

PORT OF ILWACO
MINUTES
October 12, 2023

COMMISSION MEETING

Chairman Smith opened the Commissioner's regular meeting at 4:00 PM. Those present were Commissioner Bennett by phone, Commissioner Shirley by Zoom, Finance Manager Hayes Absent, Port Manager Lofstrom, and Admin/Acct Asst Kosa.

- **Call to order**

Chairman Smith called the meeting to order at 4:00 PM.

- **Approval of Agenda**

Manager Lofstrom requested the Commissioners add carpet approval and a resolution to the agenda.

Commissioner Shirley entered a motion to add approval for carpet and a resolution to the agenda.

Commissioner Bennett seconded; the **motion carried** by voice vote.

- **Approval of minutes from the September 19, 2023, Commission Meeting.**

Commissioner Shirley entered a motion to approve the minutes from the September 19, 2023, Commission Meeting.

Chairman Smith seconded; the **motion carried** by voice vote.

- **Approval of minutes from the September 28, 2023, Commission Meeting.**

Commissioner Shirley entered a motion to approve the minutes from the September 28, 2023, Commission Meeting.

Chairman Smith seconded; the **motion carried** by voice vote.

- **Approval of vouchers 20322 through 20343 and electronic fund transfer payments in the amount of \$38,038.70, vouchers 20345 through 20358 and electronic fund transfer payments in the amount of \$26,604.31.**

- Chairman Smith entered a motion to approval of vouchers 20322 through 20343 and electronic fund transfer payments in the amount of \$38,038.70, vouchers 20345 through 20358 and electronic fund transfer payments in the amount of \$26,604.31.

Commissioner Shirley seconded; the **motion carried** by voice vote.

- **UNFINISHED BUSINESS**

- **Miller Easement**

Lofstrom shared with the Commissioners that there is no record of an agreement about the Miller easement. Chairman Smith does remember a discussion with Miller. Lofstrom will continue researching.

No Action taken

- **Tariff Review**

Lofstrom requested the Commissioners set a date to meet for the final tariff decision.

Commissioners agreed for a workshop on December 5th.

- **Modification of DJH Lease**

Lofstrom presented the DJH lease modification payment change to \$900, plus lease hold tax and land maintenance.

Commissioner Shirley entered a motion to approve the change of the DJH lease to \$900, plus lease hold tax and land maintenance.

Commissioner Bennett seconded; the **motion carried** by voice vote.

- **NEW BUSINESS**

- **Review Employee Handbook**

Lofstrom asked Commissioners to review the employee handbook for final approval.

No Action Taken

- **Jackson Blalock, Pacific Conservation District – 165a Pilot Program**

Blalock invited citizens to the 3rd Baker Bay Workshop on October 25th. He also shared information about the 165a Pilot Program, in regard to dredging at POC and POI.

Commissioners asked questions and requested more information.

No Action Taken

- **Ilwaco View, LLC – Change wording in lease**

Lofstrom requested that the Ilwaco View, LLC lease be changed to residents - plural.

Commissioner Bennett entered a motion to approve the change to Ilwaco View, LLC lease to residents – plural.

Commissioner Shirley seconded; the **motion carried** by voice vote.

- **Manager Review – Set date for review in an Executive Session**

Lofstrom requested the Commissioners to set a date for a manager review.

The Commissioners agreed to have an Executive Session on December 19th to complete a manager review.

- **Cameras - WCCTV**

Lofstrom presented camera options using WCCTV.

Commissioners requested more information.

Lofstrom and the Commissioners agreed to purchase one camera at this time.

- **Budget – Preliminary Review, set date for workshop**

Lofstrom requested a date be set for the primary review workshop with the Commissioners.

Lofstrom and the Commissioners agreed to have a primary review workshop on October 23rd.

- **Resolution 23-985 Credit Card Policy**

Lofstrom requested a motion to be approved for no cash advancement on the Port credit card.

Chairman Smith entered a motion to approve no cash advancements on the Port credit card.

Commissioner Shirley seconded; the **motion carried** by voice vote.

- **Approval of Carpet/Vinyl for Board Room Remodel**

Lofstrom shared the bids for carpet and vinyl to remodel the board room.

Commissioner Bennett entered a motion to approve the bid for carpet and vinyl for the upstairs conference room.

Commissioner Shirley seconded; the **motion carried** by voice vote.

- **PUBLIC COMMENT**

- **D. Mojo** – Requested Zoom be better and question about Miller easement.
- **S. Walker** – Shared her personal experience with a property easement matter.
- **K. Vanderburg** – Requested the Port to address erosion in the ditches on Pearl St.
- **C. Spreademan** – Suggested second microphone in Zoom meeting and shared resources for the Port to review on security cameras.
- **C. Bruncke** – DJHCC permit update.
- **M. Callimore** – Agreed with Mojo hard to hear Zoom first portion of meeting. Also requested Miller easement clarification.

- **OPERATIONS REPORTS**

Manager Report: Gate update; airport stripping update; audit complete; grant updates; No RV Park update; no Safeco update; interlocal agreement with the Port of Chinook; POC hoist update; South Bend helping with hoist hours in Chinook; budget update; dredging update; upstairs cosmetic model upgrade update and welcome new Port cat staff adopted.


Finance Report: Absent

- **COMMISSIONERS REPORT**

- **Chairman Smith:** Kudos to the Port staff and visited the boatyard with Manager Lofstrom for projects.
- **Commissioner Shirley:** Thanked the staff for all their hard work and was excited to hear about the budget.
- **Commissioner Bennett:** Thanked Tracy and staff.

The meeting was adjourned at 5:22 PM by **Chairman Smith**.

Minutes submitted by Kari Kosa for approval on November 7, 2023.



Kari Kosa, Acct/Admin Asst


Commissioners:

ABSENT

Butch Smith, Chairman

By ZOOM

Mike Shirley



Alan Bennett