

May 21, 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, Secretary Abby Tsybikova 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:**

Commissioner Bennett questioned if the Spanish warning signs were posted on the beaches yet and if the Port was able to get them due to a grant received. Assistant Manager Davis replied yes, they received an MRC grant for the signs and for a security light that will be installed at Svensen Park. She added neither have been installed yet; however, she believes the Port will have them by July.

Commissioner Burkhalter commented that he spoke with Attorney Hanigan and Manager Shogren about the proposal of mowing Ahlberg and Meserve Parks run by Grays River Grange on the West end of the County. He believes this to be a good idea and opted for the Port to do it. He explained that he spoke with the members of the grange and they're willing to pay \$100.00 a month for these services, which he believes the Port could manage mowing twice a month. He asked for Commissioners' thoughts on this. Discussion ensued regarding cost of time and material, time frame and starting with a few months and re-evaluating. Skamokawa resident Walters commented the possibility of adding a "mowing maintained by Port District Two" sign. Discussion ensued and it was determined that posting the sign was not necessary.

Commissioner Thacker made a motion to approve the Port mowing twice a month for the West End Grange through October for \$100.00 a month, and Commissioner Bennett seconded. The motion passed 3-0.

**NEW BUSINESS:**

***Approve Minutes of April 16, 2024, Meeting***

Commissioner Bennett made a motion to approve the regular meeting minutes from April 16, 2024, as submitted, and Commissioner Thacker seconded. The motion passed 3-0.

### ***Approve Vouchers***

Commissioner Bennett made a motion to approve voucher numbers 2024-115 – 2024-158 for April 2024, in the amount of \$46,978.82 as submitted, and Commissioner Thacker seconded. The motion passed 3-0.

Manager Shogren explained that Port Two did a joint advertisement with Port One for a new Auditor. He explained they held two interviews and they decided on asking Shelby Garrett to join our teams. Discussion ensued regarding her background in bookkeeping, her current availability and her compensation based on her availability.

Commissioner Thacker made a motion to approve Resolution No. 2024-04 A Resolution Appointing Shelby Garret as Auditor of the District as submitted, and Commissioner Bennett seconded. The motion passed 3-0.

### ***Approval of Agreement with ADP for payroll services***

Assistant Manager Davis explained that she will get time sheets from all staff at the end of each month, she will add them up, and submit to ADT; Manager Shogren would then go in and check everything and submit it. ADP does the rest of it, including: insurance, deductions, quarterly and end-of-year reports. She explained this all would take 3-4 hours each month in person. Manager Shogren commented that Port management was recommending this agreement to relieve the Port Auditor of the responsibility. He also noted that he spoke with the State Auditor's Office and other Ports to get their opinion and insight regarding online payroll services. Discussion ensued regarding the current costs and what the costs of the new service will be. Commissioner Bennett added it makes sense to go this route.

Commissioner Bennett moved to accept ADP monthly payroll services, and Commissioner Thacker seconded. The motion passed 3-0.

### ***Approval of Resolution 2024-05 Authorizing Manager and Port Attorney to Act as Representative for RCO Athletic Fields Grant***

Manager Shogren reported he received an email 10 days ago informing him the Port was denied for the RCO grant. This last Friday the Port received an email that there were some errors when calculating points for who qualified to go onto the next round of the RCO application phase. The Port received a follow-up email stating they are now included in the next portion of applications after re-calculating the points. Manager Shogren explained the next application is due June 20th and part of the application is a resolution that has to be approved granting Attorney Hanigan and Manager Shogren as Authorized Representatives. Discussion ensued regarding the next steps of the application, what the funds will be used for, if this can bring revenue and what sort of funding match is required.

Commissioner Thacker made a motion to approve Resolution No. 2024-05 A Resolution Authorizing Sam Shogren and Timothy Hanigan to Act as Authorized Representative /

Agents for the Purpose of Applying for and Securing Grant Funding from the Washington State Recreation and Conservation Office Under Project 24-1376d / Vista Park Athletics Redevelopment as submitted, and Commissioner Bennett seconded. The motion passed 3-0.

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

Assistant Manager Davis commented the Port is preparing for Memorial Day by mowing and weed eating. The park is packed minus a few camping spots for Memorial Day weekend.

Assistant Manager Davis reported on the Good Sam memberships. She explained the Port meets with Good Sam representatives every year. The Port receives all the money for each membership sold in the park or on their website. She added there is a yearly fee the Port pays to be affiliated with the Good Sam Club. She explained Good Sam does a lot of advertising for the Port, and this year they will be posting a vlog in October and February to shine light during the off season. Discussion ensued regarding how much attraction Good Sam brings, yearly cost and advertising.

### **PORT MANAGER COMMENTS & UPDATES**

Manager Shogren commented in building the Port's case for support staff has calculated the annual visitation to Vista Park at 35,000 - 39,000 people a year. This is in part due to the advertising the Port does through Good Sam and a link on their website to the Port's website and reservation system.

Manager Shogren reported the past weekend there were five families looking to rent a yurt and the Port had to deny them due to being full. He explained he now has the front desk tracking the numbers of who we turn away as the Port is losing business. He will use these numbers to make the case with elected officials and the Governor's office for funding help.

Manager Shogren reported he is working with the Washington State History Museum's Capital Heritage Grant Program for funding to complete the restoration of the Appelo Annex. He also noted that he is now attending the monthly Port Finance Committee meetings and is continuing to work on the Comprehensive Plan.

Manager Shogren commented that he and Commissioner Thacker have had a couple of long conversations regarding social media and how to use it to drive attendance to Vista Park in addition to the current marketing efforts through Good Sam.

Manager Shogren also noted that he and Assistant Manager Davis held an all-staff meeting earlier in the month to discuss the goals set by the Port Commissioners for the coming year. He has also established a shared Google folder for park photographs to use in social media.

Commissioner Burkhalter had some questions for Manager Shogren. He asked where he was at on refinancing the building loan, explaining he felt it was very important to get that done. Manager Shogren replied it was a work in progress.

Commissioner Burkhalter asked for a breakdown of income and reserve levels for the past two years and what the reserve is going to be at in the next two years.

Commissioner Burkhalter asked if there was any update on sand sales and if there was a way to increase sales or the possibility of septic-certified sand. Discussion ensued regarding sand sales and contacts for certifying septic sand.

Manager Shogren commented he was contacted by Skamokawa Resort about having the Port supply ice to them. He explained he has since spoke with Attorney Hanigan about this and having a contract drawn up.

Commissioner Thacker asked about firewood and where the Port gets theirs from. Assistant Manager Davis commented the Port usually supplies their own wood. They look around for a supplier if they need wood, but during fire season there is no need.

**COMMISSIONER COMMENTS:**

Commissioner Bennett commented thanks for getting the proposal done and submitted and following up for the RCO grant. He mentioned being cautious and keeping an eye on funds and the reserve.

**ADJOURNMENT:**

The meeting was adjourned at 4:36 p.m.

Approval of the minutes of the regular meeting of May 21, 2024.

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**Austin Burkhalter**, Commissioner

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**Allen Bennett**, Commissioner

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**Kylie Thacker**, Commissioner