

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Wednesday, January 17, 2024**  
**Regular Commission Meeting to begin at 3:00p.m.**  
**MEETING MINUTES**

This Port of Clarkston meeting will be in person.

**Commission Chair Dayna Weatherly-Wilson called the meeting to order at 3:00 p.m. and began with the Pledge of Allegiance.**

**ROLL CALL:**

[X] Commissioner Dayna Weatherly Wilson	[X] Commissioner Mark Brigham
[X] Commissioner Jay Backus	[A] Dir. of Special Projects Wanda Keefer
[X] Operations Manager Beth Larson	[X] Finance and Account Mgr. Kim Petrie
[X] Exec. Director Chris Rasmussen	

**CONSENT AGENDA:**

1. Approved absence, if necessary
2. Approval of Minutes: Special Meeting Minutes 1/3/24
3. Review of Accounts Receivable through – 1/17/24
4. Approval of Vouchers:

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Expenses	25673-25674	1-5-24	\$24,223.37
Expenses	25675-25705	1-17-24	\$215,923.66
Payroll	25706- 25217	1-15-24	\$19,253.24

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

**RESOLUTIONS:**

1. 2024-03 Recognition of Ms. Wanda Keefer's Service to the Port of Clarkston  
**Commissioners Backus/Brigham made a motion to approve Resolution 2024-03 Recognition of Ms. Wanda Keefer's service to the Port of Clarkston. Motion carried.**

**GENERAL PUBLIC COMMENT: None**

**CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR: None**

**NEW BUSINESS:**

1. EOY 2023 Financials Budget to Actual  
Executive Director Rasmussen presented the 2023 4<sup>th</sup> quarter budget to actual to the commissioner.
2. WRDA 2024 Congressional Request  
Executive Director Rasmussen discussed the submitted WRDA 2024 Congressional Request for a change in language to memorialize and preserve past practices of the CORPS

dredging the turning basins allowing access to Port in water facilities.

3. Q4 2023 Goals and Objectives

Executive Director Rasmussen discussed the 2023 4<sup>th</sup> quarter goals and objectives.

4. Grantham Elementary School Service Area FTTH Change Order No. 01

**Commissioners Backus/Brigham made a motion to approve the Grantham Elementary School Service Area FTTH Change Order No. 1 in the amount of \$35,531 plus applicable Washington State Taxes. Motion carried.**

5. Grantham Elementary School Service Area FTTH Change Order No. 02

**Commissioners Backus/Brigham made a motion to approve the Grantham Elementary School Service Area FTTH Change Order No. 2, reduction in cost in the contract amount of (\$161,570) plus applicable Washington State Taxes. Motion carried.**

6. Port Personnel Travel Expenses over \$5,000.00 for Commissioner Weatherly-Wilson (Article IV) Travel Policy.

**Commissioners Backus/Brigham made a motion to approve travel expenses over \$5,000.00 for Commissioner Weatherly-Wilson for PNWA Mission to Washington D.C. in March 2024. Motion carried.**

**OLD BUSINESS:**

1. NONE

**COMMISSIONER REPORTS:**

Commissioner Backus participated in the meeting with IPNG. Commissioner Brigham participated in various meetings facilitated by Valley Vision. Commissioner Weatherly-Wilson had nothing to report.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director Rasmussen discussed American Cruise Lines repairs to the 7<sup>th</sup> street dock pile damage. They plan to have it repaired before cruise season 2024. Executive Director Rasmussen will be attending a Public Works Board meeting regarding Census Tract 9604 broadband grant and the Port's request for additional funding for make-ready cost overruns. He also attended the Visit Lewis-Clark Valley marketing meeting.

**Upcoming Calendar/Events**

- a. State Legislative Visit Olympia, WA February 18-20, 2024
- b. PNWA Mission to Washington, DC March 3-7, 2024
- c. Transportation Workshop MARAD Pasco, WA May 6, 2024
- d. WPPA Spring Meeting – Stevenson, WA May 15-17, 2024
- e. PNWA Spring Meeting – Clarkston, WA June 4-6, 2024
- f. WPPA Finance and Administration Seminar - Vancouver, WA June 26-28, 2024
- g. WPPA Directors Seminar – Kalama, WA July 11-12, 2024
- h. Washington Finance Officers Association (WFOA) Yakima, WA September 17-20, 2024
- i. WPPA Environmental Seminar Walla Walla, WA September 19-20, 2024
- j. PNWA Annual Convention Vancouver, WA October 1-3, 2024
- k. WPPA Small Ports Seminar (TBD)
- l. WPPA Annual Meeting (TBD)

**EXECUTIVE SESSION (RCW 42.30.110):** The Executive Session to discuss item(s) concerning the minimum price at which Port property will be offered for lease at 4:15 p.m. and ended at 5:15p.m. No motions resulted after Executive Session concluded.

**NEXT MEETING:** Regular Commission Meeting scheduled February 21, 2024, at 3:00 p.m. Commission and staff discussed alternative dates for the April 17, 2024, meeting. The April meeting date has been moved to April 16, 2024, at 3:00 p.m.

**The regular commission Meeting adjourned at 5: 16 p.m.**

  
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**Mark Brigham, Secretary**