

**Wahkiakum
Port District
No. 1**

📍 Location:

📍 DeBriae Room



Date: March 12th, 2026



Time: 12:00

Meeting Agenda

March 12th, 2026

- I. OPEN THE MEETING**
- II. Approval of Minutes-February 19th, 2026**
- III. Approval of January 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**
- VIII. Manager's Report**
- IX. Commissioners Comments**
- X. Adjournment - Next Meeting April 16th**

February 19, 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, Maintenance Manager Jerry Nakonsky, Administrative Assistant Mackenzie Jones, Attorney Tim Hanigan, Secretary Nadia Goldinov, and Cowlitz Family Health Center CEO Jim Coffee.

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 Anderson made a motion to approve the minutes of the regular board meeting held on January 14, 2026, as submitted, and Commissioner Deaton seconded. The motion passed 2-0.

FINANCIAL REPORT:

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

APPROVAL OF VOUCHERS:

Commissioner Anderson made a motion to approve vouchers 2026-020—2026-059 in the amount of \$65,837.53 for the month of February 2026, and Commissioner Deaton seconded. The motion passed 2-0.

OPEN FORUM:

There was no public comment at that time.

DISCUSSION ITEMS:

Parking Lot behind health clinic

Manager Souvenir introduced Cowlitz Family Health Center CEO Jim Coffee. Manager Souvenir stated that Mr. Coffee is working on purchasing the health clinic from the county. One of the things that came up during the process is that the parking lot is not owned by the county, but is actually owned by the Port. Manager Souvenir and Mr. Coffee have been communicating the last few weeks to work on a lease for the parking lot. Mr. Coffee commented he did not want to purchase the health

clinic without having access to the parking lot. Otherwise, there would be nowhere for the staff and patients to park. Discussion ensued.

Power, Water & Sewer for Rock Pit

Manager Souvenir commented he knows that the Port has a lot of projects that they have been working on recently, but he thinks it would be a good idea to connect power, water, and sewer to the rock pit. If the Port does not have to pay the hookup fee of \$3,500.00, the project will cost a little under \$7,000.00. Manager Souvenir is still in discussion with the Wahkiakum PUD about that. If the Port does end up having to pay the hookup fee, Manager Souvenir would like the board's permission to go over the \$10,000.00 limit. Discussion ensued.

Commissioner Anderson made a motion to approve a one-time exception to go over the \$10,000.00 limit to allow the manager to connect power, water, and sewer to the rock pit, and Commissioner Deaton seconded. The motion passed 2-0.

MANAGER'S REPORT

Manager Souvenir provided a brief update on the Bell House. The roofing install was delayed due to bad weather, but will be completed once the weather gets better. The countertop install will be on February 27th, and the inspection will be today around 1:00 p.m. Discussion ensued. Manager Souvenir commented that the staff has done a great job with the house, it turned out great and looks really nice, and they are all super excited for it.

Manager Souvenir stated he met with a group of people to discuss the wooden boat show, and they will have another meeting on March 12, 2026, to go over details, elect officers, and pick a date for the show. Manager Souvenir commented there is interest in moving the show back to the first week of August. Discussion ensued.

Manager Souvenir commented that they have been making calls and confirmed all reservations for springer season. There might be one spot available, but otherwise all sites have been reserved. Discussion ensued.

Manager Souvenir commented that the Wahkiakum West Columbia Coast TV show has aired the Port's episode. The show can be watched on the FYI Network. Manager Souvenir stated he is currently working with Wahkiakum West to figure out what the Port's commercials should be geared towards. Discussion ensued.

Commissioner Deaton asked if the Port will be having the fishing derby this year. Manager Souvenir commented they will, and it will most likely happen the last weekend of March. Discussion ensued.

Administrative Assistant Mackenzie Jones commented she is still working on the street market. She has completed the posters, and booked music for the other major events. The first market will be May 22, 2026. Discussion ensued.

COMMISSIONER COMMENTS:


Commissioner Anderson commented the Port staff has been doing a great job.

ADJOURNMENT:

The regular meeting was adjourned at 12:23 p.m.

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

Approval of the minutes of the regular meeting of February 19, 2026.


