

WAHKIAKUM PORT DISTRICT #1

May 14th, 2026

SIGN IN SHEET

Print

Signature

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Wahkiakum Port District No. 1

Location:

DeBriar Room



Date: May 14th, 2026



Time: 12:00

Meeting Agenda

May 14th, 2026

- I. OPEN THE MEETING**
- II. Approval of Minutes- April 16th, 2026**
- III. Approval of April 2026 Financial Report**
- IV. Approval of Vouchers-Sign Documents**
- V. Open Forum (open to the public for comment - five-minute limit)**
- VI. Action Items**
- VII. Discussion Items**
 - CERB Grant
- VIII. Manager's Report**
- IX. Commissioners Comments**
- X. Adjournment - Next Meeting June 11th**

April 16, 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 James Sorensen, 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.

APPROVAL OF MINUTES

Commissioner Anderson made a motion to approve the minutes of the regular board meeting held on March 12, 2026, as submitted, and Commissioner Deaton seconded. The motion passed 3-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for March 2026, copies of which are attached. Commissioner Deaton made a motion to approve the financial reports for March 2026, and Commissioner Sorensen seconded. The motion passed 3-0.

APPROVAL OF VOUCHERS:

Commissioner Anderson made a motion to approve vouchers 2026-098—2026-139 in the amount of \$75,991.83 for the month of April 2026, and Commissioner Deaton seconded. The motion passed 3-0.

OPEN FORUM:

There was no public comment at that time.

ACTION ITEMS:

Request for Refund

Manager Souvenir stated he had a request from a customer for a two month refund on a storage unit. The customer paid six months in advance, but will be out by the end of this month. Discussion ensued.

Commissioner Anderson made a motion to approve the refund, and Commissioner Sorensen seconded. The motion passed 3-0.

CERB Planning Grant

Manager Souvenir stated he had a conference call with CERB regarding a planning grant for future plans the port might have. The planning grant is up to \$100,000.00. It could include land acquisition, office remodel, etc. Manager Souvenir commented they wouldn't be committing to anything today, but he would like the board's opinion on moving forward with the process and exploring the grant idea. Discussion ensued.

Commissioner Anderson made a motion to approve the planning grant situation and to explore it thoroughly, and Commissioner Deaton seconded. The motion passed 3-0.

DISCUSSION ITEMS:

Potential Lease

Manager Souvenir commented that he had somebody interested in potentially renting or leasing the portion of land located on the south side of the brewery for storage. The port would put in a gravel parking lot, and the customers would be responsible for fencing in their belongings. It would be additional revenue for the port. The lease wouldn't be permanent and they can always include whatever terms they like in the lease. Manager Souvenir stated they wouldn't be deciding anything today, but he would like the board's opinion in proceeding with the discussion and exploring the idea. Discussion ensued.

It was the consensus of the board to authorize Manager Souvenir to proceed with discussions regarding the leasing of land for storage.

SBA Disaster Loan Program April 23rd

Manager Souvenir stated the US Small Business Administration (SBA) Disaster Loan Program reached out to see if they could use a portion of the port's parking lot to set up a tent. They would like to come down here for the day to make the program available to anybody in the community who was impacted in the severe winter storm. Discussion ensued.

It was the consensus of the board to allow the SBA Disaster Loan Program to use a portion of the port's parking lot for the day.

FFAST Course - May 27th, 28th, 29th

Manager Souvenir stated he was approached about a commercial fishing safety training course program. The course typically happens in South Bend, but they would like to do the three-day training program at the marina this year. Manager Souvenir stated he would like the board's opinion in proceeding with the training course. Discussion ensued.

It was the consensus of the board to proceed with having the commercial fishing safety training course program at the marina.

MANAGER'S REPORT

Manager Souvenir informed the board that the port's camp host, Bruce, unfortunately passed away a couple days ago. Discussion ensued.

Manager Souvenir commented that springer season was worse than last year for some, and for others it was a great year. He commented they did have some issues with customers leaving their dogs unattended or not keeping them on a leash, but he and Administrative Assistant Mackenzie Jones will work on amending the policy to fix that issue. Other than that, the port had a great season and it was a lot of fun. Discussion ensued.

Manager Souvenir commented they held the Hook the Hawg fishing derby this past month. They had one hundred participants and twenty-five fish were caught. They did have some field pump issues during that time, but they got them repaired quickly and got through the season. Discussion ensued.

Manager Souvenir commented they had a fuel line pressure test done and the port passed. There was also a test done on the fuel tank by the Department of Ecology, which was approved.

Manager Souvenir commented he met with Dan Kay from the Wahkiakum PUD to come up with plans for the rock pit project. They will start digging a trench so they can get lines put in. Discussion ensued.

Manager Souvenir commented that there will be a wooden boat show meeting today at 2:00 p.m.

Manager Souvenir commented the port will be posting for some summer help. Some high school kids have already applied.

Manager Souvenir commented that Administrative Assistant Mackenzie Jones will be having a street market vendor meeting this Sunday at 5:00 p.m. at the barbecue area.

Manager Souvenir commented that with all the projects the port has done and now that they're finalizing the one at the rock pit, the port could now potentially look at plans for the land located on the waterfront, south of the brewery. Manager Souvenir brought up potentially putting in some RV spots short term, and then later putting up some cabins there long term. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Sorensen commented it would be nice to do a bench, or a plaque, or name a campsite, etc. for Bruce the camp host. Manager Souvenir commented he will look into that idea.

