

January 10, 2024

The regular meeting of the Board of Commissioners of Port District No. One of Wahkiakum County, Washington, convened on the above date with Commissioner James Sorensen presiding. Also in attendance were Commissioner Brett Deaton, Commissioner Scott Anderson, Manager Todd Souvenir, Maintenance Manager Jerry Nakonsky, Administrative Assistant Mackenzie Jones, Attorney Tim Hanigan, Secretary Desiree Conroy, and Wahkiakum Eagle Newspaper Reporter Diana Zimmerman.

The general public attended by Zoom teleconference.

The meeting opened at 12:04 pm.

### **APPROVAL OF MINUTES**

Commissioner Anderson made a motion to approve the minutes of the regular board meeting held on December 14, 2023, as submitted and Commissioner Deaton seconded. The motion passed 3-0.

### **FINANCIAL REPORT:**

Manager Souvenir submitted the financial reports for December 2023, copies of which are attached. Commissioner Anderson made a motion to approve the financial reports for December 2023, and Commissioner Sorensen seconded. The motion passed 3-0.

Commissioner Anderson asked if the Audit portion was the total bill. Manager Souvenir replied it was not the total bill, the Port estimated bill was around \$9,500.00.

### **APPROVAL OF VOUCHERS:**

Commissioner Anderson made a motion to approve vouchers 2024-001—2024-040 in the amount of \$51,806.59 for the month of January, 2024, and Commissioner Sorensen seconded. The motion passed 3-0.

### **OPEN FORUM:**

None at this time.

### **ACTION ITEMS:**

February Meeting:

Manager Souvenir commented that Barb was at the Port yesterday and they talked about the vouchers. We are looking to move the February meeting to Tuesday, February 13th at noon if it works for Commissioner Sorensen. Commissioner Sorensen commented that it worked for him.

### **DISCUSSION ITEMS:**

### Waiver of Compensation:

Manager Souvenir commented that the commissioners typically sign these waivers of compensation; however, they do not have to. If you would like, here they are to sign waiving compensation for special meetings.

### **MANAGER'S REPORT**

Manager Souvenir reported that he is finalizing 2023. I would like to thank the staff. He explained 2023 was a good and fun year and there were a lot of projects completed.

All of the items that were completed were up anywhere from 18-20%, fuel was up 2% which is not a huge revenue source for us. Manager Souvenir explained 2023 was a year we had a lot of expenses with the upgrades that were made.

#### Spring Salmon season:

Manager Souvenir reported that the port is getting ready for Spring Salmon season. He explained the forecast doesn't look the best for fishing. The Port is booked the 20<sup>th</sup> of March - April 10<sup>th</sup>. Because of the forecast, there has been an increase in reservations for March.

#### Dock:

Manager Souvenir reported they have begun replacing a few fascia boards on the docks that were purchased in 2023. These are just fascia boards and it is nothing structural.

#### Finance Meeting:

Manager Souvenir reported that he attended a finance meeting last month in Vancouver that usually happens once a month. Overall, the group was good to meet with and I plan on attending more meetings. Barb is also thinking of joining in the future.

#### Street market:

Administrative Assistant Mackenzie reported that she has invited a bunch of vendors from other markets, including those held in Long Beach, Astoria, St. Helens, etc., one vendor has signed up and a couple have shown interest. She explained that she is working on new banners and passed around the waiver for the new market. The time has changed, 3:30-6:30 p.m. to help with those coming from Oregon on the ferry.

### **MAINTENANCE REPORT**

Commissioner Deaton questioned if the new grass is off limits until spring. Manager Souvenir replied that yes, he is trying to keep people off the grass.

### **COMMISSIONER COMMENTS:**

Commissioner Anderson gave a congratulations to the entire staff on all the work that has and is being done.

Commissioner Deaton asked if there can be a Managers Review next meeting. Discussion ensued.

**ADJOURNMENT:**

The regular meeting was adjourned at 12:14 p.m.

The next regular meeting will be held February 13, 2024, in the DeBriae Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of January 10, 2023.

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**James Sorensen, President**

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**Scott Anderson, Vice-President**

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**Brett Deaton, Secretary**