

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Wednesday, January 3, 2024**  
**Special Commission Meeting to begin at 3:00p.m.**  
**MEETING MINUTES**

This Port of Clarkston meeting will be in person.

**Commission Chair Mark Brigham called the meeting to order at 3:00 p.m. and began 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 type="checkbox"/> Operations Manager Beth Larson                 | <input checked="" type="checkbox"/> Finance and Account Mgr. Kim Petrie   |
| <input checked="" type="checkbox"/> Exec. Director Chris Rasmussen      |   |

**Commissioner Jay Backus was sworn in and signed the oath of office document provided by Asotin County Auditor’s Office. He will be representing District 2 for a six (6) year term.**

**CONSENT AGENDA:**

1. Approved absence, if necessary
2. PWB Contract Additional Funding Request for Census Tract 9604 FTTH Broadband
3. Approval of Minutes: Special Meeting Minutes 12/11/23
4. Review of Accounts Receivable through – 12/31/23
5. Approval of Vouchers:

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Payroll	EPay-25606-25617	12-15-23	\$17,093.84
Expenses	25618-25636	12-18-23	\$204,533.98
Expenses	25638-25659/25672	12-28-23	\$45,862.41
Payroll	EPay-25671	12-29-23	\$30,236.36

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

**GENERAL PUBLIC COMMENT: None**

**CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR: None**

**NEW BUSINESS:**

**Commissioners Weatherly-Wilson made a motion to elect Boad of Commission Officers as follows: President: Dayna Weatherly-Wilson, Vice President: Jay Backus, and Secretary: Mark Brigham. Motion carried.**

**Commissioners Backus/Weatherly Wilson made a motion to appoint as Attorney for the Port of Clarkston Matthew Johnson of McGuire, DeWulf, Kragt & Johnson, P.S. under the same conditions as last year, wherein specialty**

**attorneys can be hired at Port discretion. Motion carried.**

**Commissioners Backus/Weatherly-Wilson made a motion to appoint Kim Petrie as Port Auditor. Motion carried.**

**Commissioners Weatherly-Wilson/Backus made a motion to appoint Chris Rasmussen as the Port's Public Records Officer. Motion carried.**

**Commissioners Weatherly-Wilson/Backus made a motion to approve the 2024 Work Plan. Motion carried.**

**Commissioners Backus/Weatherly Wilson made a motion to approve Census Tract 9604 Technical Support and Mapping contract to Petrichor Broadband in the amount not to exceed \$50,000. Motion carried.**

#### **RESOLUTIONS:**

1. 2024-01 Adopting Rules for Governing the Transactions of Business  
**Commissioners Backus/Weatherly-Wilson made a motion to approve Resolution 2024-01 Adoption Rules for Governing the Transaction of Business. Motion carried.**
  
2. 2024-02 Delegation of Administrative Powers and Duties to the Executive Director  
**Commissioners Backus/Weatherly-Wilson made a motion to approve Resolution 24-02, Delegation of Administrative Powers, and Duties to the Executive Director. Motion carried.**

**OLD BUSINESS:** None

#### **COMMISSIONER REPORTS:**

Commissioner Backus – Nothing to report.

Commissioner Weatherly-Wilson- Nothing to report.

Commissioner Brigham - Nothing to report.

**EXECUTIVE DIRECTOR REPORT:** Chris Rasmussen reported that he sent out Request for Proposals for the purchasing of a forklift. He will start working on purchasing a lawnmower and tools. He then gave an update on the cash balance and interest earned though January – November 2023 LGIP.

#### **Upcoming Calendar/Events**

- a. State Legislative Visit Olympia, WA February 18-20, 2024
- b. PNWA Mission to Washington, DC March 3-7, 2024
- c. WPPA Spring Meeting – Stevenson, WA May 15-17, 2024
- d. PNWA Spring Meeting – Clarkston, WA June 4-6, 2024
- e. WPPA Finance and Administration Seminar - Vancouver, WA June 26-28, 2024
- f. WPPA Directors Seminar – Kalama, WA July 11-12, 2024
- g. Washington Finance Officers Association (WFOA) Yakima, WA September 17-20, 2024

- h. WPPA Environmental Seminar Walla Walla, WA September 19-20, 2024
- i. PNWA Annual Convention Vancouver, WA October 1-3, 2024
- j. WPPA Small Ports Seminar (TBD)
- k. WPPA Annual Meeting (TBD)

**DIRECTOR OF SPECIAL PROJECTS REPORT:** Wanda reported on the accounting handoff to Kim. She also reported on the Broadband Action Committee and the two projects that they are discussing.

**EXECUTIVE SESSION (RCW 42.30.110):** At 3:50 p.m. Commissioners went into Executive Session to discuss item(s) concerning the purchase of real estate. Item(s) concerning the minimum price at which Port property will be offered for lease. Executive Session adjourned at 4:30 p.m. No motions resulted after Executive Session concluded.

**NEXT MEETING:** Regular Commission Meeting scheduled January 17, 2024, at 3:00 p.m.

**The meeting was adjourned at 4:31 p.m.**



Mark Brigham, Secretary