

Port of Dewatto
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Regular Meeting
October 17, 2012

Chairperson Richard T. Edwards called the meeting to order at 6:48 p.m. Commissioner Lynett McLean was absent, Commissioner Monica Harle, and Port Manager Chris Phalen were in attendance.

Guests Present: Mr. and Mrs. Ken Jarstad and Sally Lambert

Consent Items:

1. Vouchers: Motion was made and seconded to accept vouchers for October. All vouchers except #4266 were accepted, with discussion on whether or not to accept voucher #4266 to take place later in the agenda.

The following October vouchers were approved for payment.
Payroll vouchers #4264 through #4265.

Accounts Payable vouchers #4267 through #4274 totalling \$1,175.92
Motion Carried.

2. Motion was made and seconded to accept the minutes of September 19, 2012 meeting. Following discussion, the minutes were **not** accepted as written for the following reasons listed. As soon as the recommended corrections are recorded into the September 19 minutes, those minutes can then be approved. The information in Consent items #1 is inaccurate in that there were minutes from two meetings in July, not one, and the July 27th minutes were not accepted, however, the July 18th minutes were accepted with corrections. Consent item #2 is inaccurate because “total \$ amount” of the the august payroll voucher has a math error (in the wrong direction) between what was printed on the agenda vs as printed in the minutes. The “total \$ amount” of the september payroll voucher is not the amount approved in the meeting.

In the september minutes, the Consent item #1 should read as follows:

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.

In the september minutes, the Consent item #2 should read as follows:

1. 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 through #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 \$3317.51 in the campground account which will go to Shelton. She also had \$60.00 yet to deposit. There was \$3,675.25 in petty cash. The commissioners discussed and clarified some details related to bank accounts

2. Web Master:

Mr. Ken Jarstad presented a more detailed example of the proposed credit card reservation system. (

3. Meeting time change:

Chris Phalen proposed the meeting time permanently shift to 5 PM. A motion was made to shift the meeting times to 5 PM permanently, seconded. Motion carried. Commissioner Harle requested the commission vote on the permanent meeting day schedule for the next year. Commissioner Edwards said he would provide his work schedule for the entire year 2013 by the November meeting and at that time the schedule will be set and voted on.

3. Voucher Approval:

Commissioners present discussed concerns related to not approving voucher #4266.

Our next meeting will be November 21, 2012 at 5 p.m.

Meeting was adjourned approx. 9:30 p.m.

Richard T. Edwards, Chairperson

Lynett D. McLean, Commissioner

Monica Harle, Commissioner

Christine F. Phalen, Port Manager