

PORT OF CLARKSTON
849 Port Way – Clarkston, WA
Wednesday, May 7, 2025
Special Commission Meeting to begin at 3:00p.m.
MEETING MINUTES

This Port of Clarkston meeting will be in person.

Commission President Backus called the meeting to order with the Pledge of Allegiance at 3:00 p.m.

ROLL CALL:

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

CONSENT AGENDA:

1. Approved absence, if necessary
2. Approval of Minutes: Special Meeting Minutes 4/2/25
3. Review of Accounts Receivable through – 4/30/25
4. Approval of Vouchers:

Type of Check	Check Numbers	Date	Amount
Expenses	26735-26755	4/3/2025	\$37,172.62
Expenses	26756-26773	4/9/2025	\$38,215.57
Payroll	E-PAY/26774-26784	4/15/2025	\$15,895.64
Expenses	26785-26782	4/24/2025	\$15,828.51
Payroll	E-PAY/26803-26814	4/30/2025	\$24,204.41

Commissioners Brigham/Backus 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.

PRESENTATION:

3:15 p.m. Valley Vision – Economic Development Update (10-20 minutes)

Valley Vision President Jerry Chavez presented to the Port Commission on status of economic development in the LC Valley.

CONTRACTS EXECUTED BY EXECUTIVE DIRECTOR:

1. Recreational Use Agreement GLP for Asotin County Dog 4H/FFA Show
Executive Director Rasmussen discussed the 4H/FFA Show held in Granite Lake Park on 5/4/25.
2. 5-year Lease Renewal Valley Containers, LLC
Executive Director Rasmussen informed the commission on the 5-year lease renewal with Valley Container, LLC.

NEW BUSINESS:

1. Access Easement Asotin County Utility District No. 1
Commissioners Backus/Brigham made a motion to approve the Access Easement with Asotin County Utility District No.1 as presented. Motion carried.
2. Recreational Use Agreement Clarkston Market Cooperative
Commissioners Backus/Brigham made a motion to approve the Recreational Use Agreement with Clarkston Market Cooperative. Clarkston Market Cooperative will need to meet the event specific requirements listed on pg. 6 of the agreement before it is executed by Executive Director Rasmussen. Motion carried.
3. 14th Street Condition Assessment and Rehabilitation Analysis
Executive Director Rasmussen discussed the fee proposal from Moffatt & Nichol for the 14th Street Condition Assessment and Rehabilitation Analysis. The Consultant agreement will be presented for Commissioner review at the June 18th meeting for Task 1, the 14th Street Condition Assessment.

RESOLUTIONS:

1. Res. 2025-03 Adopting and Publishing Public Records Policy and Procedure
Commissioners Brigham/Backus made a motion to approve Resolution 2025-03 Adopting and Publishing Public Records Policy and Procedure as written. Motion carried.
2. Res. 2025-04 Contracting with MRSC for Small Public Works, Consulting, and Vendor Roster
Commissioners Brigham/Backus made a motion to approve Resolution 2025-04 Contracting with MRSC for Small Public Works, Consulting and Vendor Roster as written. Motion carried.
3. Res. 2025-05 Port of Clarkston Procurement Policy
Commissioners Brigham/Backus made a motion to approve Resolution 2025-05 Port of Clarkston Procurement Policy as written. Motion carried.

OLD BUSINESS:

1. 2024 Annual Financial Report – ACTION ITEM
Commissioners Backus/Brigham made a motion to approve the 2024 Annual Financial Report as written. Motion carried.

COMMISSIONER REPORTS:

Commissioner Backus is participating in an adversary committee for Congressman Baumgartner. He also participated in the IPNG bi-monthly call.

Commissioner Weatherly-Wilson was absent from the Port Commission Meeting.

Commissioner Brigham attended the SEWEDA board meeting. He also attended a WPPA meeting and Valley Vision monthly meeting.

EXECUTIVE DIRECTOR REPORT:

Executive Director Rasmussen participated in the meeting with Representative Dye at the Port of Clarkston. Executive Director Rasmussen also discussed moving the Commission Meeting 7/9/25 because of a conflict with WPPA Executive Director Conference. The Washington State Department of Commerce will be in Clarkston on May 13th for a community focus group workshop. M84 Marine Highway workshop on June 24th in Kalama. Granite Lake RV Park's 25th anniversary events will be held May 23rd – 25th.

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

EXECUTIVE SESSION (RCW 42.30.110): NONE

NEXT MEETING: Special Commission Meeting June 18, 2025, at 3:00 p.m.

*Regularly Commission Meeting Wednesday June 11, 2025, at 3:00pm has been canceled due to scheduling conflict with Pacific Northwest Waterways Association (PNWA) Summer Meeting.

ADJOUR – The Commission meeting adjourned at 4:54 p.m.



Dayna Weatherly-Wilson, Secretary