

November 19, 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 Commissioner Russ Reese, Commissioner Mary Hogue, Manager Terina Davis, Attorney Timothy Hanigan, Secretary Nadia Goldinov, County residents Kay Walters, and Cindy Langston.

The general public attended by Zoom teleconference.

The meeting commenced at 2:00 p.m.

PUBLIC COMMENTS:

County resident Kay Walters commented that the guy doing the Christmas lighting at the Wahkiakum County Fairgrounds, wants to touch base with Manager Davis. He wants to take the tractor and wagon and take people through the County Fairgrounds and Vista Park to see the Christmas lightings. Discussion ensued.

OLD BUSINESS:

Website and Branding

Manager Davis stated she is working on getting different quotes and costs for the rebranding of the park and creating the new website. She would like the board's feedback and input on what exactly they want to do, and what direction they want to go in. Discussion ensued.

NEW BUSINESS:

Approve Minutes of October 21, 2025 Meeting

Commissioner Reese moved to approve the regular meeting minutes from October 21, 2025, as submitted, and Commissioner Hogue seconded. The motion passed 3-0.

Approve Vouchers dated through October 31, 2025

Manager Davis commented that the amount on the voucher report is high this month since the Port paid off the County loan and refinanced it.

Commissioner Reese made a motion to approve voucher numbers 2025-241—2025-269 through October 31, 2025, in the amount of \$214,747.93, and Commissioner Hogue seconded. The motion passed 3-0.

County resident Kay Walters asked Manager Davis why the new loan the Port got with the County is not shown on the voucher report. Manager Davis commented that the report only shows what has been paid or spent in the last month.

Resolution 2025-04, Adopting the 2026 Budget of the District

Commissioner Burkhalter commented that the Port had their budget hearing last month, and Manager Davis received no feedback.

Commissioner Reese made a motion to approve Resolution No. 2025-04, a Resolution Adopting the 2026 Budget of the District, and Commissioner Hogue seconded. The motion passed 3-0.

Resolution 2025-05, Tax Increase of the District

Commissioner Burkhalter commented that if the tax increase gets voted for, there would be a one percent increase in the county residents' taxes. Discussion ensued.

Commissioner Reese made a motion to approve Resolution No. 2025-05, a Resolution Authorizing the 2026 Tax Levy Increase of the District, and Commissioner Hogue seconded. The motion passed 2-1.

Resolution 2025-06, Authorizing the 2026 Rate Schedule of the District

Manager Davis commented that most sites went up a couple dollars, but some were left as is. Discussion ensued.

Commissioner Reese made a motion to approve Resolution No. 2025-06, a Resolution Authorizing the 2026 Rate Schedules of the District, and Commissioner Hogue seconded. The motion passed 3-0.

Resolution 2025-07, Delegation of Authority

Commissioner Burkhalter commented that they do the Delegation of Authority every year. The delegation basically lays out what the manager can do.

Commissioner Reese made a motion to approve Resolution No. 2025-07, Delegation of Authority, and Commissioner Hogue seconded. The motion passed 3-0.

County resident Cindy Langston asked if the Delegation of Authority is the exact same as last years. Commissioner Burkhalter commented yes, there were no changes.

MANAGER - COMMENTS & UPDATES

Manager Davis commented that the Port is getting a head start on decorating for Christmas and preparing for the annual Christmas lighting in the park. The Christmas lighting will open December 5, 2025, for the public to drive through and enjoy the light display.

Manager Davis commented that she and the Port staff have an upcoming webinar for communication skills scheduled for December 10, 2025. The webinar is free through the Port's insurance. Discussion ensued.

Manager Davis stated she would like the board's permission to get deferred compensation for the Port staff. She would like to move forward with it and research what she can come up with. It would be at no cost to the Port, and would be a good benefit for the staff who work there. Discussion ensued.

Manager Davis commented that a woman named Sandra, who is a member of the MRSC board, reached out to her in regards to doing a winter wild bird festival in 2027. Sandra was wondering if any public entities wanted to potentially work with her to complete the project. Discussion ensued.

Commissioner Burkhalter asked Manager Davis how the Fall Bazaar went. Manager Davis commented that they had a good turnout this year, and a pretty good flow of people. They had 16 vendors and all of them were very happy with the result. Discussion ensued.

Commissioner Reese asked Manager Davis if the Port received the health insurance rates. Manager Davis commented that they did and they were pretty comparable to last years.

COMMISSIONER COMMENTS:

There were no commissioner comments at that time.

EXECUTIVE SESSION:

Commissioner Burkhalter recessed the regular meeting and entered into executive session at 2:30 p.m. for fifteen minutes to 2:45 p.m. to discuss the performance of a public employee as per RCW 42.30.110(1)(g).

Commissioner Burkhalter recessed the executive session and re-entered the regular meeting at 2:45 p.m. to extend the end time to 3:00 p.m.

Commissioner Burkhalter recessed the regular meeting and re-entered into executive session at 2:45 p.m.

Commissioner Burkhalter closed the executive session and re-entered the regular meeting at 3:00 p.m.

Commissioner Reese made a motion to increase the manager's salary in 2026 to \$73,000.00, and Commissioner Hogue seconded. The motion passed 3-0.

ADJOURNMENT:

The meeting was adjourned at 3:04 p.m.

The next meeting will be December 16, 2025, at 2:00 p.m., at the Appello Annex in Skamokawa, Washington.

Approval of the minutes of the regular meeting of November 19, 2025.

Austin Burkhalter, Commissioner

Mary Hogue, Commissioner

Russ Reese, Commissioner