

WAHKIAKUM PORT DISTRICT #1

September 10th, 2026

SIGN IN SHEET

Print

Signature

[illegible]This image shows a blank sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There is a faint vertical blue margin line on the left side. The paper appears to be from a notebook or a standard ruled document.

Wahkiakum Port District No. 1

Location: DeBriac Room
Date: September
10th, 2026
Time: Noon

Meeting Agenda

September 10th, 2026

- I. OPEN THE MEETING**
- II. Approval of Minutes-August 13th**
- III. Approval of Financial Report**
- IV. Approval of Vouchers-Sign Documents**
- V. Open Forum (open to the public for comment - five-minute limit)**
- VI. Action Items**
 - **Change Payroll to 26th through the 25th**
- VII. Discussion Items**
 - **Budget and Rates**
- VIII. Manager's Report**
- IX. Commissioner's Comments**
- X. Next meeting will be October 15th**
- XI. Adjournment**

August 13, 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, Assistant Manager Mackenzie Jones, Attorney Tim Hanigan, Secretary Nadia Goldinov, Wheel House Group members David Whitney, Ken Brewer, Megan Blackburn Friend, and Paige Lake.

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 July 9, 2026, as submitted, and Commissioner Sorensen seconded. The motion passed 3-0.

FINANCIAL REPORT:

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

APPROVAL OF VOUCHERS:

Manager Souvenir provided a brief rundown of the voucher report.

Commissioner Deaton made a motion to approve vouchers 2026-256—2026-298 in the amount of \$111,720.02 for the month of August 2026, and Commissioner Sorensen seconded. The motion passed 3-0.

OPEN FORUM:

Wheel House Group member Ken Brewer inquired about the Port's plan for the land they intend to purchase from the Town. Manager Souvenir commented that they don't know at the moment, but if they do acquire the land, their first plan would be to improve it for the community. Regarding the overall development of the land, it is a big process. The planning grant the Port is applying for will involve community engagement and encompass the entire Port. Discussion ensued.

Wheel House Group member Megan Blackburn Friend commented that their group is all about connecting Cathlamet. The marina and port are the area's biggest economic drivers. The group would like to collaborate with the Port to determine how to attract people to town and encourage them to spend more there. They could start small with some navigational signs first and work up from there. Discussion ensued.

Wheel House Group member Paige Lake commented that she supports the Port's acquisition of land from the Town. The group would like the Port to keep some of the original design elements for the development of the land that are community-friendly. Discussion ensued.

ACTION ITEMS:

Resolution 2026-03 CERB Planning Grant

Manager Souvenir stated that a couple of months ago, the board approved the application submission for the CERB Planning Grant. One of the requirements for the grant is an official resolution, rather than just approval from the board. Discussion ensued.

Commissioner Anderson made a motion to approve Resolution No. 2026-03, a resolution authorizing submission of an application for a community economic revitalization board grant in the approximate amount of \$100,000 for a Cathlamet waterfront economic development and public access feasibility study, and Commissioner Sorensen seconded. The motion passed 3-0.

Purchase of Dock

Manager Souvenir stated he would like to purchase a 36 foot by 3-foot-wide finger to have more flexibility on F Dock. Discussion ensued.

Commissioner Anderson made a motion to authorize Manager Souvenir to purchase the finger for F Dock, and Commissioner Sorensen seconded. The motion passed 3-0.

DISCUSSION ITEMS:

Future Projects

Manager Souvenir commented that the Port has been working on some pretty big projects over the past three to four years. They are finishing up most of those big projects and he would like to focus on several small projects next. For example, adding sewer to the storage RV sites, removing the parking line ropes in the brewery parking lot and test out spraying on the parking lines instead, finishing the siding on the Bell House, etc. Discussion ensued.

Manager Souvenir commented that he would like to potentially purchase a wood chipper for the Port, as well as a car/utility vehicle. Discussion ensued.

MANAGER'S REPORT

Manager Souvenir commented that the two Regatta events were great. The Bald Eagle Days event was a huge success and there were no issues. Discussion ensued.

Manager Souvenir stated that the Hook the Hawg Salmon Derby is coming up. It's going to be really fun and it should be a good season. Discussion ensued.

Manager Souvenir commented that the new sites at the rock pit are already full. There are two people out there right now, and the other two will be full over the next couple of weeks. Discussion ensued.

Assistant Manager Jones stated there are seven street markets left to go. There will be lots of live music at the market the next four weeks. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Deaton asked Manager Souvenir if this is the second or third year of the Regatta. Manager Souvenir commented this is the third year.

Commissioner Anderson asked Manager Souvenir if he will have somewhere to put the wood chipper if he decides to purchase it. Manager Souvenir commented that he anticipates they will have an area for it.

