

**PORT OF ILWACO
MINUTES
July 18, 2023**

COMMISSION MEETING

Chairman Smith opened the Commissioner's regular meeting at 4:01 PM. Those present were Commissioner Bennett via Zoom, Commissioner Shirley via Zoom, Finance Manager Tina Hayes, 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**

Commissioner Shirley entered a motion to approve the additional New Business to the agenda.

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

- **Approval of minutes from the June 20, 2023, Commission Meeting.**

Commissioner Shirley entered a motion to approve the minutes from the June 20, 2023, Commission Meeting.

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

- **Approval of vouchers 20128 through 20154 and electronic fund transfer payments in the amount of \$95,392.12.**

Commissioner Bennett entered a motion to approve vouchers 20128 through 20154 and electronic fund transfer payments in the amount of \$95,392.12.

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

- **Approval of vouchers 20155 through 20178 and electronic fund transfer payments in the amount of \$63,392.12.**

Commissioner Shirley entered a motion to approve vouchers 20155 through 20178 and electronic fund transfer payments in the amount of \$63,392.12.

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

- **UNFINISHED BUSINESS**

- **Moos Sublease Approval**

Commissioner Bennett entered a motion to approve Moos sublease to J. Brunner Fine Art Gallery.

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

- **Stormwater Project – England Marina Sidewalk**

Manager Lofstrom presented a new pedestrian sidewalk plan between England Marina and Freedom Market.

Chairman Butch suggested removal of trees in plan and making sidewalk narrower.

No Action

- **Security/Compliance Employee**

Manager Lofstrom and the Commissioners discussed hiring a night harbor master. The employee would manage the Ports activity and security after hours.

No Action

- **NEW BUSINESS**

- **Changing Payroll**

Manager Lofstrom and FD Hayes shared with the Commissioners their interest in changing to Automatic Data Processing payroll. They're currently researching options with ADP.

No Action

- **Goodwill Boat Gift**

Manager Lofstrom shared the Port may receive a donated historical wooden boat. She suggested converting it into a children's play structure.

Chairman Smith suggested if is not made into a play structure it could be made into a memorial.

No Action

- **Public Record Requests**

Manager Lofstrom shared the new Public Record Request process.

No Action

- **Easement for DJHCC Parking on Port Property**

Manager Lofstrom will request the Port Attorney J. Stellmon to write a document portraying to the DJHCC and The Port parking easement.

Commissioner Bennett is concerned for parking during the high fishing season. Would like clarification on the DJHCC and the Port parking.

No Action

- **Commissioner Seminar 7/24 – 7/26**

Manager Lofstrom shared information on the upcoming 2023 WPPA Commissioner Seminar with Commissioners.

No Action

- **Revoke**

Manager Lofstrom requested Resolution #22-977 to be revoked.

Commissioner Shirley entered a motion to revoke Resolution #29-977.

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

- **PUBLIC COMMENT**

C. Bruncke – Announced that the notice of application for the DJHCC has been submitted and posted.

M. White – Announced the Ilwaco Tuna Club Tournament will be held August 26th.

R. Powel – Concerned with the Ports landscaping up-keep.

A. – Concerned with the pile-driving construction for the DJHCC construction.

S. Walker – Shared thoughts on the Port landscape, DJHCC traffic and DJHCC pile driving construction.

M. Cullimore – Shared thoughts DJHCC pile driving construction and kick-off meeting for the Ilwaco low-income housing committee.

D. Greene – Construction update.

K. Moos – Confirmed land lease policy for decks.

D. Mojo – Shared pot shops and children's facilities must be 1000 ft. apart by WA law.

M. Cullimore – Concerned about the DJHCC parking.

D. Berger – Discussed the letter to the editor in the Chinook Observer.

- **OPERATIONS REPORTS**

Manager Report: Ice machine update; restroom update; fencing – dry storage update; crab pot movement update; POC Summer help update; audit update; WWest update; seminar update; RCO grant update; shelter construction update; CoHo restroom update; pay station update; landscaping position update; grant update and Safeco meeting update.

Finance Report: Budget update; proposed balance sheet and CPA here this week.

- **COMMISSIONERS REPORT**

Chairman Smith: Appreciate everyone doing their job. Welcome, Tina. Also, happy to take part in the first all-woman team at the Port.

Commissioner Shirley: Thanked the Port staff and happy to see action taken at the RV park.

Commissioner Bennett: Interested in boundaries for land lease tenants, suggest parking signs and thanked CoHo Charters for their landscape and parking care.

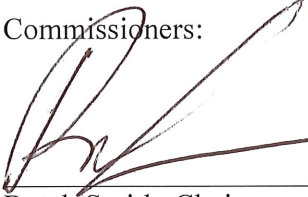
The meeting was adjourned at 5:46 PM by **Chairman Smith.**

Minutes submitted by Kari Kosa for approval on August 15, 2023.



Kari Kosa, Acct/Admin Asst

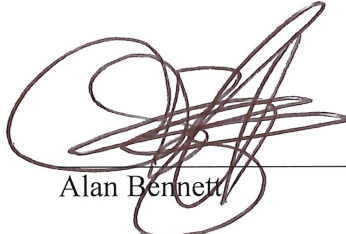
Commissioners:



Butch Smith, Chairman



Mike Shirley



Alan Bennett