

Port of Dewatto
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Regular Meeting
August 21, 2013

Chairperson Lynett McLean called the meeting to order at 5:15 p.m. Commissioner Richard T. Edwards, Commissioner Monica Z. Harle, and Port Manager Chris Phalen were in attendance.

Guests Present: Ken and Bonita Jarstad

Consent Items:

- 1) The draft minutes as provided by Commissioner Harle, for the regular meeting of July 15, 2013 were approved, signed and dated by all three commissioners. An email copy will be provided to Ken for the website.
- 2) A motion was made and seconded to approve payroll vouchers #4379 through #4383 totaling \$1,743.50. 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 #4384 through #4393 totaling \$5,812.78. The accounts payable vouchers were approved by all three commissioners.

Unfinished Business:

1. Campground:

Port Manager Phalen gave the "Campground Report" stating \$3,037.50 had been deposited in the bank. The Petty Cash account held \$1810.04 and she reported \$6000 had been sent to Shelton in the past month

2. Firepits:

Chris Phalen informed the commissioners she had purchased 10 firepits for a total of \$600 for the campground. These are intended to be cemented into the ground with the work being done by the Corrections Center crew.

3. Campground Improvements

Commissioner Ted Edwards discussed the potentials for improvement of the

Campground after having taken an informal survey of campers. He reported the overwhelming (99%) result of his survey indicated campers recommended potable water be available. He estimated a well would require approx. 60 – 80’ of drilling and would require a plot plan, and could be designed with either a hand pump or an electric pump which would be available at each campsite depending on how many campsites have power – currently 30.

4. Job Descriptions, Port Policy Discussions:

The Commissioners will address the Port Policies and Job Descriptions and compensation packages at a future meeting pending the introduction of a potential reservations system and a automation of financial information system, and more detailed current job description information for port employees or potential job descriptions for the future for port employees as needed.

5. Webmaster:

Ken Jarstad presented a very detailed sample of a reservations and payment system for the Campground which is different than the previous examples he has presented, in that it is a full commercial package which handles everything from reservations to online credit card processing. It is called Hercules 3.0 and the fees would include a set up for the campground, \$1 per month per site, a one time fee of \$399 and transaction fees of .4% or .5% depending upon classification. The board estimated the basic cost per year to be approx. \$720 with the transaction fees on top of that. The commercial package includes marketing, special deals, online training, 30 day tech support, and can be the basic “starter package” or more complex depending on what is desired. The commissioners discussed pros and cons of the entire concept. One advantage considered is the automatic payments which could potentially simplify banking practices for the Port. Ken said he would send the link to the sample interactive Port of Dewatto campground reservation and payment system so commissioners could try it out.

6) Automation of Port Financial Reporting

Bonita Jarstad presented a package to the commissioners of her design of an automated system of Port Financial Reporting. She is using an Excell program to organize Port expenses, Payroll, etc. which can be used to easily generate budgets, financial information for county and state reports when needed, inform commissioners of all expenses over time and provide easy access to information for public disclosure requests. The commissioners were given a package with sample spreadsheets generated from financial information taken from the Port Manager’s financial information sheets which resembles Finance and Accounting organization standards. She gave samples of a yearly report, a yearly budget, an agenda template, a monthly financial

total with voucher numbers for July 2012, June 2013 and October 2012 as samples. Commissioners noted that once the numbers were entered into the first spreadsheet, all other reports become quickly available and the financial totals are always accurate. Bonita had 4 questions for commissioners to clarify how to further design the system. Commissioners discussed the pro's and cons of the potential new system, kept the sample for review, and requested Bonita keep track of the hours spent so far in designing it.

7) Port Credit Card

The commissioners discussed the necessity for a Port credit card and a Port Costco Card to bring us into compliance with the State Auditor's requirement.

The meeting was adjourned at 7:05 PM.
Our next regular meeting will be September 16, 2013.

Lynett D. McLean, Chairperson

Richard T. Edwards, Commissioner

Monica Harle, Commissioner

Christine F. Phalen, Port Manager

