

January 17, 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, Commissioner Allen Bennett, Manager Samuel Shogren, Assistant Manager Terina Davis, Attorney Timothy Hanigan, Secretary Katie Thomas, Cathlamet Mayor David Olson, COG Executive Director Bill Fashing, and local contractor Scott Johnson. The general public attended by Zoom teleconference.

The meeting commenced at 3:30 p.m.

PUBLIC COMMENTS:

Local contractor Scott Johnson stated he would like to be on the list of contractors to be called to bid on projects as he believes he has been overlooked on past projects. Mr. Johnson provided a brief overview of the recent incident with the gravel parking lot and his belief the bids the Port received were not comparable to what he would have bid.

County resident Kay Walters entered the meeting at 3:34 p.m.

Discussion ensued. Commissioner O'Connor commented he did not want to lose Mr. Johnson as a sand client and would try to be more open to bids.

Scott Johnson exited the meeting at 3:40 p.m.

NEW BUSINESS:

Approve Minutes of December 19, 2022 Meeting

Commissioner Bennett made a motion to approve the regular meeting minutes from December 19, 2022 as submitted and Commissioner Burkhalter seconded. The motion passed 3-0.

Approve Vouchers

Discussion ensued regarding the vouchers for the pedestals and the ongoing issues the Park has had with them. Commissioner Bennett made a motion to approve voucher numbers 2022-468 – 2022-510 in the amount of \$41,560.66 and Commissioner Burkhalter seconded. The motion passed 3-0.

Resolution 2023-01 A Resolution Authorizing the District to Request General Membership in the Cowlitz-Wahkiakum Council of Governments (CWCOG)

Commissioner Burkhalter made a motion to approve Resolution 2023-01 A Resolution Authorizing the District to Request General Membership in the Cowlitz-Wahkiakum

Council of Governments (CWCOG) and Commissioner Bennett seconded. The motion passed 3-0.

Briefing by Mayor David Olson, Renewal of Cell Tower Lease in Cathlamet

Cathlamet Mayor David Olson reported the Town has owned a cell tower site above Graggs for the last twenty years that has been managed by Crown Castle Nationwide Management. The lease has 16 months left to run and has come before the town for renewal. Discussion ensued.

Mayor David Olson exited the meeting at 4:02 p.m.

Review of Lease Agreement between Port 2 and Steve Carson / ComputerLink NW in Support of the Digital Navigator Program

Steve Carson entered the meeting at 4:03 p.m.

Discussion ensued regarding the proposed lease agreement with the additional language that the Port will provide internet service to support the program. The area to be leased will be 28' x 28' for \$200.00 per month, and the furnishings will remain when the lease ends. Commissioner Bennett moved to approve the lease agreement between Port Two and ComputerLink NW to use the premises as agreed and Commissioner Burkhalter seconded. The motion passed 3-0.

Annual Review for Delegation of Authority to Port Manager

Attorney Hanigan confirmed that the yearly review is based on manager experience and gives the manager the necessary authority to run the District. Discussion ensued. Commissioner Bennett suggested having a document similar to what Port One has if the Manager is unavailable or there is an emergency.

ASSISTANT PORT MANAGER - VISTA PARK COMMENTS & UPDATES

General Comments

Assistant Manager Terina Davis reported the staff is working on removing the blackberry bushes and continuing the general clean-up around the park. Discussion ensued.

Naming of the old office building (Cabin)

Assistant Manager Terina Davis suggested naming the new cabin and buildings as it is a more personal touch and “homey” sounding. She is open to suggestions, but thought the cabin could be named The Martin Cabin, after Kent and Irene Martin. Discussion ensued, and the commissioners were in agreement.

PORT MANAGER COMMENTS & UPDATES

General Comments

Manager Shogren reported he has been attending local meetings and forums, including Council of Government, Chamber of Commerce, and the fair board. He also has a Zoom call scheduled with the state tourism representative on Friday to promote the visibility of Wahkiakum County.

Manager Shogren reported the Army Corps of Engineers has selected two locations on Coffee Pot Island for dredge spoils. Public comment will open in early July. Discussion ensued.

Manager Shogren commented he would like to have an annual 360-degree review of employees' performances where staff can also evaluate the managers, policies, and procedures. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Burkhalter commented that he has met with the Grange Master in Naselle to coordinate a meeting in the west end.

Commissioner O'Connor reported he will not be attending the April meeting.

EXECUTIVE SESSION:

The regular meeting was recessed at 4:30 p.m. for five minutes to enter into executive session for twenty minutes to review the performance of a public employee pursuant to RCW 42.30.110(1)(g).

There is no action or decision expected.

The executive session was exited and the regular meeting re-entered at 4:55 p.m.

ADJOURNMENT:

The meeting was adjourned at 4:55 p.m.

The next meeting will be February 21, 2023 at 3:30 p.m.

Approval of the minutes of the regular meeting of January 17, 2023.

Brian O'Connor, Commissioner

Austin Burkhalter, Commissioner

Allen Bennett, Commissioner