

WAHKIAKUM PORT DISTRICT #1

June 11th, 2026

SIGN IN SHEET

Print

Signature

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Wahkiakum Port District No. 1

Location:
DeBriae Room
Date: June 11th, 2026
Time: 12:00

Meeting Agenda

June 11th, 2026

I. OPEN THE MEETING

II. Approval of Minutes- May 14th, 2026

III. Approval of May 2026 Financial Report

IV. Approval of Vouchers-Sign Documents

V. Open Forum (open to the public for comment - five-minute limit)

VI. Action Items

- Pet Policy

VII. Discussion Items

- Rock Pit Project

VIII. Manager's Report

IX. Commissioner's Comments

X. Adjournment - Next Meeting July 9th

May 14, 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 Commissioner Scott Anderson, Manager Todd Souvenir, Administrative Assistant Mackenzie Jones, Attorney Tim Hanigan, and Secretary Nadia Goldinov.

The general public attended by Zoom teleconference.

The meeting opened at 12:00 p.m.

Commissioner Anderson made a motion to excuse Commissioner James Sorensen, 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 April 16, 2026, as submitted, and Commissioner Deaton seconded. The motion passed 2-0.

FINANCIAL REPORT:

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

APPROVAL OF VOUCHERS:

Manager Souvenir provided a brief rundown of the voucher report.

Commissioner Anderson made a motion to approve vouchers 2026-140—2026-179 in the amount of \$70,925.59 for the month of May 2026, and Commissioner Deaton seconded. The motion passed 2-0.

OPEN FORUM:

There were no public comments at that time.

DISCUSSION ITEMS:

CERB Grant

Manager Souvenir provided an update on the CERB planning grant that was discussed at last month's meeting. He commented that the Port still needs to have a resolution for the grant. He has been trying to get ahold of CERB, but has not had much luck getting them to respond. There are two times when the grant can be submitted, so the port still has some time. Discussion ensued.

Manager Souvenir commented he is currently working on getting the Port's maintenance permit updated to make sure it includes everything in it. Discussion ensued.

MANAGER'S REPORT

Manager Souvenir reminded the board about the FFAST training that will be happening on the 27th, 28th, and 29th of May. Discussion ensued.

Manager Souvenir commented the Port will be busy during the holiday weekend with the yacht clubs and other activities that will be going on. Manager Souvenir stated they also got an announcement on extended fishing. Discussion ensued.

Manager Souvenir provided an update on the rock pit project. The ditch has been completed. The power pedestals have been put in, along with the transformers and meters. Next, they will get the power and water hooked up and start filling in the ditch. Discussion ensued.

Manager Souvenir stated Administrative Assistant Mackenzie Jones has been doing a great job. She has been taking on new tasks and more responsibilities, and has now been promoted to assistant manager. Manager Souvenir stated that they have been doing a lot of interviews to fill open positions. Discussion ensued.

Manager Souvenir provided a brief account of the cleanup the Port staff did a couple days ago. Discussion ensued.

Assistant Manager Mackenzie Jones provided an update on the upcoming street market. The market starts May 22, 2026. They have thirteen vendors as of now, and may get a couple more vendors closer to next week. Assistant Manager Jones commented that this year the market has a lot more vendors and music. Discussion ensued.

Manager Souvenir commented that Commissioner Sorensen was down in Ilwaco recently and noticed that there were buildings selling charter trips, and wondered if we could do something like that down at the Port. Manager Souvenir commented that they do have a few charter boats down here, but not an actual charter company. Discussion ensued.

COMMISSIONER COMMENTS:

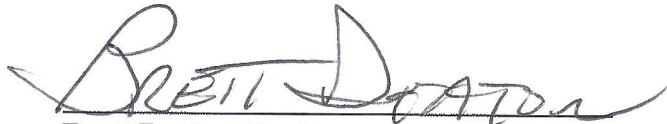
There were no commissioner comments at that time.

ADJOURNMENT:

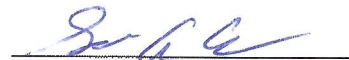
The regular meeting was adjourned at 12:22 p.m.

The next regular meeting will be held June 11, 2026, in the DeBriac Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of May 14, 2026.


