

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

Regular Meeting
June 17, 2013

Chairperson Lynett McLean called the meeting to order at 5:00 p.m. Commissioner Richard T. Edwards, Commissioner Monica Z. Harle, and Port Manager Chris Phalen were in attendance.

Guests Present: None

Consent Items:

- 1) The draft May 20, 2013 minutes as provided by Commissioner Harle, were approved, signed and dated by all three commissioners with two small changes. A “clean” copy will be provided to Ken for the website.
- 2) A motion was made and seconded to approve payroll vouchers #4357 through #4360 totaling \$2,119.50.. The payroll vouchers were approved for payment by Commissioners McLean and Edwards. Commissioner Harle abstained.
- 3) A motion was made and seconded to also approve accounts payable vouchers #4361 through #4367 totaling \$2,500.79. The accounts payable vouchers were approved by all three commissioners.

Unfinished Business:

1. Campground:

Port Manager Phalen reported that it had been a “slow month” at the campground. As of June 17, there was \$2,580 in petty cash, \$1631 at the bank, and \$174 yet to be deposited. Chris Phalen reported \$3,000 had been deposited to Shelton.

2. Special Meeting Reschedule:

The Commissioners set a special meeting date of July 11, 2013 at 9 AM, to discuss Port Policy and compensation packages for Port employees, as well as other related matters.

3. Smith Property:

There is no new news related to the availability of this property to be purchased.

4. Job Descriptions, Port Policy Discussions:

The Commissioners discussed, at length how to begin to discuss, analyze and set Port Policy

with regard to all employees for current and future needs. Commissioner Harle provided a “work sheet”, Commissioner Edwards provided an example of an employee contract which the Port had drawn up in the past, but had not been executed. Much discussion centered around setting salary for the Port Manager/Park Manager as well as removing the “per diem” as currently used. No actions were taken at this time, and the commissioners determined more time was needed to fully research what was needed. Discussion was tabled until the next meeting.

5. Yanez Property:

The Port Manager reported that she was finalizing the purchase of the Yanez property behind the Port building as per instructions.

The meeting was adjourned at 8:00.
Our next regular meeting will be July, 15, 2013.

Lynett D. McLean, Chairperson

Richard T. Edwards, Commissioner

Monica Harle, Commissioner

Christine F. Phalen, Port Manager

