

PORT OF DEWATTO
2051 NE Dewatto Rd
Tahuya, WA 98588
REGULAR MEETING MINUTES
OCTOBER 18, 2017

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards
Vacant

Director: Leanna Krotzer (Absent)

1. CALL MEETING TO ORDER:

- a. With resignation of Lynett McLean last meeting, a new chairman needs to be selected.
- b. Ray Mow is the new chairman and called meeting to order at 6:00 pm. Ray announced that the meeting would be visually recorded by MasonWeb TV for used for documenting the meeting. The plan is to also get a voice recorder to more accurately represent what's stated at the meeting.
- c. There was public discussion on the meeting agenda. Ray Mow moved and Ted Edwards seconded motion to approve meeting agenda. Upon vote, motion passed.
- d. There were lots of public comments on the state of the Port of Dewatto.
- e. Board member comments: Director Krotzer is continuing to deal with health issues.
- f. There were 10 guests in attendance.

2. CONSENT ITEMS:

- a. There were multiple amendments to the September 19, 2017 minutes. Ray Mow moved to approve the September 19, 2017 minutes with the noted amendments. Ted Edwards seconded the motion and upon vote, motion passed.
- b. There was a question about the Department of Treasury quarterly taxes payment of \$3,099.30. These were for payroll taxes to the federal government on the Port's employee. Ted Edwards moved to approve September vouchers 2017-057 to 2017-64 in the amount of \$8,604.23.
- c. Campground fees collected for September total \$941.00. Last meeting there was a motion to close the campground from October 1 to March 31, or earlier if weather is good, with the exception of large or special groups. Director Krotzer decided not to the close the campground due to reservations that were already in place and the fact that multiple hunting groups use this campground. There was no clarification to what is a large group. Ray discussed changing the closure to November 1. (See motion later in the meeting.)

3. OLD BUSINESS:

- a. Report any news on future meetings for comprehensive plan. There is none and this is tabled to focus on the pressing Port issues.

- b. Pre-development meeting status: The drawing is being done but is tabled to focus on the pressing Port issues.
- c. Helipad information: There is none at this time and it is tabled to focus on the pressing Port issues.
- d. Gates/eco-block placement status: These were to be ordered. There was a question if this was for the Port building as was discussed at the July meeting or the campground. They are for the campground.
- e. New gutter status: There was a thought to add gutters to covered area at campground. Nothing was discussed.
- f. Closure of the campground continued to be discussed. What type of liability is there? Some hunters were staying over the weekend and Commissioner Edwards spoke with them. They had tried on several occasions to pay at the Port building as there were no payment envelopes at the campground but it was not open. On Monday the hunters came to the Port building and made payment to Commissioner Edwards, who deposited the money the following day.
- g. Campground breaker box was open with extension cord to a motor home. The breaker box had been duct taped close by previous Commissioner Soden. It needs to be locked. There have been complaints about the electrical service. Ray Mow moved to revise the closure of the campground from October 1 to November 1, unconditionally. Motion seconded by Ted Edwards, upon vote, motion carried. Signage needs to be put up.
- h. Discussion on Port personnel. The Commissioners could hold a special meeting to discuss personnel or go into executive session. There was a suggestion to hire someone on a temporary basis. Also suggested was a need to move into the future, not just hash over the past, by putting together an employee job description and duty list. Take the prior description if it can be located and add any new tasks. Ray Mow is working to put together a new employee policy but wants to see the current employee policy. Ted Edwards said it can't be found.

4. NEW BUSINESS:

- a. 2018 Budget. What is happening with the 2018 budget? Ted reported that they are waiting for budget data from the bookkeeper. The budget needs to be discussed at the November meeting. It was asked that the preliminary 2018 budget be put on the website. Kris Tompkins brought up the fact that revenues need to balance with the expenditures and there should be line item detail not just a grand total. Even though she has asked all year to see the 2017 revenues, they still have not been provided at a meeting or on the web site. Ray said he will ask the bookkeeper.
- b. Brad Cary explained the functions of Port districts. The Port of Dewatto should have its functions as part of the comprehensive plan.
- c. Vacant Commissioner position: There is a vacancy with the resignation of Lynett McLean at the September 21 meeting. The last vacant position in February was advertised immediately and this one still has not been. It will be put on Facebook and in the newspaper that the Port is taking letters of interest. These are six-year terms and will be up for election at the next scheduled election. The Commissioners hope to have it filled in December.

Port of Dewatto Minutes

October 18, 2017

Page 3 of 3

NEXT BOARD MEETNG DATE: The next regular meeting is scheduled for: November 15, 2017 @ 6:00 pm.

MEETING ADJOURNMENT: Chairman Ray Mow adjourned the meeting at 7:17 pm.

SIGNATURES

Chairman: Raymond Mow, District #2 / Date

Commissioner: Richard (Ted) Edwards, District #1 / Date

Vacant, District #3 / Date