

March 16, 2021

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 Austin Burkhalter, Commissioner Allen Bennett, Manager Jeff Smith, Port employee Terina Davis, Attorney Timothy Hanigan, Secretaries Katie Thomas and Oksana Tsybikova, and County resident Kay Walters. Public attendance was made through Zoom teleconference.

The meeting commenced at 5:00 p.m.

**PUBLIC COMMENTS:**

County Commissioner Lee Tischer congratulated Commissioner Allen Bennett on his recent appointment to Port 2 Commissioner.

**NEW BUSINESS:**

*Approve February 16, 2021 regular meeting minutes*

Commissioner Burkhalter made a motion to approve the regular meeting minutes as submitted and Commissioner Bennett seconded. The motion passed 3-0.

*Approve Vouchers*

Manager Smith confirmed that there was nothing new or unusual in the vouchers. Commissioner Burkhalter made a motion to approve voucher numbers 2021-045 -2021-080 in the amount of \$27,929.40 and Commissioner Bennett seconded. The motion passed 3-0.

*Resolution 2021-03 - A Resolution Authorizing Adoption of Utility Easement Agreement with Skamokawa Water & Sewer District*

Manager Smith confirmed that the Resolution would formally update the agreement and rates for which were already being paid. The previous rate was \$450.00 per month and will increase to \$521.00 per month. Commissioner Bennet made a motion to approve Resolution 2021-03 - A Resolution Authorizing Adoption of Utility Easement Agreement with Skamokawa Water & Sewer District. Commissioner Burkhalter seconded. The motion passed 3-0.

*Resolution 2021-04 - A Resolution Setting the Employee Compensation Schedule of the District*

Manager Smith commented that this Resolution updates the old employee wages by removing a set minimum wage and states the wage is the current federal minimum wage. Discussion ensued regarding the current federal minimum wage, current number of

employees, and the possibility of hiring soon. Commissioner Burkhalter made a motion to approve Resolution 2021-04 - A Resolution Setting the Employee Compensation Schedule of the District. Commissioner Bennett seconded. The motion passed 3-0.

*Direct Deposit for commissioners*

Manager Smith advised the commissioners to fill out the direct deposit form in their packets and return to him, if they so choose, to start direct deposit.

**MANAGER'S REPORT:**

*Tree Trimming*

Manager Smith stated the bid from Champs Tree Services for \$6,400.00 included two days of tree trimming before Memorial Day. There are various trees around the park to remove, including alders and cottonwoods, in the upper loop and around tent sites. Some of the wood will be cut into firewood; Champs will chip everything else possible.

Discussion ensued regarding the bid process and the fact that Champs is one of the few companies that will come out this far.

Commissioner Bennett made a motion to approve the bid from Champs Tree Services in the amount of \$6,400.00 plus tax. Commissioner Burkhalter seconded. The motion passed 3-0.

Commissioner Bennett suggested purchasing a log splitter if tree trimming and maintenance will be a continual task. Manager Smith confirmed that the Port already has one.

**COMMISSIONER COMMENTS:**

Commissioner O'Connor commented that he is looking forward to spring and summer, and a brief discussion ensued regarding the yurts and RV sites that are fully booked through the end of the summer.

**EXECUTIVE SESSION:**

The regular meeting was recessed at 5:20 p.m. to enter into executive session for twenty minutes to discuss a real estate sale, purchase, or lease pursuant to RCW 42.30.110(1)(b)(c).

There is no action expected to be taken.

**ADJOURNMENT:**

The executive session was recessed and the regular meeting reconvened at 5:40 p.m. The regular meeting was adjourned at 5:40 p.m.

Approval of the minutes of the regular meeting of March 16, 2020.

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Brian O'Connor, President

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Austin Burkhalter, Vice-President

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Allen Bennett, Secretary