

**PORT OF CLARKSTON**  
**849 Port Way – Clarkston, WA**  
**Wednesday, August 21, 2024**  
**Regular Commission Meeting to begin at 3:00p.m.**  
**MEETING MINUTES**

This Port of Clarkston meeting will be in person.

**Commission Chair Weatherly-Wilson called the Regular Commission Meeting to order at 3:00 p.m. with the Pledge of Allegiance.**

**ROLL CALL:**

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

**Commissioner Brigham/Weatherly-Wilson made a motion to Amend the Agenda under new business for this regular meeting to add a Commission consideration of a letter of intent (LOI) with Pring Corporation for the potential sale of Port property at 1370 Port Drive, Washington. Motion carried.**

**CONSENT AGENDA:**

1. Approved absence, if necessary
2. Approval of Minutes: Special Meeting Minutes 7/18/24
3. Review of Accounts Receivable through – 8/15/24
4. Approval of Vouchers:

<b>Type of Check</b>	<b>Check Numbers</b>	<b>Date</b>	<b>Amount</b>
Expense	26131-26155	7-26-24	\$235,992.58
Payroll	E-PAY/26156-26167	7-31-24	\$28,888.47
Expense	26168-26193	8-9-24	\$118,489.52
Payroll	E-PAY/26194-26203	8-15-24	\$15,223.57

**Commissioners Brigham/Weatherly Wilson made a motion to approve the Consent Agenda as written. Motion carried.**

**GENERAL PUBLIC COMMENT: None**

**CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:**

1. Mon-to-Mon Lease Termination 1460 Port Drive  
Executive Director Rasmussen discussed the month-to-month lease Termination for RSK Seed, Inc.
2. Change Order No. 01 – Administration Building Painting and Gutters  
Executive Director Rasmussen discussed Change Order No. 1 from Dye Hard Disaster Relief for the administration building painting and gutter replacement.
3. Amendment A – Community Economic Revitalization Board (CERB)  
Executive Director Rasmussen discussed the execution of Amendment A of the Community Economic Revitalization Board grant for West Clarkston Heights FTTH. The original

contract had an incorrect account number that Washington State Department of Commerce needed to correct.

### **NEW BUSINESS:**

1. Authorization For City of Clarkston to Quit Claim Property to Asotin County PUD – ACTION ITEM  
**Commissioners Brigham/Weatherly made a motion to consent to the City of Clarkston’s property transfer of Tracts C and D to the Asotin County PUD. Motion carried.**
2. 2025 Budget Staff Recommendations  
**Executive Director Rasmussen discussed with Port Commission staff recommendations for the 2025 Budget.**
3. 2025 Travel and Training Budget  
**Executive Director Rasmussen discussed with the Port Commission staff recommendations for the 2025 Travel and Training budget.**
4. 2024 PRA Update  
**Executive Director Rasmussen discussed the two public records requests received in 2024.**
5. Q2 2024 Vendor Trending Expenses  
**Executive Director Rasmussen discussed the Vendor Trending Expenses documents for Q1 and Q2 2024.**
6. Authorize the Executive Director to Execute a LOI with Pring Corporation  
**Commissioners Brigham/Weatherly-Wilson made to a motion to authorize the Port Executive Director to negotiate terms for and execute a letter of intent using the Letter of Intent (LOI) form approved by Port legal counsel with Pring Corporation for the potential sale of Port property at 1370 Port Drive, Washington and as part of the Letter of Intent, enter an exclusive negotiation period with the Pring Corporate not to exceed 120 days. Motion carried.**

### **RESOLUTIONS:**

1. NONE

### **OLD BUSINESS:**

1. NONE

### **COMMISSIONER REPORTS:**

Commissioner Brigham attended the 2<sup>nd</sup> Annual Pacific Northwest Fish Symposium hosted by the Citizens for the preservation of fish and dams. Commissioner Weatherly-Wilson participated in the Risk Assessment with the Washington State Auditor’s Office for the 2023 Audit.

### **EXECUTIVE DIRECTOR REPORT:**

Chris Rasmussen discussed the purchase of a new copy machine. The current copier will be relocated and placed on the surplus list.

**Upcoming Calendar/Events**

- a. Washington Finance Officers Association (WFOA) Yakima, WA September 17-20, 2024
- b. WPPA Environmental Seminar Walla Walla, WA September 19-20, 2024
- c. PNWA Annual Convention Vancouver, WA October 1-3, 2024
- d. WPPA Small Ports Seminar Lake Chelan, WA October 24-25, 2024
- e. WPPA Annual Meeting Bellevue, WA December 11-13, 2024

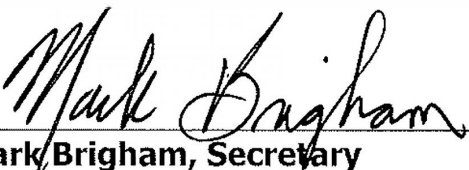
**FINANCE AND ACCOUNTING MANAGER REPORT:**

Finance and Accounting Manager Petrie discussed the 2023 Audit and the tentative schedule for the Entrance and Exit Conferences.

**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 items concerning potential litigation at 4:00 p.m. Executive Session adjourned at 4:58 p.m. Commission came out of executive session and reconvened the Port Commission Meeting and made a motion to approve item number 6 under New Business.

**NEXT MEETING:** Special Commission Meeting Tuesday September 24, 2024, at 3:00pm.  
2025 Budget Work Session 1:00pm – 3:00pm

**ADJOURN:** The meeting adjourned at 5:02 p.m.



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**Mark Brigham, Secretary**