

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Wednesday, April 2, 2025
Special Commission Meeting to begin at 3:00p.m.
MEETING MINUTES

This Port of Clarkston meeting will be in person.

Commission Chair Backus 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"/> 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 3/12/25
3. Review of Accounts Receivable through – 3/31/25
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Payroll	E-PAY/26682-26692	3-15-25	\$15,413.42
Expenses	26693-26696	3-15-25	\$2,447.42
Expenses	26697-26719	3-20-25	\$29,655.39
Payroll	E-PAY/26720-26733	3-31-25	\$25,020.89
Expense	Reissue 26734	3-31-25	\$145.83

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

GENERAL PUBLIC COMMENT: None

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:

1. NONE

NEW BUSINESS:

1. Record Retention Policy for the Port of Clarkston –
Commissioners Brigham/Weatherly-Wilson made a motion to approve the Record Retention Policy for the Port of Clarkston as written. Motion passed.
2. Recreational Use Agreement GLP with Asotin County Dog 4-H/FFA Show –
Commissioners Weatherly-Wilson/Brigham made a motion to approve the Recreational Use Agreement GLP with Asotin County Dog 4-H/FFA Show as presented. Motion passed.

3. 7th Street Cruise Ship Dock Improvements 30% Design –
Executive Director Rasmussen discussed with the Port Commission the status of the design and costs of the 7th St. Cruise Ship Dock Improvements. Design is 30% complete. The current cost estimate of the dock improvement is \$1,340,000, this includes a 25% contingency.
4. 2025 Goals and Objectives Q1 -
Executive Director Rasmussen discussed the 2025 Goals and Objectives that the Port staff has been working on during Q1 of 2025.

RESOLUTIONS:

1. Res. 2025-03 Adopting and Publishing Public Records Policy and Procedure, 1st Touch -
Executive Director Rasmussen discussed the Resolution 2025-03 Adopting and Publishing Public Records Policy and Procedure with the Port Commission. This was the 1st discussion on the resolution.

OLD BUSINESS:

1. 2024 Annual Financial Report 2nd Touch –
Finance and Accounting Manager Kim Petrie discussed with the Port Commission the 2024 Draft Annual Financial Report and the changes from the 1st draft that was presented at the March meeting. Final draft of 2024 Annual Financial Report will be at the May 7, 2025, Commission Meeting for commission consideration and action.

COMMISSIONER REPORTS:

Commissioner Backus attended the monthly PNWA Meeting and Commissioners Weatherly-Wilson and Brigham attended separate Valley Vision meeting.

EXECUTIVE DIRECTOR REPORT:

Executive Director Rasmussen discussed the upcoming CEDA Annual meeting, the M-84 Conference on June 24th, the Snake River Family Festival on June 14th and a combined meeting with Port of Whitman on June 5th.

Upcoming Calendar/Events

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

FINANCE AND ACCOUNTING MANAGER REPORT:

Kim Petrie discussed quarterly reports that will be presented at the May meeting.

EXECUTIVE SESSION (RCW 42.30.110): At 4:00 p.m. Commissioners went into Executive Session to discuss item(s) concerning the minimum price at which Port property will be offered for sale. Executive Session concluded at 5:05 p.m.

NEXT MEETING: Special Commission Meeting Wednesday May 7, 2025, at 3:00 p.m.

*Regularly Commission Meeting Wednesday May 14, 2025, at 3:00pm has been canceled due to scheduling conflict with Washinton Public Ports Association (WPPA) Spring Meeting.

The special Commission meeting adjourned at 5:15 p.m.



~~Dayna Weatherly-Wilson, Secretary~~

