

July 21, 2020

The regular meeting of the Board of Commissioners of Port District No. Two of Wahkiakum County, Washington was held on the above date with Commissioner Brian O'Connor presiding. Also in attendance were Commissioner Lee Tischer, Commissioner Austin Burkhalter, Manager Jeff Smith, Attorney Timothy Hanigan, and Secretary Chelsea Paulsen. Public attendance was made through Zoom conference.

The meeting commenced at 5:00 p.m.

PUBLIC COMMENTS:

County Commissioner Mike Backman stated that the county commissioners will submit a letter of recommendation for the RCO grant.

NEW BUSINESS:

Approve June 16, 2020 regular meeting minutes

Commissioner Tischer moved to approve the minutes of the June 16, 2020 regular meeting as submitted and Commissioner Burkhalter seconded. The motion passed 3-0.

Approve Vouchers

Commissioner Burkhalter moved to approve voucher nos. 2020-211—2020-249 in the amount of \$25,262.93 and Commissioner Tischer seconded. The motion passed 3-0.

Policy Changes

Manager Smith discussed the necessity of clarifying full-time and part-time Port employees. He stated that in order for an employee to be considered full-time, he or she must work at least 32 hours per week for a minimum of six months. He added that those employees working less than 32 hours per week are considered part-time and do not qualify for insurance benefits.

Commissioner Tischer made a motion to approve the additions to Port policy and Commissioner Burkhalter seconded. The motion passed 3-0.

Manager Smith mentioned that he recently hired a new part-time employee who helps with cleaning and sanitizing bathrooms a few days a week.

WCIF

Manager Smith took the Commissioners' advice from last month's meeting and added a \$1,400.00 cap to the insurance policy. He added that the policy will cover three full-time employees currently employed by the Port and their dependents. Future full-time

employees will be covered, but their dependents will not. Discussion ensued regarding the possibility of hiring more staff this year and eligibility requirements.

The commissioners agreed to move forward with the insurance process.

Discuss Future Meeting Protocol

Manager Smith asked the board how they would like to proceed with monthly meetings. Commissioner Tischer stated that Governor Inslee reduced the amount of people at social gatherings from 50 to 10. The Commissioners agreed to allow public attendance through Zoom for the next meeting, and discuss future protocol next month.

Refund requests

Manager Smith informed the board of four refund requests he has received. All refunds must be approved by the Commissioners. Discussion ensued regarding the reason for the refund requests, the current state of the pandemic and previous refund requests.

Commissioner Burkhalter moved to approve the four refund requests and Commissioner Tischer seconded. The motion passed 3-0.

Eagle Newspaper reporter Rick Nelson requested an estimate on the total of the refunds. Manager Smith stated that it is under \$500.00.

MANAGER'S REPORT:

Grant Update

Manager Smith stated that after review of the grant, RCO stated that due to the nature of the county and grant, the Port will only have to match 10% of the project total. He expects it to be under \$10,000.00. He added that a cultural resource study will need to be completed in order to ensure that the project will not disturb or create cultural issues. Manager Smith discussed that RCO is pushing for a full aluminum bridge rather than aluminum with wood decking. This change will increase the price by about \$7,500.00. He added that the grant has been through technical review and he has the final presentation on August 10th which will be held via Zoom.

DNR Trail Training Update

Manager Smith stated that the DNR trail training started right before July 4th. Discussion ensued regarding the improvements made.

Irrigation / Field / Parking Update and Ideas

Manager Smith said that he reached out to the school via phone message, but has not received a response regarding the sprinkler system they have. Discussion ensued

regarding the system and how it may or may not work for this project. Manager Smith added that he received a quote for the irrigation system. The project will cost around \$50,000.00 for 109 sprinklers that are designed to work well against the wind. The quote included insulation, the equipment and labor. Discussion ensued regarding potentially planting trees, increasing parking and adding more dry campsites. Commissioner Tischer asked if planting trees would block the view of the 'S' sites. Manager Smith stated that there are ways to avoid blocking the view and he will take the necessary steps to ensure that the view is not obstructed.

Additionally, Manager Smith stated that he will be installing speedbumps throughout the park within the next week or two.

COMMISSIONER COMMENTS:

Commissioner Tischer requested an update on the EZ street. Manager Smith stated that the Port doesn't have a way to get the EZ street at this time. Discussion ensued regarding possibilities of picking up the product and how the product can be used.

ADJOURNMENT:

The meeting was adjourned at 5:36 p.m.

Approval of the minutes of the regular meeting of July 21, 2020.

Brian O'Connor, Commissioner

Lee Tischer, Commissioner

Austin Burkhalter, Commissioner