

December 14, 2023

The regular meeting of the Board of Commissioners of Port District No. One of Wahkiakum County, Washington, convened on the above date with Brett Deaton presiding. Also in attendance were Commissioner Scott Anderson, Manager Todd Souvenir, Administrative Assistant Mackenzie Jones, Attorneys Tim Hanigan and Jennifer Johnson, Secretary Katie Thomas, Mayor David Olson, and Wahkiakum Eagle Newspaper Reporter Diana Zimmerman.

The meeting opened at 12:00 pm.

Commissioner Anderson made a motion to excuse Commissioner 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 November 9, 2023, as submitted and Commissioner Deaton seconded. The motion passed 2-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for November 2023, copies of which are attached. Commissioner Anderson made a motion to approve the financial reports for November 2023, and Commissioner Deaton seconded. The motion passed 2-0.

APPROVAL OF VOUCHERS:

Commissioner Anderson made a motion to approve vouchers 2023-441—2023-477 in the amount of \$44,174.89 for the month of December 2023, and Commissioner Deaton seconded. The motion passed 2-0.

ACTION ITEMS:

Resolution No. 2023-08 Adopting the Employee Handbook

Commissioner Deaton commented it was quite a handbook for only five or six employees. Attorney Tim Hanigan stated the handbook is recommended by the Port's insurers. Discussion ensued. Manager Todd Souvenir told Diana Zimmerman he will provide her with a copy. Commissioner Deaton made a motion to approve Resolution 2023-08 Adopting the Employee Handbook and Commissioner Anderson seconded. There was no public comment at that time. The motion passed 2-0.

Resolution No. 2023-09 Delegation of Authority

Attorney Tim Hanigan stated the authorization hasn't been updated in quite some time but needs to be reapproved so the manager has the authority to approve surplus items later in the agenda.

Commissioner Anderson made a motion to approve Resolution 2023-09 Delegation of Authority and Commissioner Deaton seconded. There was no public comment at that time. The motion passed 2-0.

Reorganization of Board

Commissioner Deaton made a motion to reorganize the board effective January 1, 2024, in the following order: Secretary to Vice President, Vice President to President, and President to Secretary. Commissioner Anderson seconded. There was no public comment at that time. The motion passed 2-0.

Clean Vessel Act Grant

Manager Todd Souvenir reported he met with a representative from States Organization for Boating Access (SOBA) regarding available grants to update the current pumpout on the dock and a backup for vessels that are more difficult to move. Manager Souvenir would like one of the new pumpouts to be portable to take out to larger vessels. Currently there is a \$0.25-cent charge for the current dockside pumpout, but Manager Souvenir suggested providing it as a free service for boaters to help keep the river clean. Commissioner Anderson made a motion to approve the manager applying for the grants for the new pumpouts and Commissioner Deaton seconded. The motion passed 2-0.

New Shop Door

Manager Souvenir reported the current shop door is very old and has required multiple repairs recently. Both repair companies have recommend replacing the door. Manager Souvenir would like an electric door opener for less wear and tear on the door and employees. Also, now that the Port has bigger equipment, there would be a less likely chance of backing equipment into a door that will go up all the way. The three bids received are: Overhead Door Company for \$10,255.78; Garages R Us for \$6,509.80; and Hung Right Doors for \$6,256.00. Discussion ensued. Commissioner Anderson made motion to authorize the manager to accept the bid from Garages R Us in the amount of \$6,509.80 and Commissioner Deaton seconded. There was no public comment at that time. The motion passed 2-0.

Mayor David Olson commented the Town will be updating their emergency management plan from 2015 and invited the Port to work together.

DISCUSSION ITEMS:

Meeting Space - TOC

Mayor David Olson reported the Town is looking at rebuilding or renovating a proper meeting space for Town meetings and staff. The current Town Hall has mold and toxins in the building. The most logical location for a new building would be the property right next door to the current Town Hall as they already own it. Mayor Olson suggested the Manager and Commissioners think about what they may want or need in the next five to ten years and maybe both entities can consider working together to come up with something that will fit both their needs. Discussion ensued.

Mayor David Olson exited the meeting at 12:23 p.m.

Surplus Items

Manager Souvenir reported staff is cleaning out the cabins and will be upgrading the beds and eventually the couches. Four double beds with mattresses will be coming out and there's not a lot of room to store them. He would like the beds to be considered surplus and listed on the website for \$50.00. Discussion ensued. Commissioner Deaton made a motion to approve the manager to deal with surplus items, Commissioner Anderson seconded. There was no public comment at that time. The motion passed 2-0.

MANAGER'S REPORT

Manager Souvenir reported they had a clean audit from the State Auditor's office.

He also reported attending the WPPA seminar and breakout sessions. WPPA Senior Director of Environmental Policy Carly Michiels toured both Ports.

Manager Souvenir reported the lighted Christmas parade was well-attended and a lot of fun.

Manager Souvenir estimated the total cost to install Mini-Splits in each of the cabins will be around \$45,000.00. He is looking at May or June to go out for formal bids.

Manager Souvenir reported one camera is already installed and the rest should be installed over the next week. Power will be connected on December 22 to be fully operational. Manager Souvenir would like to put one camera feed on the website for public viewing.

Manager Souvenir suggested installing new cabins on the water front as a possible project for 2025. He handed out pictures of examples noting potential site locations. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Deaton commented the spring fishing season has a poor outlook.

Manager Souvenir commented he would like to look into hiring an engineering firm to professionally plan and design the property next to the RV park.

ADJOURNMENT:

The regular meeting was adjourned at 12:34 p.m.

The next regular meeting will be held January 11, 2024, in the DeBriac Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of December 14, 2023.


Brett Deaton, President


James Sorensen, Vice-President


Scott Anderson, Secretary