

PORT OF ILWACO
MINUTES
August 15, 2023

COMMISSION MEETING

Chairman Smith opened the Commissioner's regular meeting at 4:00 PM. Those present were Commissioner Bennett, Commissioner Shirley, 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**

Manager Lofstrom requested the commissioners add second voucher list for approval; public restrooms; DJHCC letter and Verizon Resolution.

Commissioner Shirley entered a motion to approve the additional business of second voucher list, public restrooms, DJHCC letter and Verizon Resolution.

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

- **Approval of minutes from the July 18, 2023, Commission Meeting.**

Commissioner Bennett entered a motion to approve the minutes from the July 18, 2023, Commission Meeting.

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

- **Approval of vouchers 20204 through 20225 and electronic fund transfer payments in the amount of \$59,422.78 and 20226 through 20252 and electronic fund transfer payments in the amount of \$215,410.00.**

Commissioner Shirley entered a motion to approve vouchers 20204 through 20225 and electronic fund transfer payments in the amount of \$59,422.78 and 20226 through 20252 and electronic fund transfer payments in the amount of \$215,410.00.

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

- **UNFINISHED BUSINESS**

- **Resolution No. 23-983**

Adding new Port Manager.

Commissioner Shirley entered a motion to approve Resolution No. 23-983.

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

- **Stormwater Project Sidewalk**

Manager Lofstrom presented either narrowing sidewalk or remove from design.

Commissioners request feedback from land lease tenants.

No Action

- **RCO – POI Project, Landscaping**

Manager Lofstrom shared update on the Port landscape; waiting for Beach Time Landscaping estimate; Grant will cover majority of cost and requested Port friendly plants.

No Action

- **Port Public Restrooms**

Chairman Smith concerned about vandalism.

Commissioner Bennett suggested restrooms be locked after hours.

No Action

- **NEW BUSINESS**

- **Wharfage**

Manager Lofstrom presented the Port of Ilwaco wharfage and email discussion with Port Attorney regarding case scenarios.

Chairman Smith stated times have changed.

Commissioner Bennett asked what we can do to change it or exclude it.

Commissioner Shirley shared what the Port of Garibaldi and the Port of West Port practice.

No Action

- **Crab Pot Staging Fee**

Manager Lofstrom presented having a deposit for crab pot staging. When the staging is cleaned up the deposit will be returned.

Commissioner Bennett suggested adding a fee if not cleaned up – less paperwork.

No Action

- **Manager Vacation**

Manager Lofstrom requested approval for increase to four weeks' vacation time.

Commissioner Shirley entered a motion to approve Lofstrom vacation time at four weeks.

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

- **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**

J. Blalock – Invited everyone to the last Baker Bay Workshop.

B. Cutting – Concerned with the safety and access to Holman dock.

C. Bruncke – Thanked the Port for supporting DJHCC.

S. Abraham – Concerned about erosion on her property from the Ports ditches.

M. Cullimore – Thanked the Port staff for working with the city.

- **OPERATIONS REPORTS**

Manager Report: Requested Commissioners to go to the Bank of the Pacific to sign; Ventek update; fencing project is complete; four boats to be destroyed; audit update; Beacon RV garbage update; Office of the Attorney General public record request; Sterlling Silver update; WPPA Seminar update; Safeco meeting and lease; Forklift on Howerton Way; safety on Water Front Way and North Beach Security camera update.

Finance Report: Changing to monthly from quarterly; May complete and July 2022/2023 comparison report.

- **COMMISSIONERS REPORT**

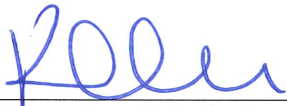
Chairman Smith: Thanked Tina and Tracy; appreciate everyone for doing great customer service and wants to get something done now for the fisherman while waiting for the big stuff.

Commissioner Shirley: Looking forward to security cameras and thanked the staff for their hard work.

Commissioner Bennett: Our practices make small and big fisherman successful; suggested a comment box or survey for tenants; possibility of moving television for better Zoom access and appreciates Port staff.


The meeting was adjourned at 5:31 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