

Port of Dewatto  
2501 NE Dewatto Rd.  
Tahuya, WA 98588  
Phone: 360-372-2695  
Fax: 360-372-2564

Regular Meeting  
July 18, 2012

Chairperson Richard T. Edwards called the meeting to order at 6:40 p.m. Commissioner Lynett McLean, Commissioner Monica Harle, and Port Manager Chris Phalen were in attendance.

Guests Present: Jean Bray and Ken Jarstad

Consent Items:

1. Motion was made and seconded to accept minutes of June, 2012.  
Motion carried.
2. Vouchers: Motion was made and seconded to accept vouchers for July, 2012 as prepared.  
Motion carried.

The following vouchers were approved for payment.  
Payroll vouchers #4220 thru #4223 total \$2,110.50.  
Accounts Payable vouchers #4224 thru #4230 total \$2,281.26  
Motion Carried.

Unfinished Business:

1. Campground:

Port Manager Phalen reported that she had \$545.00 to go to the bank and \$303.00 in the bank. Petty cash has \$2,239.90. Shelton got \$5,000.00

2. Web Master:

Mr. Ken Jarstad said the web page has gone up and had a bill for \$107.40. He continued to say that he has been thinking about doing a make over on our

website for sometime. The website for Tracyton is basically free. It has limited facilities.

Chairperson Edwards said he has been looking for information to update our website so the people can go on-line and see what is available and can register and pay for it with a debit card. He also said he didn't know what it would take. He also said some places, like the State, have that. Chairperson Edwards said you could go on the State web site and see how it works. All you need to do is type in the date; the number of days you want to stay and swipe your card and it is done. After a lot of discussion, Mr. Jarstad was going to do some research. He thought \$107.00 a year for website was excessive.

### 3. Anniversary Party:

The party is set for August 18<sup>th</sup> with hamburgers and hotdogs, salad and baked beans.

### New Business:

Chairperson Edwards said he got a call from a woman in Tahuya saying they were charged for a spot that was already paid for. Port Manager Phalen said she did not charge them; the money was in the box when she went to the park. She also said she heard about it the same way Chairperson Edwards did, by a phone call.

Chairperson Edwards said to give them 1 day free, and added that we need to add to the rules and regulations, all cancellations must be received 72 hours in advance if a spot is reserved and paid for. If the person doesn't show up, it can be rented to another person.

Chairperson Edwards reported that he and Port Manager Phalen spent 4 hours Wednesday, putting the State Auditor report together. Next year it has to be done online. He also said it was about 25 pages and you have to read everything, and fill out every line. He added that 4 ½ hours later, Port Manager Phalen finished it up and mailed it. Chairperson Edwards said they were going into Executive Session.

Commissioner Harle said to discuss Disclosure Laws and how well we comply with it. Internal functions of the Port, and try to use it. Also rolled into employment that is related to the office internal controls.

Following the executive session, the commissioners came out and resumed the regular meeting. Commissioner Ted Edwards explained the board had discussed an audit for the port based on the proposal by George Fox and would take time to go over the specifics. The maximum dollar amount for an audit would be \$5000.

As well, a motion was made and seconded to raise the salary of the Port manager (3%). Commissioners McLean and Edwards voted for a raise and Commissioner Harle voted no with an explanation that it would be easier to compute the raise

following an audit which the board had recommended to take place after the Port party.

Our next meeting will be August 16, 2012 at 4:30 p.m.

Meeting was adjourned at 9:50 p.m.

---

Richard T. Edwards, Chairperson

---

Lynett D. McLean, Commissioner

---

Monica Harle, Commissioner

---

Christine F. Phalen, Port Manager