

February 20, 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 Austin Burkhalter, Manager Samuel Shogren, Assistant Manager Terina Davis, Attorney Timothy Hanigan, Secretary Desiree Conroy, Skamokawa residents Kay Walters and Kylie Thacker, and Wahkiakum County Emergency Management Coordinator Austin Smith.

The general public attended by Zoom teleconference.

The meeting commenced at 3:30 p.m.

**PUBLIC COMMENTS:**

Commissioner O'Connor excused Commissioner Bennett.

**OLD BUSINESS:**

Manager Shogren commented that he is on his final revisions for the personnel policy and will bring it to the commissioners next month for review.

**NEW BUSINESS:**

*Approve Minutes of January 16, 2024, Meeting*

Commissioner Burkhalter made a motion to approve the regular meeting minutes from January 16, 2024, as submitted and Commissioner O'Connor seconded. The motion passed 2-0.

*Approve Vouchers*

Commissioner Burkhalter made a motion to approve voucher numbers 2024-001 – 2024-046 for January 2024, in the amount of \$51,088.69 and Commissioner O'Connor seconded. The motion passed 2-0.

Assistant Manager Davis commented that you'll see vouchers for Brown's Plumbing due to a backup in the Annex and some pipes and faucets needing replaced around Vista Park. There was also a voucher for two loads of gravel. Manager Shogren added that there was also a bill from the Auditor that you'll see. Discussion ensued.

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

Assistant Manager Davis commented that she and Manager Shogren are working on reviews for employees this week and next, for this year. She commented to the attendees of the meeting to drive down to see what the staff has done around the park. She explained

they're working on the outside getting it ready for summer. Commissioner Burkhalter questioned if anything went wrong with all the cold and icy weather we recently had. Assistant Manager Davis replied no. Discussion ensued regarding minor upkeep around the park.

## **PORT MANAGER COMMENTS & UPDATES**

Manager Shogren commented that he printed a copy of a legislative bill regarding 'Frontier Counties' which is ultimately providing ultra-rural counties, like Wahkiakum County, a step up for state funding. He explained this was printed just for informational purposes.

Manager Shogren commented that he is waiting to hear back on the supplemental budget request that the Port applied for last month.

Manager Shogren explained that he met with Senator Wilson and Representative McEntire after the WPPA Port Days at the Capital. He commented that he had two meetings with representatives (our regional rep. and the policy advisor for outdoor recreation) from the governor's office. They have asked about visiting Vista Park and the Port to learn more about our needs. They will be coming down to meet Manager Shogren here at the Port in the morning on Tuesday, Feb. 27, 2024. Manager Shogren explained that he was advised by the governor's staff to also work through the governor's office on capital budget requests to get the Port's requests into the governor's budget rather than relying solely on the legislative process through our elected officials. In other words, supplemental capital budget requests are more complicated, take more time, and are not to be treated like a grant request Discussion ensued.

Manager Shogren explained that he has spent a lot of time recently watching webinars as the RCO is rolling out its new round of grant funding. Manager Shogren is currently working on an RCO grant proposal for the athletic fields that will be due in March. Manager Shogren is also researching a history capital grant to see if the port can receive funds to finish the Annex as it is a historical building.

Manager Shogren added that he is talking with Enterprise for Equity - they do free trainings and workshops.

## **COMMISSIONER COMMENTS:**

Commissioner Burkhalter commended the staff for good work. He explained that he sees baseboards up and they look good.

Commissioner O'Connor commented that he has walked around the park and it does look good.

## **ADJOURNMENT:**

The meeting was adjourned at 3:40 p.m.

The next meeting will be March 19, 2024, at 3:30 p.m. at the Appello Annex in Skamokawa, Washington.

Approval of the minutes of the regular meeting of February 20, 2024.

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**Brian O'Connor**, Commissioner

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**Austin Burkhalter**, Commissioner

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**Allen Bennett**, Commissioner