

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Wednesday, May 8, 2024**  
**Special Commission Meeting to begin at 3:00p.m.**  
**MEETING MINUTES**

This Port of Clarkston meeting will be in person.

**Commission chair Dayna Weatherly Willson 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 Willson | <input checked="" type="checkbox"/> Commissioner Mark Brigham           |
| <input checked="" type="checkbox"/> Commissioner Jay Backus              | <input checked="" type="checkbox"/> Finance and Account Mgr. Kim Petrie |
| <input checked="" type="checkbox"/> Operations Manager Beth Larson       |   |
| <input checked="" type="checkbox"/> Exec. Director Chris Rasmussen       |   |

**CONSENT AGENDA:**

1. Approved absence, if necessary
2. Approval of Minutes: Special Meeting Minutes 4/16/24
3. Review of Accounts Receivable through – 4/30/24
4. Approval of Vouchers:

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Expense	25922-25930	4-17/23-24	\$99,971.07
Expense	25931-25948	4-26-24	\$18,886.99
Payroll	E-PAY/25949-25959	4-30-24	\$21,390.81

**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.

**Ed Coffland introduced himself to the Port Commissioners, he is the New Public Works Director for the City of Clarkston.**

**CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:**

1. Month-to-Month Lease Termination 2805 Turning Pointe Loop  
**Executive Director discussed the month-to-month lease termination with Valley Containers, LLC. Month-to-Month lease is terminated as of May 31, 2024.**

**NEW BUSINESS:**

1. Q1 2024 Budget to Actual - DISCUSSION  
**Finance Manager Petrie and Executive Director Rasmussen discussed the 1<sup>st</sup> quarter 2024 budget to actual.**

2. 2023 Annual Financial Report FINAL – ACTION ITEM  
**Commissioners Brigham/Backus made a motion to approve submission of the 2023 Annual Financial Report. Motion carried.**
3. Public Works Contract Administration Building Painting – ACTION ITEM  
**Commissioners Backus/Brigham made a motion to approve the contract with Dye Hard Disaster Relief, LLC. in the amount of \$10,065.00 plus applicable sales tax. Motion carried.**
4. Term Lease Renewal 150 9<sup>th</sup> Street – ACTION ITEM  
**Commissioners Backus/Brigham made a motion to approve the lease with Frito-Lay as written. Motion carried.**
5. Term Lease 2805 Turning Pointe Loop – ACTION ITEM  
**Commissioners Backus/Brigham made a motion to approve the lease as written with Valley Containers, LLC. Motion carried.**

**RESOLUTIONS:**

1. None

**OLD BUSINESS:**

1. NONE

**COMMISSIONER REPORTS:**

Commissioner Backus attend the PNWA monthly meeting, and the Citizens for the Preservation of Fish and Dams event held at the Clarkston Event Center. Commissioner Brigham attended the M84 conference in the Tri-Cities with Executive Director Rasmussen. Commissioner Brigham also spoke about SEWEDA and how they are looking into purchasing a program to promote the local area. Commissioners Weatherly-Wilson did not have anything to report.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director Rasmussen attended the M84 conference. He also discussed that The Port was awarded \$296,680.00 from the Department of Commerce for the overages in CT9604 FTTH build. Executive Director Rasmussen is working with the Department of Commerce on a scope change for the In-water Assets Improvement Project. He also discussed the take rates for the West Clarkston Heights and Grantham Area FTTH.

**Upcoming Calendar/Events**

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

**FINANCE AND ACCOUNTING MANAGER REPORT:**

Finance and Accounting Manager discussed completing the Risk Assessment for 2024-2025 insurance renewal. Also discussed was the tentative date for the 2023 Financial audit start date of July 8, 2024.

**EXECUTIVE SESSION (RCW 42.30.110):** The Commission went into Executive Session to discuss items concerning the minimum price at which Port property will be offered for sale and item concerning minimum price at which port property will be offered for lease at 4:15 p.m. Executive Session adjourned at 5:07 p.m. No motions resulted after Executive Session concluded.

**NEXT MEETING:** Regular Commission Meeting Wednesday June 19, 2024, at 3:00pm.

**ADJOURN:** The meeting adjourned at 5:09 p.m.



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**Mark Brigham, Secretary**