

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Tuesday, April 16, 2024
Special Commission Meeting to begin at 2:00p.m.
MEETING MINUTES

This Port of Clarkston meeting will be in person.

Commission chair Dayna Weatherly-Wilson called the meeting to order at 2:00 p.m. and began with the Pledge of Allegiance.

ROLL CALL:

- [X] Commissioner Dayna Weatherly Wilson
- [X] Commissioner Jay Backus
- [X] Operations Manager Beth Larson
- [X] Exec. Director Chris Rasmussen
- [X] Commissioner Mark Brigham
- [X] Finance and Account Mgr. Kim Petrie

CONSENT AGENDA:

1. Approved absence, if necessary
2. Approval of Minutes: Regular Meeting Minutes 3/20/24
3. Review of Accounts Receivable through – 4/15/24
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Expenses	25856-25873	3-28-24	\$225,917.92
Payroll	E-PAY/25874-25883	3-29-24	\$21,022.58
Expenses	25884-25912	4-11-24	\$110,004.57
Payroll	E-PAY/25913-25921	4-15-24	\$13,466.15

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

GENERAL PUBLIC COMMENT: Speakers are requested to limit their time to 3 minutes and can address agenda or non-agenda topics.

NONE

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:

- 1.** Consulting Agreement for Finance and Accounting Support
Executive Director Rasmussen discussed the consulting agreement signed with Wanda Keefer for finance and accounting support. The agreement is not to exceed \$9,000.00 and is in effect until December 2025.
- 2.** Month-to-Month Lease 2805 Turning Pointe Loop
Executive Director Rasmussen discussed a month-to-month lease signed with Valley Containers, LLC located at 2805 Turning Pointe Loop beginning March 29, 2024.
- 3.** Interagency Data Sharing Agreement with the Washington State Auditor’s Office
Executive Director Rasmussen signed a Interagency Data sharing Agreement with Washington State Auditor’s Office.

4. Recreational Use Agreement Granite Lake Park
Mainly Marathons – Sept 23/24.

NEW BUSINESS:

1. Grantham Elementary School Service Area FTTH Final Project Acceptance – ACTION ITEM
Commissioners Backus/Brigham made a motion to approve the Grantham Elementary School Service Area FTTH project. Motion carried.
2. 2023 Annual Financial Report DRAFT – DISCUSSION
Discussion regarding the 2023 Annual Financial Report.
3. 2024 Goals and Objectives Q1 Update – DISCUSSION
Executive Director Rasmussen and Port Commissioners discussed Q1 goals and objectives.

PRESENTATIONS

Valley Vision – Economic Development Update

Jerry Chavez from Valley Vision gave an update to the Port Commissioners.

Visit LC Valley – Tourism Update

Michelle Peters with Visit LC Valley gave a tourism update to the Port Commissioners.

RESOLUTIONS:

1. None

OLD BUSINESS:

1. NONE

COMMISSIONER REPORTS:

Commissioner Weatherly-Wilson participated in Pioneer Ports meeting on 4/15/2024 and gave a report of PNWA's Mission to Washington. Commissioner Brigham participated in a Valley Vision meeting and worked with SEWEDA. Commissioner Backus had nothing to report.

EXECUTIVE DIRECTOR REPORT:

Executive Director Rasmussen will be attending the CEDA Annual Meeting on April 25th. He has requested \$296,680 from the Department of Commerce from CT9604 and that request will go to the board for approval on May 3, 2024. He also gave an update on the available cash.

Upcoming Calendar/Events

- a. Transportation Workshop MARAD Pasco, WA May 6, 2024
- b. WPPA Spring Meeting – Stevenson, WA May 15-17, 2024
- c. PNWA Spring Meeting – Clarkston, WA June 4-6, 2024
- d. WPPA Finance and Administration Seminar - Vancouver, WA June 26-28, 2024
- e. WPPA Directors Seminar – Kalama, WA July 11-12, 2024
- f. Washington Finance Officers Association (WFOA) Yakima, WA September 17-20, 2024
- g. WPPA Environmental Seminar Walla Walla, WA September 19-20, 2024
- h. PNWA Annual Convention Vancouver, WA October 1-3, 2024
- i. WPPA Small Ports Seminar Lake Chelan, WA October 24-25, 2024
- j. WPPA Annual Meeting Bellevue, WA December 11-13, 2024

FINANCE AND ACCOUNTING MANAGER REPORT:

Finance and Accounting manager Kim Petrie reported on the annual report and cross-training with Operations Manager Beth Larson.

EXECUTIVE SESSION (RCW 42.30.110): Items(s) concerning the minimum price at which Port property will be offered for sale and Item(s) concerning minimum price at which port property will be offered for lease at 4:00 p.m. and ended at 5:00 p.m. No motions resulted after Executive Session concluded.

NEXT MEETING: Regular Commission Meeting scheduled May 15, 2024, at 3:00 p.m. has been rescheduled for May 8, 2024 at 3:00pm.

The Special Commission Meeting adjourned at 5:04 p.m.



Mark Brigham, Secretary