

**Wahkiakum
Port District
No. 1**

Location:
DeBriae Room
Date: April 16th, 2026
Time: 12:00

Meeting Agenda

April 16th, 2026

- I. OPEN THE MEETING**
- II. Approval of Minutes- March 12th, 2026**
- III. Approval of March 2026 Financial Report**
- IV. Approval of Vouchers-Sign Documents**
- V. Open Forum (open to the public for comment - five-minute limit)**
- VI. Action Items**
 - Request for Refund
 - CERB Planning Grant
- VII. Discussion Items**
 - Potential Lease
 - SBA Disaster Loan Program April 23rd
 - FFAST Course – May 27th, 28th, 29th
- VIII. Manager's Report**
- IX. Commissioners Comments**
- X. Adjournment - Next Meeting May 14th**

March 12, 2026

The regular meeting of the Board of Commissioners of Port District No. One of Wahkiakum County, Washington, convened on the above date with Commissioner Brett Deaton presiding. Also in attendance were Manager Todd Souvenir, Administrative Assistant Mackenzie Jones, Attorney Jennifer Johnson, Secretary Nadia Goldinov, and County resident Javier Sanchez.

Commissioner Scott Anderson and the general public attended by Zoom teleconference.

The meeting opened at 12:00 p.m.

Commissioner Deaton made a motion to excuse Commissioner James Sorensen, and Commissioner Anderson seconded. The motion passed 2-0.

APPROVAL OF MINUTES

Commissioner Deaton made a motion to approve the minutes of the regular board meeting held on February 19, 2026, as submitted, and Commissioner Anderson seconded. The motion passed 2-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for February 2026, copies of which are attached. Commissioner Deaton made a motion to approve the financial reports for February 2026, and Commissioner Anderson seconded. The motion passed 2-0.

APPROVAL OF VOUCHERS:

Commissioner Deaton made a motion to approve vouchers 2026-060—2026-097 in the amount of \$78,550.29 for the month of March 2026, and Commissioner Anderson seconded. The motion passed 2-0.

OPEN FORUM:

There was no public comment at that time.

MANAGER'S REPORT

Manager Souvenir provided an update on the Bell House. Everything is going very smoothly. The Port got all the approvals from the county and state, and they are ready to rent the house out. Manager Souvenir stated they have already received about twenty days of rental. Discussion ensued.

Commissioner Anderson asked Commissioner Deaton what he's heard about springer season. Commissioner Deaton commented it's supposed to be as good as last year.

COMMISSIONER COMMENTS:


There were no commissioner comments at that time.


ADJOURNMENT:

The regular meeting was adjourned at 12:05 p.m.

The next regular meeting will be held April 16, 2026, in the DeBriac Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of March 12, 2026.


Brett Deaton, President


James Sorensen, Vice-President


Scott Anderson, Secretary

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
March 1 to March 31, 2026

BEGINNING CASH BALANCE	<u>\$ 240,984.62</u>
 REVENUE	
Marina and Lodging Income	\$ 51,944.67
Tax Income (Real and Timber)	\$ 9,254.99
Interest Income	\$ 678.47
All Other Income	\$ 4,799.30
Total Revenue:	<u>\$ 66,677.43</u>
 EXPENSE	
Payroll and Benefit Expense	\$ 25,929.06
WCIF (medical insurance)	\$ 3,771.12
Capital Outlay	\$ 24,372.44
All Other Expense (see attached report)	\$ 25,308.21
Total Expense:	<u>\$ 79,380.83</u>
 ENDING CASH BALANCE	 <u>\$ 228,281.22</u>
 Net Cash Increase/Decrease	 \$ (12,703.40)