Brett Deaton, President

James Sorensen, Vice-President


Scott Anderson, Secretary

PORT DISTRICT NO. 1
Wahkiakum County, Washington

FINANCIAL STATEMENT
February 1 to February 28, 2026

BEGINNING CASH BALANCE	<u>\$ 260,141.20</u>
 REVENUE	
Marina and Lodging Income	\$ 28,313.54
Tax Income (Real and Timber)	\$ 11,253.09
Interest Income	\$ 760.77
All Other Income	\$ 7,276.98
Total Revenue:	<u>\$ 47,604.38</u>
 EXPENSE	
Payroll and Benefit Expense	\$ 24,105.84
WCIF (medical insurance)	\$ 3,964.65
Capital Outlay	\$ 3,550.36
All Other Expense (see attached report)	\$ 35,140.11
Total Expense:	<u>\$ 66,760.96</u>
 ENDING CASH BALANCE	 <u>\$ 240,984.62</u>
 Net Cash Increase/Decrease	 \$ (19,156.58)

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Cash Basis

Wahkiakum Port District No. 1
All Other Expense
February 2026

	<u>Feb 26</u>
Expense	
All Other Expense	
Advertising & Legal Publication	390.00
Audit & Professional Fees	700.00
Cowlitz/Wahkiakum Gov Conf.	1,157.00
Electricity.	5,131.21
Fuel- Gas, Diesel, Propane	87.16
Fuel-Port Use	140.47
Garbage Service	528.89
Legal Fees	394.91
Miscellaneous Services	836.27
Office Supplies	260.65
Operating Expenses / Port	21,916.72
Operating Expenses / Cabins	157.61
Operating Exp / County Line	1,368.28
Professional Services	300.00
Retail Sales Tax	244.13
Telephone/Internet	713.01
Travel	440.15
Water / Sewer	373.65
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Total All Other Expense	35,140.11
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Total Expense	35,140.11
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Net Income	-35,140.11
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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>
Mar 12, 26			
03/12/2026	2026-078	Ace Security	90.55
03/12/2026	2026-079	Active Enterprises	171.00
03/12/2026	2026-080	Amazon Capital Services	2,054.03
03/12/2026	2026-081	Anchor Roofing	14,753.00
03/12/2026	2026-082	Billy Peek	4,459.69
03/12/2026	2026-083	Enduris of Washington	1,491.00
03/12/2026	2026-084	Feltons' Heating & Cooling, Inc.	5,589.07
03/12/2026	2026-085	Hanigan Law Office, P.S.	843.35
03/12/2026	2026-086	Lowe's	3,463.90
03/12/2026	2026-087	Marina Ware	2,700.39
03/12/2026	2026-088	Marina Ware	275.00
03/12/2026	2026-089	Quill	108.07
03/12/2026	2026-090	Quill	152.58
03/12/2026	2026-091	Shelby Garrett	700.00
03/12/2026	2026-092	Herb Tompkins	300.00
03/12/2026	2026-093	Stanley's Sanitary	1,247.90
03/12/2026	2026-094	Wahkiakum County Auditor	723.30
03/12/2026	2026-095	Wahkiakum PUD	5,646.43
03/12/2026	2026-096	Walter E. Nelson Co. of Astoria	273.01
03/12/2026	2026-097	Wahkiakum County Treasurer	264.04
Mar 12, 26			<u>45,306.31</u>

Wahkiakum Port District No. 1
VOUCHER APPROVAL LIST

Vouchers Submitted Prior to Regular Scheduled Meeting

Date	Num	Name	Amount
Mar 2, 26			
03/02/2026	2026-060	Amber Cameron	1,412.50
03/02/2026	2026-061	Brett Deaton	147.75
03/02/2026	2026-062	Dakota M Nakonsky	705.51
03/02/2026	2026-063	Dennis E Mueller	3,279.09
03/02/2026	2026-064	Hans D Dykstra	726.93
03/02/2026	2026-065	Jeremiah D Nakonsky	3,022.49
03/02/2026	2026-066	Kasey Banks	450.50
03/02/2026	2026-067	Mackenzie Jones	3,333.19
03/02/2026	2026-068	Scott Anderson	0.00
03/02/2026	2026-069	Todd Souvenir	5,260.84
03/02/2026	2026-070	Wahkiakum County Treasurer	4,991.31
03/02/2026	2026-071	Wahkiakum County Treasurer	2,598.95
03/02/2026	2026-072	Wahkiakum County Treasurer	605.30
03/02/2026	2026-073	Health Care Authority	3,165.82
03/02/2026	2026-074	Department of Health	348.00
03/02/2026	2026-075	VISA - BOP	251.87
03/02/2026	2026-076	VISA - BOP	359.14
03/02/2026	2026-077	VISA - BOP	2,584.79
Mar 2, 26			33,243.98