

January 21, 2025

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 Manager Terina Davis, Attorney Timothy Hanigan, Secretary Katie Thomas, Skamokawa resident Kay Walters, and Wahkiakum Community Network representative Diana Zimmerman.

Commissioner Russ Reese and the general public attended by Zoom teleconference.

The meeting commenced at 2:08 p.m.

**PUBLIC COMMENTS:**

Wahkiakum Community Network representative Diana Zimmerman handed out brochures and asked for local volunteers to commit to four hours a month for one year to mentor a local youth. Discussion ensued.

**OLD BUSINESS:**

There was no old business to discuss at that time.

**NEW BUSINESS:**

***Approve Minutes of December 17, 2024 Meeting***

Commissioner Reese moved to approve the regular meeting minutes from December 17, 2024, as submitted and Commissioner Burkhalter seconded. The motion passed 2-0.

***Approve Vouchers dated December 31, 2024***

Manager Davis reviewed vouchers for work completed by Billy Peek and Sam Longtain. Discussion ensued.

Commissioner Reese made a motion to approve voucher numbers 2024-419—2024-442 through December 31, 2024, in the amount of \$29,474.03 and Commissioner Burkhalter seconded. The motion passed 2-0.

***Resolution 2025-01 A Resolution Authorizing an Increase in the Compensation of the Manager***

Commissioner Reese made a motion to approve Resolution 2025-01 A Resolution Authorizing an Increase in the Compensation of the Manager and Commissioner Burkhalter seconded. There was no public comment at that time. The motion passed 2-0.

**MANAGER - COMMENTS & UPDATES**

Manager Davis commented the Port holds at least one meeting a year in the west end to include west end residents, and suggested holding February's meeting at the Grays River Grange. Discussion ensued.

Commissioner Kylie Thacker entered the meeting at 2:17 p.m.

Commissioner Reese made a motion to move the February 18, 2025 meeting to the Grays River Grange and Commissioner Thacker seconded. The motion passed 3-0.

Manager Davis reported Wahkiakum West President Ken Johnson is producing a TV show in Pacific County and would like to address the board. Manager Davis asked the commissioners if they want him to come to the Grays River meeting, or wait until March. Discussion ensued. Commissioner Burkhalter suggested Mr. Johnson present at the March meeting and the commissioners all agreed.

Manager Davis commented she has already provided a list of her goals as manager/supervisor, and reported she has completed management training on A Supervisor's Roadmap to Employment Law Essential -Part 1: Harassment, Discrimination, and Retaliation prevention.

Manager Davis reported EMS rented the building last week for training and would like to continue with it quarterly, and next week COG and the Chamber of Commerce will host a grant-writing class. Manager Davis also mentioned she is receiving more interest in the building, rather than the cubicles. Discussion ensued. The cubicles were provided through grant funding and Manager Davis would like to declare them surplus and sell them. Discussion ensued.

Commissioner Thacker moved to declare the cubicles surplus and Commissioner Reese seconded. The motion passed 3-0.

#### **COMMISSIONER COMMENTS:**

Commissioner Thacker commented she would like to schedule a time with the manager to review the Port's social media and website. Manager Davis will be out of town next week but available the first week of February.

#### **ADJOURNMENT:**

The meeting was adjourned at 2:30 p.m.

The next meeting will be February 18, 2025, at 2:00 p.m. at the Grays River Grange in Grays River, Washington.

Approval of the minutes of the regular meeting of January 21, 2025.

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**Austin Burkhalter**, Commissioner

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**Kylie Thacker**, Commissioner

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**Russ Reese**, Commissioner