4:50 PM
04/12/26
Cash Basis

Wahkiakum Port District No. 1
All Other Expense
March 2026

	<u>Mar 26</u>
Expense	
All Other Expense	
Audit & Professional Fees	700.00
Election Expense	723.30
Electricity.	5,485.21
Fuel- Gas, Diesel, Propane	293.62
Garbage Service	1,105.54
Insurance/Bonds	1,491.00
Legal Fees	843.35
Maintenance & Repairs	4,459.69
Miscellaneous Services	707.92
Office Supplies	260.65
Operating Expenses / Port	7,855.17
Operating Exp / County Line	142.36
Postage	156.00
Professional Services	300.00
Retail Sales Tax	264.04
Telephone/Internet	359.14
Water / Sewer	161.22
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Total All Other Expense	25,308.21
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Total Expense	25,308.21
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Net Income	-25,308.21
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Wahkiakum Port District No. 1
VOUCHER APPROVAL LIST
Vouchers Submitted at Regular Scheduled Meeting

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Apr 16, 26			
04/16/2026	2026-113	Employment Security Department	172.35
04/16/2026	2026-114	Department of Labor & Industries	2,942.97
04/16/2026	2026-115	Employment Security - WA Cares	378.75
04/16/2026	2026-116	Employment Security - PFML	527.09
04/16/2026	2026-117	Active Enterprises	335.05
04/16/2026	2026-118	Amazon Capital Services	807.88
04/16/2026	2026-119	Christenson, Inc	22,153.99
04/16/2026	2026-120	Goebel's Septic Service-PT	300.00
04/16/2026	2026-121	Hanigan Law Office, P.S.	388.86
04/16/2026	2026-122	Interstate Pest Management, Inc.	347.66
04/16/2026	2026-123	Lowe's	731.12
04/16/2026	2026-124	Monarch Coin & Security, Inc.	213.00
04/16/2026	2026-125	Moore Auto Parts	157.89
04/16/2026	2026-126	Herb Tompkins	300.00
04/16/2026	2026-127	Shelby Garrett	700.00
04/16/2026	2026-128	Tanknology	679.78
04/16/2026	2026-129	Town of Cathlamet	202.13
04/16/2026	2026-130	Stanley's Sanitary	281.30
04/16/2026	2026-131	Town of Cathlamet	516.43
04/16/2026	2026-132	Wahkiakum County Eagle	60.00
04/16/2026	2026-133	Wahkiakum County Health Depar...	50.00
04/16/2026	2026-134	Wahkiakum PUD	6,286.21
04/16/2026	2026-135	Wahkiakum PUD	6,592.20
04/16/2026	2026-136	Department of Retirement Systems	25.00
04/16/2026	2026-137	Wahkiakum County Treasurer	1,160.54
04/16/2026	2026-138	Wahkiakum County Treasurer	989.81
04/16/2026	2026-139	Walter E. Nelson Co. of Astoria	416.44
Apr 16, 26			<u>47,716.45</u>

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

Date	Num	Name	Amount
Apr 1, 26			
04/01/2026	2026-098	Amber Cameron	2,127.27
04/01/2026	2026-099	Brett Deaton	147.75
04/01/2026	2026-100	Dakota M Nakonsky	966.16
04/01/2026	2026-101	Hans D Dykstra	785.09
04/01/2026	2026-103	Jeremiah D Nakonsky	3,014.72
04/01/2026	2026-104	Scott Anderson	0.00
04/01/2026	2026-105	Mackenzie Jones	3,329.16
04/01/2026	2026-106	Todd Souvenir	5,264.98
04/01/2026	2026-107	Wahkiakum County Treasurer	605.30
04/01/2026	2026-102	Health Care Authority	3,165.82
04/01/2026	2026-108	Wahkiakum County Treasurer	2,698.53
04/01/2026	2026-109	Wahkiakum County Treasurer	4,360.67
04/01/2026	2026-110	VISA - BOP	728.19
04/01/2026	2026-111	VISA - BOP	717.42
04/01/2026	2026-112	VISA - BOP	364.32
Apr 1, 26			28,275.38