

Port of Dewatto
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Regular Meeting
September 19, 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: Ken Jarstad

Consent Items:

1. Motion was made and seconded to accept minutes of July, 18, 2012.
The minutes were accepted with changes to the final paragraph. A photocopy of the approved replacement language was attached to the draft minutes to be inserted in place of the final paragraph in the approved minutes.
2. Motion was made and seconded to accept the minutes of July 27, 2012 meeting. Following discussion, the minutes were not accepted as written, and commissioners agreed to review a more succinct rewrite, presented by any of the commissioners at the next meeting.
3. Vouchers: Motion was made and seconded to accept vouchers For August and September, 2012 as prepared. Following discussion of overpayment on voucher's #4235 and #4252, due to a math error, the totals were recalculated and vouchers accepted.
An inadvertant 30% vs. 3% wage increase for back pay and monthly salary already paid out in August, (#4235) and invoiced in the September voucher for the Port Manager was recalculated and subtracted from the september payroll voucher #4252.

The following August vouchers were approved for payment.
Payroll vouchers #4232 thru #4235 total \$2,791.88
Accounts Payable vouchers #4236 thru #4248 total \$9,271.20

The following September vouchers were approved for payment.
Payroll vouchers #4249 thru #4252 total \$873.50. Accounts Payable vouchers #4253 thru #4263 total \$3,846.21.

Motion Carried.

Unfinished Business:

1. Campground:

Port Manager Phalen reported that she had deposited \$2376.01 in the bank. She also had \$689.00 yet to deposit. There was \$1,138.48 in petty cash. Shelton received \$6,700.00.

2. Web Master:

Mr. Ken Jarstad continued discussion regarding campground credit card payment. More research is needed. No decision made at this time.

3. Audit:

Commissioner Harle discussed email contact from Lawyer Gordon Walgren that was sent to all commissioners about audits. No decision has been made. State audit is being done currently.

New Business:

Dewatto has no written policies or procedures. Commissioners are looking into best way to put them into place.

Our next meeting will be October 17, 2012 at 6:30 p.m.

Meeting was adjourned at 9:25 p.m.

Richard T. Edwards, Chairperson

Lynett D. McLean, Commissioner

Monica Harle, Commissioner

Christine F. Phalen, Port Manager