Brett Deaton, President

James Sorensen, Vice-President



Scott Anderson, Secretary

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
May 1 to May 31, 2026

BEGINNING CASH BALANCE	<u>\$</u>	<u>305,348.40</u>
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REVENUE

Marina and Lodging Income	\$	59,666.23
Tax Income (Real and Timber)	\$	7,909.85
Interest Income	\$	730.62
All Other Income	\$	5,254.05
Total Revenue:	\$	<u>73,560.75</u>

EXPENSE

Payroll and Benefit Expense	\$	24,082.73
WCIF (medical insurance)	\$	3,771.12
Capital Outlay	\$	5,974.54
All Other Expense (see attached report)	\$	39,515.30
Total Expense:	\$	<u>73,343.69</u>

ENDING CASH BALANCE	<u>\$</u>	<u>305,565.46</u>
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Net Cash Increase/Decrease	\$	217.06
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9:30 PM
06/07/26
Cash Basis

Wahkiakum Port District No. 1
All Other Expense
May 2026

	May 26
Expense	
All Other Expense	
Advertising & Legal Publication	87.05
Audit & Professional Fees	700.00
Electricity.	4,457.52
Fuel- Gas, Diesel, Propane	13,717.82
Fuel-Port Use	133.55
Garbage Service	938.28
Legal Fees	571.66
Maintenance & Repairs	4,864.27
Miscellaneous Services	1,944.29
Office Supplies	701.47
Operating Expenses / Port	5,239.96
Operating Expenses / Cabins	468.06
Operating Exp / County Line	228.36
Postage	84.08
Professional Services	300.00
Retail Sales Tax	3,123.65
Telephone/Internet	288.85
Travel	113.10
Water / Sewer	1,553.33
Total All Other Expense	39,515.30
Total Expense	39,515.30
Net Income	-39,515.30

6:46 PM
06/06/26

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

Date	Num	Name	Amount
Jun 11, 26			
06/11/2026	2026-194	Amazon Capital Services	1,415.92
06/11/2026	2026-195	Christenson, Inc	8,190.10
06/11/2026	2026-196	Forrest Mora Landscaping	377.30
06/11/2026	2026-197	Garages R Us	3,120.40
06/11/2026	2026-198	Goebel's Septic Service-PT	300.00
06/11/2026	2026-199	Hanigan Law Office, P.S.	408.04
06/11/2026	2026-200	Herb Tompkins	300.00
06/11/2026	2026-201	Interstate Pest Management, Inc.	323.40
06/11/2026	2026-202	Lowes	1,040.17
06/11/2026	2026-203	Marina Ware	3,029.18
06/11/2026	2026-204	MAYFIELD ELECTRIC LLC	6,252.40
06/11/2026	2026-205	Moore Auto Parts	257.37
06/11/2026	2026-206	Nielson & Son's Tree Service	541.00
06/11/2026	2026-207	Platt	250.50
06/11/2026	2026-208	Shelby Garrett	700.00
06/11/2026	2026-209	Stanley's Sanitary	698.35
06/11/2026	2026-210	The Eagle News	150.05
06/11/2026	2026-211	Wahkiakum Chamber of Commerce	2,500.00
06/11/2026	2026-212	Wahkiakum Noxious Weed Board	305.35
06/11/2026	2026-213	Wahkiakum PUD	4,145.43
06/11/2026	2026-214	Wahkiakum County Treasurer	1,969.17
Jun 11, 26			36,274.13

10:18 AM
06/06/26

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

Date	Num	Name	Amount
Jun 1, 26			
06/01/2026	2026-180	Amber Cameron	1,820.95
06/01/2026	2026-181	Brett Deaton	147.75
06/01/2026	2026-182	Hans D Dykstra	1,317.18
06/01/2026	2026-183	Jayden Stoddard	409.54
06/01/2026	2026-184	Mackenzie Jones	3,421.10
06/01/2026	2026-185	Scott Anderson	0.00
06/01/2026	2026-186	Todd Souvenir	5,254.20
06/01/2026	2026-187	Health Care Authority	2,093.88
06/01/2026	2026-188	Wahkiakum County Treasurer	388.79
06/01/2026	2026-189	Wahkiakum County Treasurer	2,180.72
06/01/2026	2026-190	Wahkiakum County Treasurer	3,488.55
06/01/2026	2026-191	VISA - BOP	498.32
06/01/2026	2026-192	VISA - BOP	1,568.92
06/01/2026	2026-193	VISA - BOP	288.85
Jun 1, 26			<u>22,878.75</u>

Pets

- Pets must be kept under the owner's control at all times and must be physically restrained by a leash when outside.
- Pets may not be left unattended outside, including in crates, kennels, pens, fenced enclosures, or while tethered to Port property, vehicles, RVs, or vessels.
- Pet owners must ensure that pets do not create a nuisance or disturb other occupants through barking, whining, aggressive behavior, odors, or other disruptive conduct.
- Owners are responsible for cleaning up pet waste immediately and disposing of it properly.
- No vicious or unpredictable animals, animals that create a health hazard, or animals otherwise prohibited by law or Town ordinance will be allowed. Any dog that bites a resident, guest, or Port personnel must be permanently removed from Port property immediately.
- Pet owners accept all liability and responsibility for their pets and for any injury or damage caused by them.
- Failure to comply with these pet rules may result in removal of the pet and/or termination of occupancy at the discretion of the Port.