December 17, 2024

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

The general public attended by Zoom teleconference.

The meeting opened at 12:30 pm.

APPROVAL OF MINUTES:

Commissioner Anderson made a motion to excuse Commissioner Brett Deaton from the meeting and Commissioner Sorensen seconded. The motion passed 2-0.

Commissioner Anderson moved to approve the minutes of the regular board meeting held on November 8, 2024, as submitted and Commissioner Sorensen seconded. The motion passed 2-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for November 2024, copies of which are attached. Commissioner Anderson moved to approve the financial reports for November 2024, and Commissioner Sorensen seconded. The motion passed 2-0.

Brewery owner Javier Sanchez entered the meeting at 12:31 p.m.

Commissioner Anderson moved the Open Forum to after Discussion Items to allow time for Kyle Hurley and his students to arrive.

APPROVAL OF VOUCHERS:

Commissioner Sorensen made a motion to approve vouchers 2024-489—2024-526 in the amount of $54,262.84 for the month of December, 2024, and Commissioner Anderson seconded. The motion passed 2-0.

DISCUSSION ITEMS:

Level Gravel, New Parking, and New 3rd Street RV Sites

Manager Souvenir reported the project has been started and the RV pedestals are installed. The water lines will be installed and gravel will be brought in for the RV sites. Discussion ensued regarding specific RV sites and where the gravel will be laid.

Kyle Hurley and two students entered the meeting at 12:33 p.m.

Fish Cleaning Area

Manager Souvenir and Administrative Assistant Mackenzie Jones have been working with high school teacher Kyle Hurley and his students for a "Catch of the Day" sign design. The students presented several design options to the board and discussed the different possibilities choices they can choose. The commissioners can pick and choose bits they like from each design so the class can come up with a final idea to present at the January 9, 2025 meeting.

Kyle Hurley and two students exited the meeting at 12:41 p.m.

OPEN FORUM:

There was no discussion at that time.

ACTION ITEMS:

Resolution 2024-10 A Resolution Delegation of Authority

Manager Souvenir explained this is a yearly resolution delegating certain duties to the manager and establishes guidelines and procedures for the Manager to follow.

Commissioner Anderson moved to approve Resolution 2024-10 A Resolution Delegating Authority and Commissioner Sorensen seconded. The motion passed 2-0.

Reorganization of the Board

Manager Souvenir commented the board typically rotates in December for the new year, although it's up to the board to decide. Commissioner Anderson moved to approve to reorganize the board in the following manner: Commissioner Anderson to President; Commissioner Deaton to Vice President; and Commissioner Sorensen to Secretary. Commissioner Sorensen seconded. The motion passed 2-0.

MANAGER'S REPORT

Manager Souvenir was gone for a portion of the month, so Administrative Assistant Mackenzie Jones provided the following report:

- The fish cleaning station cement slab has been poured and is complete; Kyle Hurley and his students are working on the design.
- The handicap ramp at Kel's is finished and they should be open after the first of the year.
- The new pump out has been inspected and tested.
- The new RV sites' power boxes are complete and the pedestals are installed.

Commissioner Anderson asked how the year-to-date projections compared to the actual numbers. Manager Souvenir will have a year-to-date review at the next meeting, but he won't have a Manager's Report for the next couple of months as there isn't enough business. Discussion ensued.

Manager Souvenir added it was a great opportunity to be able to present at the Annual WPPA meeting recently. He talked about our Port, the community, and the direction and future plans of both. This Port is unique as it does not have rail, deep water, heavy industrial, or I-5 access as most Washington Ports do. Discussion ensued.

Manager Souvenir acknowledged the Christmas lighting went great; the marina, brewery, and downtown restaurants were packed. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Anderson asked about the old outfall in front of the brewery and commented it's not a great view from the brewery. Manager Souvenir said he spoke with Jason and will come up with a plan to fill it. Discussion ensued.

ADJOURNMENT:

The regular meeting was adjourned at 12:53 p.m.

The next regular meeting will be held January 9, 2025, in the DeBriae Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of December 17, 2024.

James Sorensen, President

Scott Anderson - Zoom

Scott Anderson, Vice-President

Brett Deaton, Secretary