Commissioner Anderson stated that he was approached by the pool committee about having the port involved in the pool. Attorney Hanigan stated that it opens up a lot of liability for the port. If that is something the port is interested in pursuing, they would have to have an interlocal agreement of some sort. Attorney Hanigan also reported that the ability to operate the pool is not designated in Port District No. One's comprehensive plan. Discussion ensued.

The board came to a consensus of not being involved in the pool for the above stated reasons.

ADJOURNMENT:

The regular meeting was adjourned at 12:38 p.m.

The next regular meeting will be held May 14, 2026, in the DeBriac Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of April 16, 2026.

A handwritten signature in dark ink, appearing to read "Brett Deaton", written over a horizontal line.

Brett Deaton, President

James Sorensen, Vice-President

A handwritten signature in dark ink, appearing to read "Scott Anderson", written over a horizontal line.

Scott Anderson, Secretary

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
April 1 to April 30, 2026

BEGINNING CASH BALANCE	<u>\$</u>	<u>228,281.22</u>
REVENUE		
Marina and Lodging Income	\$	111,248.84
Tax Income (Real and Timber)	\$	34,409.34
Interest Income	\$	630.42
All Other Income	\$	8,189.34
Total Revenue:	\$	<u>154,477.94</u>
EXPENSE		
Payroll and Benefit Expense	\$	26,715.49
WCIF (medical insurance)	\$	3,771.12
Capital Outlay	\$	9,070.39
All Other Expense (see attached report)	\$	37,853.76
Total Expense:	\$	<u>77,410.76</u>
ENDING CASH BALANCE	<u>\$</u>	<u>305,348.40</u>
 Net Cash Increase/Decrease	 \$	 77,067.18

Wahkiakum Port District No. 1
All Other Expense
April 2026

	<u>Apr 26</u>
Expense	
All Other Expense	
Advertising & Legal Publication	60.00
Audit & Professional Fees	700.00
Electricity.	5,917.87
Fuel- Gas, Diesel, Propane	22,409.69
Garbage Service	281.30
Leasehold Tax	1,160.54
Legal Fees	388.86
Maintenance & Repairs	952.87
Repair & Maint / County Line	184.64
Miscellaneous Services	1,163.23
Operating Expenses / Port	2,947.97
Operating Exp / County Line	50.00
Professional Services	300.00
Retail Sales Tax	766.32
Telephone/Internet	202.13
Water / Sewer	368.34
	<u>37,853.76</u>
Total All Other Expense	<u>37,853.76</u>
	<u>37,853.76</u>
Total Expense	<u>37,853.76</u>
	<u>-37,853.76</u>
Net Income	<u>-37,853.76</u>

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

Date	Num	Name	Amount
May 14, 26			
05/14/2026	2026-157	Amazon Capital Services	2,115.45
05/14/2026	2026-158	Christenson, Inc	13,244.01
05/14/2026	2026-159	Cowlitz River Rigging Inc.	953.21
05/14/2026	2026-160	Goebel's Septic Service-PT	300.00
05/14/2026	2026-161	Hanigan Law Office, P.S.	571.66
05/14/2026	2026-162	Herb Tompkins	300.00
05/14/2026	2026-163	Keys Plus Locksmiths	1,385.21
05/14/2026	2026-164	Lowes	467.93
05/14/2026	2026-165	Mascott Equipment	2,476.23
05/14/2026	2026-166	Moore Auto Parts	130.26
05/14/2026	2026-167	Platt	1,199.73
05/14/2026	2026-168	Quill	1,227.25
05/14/2026	2026-169	Shelby Garrett	700.00
05/14/2026	2026-170	Stanley's Sanitary	1,008.96
05/14/2026	2026-171	The Eagle News	87.05
05/14/2026	2026-172	Type Monkeys	400.00
05/14/2026	2026-173	Todd Souvenir	113.10
05/14/2026	2026-174	Wahkiakum PUD	6,010.85
05/14/2026	2026-175	Wahkiakum PUD	157.68
05/14/2026	2026-176	Walter E. Nelson Co. of Astoria	208.56
05/14/2026	2026-177	Wahkiakum County Treasurer	3,688.31
05/14/2026	2026-178	Watkins Tractor & Supply Co	881.93
05/14/2026	2026-179	Billy Peek	2,748.90
May 14, 26			40,376.28

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

Date	Num	Name	Amount
May 1, 26			
05/01/2026	2026-140	Health Care Authority	3,165.82
05/01/2026	2026-141	Wahkiakum County Treasurer	605.30
05/01/2026	2026-142	VISA - BOP	378.56
05/01/2026	2026-143	VISA - BOP	1,966.07
05/01/2026	2026-144	VISA - BOP	350.83
05/01/2026	2026-145	Amber Cameron	1,978.38
05/01/2026	2026-146	Brett Deaton	147.76
05/01/2026	2026-147	Dakota M Nakonsky	398.34
05/01/2026	2026-148	Dennis E Mueller	931.68
05/01/2026	2026-149	Hans D Dykstra	1,239.95
05/01/2026	2026-150	James Sorensen	147.75
05/01/2026	2026-151	Jeremiah D Nakonsky	3,032.95
05/01/2026	2026-152	Mackenzie Jones	3,576.40
05/01/2026	2026-153	Scott Anderson	0.00
05/01/2026	2026-154	Todd Souvenir	5,251.48
05/01/2026	2026-155	Wahkiakum County Treasurer	4,596.88
05/01/2026	2026-156	Wahkiakum County Treasurer	2,781.16
May 1, 26			30,549.31