33
Expenses	25197-25211	7-10-23	\$40,007.51

**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:**

Executive Director Rasmussen informed the Commission that he had approved the following agreements:

1. A One-Year Lease Renewal for Body Therapeutics with Melody Acey at 845 Port Way; and,
2. Termination of License Agreement with Washington State Department of Fish and Wildlife Aquatic Invasive Species Watercraft Inspection Station at 1460 Port Drive.

**NEW BUSINESS:**

1. **Commissioners Backus/Weatherly-Wilson made a motion to approve the 2024 Budget Alternative Schedule with one change: Moving the September meeting to Sept. 13, at 1 p.m. Motion carried.**

2. **Commissioners Backus/Weatherly-Wilson made a motion to approve Change Order No. 04 West Clarkston Heights Fiber-to-the-Home which was a deductive change order. Motion carried.**
3. **Commissioners Backus/Weatherly-Wilson made a motion to approve the Executive Director moving forward on an On-Call Fiber Splicing Contractor Request for Proposal. Motion carried.**
4. 2023 Goals and Objectives Q2 Update – Commissioners had questions on the data presented for both Quarter 1 and Quarter 2 on the goals and objectives approved at the beginning of the year. They expressed satisfaction with the amount of forward progress.

**RESOLUTIONS:** NONE

**OLD BUSINESS:** Project Updates

1. Executive Director Rasmussen explained that he was evaluating the two responses received under the Request for Qualification for 7<sup>th</sup> Street Cruise Dock Improvements design engineering. The due date for responses was June 29, 2023. Responses have been shared with our cruise line partner who will help with the selection; the share of costs, per the agreement with the cruise line--for design consulting is 50/50. Contributions if both parties agree to move forward with a project will be negotiated. There was discussion of the difference between and RFQ and an RFP which would include costs of the proposal.
2. The Turning Pointe Grading Plan at 30% design, along with a cost estimate are expected to be received at the end of July 2023.
3. Census Tract 9604 Fiber-to-the-Home is currently in final stages of design. Avista Utilities is completing "make-ready."

**COMMISSIONER REPORTS:**

Commissioner Backus reported on the LSRD Congressional hearing in Tri-Cities June 28, the PNWA summer meeting in Everett, WA July 13-14, and a recent paper released by PNWA on delayed mortality, which was literature research from Mt. Hood Consulting. Commissioner Weatherly-Wilson had nothing to report. Commissioner Brigham discussed participating in a recent business meeting facilitated by Valley Vision, and plans to attend a SEWEDA Board meeting this week.

**EXECUTIVE DIRECTOR REPORT:** Chris Rasmussen reported on the July 3 CEQ RFI. The Port of Clarkston submitted an official response; both Jay Backus and Wanda Keefer submitted personal responses. Chris also reported on cash balances through today, and investment increases in LGIP.

**Upcoming Calendar/Events**

1. Pioneer Ports Clarkston, WA July 11, 2023 (all three Commissioners + Chris)
2. WPPA Directors Conference Everett, WA July 13-14, 2023 (Chris)
3. Valley Vision Annual Meeting Lewiston, ID July 19, 2023 (Chris, Dayna & Mark)
4. WPPA Commissioners Seminar Union, WA July 24-26, 2023 (Jay & Dayna)
5. PacTrans-WSDOT Transportation Summer Camp July 28, 2023 (unknown)
6. WFOA Annual Conference Spokane, WA September 19-22, 2023 (Wanda +1)
7. PNWA Annual Convention Vancouver, WA October 10-12, 2023
8. WPPA Small Ports Lake Chelan, WA October 26-27, 2023
9. WPPA Annual Meeting Vancouver, WA December 6-8, 2023

**DIRECTOR OF SPECIAL PROJECTS REPORT:** Wanda Keefer said that the 1st and 2<sup>nd</sup> Quarter Budget to Actual Comparison will occur at the next meeting. She did make an additional comment to Chris' explanation on funding growth: by the end of 6-30-2023, the Port had make 4 times the amount of interest anticipated for the whole year.

**EXECUTIVE SESSION (RCW 42.30.110):** Commissioners adjourned to Executive Session at 4:10 p.m., for 50 minute discussion on Item(s) concerning minimum price which property will be offered for sale. Item(s) concerning the performance of a public employee. The executive session was extended by 10 minutes and adjourned at 5:10pm.

**NEXT MEETING:** The next regular Commission Meeting will occur on Wednesday August 16, 2023, at 3:00 p.m. at the Port office (849 Port Way, Clarkston).

**ADJOURN:** This special meeting of the Commission adjourned at 5:18 p.m.

  
~~Jay Backus, Commission Secretary~~  
Mark Brigham, Commission Chair