

June 18, 2024

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 Austin Burkhalter presiding. Also in attendance were Commissioner Allen Bennett, Commissioner Kylie Thacker, Manager Samuel Shogren, Assistant Manager Terina Davis, Attorney Timothy Hanigan, Secretary Desiree Conroy and Skamokawa resident Kay Walters.

The general public attended by Zoom teleconference.

The meeting commenced at 3:30 p.m.

PUBLIC COMMENTS:

None at this time.

OLD BUSINESS:

Loan Consolidation update

Manager Shogren explained that he had email and phone conversations with Twin City Bank, Bank of the Pacific and Umpqua Bank regarding consolidating two loans the Port currently has. Because the Port will be using tax revenue as collateral, there is a bonding process before these banks consider a loan. Manager Shogren explained he spoke with a bond attorney who would act as a mediator between the Port and the Bank. She could prepare a legal opinion and work out the details for the Port to qualify for a loan without a bond. Commissioner Bennett commented he would like to see interest rates and monthly payment amounts for a commercial loan from these banks before proceeding with a bond attorney. Discussion ensued regarding the two current loans, their terms and different ways to refinance.

Financial Projection

Manager Shogren explained he has been working on the financial projections and if anyone has questions, they can sit down together to go over the numbers.

NEW BUSINESS:

Approve Minutes of May 21, 2024, Meeting

Commissioner Thacker made a motion to approve the regular meeting minutes from May 21, 2024 as submitted and Commissioner Bennett seconded. The motion passed 3-0.

Approve Vouchers

Commissioner Burkhalter questioned why he and Commissioner Bennett made more than Commissioner Thacker. Assistant Manager Davis explained it was for the special meeting

they both attended. Commissioner Bennett did not recall being paid for special meetings in the past and stated he would sign a document for no compensation for special meetings. Assistant Manager Davis commented she will look into it.

Commissioner Bennett made a motion to approve voucher numbers 2024-159 – 2024-192 for May 2024, in the amount of \$42,763.42 and Commissioner Thacker seconded. The motion passed 3-0.

Approve Minutes of June 6, 2024 Special Meeting

Commissioner Bennett made a motion to approve the special meeting minutes from June 6, 2024 as submitted and Commissioner Thacker seconded. The motion passed 3-0.

Resolution 2024-07, A Resolution Designating Signatories Concerning the District's Financial Accounts

Assistant Manager Davis commented this resolution is to add the new Auditor onto the bank account and remove the old Auditor.

Commissioner Bennett made a motion to approve Resolution No. 2024-07 A Resolution Designating Signatories Concerning the District's Financial Accounts and Commissioner Thacker seconded. The motion passed 3-0.

Resolution 2024-08, A Resolution Establishing A Small Works Roster And Authority To Use The Small Works Roster Process To Award Public Works Contracts

Commissioner Thacker made a motion to approve Resolution No. 2024-08 A Resolution Establishing A Small Works Roster And Authority To Use The Small Works Roster Process To Award Public Works Contracts and Commissioner Bennett seconded. The motion passed 3-0.

Attorney Hanigan commented with all the upcoming changes to the Small Works Roster he recommends the Port go this route until they can become familiar with the changes. Discussion ensued regarding the changes that are coming, what the MRSC will do, how it works, who currently uses the state roster and how contractors can join.

Approve Wholesale Ice Price

Assistant Manager Davis commented that the Port needs to set a price for wholesale ice. She suggested the price of \$1.50 per bag for a minimum of 50 bags at one time. Discussion ensued regarding why the Port has the opportunity to sell ice wholesale.

Commissioner Bennett made a motion to approve selling ice wholesale at the price of \$1.50 per bag and a minimum of 50 bags of ice, effective June 1st, 2024 and Commissioner Thacker seconded. The motion passed 3-0.

ASSISTANT PORT MANAGER - VISTA PARK COMMENTS & UPDATES

Assistant Manager Davis commented Good Sam representatives come to the park and give a rating every year. She explained the park has been at an 8 out of 10 for the past three years. This year with the mowing, flowers and extra TLC in the bathrooms, Good Sam bumped the rating up to 9 stars on their website.

