

August 18, 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, Secretary Chelsea Paulsen, County Residents Doug and Jill Martin, and Attorney Brad Andersen. Additional public attendance was made through Zoom conference.

The meeting commenced at 5:00 p.m.

PUBLIC COMMENTS:

There were no public comments at that time.

NEW BUSINESS:

Approve July 21, 2020 regular meeting minutes

Commissioner Tischer moved to approve the minutes of the July 21, 2020 regular meeting as submitted and Commissioner Burkhalter seconded. The motion passed 3-0.

Approve Vouchers

Commissioner Burkhalter moved to approve voucher nos. 2020-250—2020-297 in the amount of \$37,182.44 and Commissioner Tischer seconded. The motion passed 3-0.

Commissioner O'Connor questioned the payment to Corporate Image. Manager Smith explained that Corporate Image is the company the Port uses for sweatshirts, beanies and hats.

Irrigation Quote / Day Use Addition Quote

Manager Smith stated that he contacted five landscaping and irrigation companies, but only one came back with a bid. He presented the bid from Basketcase Landscape & Contracting Services to the Commissioners. He expects the project to start in January or February 2021. The bid was \$44,800.00 and did not include tax.

Commissioner Tischer mentioned that the quote seemed high to him at first, but after some research he says the quote is comparable to similar projects.

Manager Smith explained that the control panel will be in the pagoda and comes with a lockable enclosure. He can set the system to turn on around 4:00 a.m. so that it is completed by the time that the park and visitors will use the water.

Manager Smith stated that he used the MRSC roster and contacted the three closest companies. The three companies either declined or did not submit a bid. He also contacted a local landscaper who was not interested in bidding on the project.

Manager Smith spoke with Paul at the high school. He concluded that the irrigation system that the high school uses would not be a realistic option for the Port field.

There was no action taken at that time.

Manager Smith stated that day use parking is an issue. Visitors are parking in camping sites.

Columbia Groundwork submitted an estimate which would create a 400' x 40' parking lot. The company would remove the sand, take it off site, and spread gravel. Manager Smith explained that this would offer more parking for day use and would also remove a portion of the field that would not require irrigation. Manager Smith reached out to local companies for bids, but did not receive any bids back.

Commissioner O'Connor was curious how this will keep visitors from parking like they currently do. Manager Smith stated that at this time there is no designated parking for day use visitors.

Commissioner Tischer requested a start date. Manager Smith confirmed that the project can begin as soon as the quote is approved by the board. He also stated that Park is booked solid through September and all numbers are up from last year.

Commissioner Tischer questioned when the bocce ball court would be installed. Manager Smith stated that he is waiting until after the irrigation project is completed.

There was no action taken at that time.

Commissioner O'Connor commended Manager Smith and the Port employees for the increasing numbers even during the pandemic.

Firearm Ordinance Discussion

Manager Smith stated that the proposal would be a 1500' shooting ordinance boundary around the Park and down to the end of the first tax parcel. The County stated that it would be the Port's responsibility to gather the signatures of property owners in support of the ordinance. At least 50% of property owners within the boundary would have to sign off on the petition. Manager Smith added that Sheriff Howie supported the shooting ordinance at the County Commissioner meeting the week prior. Manager Smith asked the commissioners if they thought 1500' was fair for the boundary. Commissioner Tischer agreed that the boundary was fair.

Attorney Hanigan stated that he will draft a resolution for the Commissioners to review and consider at the next meeting. More information will be provided on the ordinance at the next meeting as well.

Refund Requests

Manager Smith stated that there were two refund requests to present to the Commissioners.

County Resident Steve Carson, who was attending via Zoom, mentioned that he could only hear about 50% of the conversations and could not understand what was being said. Manager Smith disconnected from wifi and confirmed with Resident Carson that the connection improved. Commissioner O'Connor updated the Zoom audience on the ordinance discussion.

County Resident Kay Walters entered the meeting at 5:17 p.m.

The first request was a visitor leaving in the middle of the night due to a noise disturbance. The visitor was requesting a full refund, but Manager Smith stated that they would only be eligible for a partial refund. He added that there were no other noise complaints that night.

The second request was a visitor who had left a day early due to an emergency. Commissioner O'Connor stated that a line needs to be drawn and that the Port cannot refund every request. Commissioner Burkhalter added that neither of the issues were a fault of the Port. The Commissioners agreed to not issue refunds on the two requests.

Attorney Hanigan stated that the new refund policy allows the manager to make refund decisions up to \$50.00. Any amount more than \$50.00 would need reviewed and approved by the Commissioners. Commissioner Tischer requested that the fee approval be increased to \$100.00. Commissioner O'Connor, Commissioner Burkhalter and Manager Smith agreed with the fee approval increase. Discussion ensued regarding fees associated with refunds.

Commissioner Tischer moved to approve Resolution 2020-10 A Resolution Adopting an Amended Payment and Refund Policy with the amendment of increasing the approval amount to \$100.00 and Commissioner Burkhalter seconded. The motion passed 3-0.

MANAGER'S REPORT:

Budget Preliminary Conversation

Manager Smith stated that he will have a preliminary budget for review at the next meeting. Discussion ensued regarding projects on the budget, fee schedule adjustments and future improvements.

Electric Panel Update

Manager Smith stated that an electrician will be replacing five breakers. He expects the project to cost around \$800.00 and be completed next week.

Manager Smith has contacted a water engineer to discuss what it would take to get water to each site. Discussion ensued regarding adding water to the campsites.

COMMISSIONER COMMENTS:

Commissioner Tischer requested an update on the trail bridge grant. Discussion ensued regarding the final presentation.

Commissioner Burkhalter requested an update on the DNR trails. Discussion ensued.

The regular meeting was recessed at 5:33 p.m. for thirty minutes to enter into executive session to discuss potential litigation. No action will be taken.

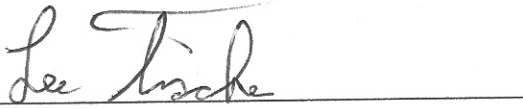
ADJOURNMENT:

The meeting was adjourned at 5:33 p.m.

Approval of the minutes of the regular meeting of August 18, 2020.



Brian O'Connor, Commissioner



Lee Tischer, Commissioner



Austin Burkhalter, Commissioner