

May 11, 2023

The regular meeting of the Board of Commissioners of Port District No. One of Wahkiakum County, Washington, convened on the above date with Board President Brett Deaton presiding. Also in attendance were Commissioner James Sorensen, Manager Todd Souvenir, Attorney Tim Hanigan, Secretary Desiree Conroy, Wahkiakum Eagle Newspaper Reporter Diana Zimmerman, Mayor David Olson, and Administrative Assistant Mackenzie Jones.

Town Councilmember Kermit Chamberlain attended through Zoom teleconference.

General attendance through Zoom teleconference.

The meeting opened at 12:00 pm.

EXCUSE MR. ANDERSON

Commissioner Deaton made a motion to approve Commissioner Anderson as excused and Commissioner Sorensen seconded. The motion passed 2-0.

APPROVAL OF MINUTES

Commissioner Sorensen made a motion to approve the minutes of the regular board meeting held on April 13, 2023, as submitted and Commissioner Deaton seconded. The motion passed 2-0.

FINANCIAL REPORT:

Manager Souvenir submitted the financial reports for April 2023, copies of which are attached. Commissioner Deaton made a motion to approve the financial reports for April 2023 and Commissioner Sorensen seconded. The motion passed 2-0.

ACTION ITEMS:

MRC Grant for County Line Park

Manager Souvenir commented that he would like approval to apply for a grant through the MRC for County Line Park. Manager Souvenir explained that he is looking to get \$9,000.00 but he believes it will cost more. Discussion ensued.

Commissioner Deaton commented that what has been done so far looks nice and he would like to see this finished.

Manager Souvenir commented that Lakeside has not gotten back to him with a bid, however, last time they put 200 feet of path down, it cost about \$13,000.00.

Commissioner Deaton made a motion for the Manager to apply for a grant through MRC for county line park, and Commissioner Sorensen seconded. The motion passed 2-0.

DISCUSSION ITEMS:

Comprehensive Plan

Manager Souvenir commented that now is a good time to bring up the Port's comp plan. Manager Souvenir explained that he is thinking about updating the comp plan in the next couple of months. He added that it is on the Port's website and that he would like to have the commissioners look at it. If any commissioners have any ideas for updating the plan after reviewing it, we can start. Manager Souvenir explained that the comprehensive plan is a 6-10-year plan for the port and he believes there should be a yearly review once it is updated.

Cameras

Manager Souvenir reported that he has had some interest in adding a camera on the Port website. Manager Souvenir explained that he has talked with the person who currently does the cameras and asked for a quote. He added that he would like one on the boat launch for the website. Manager Souvenir brought up that the port does not have cameras on the storage units or on the back side of the park, and he would like to have one facing the parking lot.

Manager Souvenir asked for a quote to install 6 new cameras at the Port. 2 near the boat launch, 2 near the new brewery and 2 near the RV park.

Commissioner Deaton asked if all the cameras the Manager is wanting would be accessible online. Manager Souvenir replied no. The port would have one or two online.

MANAGER'S REPORT

CABIN WATER LEAK

Manager Souvenir explained that after diving into the water leak under Cabin 1, they decided it would be easiest to completely re-plumb all 5 cabins and install a shutoff valve at each cabin. With the way the plumbing was, shutting off the water would shut off the water to all 5 cabins. Manager Souvenir commented that everything went smooth. However, it was an unexpected and large project.

DEPARTMENT OF ECOLOGY INSPECTION

Manager Souvenir reported that they had their yearly inspection with the Department of Ecology and it went smoothly.

Manager Souvenir commented regarding the Northwest Tank inspection that the Port had. He explained that the Port will need to paint the fuel tank sometime this year. Discussion ensued.

MAINTENANCE REPORT

Commissioner Deaton commented that there was almost a 50% increase in gas sales this year. Manager Souvenir replied that it was not quite 50% but it was a big jump from last year.

COMMISSIONER COMMENTS:

Commissioner Deaton commented that he saw summer fishing starts June 16th.

APPROVAL OF VOUCHERS:

Manager Souvenir commented that the Town of Cathlamet bill is larger than normal this month because of the water leak. The Port has submitted paperwork to help take care of some of that cost.

Commissioner Deaton made a motion to approve vouchers 2023-156—2023-191 in the amount of \$52,582.89 for the month of May 2023 and Commissioner Sorensen seconded. The motion passed 2-0.

Executive Session: Review the performance of a public employee

Commissioner Deaton recessed the regular meeting at 12:10 p.m. to enter into executive session for 15 minutes.

Commissioner Deaton made a motion to increase the managers salary by 7% and Commissioner Sorensen seconded. The motion passed 2-0.

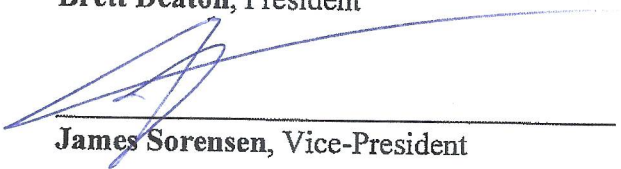
The executive session was adjourned at 12:25 p.m. and re-entered into the regular meeting.

ADJOURNMENT:

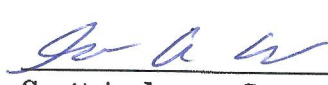
The regular meeting was adjourned at 12:25 p.m.

Approval of the minutes of the regular meeting of May 11, 2023.

Brett Deaton, President



James Sorensen, Vice-President



Scott Anderson, Secretary