

Port of Dewatto
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Tahuya, WA 98588
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Regular Meeting
May 20, 2013

Chairperson Lynett McLean called the meeting to order at 5:03 p.m., Commissioner Monica Harle, and Port Manager Chris Phalen were in attendance. Commissioner Richard T. Edwards arrived within about 10 minutes.

Guests Present: None

Consent Items:

1. Minutes:

Commissioner Harle made a motion to approve the April minutes that she wrote. The motion was carried. The minutes were signed and dated by both Commissioners Harle and Mclean

2. Vouchers:

Commissioner Harle suggested waiting for Commissioner Edwards to arrive before discussing vouchers.

Payroll vouchers #4344 to #4347 total \$1,689.50

Accounts Payable vouchers #4348 thru #4356 total \$21,970.73

Commissioner Edwards arrived and a motion was made and seconded to approve all vouchers. Motion carried with a vote of two to one. Commissioner Harle's was the dissenting vote.

3. Campground:

The campground financial totals are as follows: Petty cash has \$2,377.83; cash in bank from campground totals \$2,159.50 and there is \$260.00 yet to be deposited at the bank. The totals collected from the campground this month so far are \$2,419.50. It was high this month due to Memorial Day weekend.

4. Job Description:

Chairperson McLean suggested we set up a date for a special meeting to set policy and establish job descriptions and compensation packages for Port Employees. After discussion, the commissioners decided to address it in the next regular port meeting and agreed to come prepared to discuss all employee's job descriptions and related matters for Port of Dewatto.

5. An additional piece of property, located at the SW corner of the current Port property on Dewatto Road has come available for purchase, according to Commissioner Ted Edwards (The Smith property). Commissioner Edwards suggested offering the owners an amount of approx. \$9,000.00. Commissioner Harle made a motion that Commissioner Edwards negotiate for the Smith property when it becomes available, which was seconded by Commissioner McLean and approved.

6.

A motion was made and approved to purchase the following property.

The purchase of property located at 21 NE Templeton's Way in Tahuya being further described as parcel number 32334-75-90144 is being purchased by the Port of Dewatto.

The purchase is approved at a purchase price of \$18,500.00

Payment is to be made to Anthony Yanez in the form of cash.

The port is authorizing Christine F. Phalen, Port Manager to sign on behalf of the Port accepting the terms of the purchase and sale agreement as well as the preliminary and final closing documents required to complete the purchase.

The commissioners approved vouchers totaling \$18,500 (\$1000 down payment paid by the Port of Dewatto and \$17,500 for the remaining amount coming from the Port of Dewatto account)

7. Audit results and communications were discussed. The commissioners received by email "audit exceptions" and also received at the meeting an "Accountability Audit Report."

Chairperson McLean stated the audit was good. Commissioner Harle said we need to discuss the 5 exceptions and incorporate the recommendations into our policies and procedures. The commissioners decided to discuss the items more thoroughly at a later date, however did discuss obtaining numbered campground tickets. Until the current large supply of printed campground sheets (without numbers) runs out, it was decided to manually number the sheets with a numbering stamp.

8.

The Port of Allyn is trying to arrange a small Ports meeting to discuss the SMP update as it relates to

Port Activities.

Commissioner Edwards will be home on June 10 through June 25.

Our next meeting will be June 17, 2013.

Meeting was adjourned at 5:54 p.m.

Lynett D. McLean, Chairperson

Richard T. Edwards, Commissioner

Monica Z. Harle, Commissioner

Christine F. Phalen, Port Manager