

WAHKIAKUM PORT DISTRICT #1

September 11th, 2025

SIGN IN SHEET

Print

Signature

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Meeting Agenda

September 11th, 2025

- I. OPEN THE MEETING**
- II. Approval of Minutes-August 8th**
- III. Approval of Financial Report**
- IV. Approval of Vouchers-Sign Documents**
- V. Open Forum (open to the public for comment - five-minute limit)**
- VI. Action Items**
 - Approve purchase of 330 2nd St. for \$275,000.00
- VII. Discussion Items**
 - Budget and Rates
- VIII. Manager's Report**
- IX. Commissioner's Comments**
- X. Executive Session** *Remove*
 - Consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price (RCW 42.30.110(1)(b)).
- XI. Next meeting will be October 9th**
- XII. Adjournment**

August 14, 2025

The regular meeting of the Board of Commissioners of Port District No. One of Wahkiakum County, Washington, convened on the above date with Commissioner Scott Anderson presiding. Also in attendance were Manager Todd Souvenir, Maintenance Manager Jerry Nakonsky, Administrative Assistant Mackenzie Jones, Attorney Tim Hanigan, and Secretary Nadia Goldinov.

Commissioner Brett Deaton and the general public attended by Zoom teleconference.

The meeting opened at 12:00 p.m.

Commissioner Anderson made a motion to excuse Commissioner James Sorenson's absence, and Commissioner Deaton seconded. The motion passed 2-0.

APPROVAL OF MINUTES

Commissioner Anderson made a motion to approve the minutes of the regular board meeting held on July 10, 2025, as submitted, and Commissioner Deaton seconded. The motion passed 2-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for July 2025, copies of which are attached. Commissioner Deaton made a motion to approve the financial reports for July 2025, and Commissioner Anderson seconded. The motion passed 2-0.

APPROVAL OF VOUCHERS:

Commissioner Anderson made a motion to approve vouchers 2025-291—2025-335 in the amount of \$116,059.33 for the month of August 2025, and Commissioner Deaton seconded. The motion passed 2-0.

OPEN FORUM:

There were no public comments at that time.

ACTION ITEMS:

Grass Area behind the office

Manager Souvenir commented that the Port staff has been working on improving the appearance of the marina over the past few years. He commented that with the new vendor area and barbecue area that gets used by the community, it would be nice to have some areas that are green all year long down at the marina. Manager Souvenir stated there is an area behind the office that has sand and weeds there as of now. He suggested skimming off some sand in that area, putting in some good top soil and a sprinkler, and planting some grass there. Discussion ensued.

Commissioner Anderson made a motion to approve a one-time exception over the \$5,000.00 limit to allow the manager to renovate the grass area behind the office, and Commissioner Deaton seconded. The motion passed 2-0.

Commissioner Anderson asked Manager Souvenir if there are going to be anymore regattas this year. Manager Souvenir stated there won't be, but they have plans to add a third regatta next year.

Commissioner Anderson asked Manager Souvenir if there has been any progress on the shed the Port wanted to tear down. Manager Souvenir stated there has not been any progress. They will most likely work on that in the wintertime.

MANAGER'S REPORT

Manager Souvenir stated he had a meeting with the Port staff. Everyone commented on what a great summer it has been. The Bald Eagle Days event turned out great. There were a lot of vendors and happy customers. Manager Souvenir thanked the Port staff for all the hard work they have done.

Manager Souvenir commented that the two regattas the Port held were better this year than last year and were a lot fun. They had a lot of people come down for the regattas who enjoyed the Port and Town. Discussion ensued.

Manager Souvenir commented that the salmon season started out good so far. They are completely booked out from this weekend through September 6th.

Manager Souvenir commented that they have a lot of boats moored down at the marina. They are trying to move boats around to fit all of them in. He commented that this might be the first year they may have to tell people they do not have a spot for their boats.

