

January 20, 2026

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 Jennifer Lorenzo, and County resident Kay Walters.

The general public attended by Zoom teleconference.

The meeting commenced at 2:00 p.m.

PUBLIC COMMENTS:

There was no public comment.

OLD BUSINESS:

Commissioner Burkhalter asked how the grant class held in the annex building went. Manager Davis commented that 27 people attended the grant class. She sat in for a little bit and for those with no grant writing experience, the class was pretty informative. They might decide to extend and hold more classes here. Discussion ensued regarding upcoming rentals for the Appelo annex.

NEW BUSINESS:

Approve Minutes of December 16, 2025 Meeting

Commissioner Reese made a motion to approve the regular meeting minutes from December 16, 2025, as submitted, and Commissioner Hogue seconded. The motion passed 3-0.

Approve Vouchers dated through December 31, 2025

Manager Davis commented that the only addition to the vouchers was to Billy Peek for two loads of gravel. Other than that, it was a pretty inexpensive month.

Commissioner Reese made a motion to approve voucher numbers 2025-294----2025-316 through December 31, 2025, in the amount of \$28,253.47, and Commissioner Hogue seconded. The motion passed 3-0.

Approval of opening Lowe's Credit Account

Manager Davis stated that with the local hardware store not being open due to the business selling and that she will be bringing on an additional employee from Port District No. One to work on deck maintenance, and other maintenance projects on the grounds, she would

like authorization to open a line of credit at Lowe's for up to \$10,000.00. The account comes with perks, and she will need to be able to get the supplies necessary for the additional employee to do the maintenance. He would prefer that she purchase all the supplies and have it here ready for him when he comes to work. Discussion ensued.

Commissioner Reese made a motion to approve Manager Davis to move forward with opening a line of credit with Lowe's for up to \$10,000.00, and Commissioner Hoguc seconded. The motion passed 3-0.

MANAGER - COMMENTS & UPDATES

Trail Maintenance

Manager Davis reported that Commissioner Burkhalter came to her with an idea to temporarily hire two young men from the Westend to do trail maintenance. She created a plan and a job description. They walked the trail and discussed what needs done and set a 40-hour work limit for each body. By day four, the two young men had cleared the existing trail and have started to clear a new side trail. She has given them free creative reign. If there is flexibility in the budget and the two men are still interested and motivated, she would like to continue to build new trails. Discussion ensued.

Manager Davis reported that an employee from Port District No. One will be coming to the park to do about one week's worth of repairing decks, ramps to the yurts, repairing and stabilizing the feet on the yurts. He is working on a supply list for her so that the supplies will be here when he comes to do the work. Discussion ensued.

Manager Davis reported that their tractor is not working and is being hauled off to Watkins in the next day or two to be repaired. Discussion ensued.

Manager Davis reported that she has made a little bit of headway on the culvert issue. She met with Tyson Clark from the County Public Works Department, and spoke with Billy from the Washington State Department of Transportation. There seems to be a disagreement on which department is responsible for the collapsed culvert. She has asked Billy to reach out to his superiors as the County is adamant that this culvert is the State's culvert since it goes under the state highway. Billy has let her know that he has not forgotten about her. She will be reaching out to Billy weekly for an update. Discussion ensued.

Website Discussion

Manager Davis provided three different quotes from different web designers and wanted to discuss with the commissioners in which direction the Port wants to go. The online reservation system that the Port bought six years ago has recently done a major overhaul that has worked out in our favor. We now have a lot more control, are able to look online easier than before and the Port had no upfront costs. Discussion ensued.

Commissioner Hogue made a motion to hire C.P. Design Works based on the proposal provided with the stipulation that he can also make the website mobile friendly and Steve Carson can continue providing IT coverage to the Port. Commissioner Reese seconded. The motion passed 3-0.

Commissioner Reese asked if Manager Davis has followed up with the Washington Ports Association or other ports on policies regarding manager's hours and over time. Manager Davis has not as she was not sure exactly what the commissioners wanted to see. Discussion ensued.

COMMISSIONER COMMENTS:

Commissioner Burkhalter asked how busy the park has been. Manager Davis replied that there a couple visitors here currently, and the park had approximately 11 visitors over the weekend. Discussion ensued.

ADJOURNMENT:

The meeting was adjourned at 2:36 p.m.

The next meeting will be February 17, 2026, at 2:00 p.m., at the Appello Annex in Skamokawa, Washington.

Approval of the minutes of the regular meeting of January 20, 2026.

Austin Burkhalter, Commissioner

Mary Hogue, Commissioner

Russ Reese, Commissioner