

Port of Dewatto
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Regular Meeting
April 15, 2013

Chairperson Lynett McLean called the meeting to order at 5:05p.m. Commissioner Richard T. Edwards was absent, Commissioner Monica Harle, and Port Manager Chris Phalen were in attendance. Commissioner Edwards gave input prior to the meeting by phone.

Guests Present: none

Consent Items:

A motion was made to accept the draft February 2013 minutes as provided by Commissioner Harle, and was seconded and approved by both commissioners present with Commissioner Edwards prior agreement by phone.

A motion was made to accept the draft March 2013 minutes as provided by Commissioner Harle and was seconded and approved by both commissioners present with Commissioner Edwards prior agreement by phone.

Both sets of minutes were signed and dated by attending commissioners and were to be emailed to webmaster for posting.

A motion was made and accepted to approve payroll vouchers #4344 and #4346. Vouchers #4335 and 4337 were not approved by both commissioners, however payroll voucher #4337 was approved by Commissioner McLean only..

A motion was made and accepted to approve accounts payable vouchers #4338 through #4344 totaling \$2,174.74.

Unfinished Business:

1. Campground:

Port Manager Phalen reported \$232 in the campground receipts, and \$2228.71 in petty cash amounts. The campground account had \$1032 which was to be sent to the county.

Commissioner Harle requested Port Manager Phalen provide a written campground financial report each month for commission meetings. Port Manager Phalen agreed to provide the information in written format with relevant account information and activity.

2. Special Meeting Reschedule:

Commissioners decided to delay a rescheduled special meeting to address Port Salaries, policies and procedures related to job outlines, etc. at a future date following the completion of the State Auditor's reports so as to incorporate suggestions into new policy.

3. Purchase of Property

Port Manager Phalen presented a proposal for the purchase of property directly behind the Port Office. A motion was made and accepted to direct the Port Manager proceed with the purchase of such property at the price quoted or less if possible, and to consult the Port Attorney to facilitate the purchase.

The meeting was adjourned at 5:35.
Our next meeting will be May, 20, 2013.

Lynett D. McLean, Chairperson

Richard T. Edwards, Commissioner

Monica Harle, Commissioner

Christine F. Phalen, Port Manager