Assistant Manager Davis commented since the Port has been bundling all their own wood since the first of the year, the Port has sold 390 bundles of wood equaling \$2,874.30 in profit. She explained the Port has started ordering wood from Mark to keep inventory.

Assistant Manager Davis commented the Port's golf cart has been around for a long time and is on its last leg. She explained the golf cart is used daily this time of year to tag camp sites and clean the bathrooms. Replacement parts are getting harder to find once something breaks on the cart. She handed two examples of new and used golf carts to the commissioners, one electric and one gas. She explained their life expectancies, warranties, and specifications. Discussion ensued regarding the commissioners wanting to see more options, and more research on the life of batteries should they go the electric route.

PORT MANAGER COMMENTS & UPDATES

Manager Shogren commented he has been spending most of his time since the last meeting working on and following up on the two grant proposals: the State History Museum Heritage Capital Grant for \$130,000.00 to work on renovations for the building and the RCO grant for getting the athletic field done.

Manager Shogren commented that he went to a meeting where he met Mrs. Swanson, who works on property acquisitions.

Manager Shogren commented that he had a conversation with Ian Sinks at Columbia Land Trust about their land and also spoke about a coalition that can be put together with different land trusts around to acquire land. Commissioner Bennett commented he did not want to have any money come out of the Port's pocket for land acquisition as those lands are not profitable.

Manager Shogren reported he had a conversation with the County Auditor, Nicci Bergsens, about having the retired senior core of volunteer's business personnel come to the Port and offer free business classes starting late September. The County is seeing what they can do to offer funds since there is currently \$330,000.00 in county funds available. Manager Shogren questioned Auditor Nicci what else those funds could be used for.

Manager Shogren reported he and Austin were at the Rosburg Hall this past week and he has invited Austin to come speak at a meeting about the workshops he puts on.

Manager Shogren reported the Department of Ecology is interested in the cubicles, and they have mentioned the possibility of purchasing a cubicle to be stationed at the Port.

Manager Shogren reported he had a conversation with Attorney Hanigan regarding the land-trust holdings in the county. Manager Shogren explained he was made aware that at some point land-trust holdings refuse to pay taxes to the Ports. This information he obtained is something he wants to put in the comp plan so everyone is aware of the potential loss in revenue. Discussion ensued regarding how and why they acquire so much land and who to contact regarding this issue.

COMMISSIONER COMMENTS:

Commissioner Bennett commented good job to the staff on gaining a star through Good Sam.

Assistant Manager Davis explained Adam has mowed the West End Grange property twice. She explained that Adam believes weed eating will be a once-a-month job and he is enjoying it.

Commissioner Burkhalter questioned if there was an update on the tide warning signs and security light. Assistant Manager Davis commented they now have a pole at no cost to the Port at Svenson Park. She and Port staff Brianna Parmeter spoke with the electrician and the park should have the security light soon.

Commissioner Burkhalter questioned if there is any update on the personnel policy. Manager Shogren explained that Assistant Manager Davis would like to tweak a few things.

Commissioner Thacker commented that she is curious about the business incubator / cubicles the Port has. She questioned if any local advertisement has been done for the community to utilize them. Manager Shogren listed the different avenues of advertisement he has used. Discussion ensued regarding more ways to bring attention, including Facebook.

Commissioner Bennett commented he saw an email regarding Sheriff Mark Howie's retirement on June 28th. Assistant Manager Davis commented she and Manager Shogren RSVP'd and will be attending. Anyone else who received the email is welcome to join.

ADJOURNMENT:

The meeting was adjourned at 4:27 p.m.

The next meeting will be July 16, 2024, at 3:30 p.m. at the Appello Annex in Skamokawa, Washington.

Approval of the minutes of the regular meeting of June 18, 2024.

Kylie Thacker, Commissioner

Austin Burkhalter, Commissioner

Allen Bennett, Commissioner