

August 20, 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, Assistant Manager Terina Davis, Attorney Timothy Hanigan, Secretary Katie Thomas, Skamokawa resident Kay Walters, and Puget Island resident Russ Reese.

The general public attended by Zoom teleconference.

The meeting commenced at 3:30 p.m.

PUBLIC COMMENTS:

Kay Walters asked if Port 2 ever got a booth at the county fair, and Assistant Manager Terina Davis said not during her time working here. Ms. Walters commented the Port of Longview had large presence at the Cowlitz County Fair this year and suggested this Port do the same in the future for our county fair. Discussion ensued.

OLD BUSINESS:

Assistant Manager Terina Davis commented the MRC grant was awarded and is now completely filled. Two bilingual signs were posted at the beach access trails and a security light was installed at Svenson Park.

NEW BUSINESS:

Approve Minutes of July 16, 2024, Meeting

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

Approve Vouchers

Commissioner Thacker made a motion to approve voucher numbers 2024-261—2024-297 through July 31, 2024, in the amount of \$59,435.25 and Commissioner Bennett seconded. The motion passed 3-0.

Approve Settlement Agreement

Commissioner Bennett made a motion to approve the settlement agreement and Commissioner Thacker seconded. The motion passed 3-0.

Approve Resolution 2024-09

Commissioner Thacker made a motion to approve Resolution 2024-09 A Resolution Appointing Terina Davis as Manager of the District and Authorizing Employment Contract and Commissioner Bennett seconded. The motion passed 3-0.

Approve Resolution 2024-10

Attorney Hanigan commented the refinance would consolidate the two current loans into one with the County to make it easier for record keeping. He briefly summarized the loan terms and commented the interest language allows for small variations in interest percentage without coming back for a new resolution. Discussion ensued regarding payment amounts, due dates, and anticipated savings per year.

Commissioner Thacker made a motion to approve Resolution 2024-10 A Resolution Approving the Consolidation of Loans and Authorizing the Manager to Sign Loan Documents for the District and Commissioner Bennett seconded. The motion passed 3-0.

Approve Resolution 2024-11

Manager Davis commented the Employee Handbook is something that has been worked on for a while, with the old one being outdated and vague. This will at least get something in writing, which will also satisfy audit requirements, and will give staff and management something to reference.

Commissioner Bennett made a motion to approve Resolution 2024-11 A Resolution Adopting the Employee Handbook and Commissioner Thacker seconded. The motion passed 3-0.

MANAGER - COMMENTS & UPDATES

Manager Davis asked the commissioners to think about who might like to be the new MRC representative. The meetings are held on the fourth Monday of every month at the River Street meeting room in Cathlamet. If any commissioner is interested, please reach out and she will get information to them. Discussion ensued.

Manager Davis let the commissioners know she put a budget mockup in their packets and invited them to set a time to come in and discuss.

Manager Davis commented the Kite Festival will be held on September 7 this year at Vista Park, and noted that Martin Cabin is booked for August. The rest of the park is fully booked for Labor Day, and the RV sites are booked through September. Discussion ensued regarding next year's reservations.

Kay Walters asked about the RCO grant for grass at the Appello Annex. Manager Davis told her the application has been submitted and is up for review with the panel. Discussion ensued.

COMMISSIONER COMMENTS:

The commissioners agreed the staff has been doing a great job with everything going on, especially the budget and handbook.

ADJOURNMENT:

The meeting was adjourned at 3:46 p.m.

The next meeting will be September 17, 2024, at 3:30 p.m. at the Appello Annex in Skamokawa, Washington.

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

Austin Burkhalter, Commissioner

Kylie Thacker, Commissioner