

**PORT OF DEWATTO**  
**2051 NE Dewatto Rd**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**NOVEMBER 15, 2017**

Chairman: Raymond Mow  
Commissioners: Richard (Ted) Edwards  
Interim David Haugen

Director: Leanna Krotzer (Absent)

**1. CALL MEETING TO ORDER:**

- a. Ray Mow called meeting to order at 6:05 pm. MasonWeb TV is not filming because of illness.
- b. Ray Mow added an item to the agenda under new business. It is to change the names on the Port's bank account. Ray Mow moved and Ted Edwards seconded motion to approve meeting agenda. Upon vote, motion passed.
- c. During public discussion on the meeting agenda there was a question on the eco-blocks for the Port building. There were also some questions about the 2018 budget, which will be addressed when that item is reach under new business.
- d. Board member comments:
- e. There were 11 guests in attendance.

**2. CONSENT ITEMS:**

- a. Ray Mow moved to approve the October 18, 2017 minutes. Ted Edwards seconded the motion and upon vote, motion passed.
- b. Under discussion of the vouchers the Commissioners announced Director Krotzer submitted a letter of resignation on Saturday to Commissioner Edwards and Sunday to Commissioner Mow with an effective date of December 1, 2017. This will give the Port an opportunity to set policies, review workload, employee description, duties, number of hours and employees needed. There were questions about pay out of Director Krotzer regarding leave and compensatory time on the books. Ted said Director Krotzer sent a text offering to make the resignation date January 1. Ray Mow moved to approve October vouchers 2017-065 to 2017-070 in the amount of \$7,780.66. Ted Edwards seconded and upon vote, motion passed.
- c. Campground fees collected for October and part of September total \$702.00.

**3. OLD BUSINESS:**

- a. Report any news on future meetings for comprehensive plan: Ray plans to provide copies of the current (2005) comprehensive plan at the next meeting and to post it on the website.
- b. Pre-development meeting status: The drawing is done and sent to the county. This project has been 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: There have been 40 blocks reserved from Rick the block man, with 20 for the campground (to implement closure) and 20 for the Port building (to stop folks from doing donuts). Ray will mark where the blocks should go at the Port building. EJ has volunteered to place the blocks donating time and equipment.
- e. New gutter status: No quotes for gutters have been received. Ray will work on getting three quotes for gutters on the Port building and the campground gazebo.
- f. Closure of the campground: Ray has posted six closure signs at the campground and will monitor it until there is someone else to do it. Ted has also been going to the campground. There still have been people using the campground. There was a concern voiced, by a property owner with 20 acres next door to the campground, about the recreational fires in the campground this past summer when the weather was so dry and that rules are not being enforced. When there is day use there should be a parking area as it is not legal to park in the right-of-way.

#### 4. NEW BUSINESS:

- a. Commissioner for District #3: So far there are two applicants: Bret Steck and Dave Haugen. Ted had called Bret Steck and encouraged him to attend this Port meeting but he is not in attendance. Dave Haugen has attended many meetings. The Port is accepting letters of interest until December 6. Ray Mow moved to appoint Dave Haugen as the interim commissioner for District #3. Ted Edwards seconded the motion and upon vote, motion carried. Dave Haugen was invited up to the Commissioners' table to finish out the meeting.
- b. Lawyer: The Port needs to retain a Port attorney. There is a Seattle firm that Ted has spoken with that is well versed in municipal law. Ray thought there would be qualified attorneys in our area. Robert Johnson who is the attorney for the Port of Allyn was mentioned. It was suggested that a RFP (Request for Proposal) be put out for a Port attorney.
- c. 2018 Budget: The draft 2018 budget of revenues and expenditures was disseminated. There was much discussion including the desire to get non-taxpayer revenue up and expenditures down. Kris Tompkins shared the actual campground revenues: 2013 – \$19,632; 2014 - \$19,325; 2015 - \$0; 2016 - \$36,354 (includes 2015); 2017 through September - \$16,586. The amount in maintenance was questioned with the blocks and gutter projects pending. Ray suggested decreasing salaries/wages/mileage by \$3,000 to \$44,000 and increasing maintenance by \$3,000 to \$6,000. There was discussion about possibly having a camp host who would be given a campground spot, but there is no water or sewer on site. An idea is to have separation of the maintenance and finance duties, which the payment by credit card could facilitate.

Another part of the budget process is to set the property tax levy. Kris Tompkins shared the actual property tax revenue: 2013 – \$37,231; 2014 – \$37,682; 2015 – \$39,093; 2016 – \$39,324; 2017 through September - \$26,790. The budget reflects \$37,958 for 2018 and Mason County calculation for the levy is \$40,886.

There needs to be a special meeting to finalize the budget and set the property tax levy for collection in 2018. The meeting is set for Tuesday, November 28 at 6:00 pm. Ray will do a notice for the paper, to post on the website, the Post Office and the front door of the Port building.

- d. Set meeting date to appoint new commissioner. A special Port meeting is scheduled for Wednesday, December 13 to fill the vacant District #3 commissioner position. The regular Port meeting scheduled for Wednesday, December 20 will be canceled. So all the regular Port business will be conducted at the December 13 special meeting.
- e. Set up bank account for paying federal taxes: Ray Mow moved to accept Director Leanna Krotzer's resignation effective December 1, 2017. Ted Edwards seconded and upon vote, motion carried. Ted read Director Krotzer's letter of resignation. Her keys, computer, phone, passwords, etc. need to be collected. Ray Mow moved to set up a new bank account to pay federal taxes. Ted Edwards seconded and upon vote, motion carried. The Port Bookkeeper, Donna Martin will pay the taxes.
- f. Change names on Port Kitsap Bank account: Currently Director Leanna Krotzer and Commissioner Lynett McLean, who resigned at the September 19, 2017 meeting, are signers on the Kitsap Bank account. Ray Mow moved to vacate all current names on the Port of Dewatto's general bank account at Kitsap Bank and add Richard (Ted) Edwards, Commissioner and Donna Martin, Port of Dewatto Bookkeeper. Dave Haugen seconded the motion and upon vote, motion carried.
- g. Sign and historical documents: There is a Port sign that was to be repaired. Ted showed some of the parts that were in the closet. It was questioned where some of the historical documents are, like the map with the Port Districts. It is in the office and needs to be posted.

**NEXT BOARD MEETNG DATE:** The budget special meeting is scheduled for November 28, 2017 @ 6:00 pm. A special meeting to appoint new District #3 Commissioner and conduct regular meeting business is scheduled for December 13, 2017 @ 6:00 pm. Regular scheduled meeting for December 20, 2017 @ 6:00 pm is canceled.

**MEETING ADJOURNMENT:** Chairman Ray Mow adjourned the meeting at 7:25 pm.

#### SIGNATURES

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Chairman: Raymond Mow, District #2 / Date

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

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Interim Commissioner: David Haugen, District #3 / Date