

December 15, 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, and Port Employee Terina Davis. 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 November 17, 2020 regular meeting minutes*

Commissioner Burkhalter made a motion to approve the minutes of the November 17, 2020 regular meeting as submitted and Commissioner Tischer seconded. The motion passed 3-0.

*Approve Vouchers*

Commissioner Tischer moved to approve voucher numbers 441–475 in the amount of \$30,733.23 and Commissioner Burkhalter seconded. The motion passed 3-0.

Manager Smith confirmed that the Vimly payment was for health insurance.

*Refund Request*

Manager Smith presented the commissioners with a refund request from a long-time monthly guest. He stated that the guest and her family had been staying at the park for about three years, paying month-to-month, and was requesting a refund in the amount of \$444.47. Discussion ensued regarding the reliability of the guest and how the amount for refund was decided.

Commissioner Burkhalter moved to approve the refund request in the amount of \$444.47 and Commissioner Tischer seconded. The motion passed 3-0.

*Board Reorganization*

Commissioner Burkhalter suggested Commissioner O'Connor remain president for one more year. The commissioners agreed that the positions should be as follows:

President – Commissioner O’Connor  
Vice President – Commissioner Burkhalter  
Secretary – District One Commissioner

**MANAGER’S REPORT:**

*Septic System Repairs / Replacement Update*

Manager Smith reported that the septic system repairs and replacement have been completed. He expressed how impressed he was with Sam Longtain’s work. Manager Smith stated that Sam worked quickly and efficiently and showed him ways to maintain the new system. Discussion ensued regarding maintenance and troubleshooting with the new system.

Commissioner O’Connor mentioned how cheap and easy to work with EZ Street is. Manager Smith stated that the Port may be purchasing some, and Sam Longtain even offered to deliver it.

*Park Holiday Decorations*

Manager Smith stated that the park is decorated with lights for the holidays. He added that the staff made cutouts and have been busy with setting up the decorations. He is very pleased with the staff’s creativity and efforts.

Commissioner O’Connor asked if the Port was partnering with the Fair. Manager Smith stated that he was unaware the Fair was working on something similar until he saw an advertisement on Facebook. He hopes in the years to come that the Fair and Port can work together.

**LEGAL:**

Attorney Hanigan stated that the commissioner vacancy will be published in the Wahkiakum Eagle this week. The resumes will be due before January 8, 2021 and forwarded to the commissioners to review prior to the next meeting.

**COMMISSIONER COMMENTS:**

Commissioner Tischer stated that he is looking forward to his new venture and has really enjoyed working with the Port.

**EXECUTIVE SESSION: PERFORMANCE OF A PUBLIC EMPLOYEE. RCW 42.30.110(1)(g)**

The regular meeting was recessed at 5:15 p.m. for 10 minutes to discuss the performance of a public employee.

Executive session was adjourned at 5:25 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 5:25 p.m.

Approval of the minutes of the regular meeting of December 15, 2020.

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Brian O'Connor, Commissioner

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Austin Burkhalter, Commissioner

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Commissioner