

**PORT OF ILWACO
MINUTES
December 5, 2023**

COMMISSION MEETING

Chairman Smith opened the Commissioner's regular meeting at 4:00 PM. Those present were Commissioner Bennet ABSENT, Commissioner Shirley, Finance Manager Hayes ABSENT, Port Manager Lofstrom, and Administrative Assistant Kosa.

- **Call to order**

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

- **Approval of Agenda**

Manager Lofstrom requested the Commissioners remove Swear in Commissioners Bennett & Shirley from New Business until Bennett returns. Also, add Hoist Agreement to Unfinished Business.

Commissioner Shirley entered a motion to change the agenda as advised.

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

- **Approval of minutes from the November 21, 2023, Commission Meeting.**

Commissioner Shirley entered a motion to approve the minutes from the November 21, 2023, Commission Meeting.

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

- **Approval of vouchers 20456 through 20472 and electronic fund transfer payments in the amount of \$132,535.99.**

- Commissioner Bennett entered a motion to approval of vouchers 20456 through 20472 and electronic fund transfer payments in the amount of \$132,535.99.

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

- **UNFINISHED BUSINESS**

- **SAO Exit Audit**

Zachariah Shelton (SAO) & Lisa Carrell (SAO) presented the Port of Ilwaco State Auditor's Office Exit Audit.

- ✓ Results That Matter
- ✓ Accountability Audit Results
- ✓ Financial Audit Result

- ✓ Closing Remarks
- ✓ Report Publication

- **Update – Port Tariff**

Manager Lofstrom shared there are additional changes to lookup after the Tariff Workshop. It will be addressed again in January.

No Action

- **Hoist Agreement**

Manager Lofstrom updated the Commission on the Hoist Agreement. She is currently working with the Port Lawyer.

Commissioner Shirley supports the hoist 100%. However, strongly believes a Port Employee should run it.

No Action

- **NEW BUSINESS**

- **Paid Holiday Request**

Manager Lofstrom requested that Christmas Eve be a paid holiday for all regular full-time employees.

Commissioner Shirley entered a motion to add Christmas Eve as paid holiday. Chairman Smith seconded; the **motion carried** by voice vote.

- **Swear in Commissioner Bennett & Shirley**

No Action

- **PUBLIC COMMENT**

M. Callimore – Inquired on who provided the license for the Crab Pot Fireworks. Also, shared the DJHCC lease parking agreement.

C. Bruncke – Invited public to final DJHCC public hearing December 21st.

M. Cassinelli – Announced the City of Ilwaco Staff Christmas Party is December 13th. Also, he's happy to help with the hoist safety.

D. Berger – Shared that air space in WA State is \$65 annually and financial resources are available for airport hangers.

B. Gunkel – Introduced himself as a community advocate for the homeless on the Peninsula.

- **OPERATIONS REPORTS**

Manager Report: Lofstrom shared WA State Dept. of Retirement had a public record request for all WA state employees. She has notified the staff. She also shared an update regarding the WA Department of Unemployment.

Finance Report: Absent

- **COMMISSIONERS REPORT**

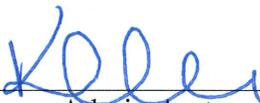
Chairman Smith: Thanked Tracy & Tina for their hard work during the audit. Also, the Port staff for great work during the transition into a new team.

Commissioner Shirley: Thanked the staff for their hard work during the audit.

Commissioner Bennett: Absent

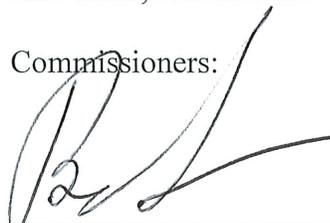
The meeting was adjourned at 4:51 PM by **Chairman Smith.**

Minutes submitted by Kari Kosa for approval on December 21, 2023.



Kari Kosa, Admin Asst

Commissioners:



Butch Smith, Chairman



Mike Shirley



Alan Bennett

