

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Wednesday, March 12, 2025
Regular Commission Meeting to begin at 3:00p.m.
MEETING MINUTES

This Port of Clarkston meeting will be in person.

Commissioner Brigham called the meeting to order at 3:00 p.m. 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 – Virtual | <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: Regular Meeting Minutes 2/12/25
Pioneer Ports Minutes 2/24/25
3. Review of Accounts Receivable through – 3/6/25
4. Approval of Vouchers:

| Type of Check | Check Numbers | Date | Amount |
|----------------------|----------------------|-------------|---------------|
| Payroll | E-PAY/26616-26626 | 2-14-25 | \$15,302.55 |
| Expenses | 26627-26650 | 2-20-25 | \$27,653.70 |
| Payroll | E-PAY/26651-26662 | 2-28-25 | \$23,641.18 |
| Expenses | 26663-26681 | 3-6-25 | \$59,765.40 |

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

GENERAL PUBLIC COMMENT: Georgia Murphy gave an update on the status of the Zebulun (boat) sale.

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:

1. Recreation Use Agreement Granite Lake Park – Seaport Striders
Executive Director Rasmussen discussed the recreation use agreement for a 5K and 10K run with the Seaport Striders on March 15, 2025.

NEW BUSINESS:

1. Contact Award for Asphalt Maintenance to Stripes-A-Lot, LLC –
Commissioners Weatherly-Wilson/Backus made a motion to award the contract for asphalt maintenance to Stripes-A-Lot, LLC in the amount of \$20,338.00 plus applicable Washington state taxes. Motion carried.

2. Amendment No. 01 Accounting and Consulting by WJK, LLC - **Commissioners Backus/Weatherly Wilson made a motion to approve Amendment No.1 to the agreement with Accounting and Consulting by WJK, LLC as written. Motion carried.**
3. Temporary Access Agreement with Public Utilities District No. 1 of Asotin County – **Commissioners Weatherly-Wilson/Backus made a motion to approve a temporary access agreement with Public Utilities District No. 1 of Asotin County. Motion carried.**
4. Term Lease 1020 and 1022 Port Drive – **Commissioners Weatherly-Wilson/Backus made a motion to approve the 5-year term lease with PPI Marine, LLC., as written. Motion carried.**
5. State Budget Reappropriation to 2025-2027 Biennium – **Executive Director Rasmussen updated the Port Commission on the Port’s request for a State Budget Reappropriation to the 2025-2027 Biennium.**
6. Easement with Public Utilities District No. 1 of Asotin County – **Executive Director Rasmussen discussed an easement with the Public Utilities District No 1 of Asotin County. Commission directed staff to work with the PUD on easement document for the installation of fencing. Easement and legal description will be presented to the Port Commission for consideration at a later meeting.**
7. 2024 Annual Financial Report – **Finance and Accounting Manager Petrie discussed the draft of the 2024 Annual Financial Report. This was the commissioner’s 1st review. Commission 2nd review is going to be presented at the April meeting with FINAL approval anticipated at the May 7th meeting and submitted to the state prior to May 31, 2025.**

RESOLUTIONS:

1. NONE

OLD BUSINESS:

1. NONE

COMMISSIONER REPORTS:

Commissioner Backus attended the PNWA virtual meeting and is currently in Washing DC on the PNWA Mission to Washington DC. Commissioner Weatherly-Wilson attended the Pioneer Ports meeting. Commissioner Brigham attended the Pioneer Ports meeting and Valley Vision Meetings.

EXECUTIVE DIRECTOR REPORT:

Executive Rasmussen discussed the M84 workshop that is being held in Kalamah on June 24th, 2025. The upcoming regular Port meetings schedule was also discussed.

Upcoming Calendar/Events

- a. WPPA Spring Meeting: Spokane, WA May 14-16, 2025
- b. PNWA Summer Meeting: Bellingham, WA June 10-12, 2025
- c. M-84 Workshop: Kalama, WA June 24, 2025
- d. WPPA Finance and Administration: Walla Walla, WA June 25-27, 2025
- e. WPPA Directors Seminar: Leavenworth, WA July 9-11, 2025
- f. WPPA Commissioner Conference: Semiahmoo, WA July 21-23, 2025
- g. WFAO Annual Conference: Bellevue, WA September 23-26, 2025
- h. WPPA Environmental Conference: Union, WA September 25-26, 2025
- i. PNWA Annual Convention: Vancouver, WA October 7-9, 2025
- j. WPPA Small Ports: Chelan, WA October 23-25, 2025

FINANCE AND ACCOUNTING MANAGER REPORT:

Finance and Accounting Manager Petrie discussed work on the annual financial report and having consultant Wanda Keefer review the annual report before submittal.

EXECUTIVE SESSION (RCW 42.30.110): NONE

NEXT MEETING: Regular Commission Meeting Wednesday April 9, 2025, at 3:00 p.m.

ADJOURN: The meeting adjourned at 4:03 p.m.


Dayna Weatherly-Wilson, Secretary