

December 20, 2022

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 Samuel Shogren, Assistant Manager Terina Davis, Attorney Timothy Hanigan, Secretary Katie Thomas, county resident Kay Walters, and Cowlitz-Wahkiakum Council of Governments Executive Director Bill Fashing. The general public attended by Zoom teleconference.

The meeting commenced at 3:30 p.m.

PUBLIC COMMENTS:

There was no public comment at that time.

NEW BUSINESS:

Approve Minutes of November 15, 2022 Meeting

Commissioner Bennett made a motion to approve the regular meeting minutes from November 15, 2022 as submitted and Commissioner Burkhalter seconded. The motion passed 3-0.

Approve Vouchers

Commissioner O'Connor commented on the heating bill to Felton's, and Assistant Manager Terina Davis confirmed electrical outlets for the computers were installed in the building, along with exterior outlets for the ice cooler. Discussion ensued regarding the electrical upgrades and further work to be completed in the building. Commissioner Burkhalter made a motion to approve voucher numbers 2022-426 – 2022-467 in the amount of \$70,943.53 and Commissioner Bennett seconded. The motion passed 3-0.

Commissioner Bennett asked if the PUD voucher for \$1,641.01 was for the electric bill after the installation of the new heating system and how it compares to past billing statements. Assistant Manager Terina Davis confirmed the Port is saving approximately \$200.00 a month on heating, not including the propane bill. Discussion ensued.

Resolution 2022-15 A Resolution Setting Employee Compensation Schedule of the District

Attorney Hanigan advised the commissioners that the resolution to set forth the compensation range was to satisfy state auditor requirements. Commissioner Burkhalter made a motion to approve Resolution 2022-15 A Resolution Setting Employee Compensation Schedule of the District and Commissioner Bennett seconded. The motion passed 3-0.

Presentation from Bill Fashing, Executive Director of the Cowlitz-Wahkiakum Council of Governments (COG)

Manager Sam Shogren commented that he believes it's time to join COG and invited Bill Fashing in order to achieve community-driven goals.

Bill Fashing, Executive Director of the Cowlitz-Wahkiakum Council of Governments (COG) provided a brief history of COG and reviewed the past projects, current goals, and benefits of membership. Discussion ensued. Commissioner Bennett volunteered to alternate meeting attendance with Manager Shogren if membership was approved.

Presentation & Update from Steve Carson on the Wahkiakum County Digital Navigator Grant

Manager Sam Shogren commented Steve Carson was at a meeting with the state regarding the Digital Navigator program and would not be able to attend this meeting. Commissioner O'Connor tabled the presentation until next month.

ASSISTANT PORT MANAGER - VISTA PARK COMMENTS & UPDATES

General Comments

Assistant Manager Terina Davis reported Sam Longtain completed the parking area.

Assistant Manager Terina Davis reported the park office will be closed for five days starting Thursday for the Christmas holiday. One staff member per day will be in to check on the basics, but no reservations will be taken.

PORT MANAGER COMMENTS & UPDATES

General Comments

Manager Sam Shogren provided a brief update on the Small Ports meeting he attended. Discussion sessions included delegation of authority best practices, public works contracting, and RCO grants. Discussion ensued.

Manager Shogren reported he attended the Chamber of Commerce last week. They are having issues transitioning to QuickBooks and he volunteered to help straighten out the books.

Steve Carson entered the meeting at 4:01 p.m.

Manager Shogren reported he was appointed to the Marine Resource Committee by the county commissioners.

Manager Shogren reported he has the DNR application for sand sales and will sign it once DNR approves it.

Manager Shogren reported Port 2 has a drafted employee handbook and will work on updating it.

Manager Shogren reminded the commissioners he is due for performance review in an executive session in January.

Manager Shogren reported someone is dumping dredge spoils on Coffee Pot Island without permission or notice.

Manager Shogren reported there will be king tides later this month. Port 2 doesn't have a disaster plan and the manager will follow up with county emergency director Beau Renfro. Discussion ensued.

Presentation & Update from Steve Carson on the Wahkiakum County Digital Navigator Grant

Steve Carson reported the Digital Navigator program is a state-funded grant awarded to Computer Link NW to help county residents access the internet and receive devices. Discussion ensued regarding office locations, private internet booth designs, county interest, and services provided. Commissioner Bennett made a motion to authorize the manager and attorney to enter into contract with Computer Link NW to negotiate a contract for space within the building and Commissioner Burkhalter seconded. The motion passed 3-0.

LEGAL:

There was no legal report at that time.

COMMISSIONER COMMENTS:

Commissioner Bennett commented he liked the holiday decorations around the park.

ADJOURNMENT:

The meeting was adjourned at 4:16 p.m.

The next meeting will be January 17, 2023 at 3:30 p.m.

Approval of the minutes of the regular meeting of December 20, 2022.

Brian O'Connor, Commissioner

Austin Burkhalter, Commissioner

Allen Bennett, Commissioner