

December 19, 2023

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 Allen Bennett, Commissioner Austin Burkhalter, Manager Samuel Shogren, Assistant Manager Terina Davis, Attorney Timothy Hanigan, Secretary Desiree Conroy and Skamokawa resident Kay Walters.

Wahkiakum County Eagle Newspaper Reporter Diana Zimmerman and the general public attended by Zoom teleconference.

The meeting commenced at 3:30 p.m.

**PUBLIC COMMENTS:**

Skamokawa resident Kay Walters commented that the light show is very nice. I have done it twice. Discussion ensued regarding expansion of Christmas light show for future years at the Port.

**OLD BUSINESS:**

None at this time.

**NEW BUSINESS:**

*Approve Minutes of November 21, 2023, Meeting*

Commissioner Burkhalter made a motion to approve the regular meeting minutes from November 21, 2023, as submitted and Commissioner Bennett seconded. The motion passed 3-0.

*Approve Vouchers*

Commissioner O'Connor commented that there is another big voucher this month, asking if it is for the roof and when the next payment is due. Assistant Manager Davis commented that the next payment is due next year.

Commissioner Bennett made a motion to approve voucher numbers 2023-420 – 2023-456 for November 2023, in the amount of \$74,056.77 and Commissioner Burkhalter seconded. The motion passed 3-0.

**ASSISTANT PORT MANAGER - VISTA PARK COMMENTS & UPDATES**

Assistant Manager Davis commented that she doesn't have a lot to report as there was talk about Christmas lights earlier in the meeting. She commented that the lights will be on until

the 1<sup>st</sup> of January. The park will be closed December 22<sup>nd</sup> - 27<sup>th</sup>. This gives everyone a nice break for Christmas. Discussion ensued.

## **PORT MANAGER COMMENTS & UPDATES**

### **State Audit Update**

Manager Shogren commented that he received a phone call stating the audit is finished. They're working on finalizing the report and I should expect an exit review the second or third week of January.

### **DNR Sand Sales agreement update**

Manager Shogren commented there is a new agreement that was signed before the meeting. He explained that rates are going up slightly. We will need to put our heads together to figure out new cost for sand sales.

### **Technology**

Manager Shogren commented that they updated some computers and a printer as they had been having issues.

### **MRC**

Manager Shogren commented that he was elected chair for MRC. Attorney Hanigan congratulated him. Discussion ensued regarding the election.

### **Meetings**

Manager Shogren commented that in January there will be an executive session to review employee performances and pay increases that have already been approved in the budget. Commissioner Bennett asked if the commissioners would have an input when it comes to reviews. Discussion ensued regarding input on reviews.

Assistant Manager Davis commented that the port staff does a self-evaluation for themselves and for the staff. These evaluations give us pointers as to what we can work on and change.

### **Business Incubator Update**

Manager Shogren commented that there was a soft opening last week and that the opening was featured on the front page of the Wahkiakum County Eagle newspaper. Manager Shogren commented that to help launch the Incubator the Port is partnering with the CWCOG and the local Chamber of Commerce to host a series of grant writing workshops for local businesses and nonprofits. Discussion ensued.

### **WPPA Annual meeting**

Manager Shogren commented that he attended the WPPA meeting in Vancouver. He was able to connect with leadership. Manager Shogren explained that he was most interested in the session on resilience planning for ports and he noted that the conversation instead was about efforts at the Portland International Airport. He asked that the roundtable meeting

focus instead of the needs of small Washington ports to be more resilient and ready for natural disaster. Discussion ensued.

**Proposed Capital Investment Project**

Manager Shogren explained that he has been doing a lot of work relating to what the Port will ask the House and Senate in Olympia for regarding funds. He explained that the Port's proposal is for adding three more yurts to the park which would be a \$256,000.00 grant request. As the new yurts come online and reservations increase the Port will eventually see a \$41,000.00 increase in revenue based on the current rates for yurts. He explained that he is also working with Forrest Mora to redo the athletic fields in the park because there is a grant coming through for this. The grant will be for \$300,000.00. Discussion ensued regarding the grants.

Commissioner Bennett questioned the audit and the letter that is being finalized, what is it for. Manager Shogren commented that it will be regarding the roof. Discussion ensued about the audit.

Manager Shogren commented that he really needs to recognize the effort Terina put in for the Audit.

**COMMISSIONER COMMENTS:**

Commissioner Bennett commented that it's been a good year. He appreciates all the hard work.

**ADJOURNMENT:**

The meeting was adjourned at 3:46 p.m.

Approval of the minutes of the regular meeting of December 19, 2023.

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**Brian O'Connor**, Commissioner

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**Austin Burkhalter**, Commissioner

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**Allen Bennett**, Commissioner