Manager Souvenir stated that the Port worked with WDFW on maintenance repairs that needed to be done at the boat launch. The work was similar to what they worked on with WDFW a couple years ago. Discussion ensued.

Manager Souvenir commented that the Port treated the milfoil this past week. The marina and a part of the marina entry was treated on Tuesday, and from the entrance of the marina to the end of Marina Estates was treated yesterday.

Manager Souvenir commented that the wooden boat show has struggled since Covid. The Port wants to have a meeting with individuals that have been involved with the wooden boat show in the past. They will discuss ideas or changes they can make to the show to get it back to the way it was. Discussion ensued.

Commissioner Anderson asked if the regattas are typically advertised. Manager Souvenir stated that the Port does try to advertise the regattas on their website. The regattas are put on by the Willamette Sailing Club, so typically members of their club come down to the regattas. They have a lot of members that come down from California, southern Oregon, and eastern Washington.

COMMISSIONER COMMENTS:

Commissioner Anderson thanked everyone who works down at the marina. He commented that they have done a great job down there.

ADJOURNMENT:

The regular meeting was adjourned at 12:13 p.m.

The next regular meeting will be held September 11, 2025, in the DeBriac Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of August 14, 2025.

Scott V. Anderson
Scott Anderson, President

Brett Deaton
Brett Deaton, Vice-President

James Sorensen
James Sorensen, Secretary

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
August 1 to August 31, 2025

BEGINNING CASH BALANCE	<u>\$ 498,200.94</u>
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REVENUE

Marina and Lodging Income	\$ 97,994.27
Tax Income (Real and Timber)	\$ 3,735.65
Interest Income	\$ 1,654.38
All Other Income	\$ 9,257.22
Total Revenue:	<u>\$ 112,641.52</u>

EXPENSE

Payroll and Benefit Expense	\$ 25,761.63
WCIF (medical insurance)	\$ 3,537.35
Capital Outlay	\$ 33,060.01
All Other Expense (see attached report)	\$ 56,426.38
Total Expense:	<u>\$ 118,785.37</u>

ENDING CASH BALANCE	<u>\$ 492,057.09</u>
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Net Cash Increase/Decrease	\$ (6,143.85)
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11:01 PM

09/06/25

Cash Basis

Wahkiakum Port District No. 1

All Other Expense

August 2025

Expense	Aug 25
All Other Expense	
Advertising & Legal Publication	2,699.00
Audit & Professional Fees	700.00
Electricity.	2,473.45
Fuel- Gas, Diesel, Propane	581.41
Fuel-Port Use	215.47
Garbage Service	1,273.11
Insurance/Bonds	30,278.00
Legal Fees	412.60
Maintenance & Repairs	3,839.01
Miscellaneous Services	2,334.95
Office Supplies	160.56
Operating Expenses / Port	3,621.56
Operating Expenses / Cabins	163.50
Operating Exp / County Line	657.01
Professional Services	600.00
Retail Sales Tax	3,963.94
Telephone/Internet	658.82
Water / Sewer	1,793.99
Total All Other Expense	56,426.38
Total Expense	56,426.38
Net Income	-56,426.38

Wahkiakum Port District No. 1
VOUCHER APPROVAL LIST
Vouchers Submitted Prior to Regular Scheduled Meeting