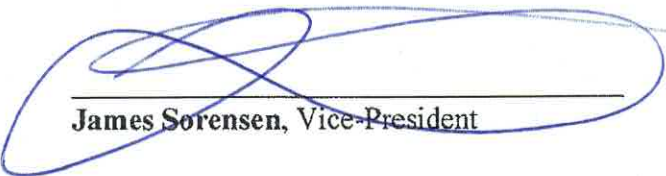
ADJOURNMENT:

The regular meeting was adjourned at 12:31 p.m.

The next regular meeting will be held September 10, 2026, in the DeBriac Meeting Room at 12:00 p.m.

Approval of the minutes of the regular meeting of August 13, 2026.

Brett Deaton via Zoom.
Brett Deaton, President


James Sorensen, Vice-President

Scott Anderson via Zoom.
Scott Anderson, Secretary

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
August 1 to August 31, 2026

BEGINNING CASH BALANCE	<u>\$ 340,707.56</u>
REVENUE	
Marina and Lodging Income	\$ 125,303.28
Tax Income (Real and Timber)	\$ 8,045.51
Interest Income	\$ 898.79
All Other Income	\$ 9,177.22
Total Revenue:	<u>\$ 143,424.80</u>
EXPENSE	
Payroll and Benefit Expense	\$ 23,437.37
WCIF (medical insurance)	\$ 2,482.67
Capital Outlay	\$ 9,755.90
All Other Expense (see attached report)	\$ 78,587.07
Total Expense:	<u>\$ 114,263.01</u>
ENDING CASH BALANCE	<u>\$ 369,869.35</u>
 Net Cash Increase/Decrease	 \$ 29,161.79

10:08 PM
09/05/26
Cash Basis

Wahkiakum Port District No. 1

All Other Expense

August 2026

	Aug 26
Expense	
All Other Expense	
NSF Bank Recovery Fee	25.00
Advertising & Legal Publication	161.70
Audit & Professional Fees	700.00
Electricity.	2,489.17
Fuel- Gas, Diesel, Propane	21,865.09
Fuel-Port Use	381.19
Garbage Service	1,033.83
Insurance/Bonds	29,792.00
Legal Fees	1,052.42
Maintenance & Repairs	7,587.68
Market Expenses Port	382.92
Miscellaneous Services	1,857.54
Office Supplies	19.39
Operating Expenses / Port	2,608.72
Operating Expenses / Cabins	731.91
Operating Exp / County Line	1,126.99
Postage	156.00
Professional Services	300.00
Retail Sales Tax	4,291.05
Telephone/Internet	604.72
Water / Sewer	1,419.75
Total All Other Expense	78,587.07
Total Expense	78,587.07
Net Income	-78,587.07

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

Date	Num	Name	Amount
Sep 1, 26			
09/01/2026	2026-299	Amber Cameron	2,609.42
09/01/2026	2026-300	Brett Deaton	147.76
09/01/2026	2026-301	Coral Ruch	1,091.29
09/01/2026	2026-302	Hans D Dykstra	1,227.42
09/01/2026	2026-303	James Sorensen	147.76
09/01/2026	2026-304	Kenneth Ruch	298.87
09/01/2026	2026-305	Mackenzie Jones	3,328.88
09/01/2026	2026-306	Scott Anderson	147.76
09/01/2026	2026-307	Todd Souvenir	4,709.55
09/01/2026	2026-308	Health Care Authority	2,093.88
09/01/2026	2026-309	Wahkiakum County Treasurer	388.79
09/01/2026	2026-310	VISA - BOP	160.60
09/01/2026	2026-311	VISA - BOP	1,935.33
09/01/2026	2026-312	Wahkiakum County Treasurer	4,203.54
09/01/2026	2026-313	Wahkiakum County Treasurer	2,260.80
Sep 1, 26			24,751.65

9:21 PM
09/06/26

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

Date	Num	Name	Amount
Sep 10, 26			
09/10/2026	2026-314	Amazon Capital Services	647.26
09/10/2026	2026-315	Christenson, Inc	33,826.60
09/10/2026	2026-316	Goebel's Septic Service-PT	300.00
09/10/2026	2026-317	Hanigan Law Office, P.S.	868.60
09/10/2026	2026-318	Herb Tompkins	300.00
09/10/2026	2026-319	Interstate Pest Management, Inc.	161.70
09/10/2026	2026-320	Lowes	616.40
09/10/2026	2026-321	Reprographics	362.47
09/10/2026	2026-322	Shelby Garrett	700.00
09/10/2026	2026-323	The Sherwin Williams	587.90
09/10/2026	2026-324	Stanley's Sanitary	857.10
09/10/2026	2026-325	Todd Souvenir	114.00
09/10/2026	2026-326	Wahkiakum Noxious Weed Board	92.31
09/10/2026	2026-327	Wahkiakum PUD	3,928.94
09/10/2026	2026-328	Walter E. Nelson Co. of Astoria	657.96
09/10/2026	2026-329	Wahkiakum County Treasurer	4,663.15
Sep 10, 26			48,684.39