

December 17, 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 Kylie Thacker, Commissioner Russ Reese, Manager Terina Davis, Attorney Timothy Hanigan, Secretary Katie Thomas, Skamokawa resident Kay Walters, and CWCOG Representatives Stacey Lane and Monica Seidl.

The general public attended by Zoom teleconference.

The meeting commenced at 2:00 p.m.

PUBLIC COMMENTS:

CWCOG Presentation on Dream BIG Project—Stacey Lane and Monica Seidl

Ms. Seidl shared information regarding CWCOG and what they can do for us as members. They focus on economic development, specifically small business development. Discussion ensued regarding utilizing the Appello Annex for community development and bringing more business opportunities to the county.

OLD BUSINESS:

Holiday Drive-thru Light Display

Manager Davis commented the Christmas lights are up in the park and the internet publication WINGS has featured them online; however, the Chamber has not promoted the Port at all this year. Discussion ensued.

NEW BUSINESS:

Approve Minutes of November 19, 2024 Meeting

Commissioner Thacker moved to approve the regular meeting minutes from November 19, 2024, as submitted and Commissioner Reese seconded. The motion passed 3-0.

Approve Vouchers dated November 30, 2024

Commissioner Thacker moved to approve voucher numbers 2024-396—2024-418 through November 30, 2024, in the amount of \$30,545.64 and Commissioner Reese seconded. The motion passed 3-0.

Resolution 2024-16 A Resolution Delegating Authority

Attorney Tim Hanigan explained this is a yearly resolution delegating certain duties to the Manager of the District and to establish guidelines and procedures for the Manager to follow.

Commissioner Thacker moved to approve Resolution 2024-16 Delegation of Authority and Commissioner Reese seconded the motion. The motion passed 3-0.

Resolution 2024-17 Change in Employment Classification of Maintenance Supervisor Position

Manager Davis commented the resolution will change the Maintenance Supervisor position from hourly pay to a salaried position. She explained it works better this way for budgeting purposes as the current maintenance supervisor can easily work a 12-hour day during the summer, but can finish his minimal work in three or four days in the winter. Discussion ensued regarding Adam's current pay and the proposed pay scale. Commissioner Thacker moved to approve Resolution 2024-17 Change in Employment Classification of Maintenance Supervisor Position and Commissioner Reese seconded. The motion passed 3-0.

Reorganization of board

The commissioners discussed and agreed to leave the board organization as it is and will continue as normal by board consensus.

MANAGER - COMMENTS & UPDATES

Manager Davis commented she provides employees self-review questionnaires every year and it provides beneficial information to management and staff.

Manager Davis will start posting for office and cleaning part-time help in February. A new hire will have enough time for training before the busy summer season.

Manager Davis commented the cubicles were going to be removed, but with the new information from CWCOG, she will wait on that.

Manager Davis reported the building has been rented to a Mommy & Me group for \$25.00 for two hours. They will use the back half of the building and port staff will be on site during their rental. Discussion ensued.

Manager Davis reported the office will be closed all next week for Christmas, although one person a day will come in to check on the bathrooms and park.

LEGAL:

No report at this time.

COMMISSIONER COMMENTS:

Commissioner Reese asked about the time frame for CWCOG to come in and when they needed a decision by the commissioners. Discussion ensued.

Commissioner Reese asked if the kitchen is available for use during events like the Mommy & Me group. Manager Davis told him it's not a commercial kitchen and is not available for group rental. Discussion ensued.

Commissioner Reese commented he receives a lot of emails to his commissioner account and asked which mailing lists he can be removed from. Counsel will advise outside of the meeting.

EXECUTIVE SESSION:

Commissioner Burkhalter recessed the regular meeting at 2:43 p.m. for two minutes to enter into executive session for 20 minutes to discuss the performance of a public employee as per RCW 42.30.110(1)(g).

There is action expected.

The executive session was exited and the regular meeting re-entered at 3:05 p.m.

ADJOURNMENT:

Discussion ensued regarding the Chamber of Commerce and possibly holding the monthly Port 2 meetings on the west end next year.

The meeting was adjourned at 3:14 p.m.

The next meeting will be January 21, 2025, at 2:00 p.m. at the Appello Annex in Skamokawa, Washington.

Approval of the minutes of the regular meeting of December 17, 2024.

Austin Burkhalter, Commissioner

Kylie Thacker, Commissioner

Robert Reese, Commissioner