

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Wednesday, February 21, 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:

- | | |
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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"/> Operations Manager Beth Larson |
| <input checked="" type="checkbox"/> Finance and Account Mgr. Kim Petrie | <input checked="" type="checkbox"/> Exec. Director Chris Rasmussen |

CONSENT AGENDA:

1. Approved absence, if necessary
2. Approval of Minutes: Regular Meeting Minutes 1/17/24
3. Review of Accounts Receivable through – 2/21/24
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Expenses	25718-25732	1-25-24	\$3,742.85
Payroll	E-PAY/25733-25745	1-31-24	\$44,373.43
Expenses	E-PAY/25746	2-1-24	\$322.95
Expenses	25747-25768	2-8-24	\$25,153.95
Payroll	E-PAY/25769-25777	2-15-24	\$13,669.30
Expenses	25778-25787	2-15-24	\$264,869.34

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

GENERAL PUBLIC COMMENT: None

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:

1. Amendment No. 01 to Interlocal Cooperation Agreement for Telecommunication Services – Petrichor Broadband, LLC.
Executive Director Rasmussen discussed the change made to the Interlocal Cooperation Agreement Telecommunication Services with Petrichor Broadband, LLC that is now in effect. Amendment was required to allow Petrichor to subcontract for utility locates.
2. 1160 Port Way Month-to-Month Lease Termination
The month-to-month lease for 1160 Port Way was terminated in February 2024.
3. Change Order No. 03 Grantham Elementary Service Area FTTH
Executive Director Rasmussen discussed a change order submitted by Summit Utility Contractors to move the completion date from March 9th to the 16th. The delay was caused by the inclement weather in January.

NEW BUSINESS:

1. Port of Clarkston and Asotin County Interlocal Cooperation Agreement
Commissioners Backus/Brigham made a motion to approve the Port of Clarkston and Asotin County Interlocal Cooperation Agreement. Motion carried.
2. Washington State Public Works Board Contract Amendment No. 01
Commissioners Backus/Brigham made a motion to approve the Washington State Public Works Board Contract Amendment No.01 for the additional \$203,320 making the total contract amount \$2,147,701. Motion carried.
3. Forklift Purchase
Commissioners Backus/Brigham made a motion to approve the forklift purchase in the amount of \$21,017.85. Motion carried.
4. Census Tract 9604 Service Area FTTH Materials Purchase
Commissioner Backus/Brigham made a motion to approve the Census Tract 9604 Service Area FTTH Material Purchase in the amount of \$87,581.58. Motion carried.
5. Granite Lake Park Special Event Use Agreement
Executive Director Rasmussen discussed a Use Agreement for Granite Lake Park for a wedding in September 2024. After discussion the interested party will need to submit a parking plan and have an alcohol permit before approval.
6. Granite Lake Park Special Event Use Agreement
Executive Director Rasmussen discussed a Use Agreement for Granite Lake Park for the Seaport Striders Running Club for a run-on March 16, 2024. Commissioners Brigham/Backus made a motion to approve the Granite Lake Park Special Event Use Agreement contingent on Corps approval and providing a certificate of insurance. Motion carried.

RESOLUTIONS:

1. None

OLD BUSINESS:

1. NONE

COMMISSIONER REPORTS:

Commissioner Backus participated in the monthly PNWA call, he also traveled to Olympia to meet with legislators to discuss the dams. Commissioner Brigham attended the Valley Vision meeting. Commissioner Weatherly-Wilson participated in a webinar put on by MRSC – Using Surplus Public Property for Affordable Housing.

EXECUTIVE DIRECTOR REPORT:

Executive Director Rasmussen discussed a scholarship opportunity through the WPPA. He is writing a letter of support for a grant for Tristate Hospital. Executive Director Rasmussen also discussed American Queen Voyages suspending all operations.

Upcoming Calendar/Events

- a. PNWA Mission to Washington, DC March 3-7, 2024
- b. Transportation Workshop MARAD Pasco, WA May 6, 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 Lake Chelan, WA October 24-25, 2024
- k. WPPA Annual Meeting Bellevue, WA December 11-13, 2024

FINANCE AND ACCOUNTING MANAGER REPORT:

Accounting and Finance Manger Petrie reported that she is working on the Annual Report, taking training and classes to help complete the Annual Report.

EXECUTIVE SESSION (RCW 42.30.110): The Executive Session to discuss items(s) concerning the minimum price at which Port property will be offered for sale and item(s) concerning potential litigation began at 4:00 p.m. and concluded at 4:45 p.m.

NEXT MEETING: Regular Commission Meeting scheduled March 20, 2024, at 3:00 p.m.

The regular commission meeting adjourned at 4:46 p.m.



Mark Brigham, Secretary