

November 17, 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:**

There were no public comments at that time.

**NEW BUSINESS:**

*Approve October 20, 2020 regular meeting minutes*

Commissioner Tischer made a motion to approve the minutes of the October 20, 2020 regular meeting as submitted and Commissioner Burkhalter seconded. The motion passed 3-0.

*Approve Vouchers*

Commissioner Burkhalter moved to approve voucher numbers 395–440 in the amount of \$43,192.63 and Commissioner Tischer seconded. The motion passed 3-0.

Discussion ensued regarding payments for septic engineers and payroll.

*Resolution 2020-13 A Resolution Adopting the 2021 Budget of the District*

Commissioner Tischer made a motion to approve Resolution 2020-13 A Resolution Adopting the 2021 Budget of the District and Commissioner Burkhalter seconded. The motion passed 3-0.

*Resolution 2020-14 A Resolution Authorizing the 2021 Rate Schedules of the District*

Commissioner Burkhalter made a motion to approve Resolution 2020-14 A Resolution Authorizing the 2021 Rate Schedules of the District and Commissioner Tischer seconded. The motion passed 3-0.

*Resolution 2020-15 A Resolution Authorizing the 2021 Tax Levy Increase of the District*

Commissioner Tischer made a motion to approve Resolution 2020-15 A Resolution Authorizing the 2021 Tax Levy Increase of the District and Commissioner Burkhalter seconded. The motion passed 3-0.

**MANAGER’S REPORT:**

*Septic System Repairs / Replacement Update – Award Contract*

Manager Smith stated that the contract has been awarded to Sam Longtain Construction. A planning meeting for the project is set for November 30, 2020 and he anticipates the project starting shortly after. He added that he had to block off several sites for three weeks for the repair and replacement, as well as close the dump station to guests. He contacted those who had reserved spaces to inform them of the dump station closure, some parties cancelled, some did not.

Discussion ensued regarding the project and the current volume of the park.

*County Road Culvert Update*

Manager Smith has been in contact with Paul Lacey with Wahkiakum County. Between WSDOT and the county, it was determined that the culvert is the County’s. The County has started clean-up measures, but still has work to do. However, what they have completed thus far has made a major difference in the flooding. He added that he is very pleased with WSDOT and the County for their assistance with this issue.

**COMMISSIONER COMMENTS:**

Commissioner O’Connor asked about personnel changes occurring. Manager Smith confirmed and stated that there are no further issues with personnel at this time.

**ADJOURNMENT:**

The meeting was adjourned at 5:11 p.m.

Approval of the minutes of the regular meeting of November 17, 2020.

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Brian O'Connor, Commissioner

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Lee Tischer, Commissioner

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Austin Burkhalter, Commissioner