

March 17, 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 Mary Hogue, Manager Terina Davis, Attorney Jennifer Johnson, and Secretary Nadia Goldinov.

The general public attended by Zoom teleconference.

The meeting commenced at 2:00 p.m.

PUBLIC COMMENTS:

There was no public comment at that time.

OLD BUSINESS:

Overtime policy suggestions

Manager Davis presented the Port District No. Two employee handbook revisions regarding overtime. Attorney Johnson stated the main substantive changes they wanted to address is who does the manager go to to report overtime, and the quarter hour increments. Most of the revisions were clarifying some things that weren't in the original handbook. Other than that, there weren't many substantive changes. Discussion ensued.

Manager Davis commented the board can wait to make a motion to amend the employee handbook until Commissioner Robert Reese can be in attendance. The board came to a consensus that the item will be put on the agenda for next month's meeting.

NEW BUSINESS:

Approve Minutes of February 17, 2026 Meeting

Commissioner Hogue moved to approve the regular meeting minutes from February 17, 2026, as submitted, and Commissioner Burkhalter seconded. The motion passed 2-0.

Approve Vouchers dated through February 28, 2026

Manager Davis provided a brief rundown of the voucher report.

Commissioner Robert Reese joined the meeting via Zoom teleconference at 2:08 p.m.

Commissioner Hogue made a motion to approve voucher numbers 2026-024—2026-052 through February 28, 2026, in the amount of \$31,015.56, and Commissioner Reese seconded. The motion passed 3-0.

Manager Davis informed Commissioner Reese that the revisions to the employee handbook regarding overtime will be on the agenda for next month's meeting.

MANAGER - COMMENTS & UPDATES

Website update

Manager Davis commented that the website is coming along pretty well. They are tweaking some things around. The new email domain will be vistaparkcampground.org. Manager Davis commented they have put up a request on the website page asking people to provide pictures, stories, etc. of the park. They are hoping to launch the website the second week of April. Discussion ensued.

Manager Davis commented Port District No. Two was featured in an episode aired by the Columbia Coast TV show. Discussion ensued.

Manager Davis stated the Spring Bazaar will be on May 16, 2026, at the Appello Annex. The White Tail Deer Run will be on May 16th as well, which is great as there will be more people in the park.

Manager Davis commented the Wahkiakum Chamber of Commerce and the Cowlitz-Wahkiakum Council of Governments (CWCOG) have rented out the annex building for some meetings they'll be having this month.

Manager Davis commented that on the 1st of April she will take a look into the applications she received and hire a summer cleaner and summer maintenance helper.

Manager Davis provided a brief rundown on the work that has been completed by Adam and Dennis Mueller, the shared employee between Port District No. Two and Port District No. One. She commented it has been beneficial having him. Both he and Adam have been doing a great job and progress has been good.

Manager Davis stated she has heard from the state regarding the culvert. She wants to set up a meeting with them around mid-April to discuss the culvert situation. Discussion ensued.

Manager Davis commented she'll be meeting with Public Works Director Chuck Beyer to discuss how much of the Vista Park Road the county owns. She commented if the county does own it, it would be nice to have the county and Port District No. Two maintain the road together. Discussion ensued.

Manager Davis commented the Port had a couple of pretty big dead trees removed at the entrance. They had a big problem last year where some trees came down right next to the power line. Discussion ensued.

Commissioner Burkhalter asked how the Wahkiakum PUD meeting went last month regarding the Skamokawa sewer system. Commissioner Hogue and Manager Davis stated they discussed opening up a fourth line that hasn't been opened yet. The PUD was mostly familiarizing themselves with where everything is. Discussion ensued.

COMMISSIONER COMMENTS:

There were no commissioner comments at that time.

ADJOURNMENT:

The meeting was adjourned at 2:18 p.m.

The next meeting will be April 21, 2026, at 2:00 p.m., at the Appello Annex in Skamokawa, Washington.

Approval of the minutes of the regular meeting of March 17, 2026.

Austin Burkhalter, Commissioner

Mary Hogue, Commissioner

Robert Reese, Commissioner