Date	Num	Name	Amount	Act. Cost
Sep 1, 25				
09/01/2021	2025-336	Akaysha Stonebraker	1,445.68	
09/01/2021	2025-337	Amber Cameron	2,159.67	
09/01/2021	2025-338	Colton Pfenniger	1,574.44	
09/01/2021	2025-339	Hans D Dykstra	943.08	
09/01/2021	2025-340	Jeremiah D Nakonsky	2,846.07	
09/01/2021	2025-341	Mackenzie Jones	3,423.92	
09/01/2021	2025-342	Scott Anderson	0.00	
09/01/2021	2025-343	Todd Souvenir	5,022.16	
09/01/2021	2025-344	Brett Deaton	147.75	
09/01/2021	2025-345	Wahkiakum County Treasurer	4,701.74	
09/01/2021	2025-346	Wahkiakum County Treasurer	2,485.61	
09/01/2021	2025-347	Wahkiakum County Treasurer	597.10	
09/01/2021	2025-348	Health Care Authority	2,940.25	
09/01/2021	2025-349	VISA - BOP	502.70	
09/01/2021	2025-350	VISA - BOP	318.69	
09/01/2021	2025-351	VISA - BOP	1,351.60	
Sep 1, 25			30,460.46	

Wahkiakum Port District No. 1
VOUCHER APPROVAL LIST
 Vouchers Submitted at Regular Scheduled Meeting

Date	Num	Name	Amount
Sep 11, 25			
09/11/2025	2025-352	Ace Security	90.55
09/11/2025	2025-353	Active Enterprises	30.52
09/11/2025	2025-354	Amazon Capital Services	274.34
09/11/2025	2025-355	Astound Business Solutions	89.76
09/11/2025	2025-356	Bruce Oliver	300.00
09/11/2025	2025-357	Christenson, Inc	14,110.27
09/11/2025	2025-358	Cowlitz River Rigging Inc.	85.11
09/11/2025	2025-359	Goebel's Septic Service-PT	300.00
09/11/2025	2025-360	Hanigan Law Office, P.S.	1,027.17
09/11/2025	2025-361	Herb Tompkins	300.00
09/11/2025	2025-362	Lowes	334.70
09/11/2025	2025-363	Marina Ware	880.00
09/11/2025	2025-364	MAYFIELD ELECTRIC LLC	1,131.90
09/11/2025	2025-365	Sam Longtain Construction	3,234.00
09/11/2025	2025-366	Shelby Garrett	700.00
09/11/2025	2025-367	Stanley's Sanitary	1,024.41
09/11/2025	2025-368	Wahkiakum Noxious Weed Board	2,110.40
09/11/2025	2025-369	Wahkiakum PUD	3,927.99
09/11/2025	2025-370	Wahkiakum West Internet	99.80
09/11/2025	2025-371	Walter E. Nelson Co. of Astoria	571.85
09/11/2025	2025-372	Wahkiakum County Treasurer	3,841.04
09/11/2025	2025-373	William Peek	4,020.94
09/11/2025	2025-374	William Peek	641.41
Sep 11, 25			39,126.16

Manager's Report

September 11th, 2025

REVENUES

Cabins & Yurts	MTD: \$12,155.00	YTD: \$75,399.43
Moorage	MTD: \$23,627.80	YTD: \$169,303.50
RV & DC	MTD: \$20,161.61	YTD: \$110,385.47
County Line	MTD: \$10,735.61	YTD: \$26,032.92
Fuel	MTD: \$28,962.79	YTD: \$107,030.31

MEETINGS

Chamber	August 14 th	Todd & Mackenzie
Finance	August 15 th	Todd
COG	September 3 rd	Scott & Todd
Hotel Tax	September 10 th	Scott
Chamber	September 10 th	Todd

Fall Fishing

Hook the Hawg was a huge success with over seventy fish getting turned in, during the same week we hosted the Wounded Warriors who had a great time as well which had forty fish. Fishing this year was not as good as in the past in the Cathlamet channel but our customers traveled down river and had a lot of success.

Milfoil

We treated the marina in August with the help of Andy and the Wahkiakum County Noxious Weed Board. The results seem to be very good at this point, and we will continue monitoring throughout its growing season, which goes through the end of October. This will be a yearly treatment moving forward as it seems to come back very quickly if we skip a year.

PEBB & WCIF Insurance

We will have several zoom meetings over the next couple months to find out our 2026 medical, vision and dental rates.

Projects

- Power for last place
- Wesley #8 gravel