

**PORT OF DEWATTO**  
**2051 NE Dewatto Rd**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**JANUARY 17, 2018**

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

Director: Vacant

**1. CALL MEETING TO ORDER:**

- a. Chairman Ray Mow called meeting to order at 6:00 pm and announced Ted Edwards is not in attendance because of work commitments.
- b. No public comments were made on agenda items.
- c. Dave Haugen moved and Ray Mow seconded motion to approve the meeting agenda. Upon vote, motion passed.
- d. Board member comments: Ray Mow announced on January 23, 2018 there will be a port commissioners' day in Olympia put on by the Washington Public Ports Association (WPPA). Ray intends to attend a couple of sessions. This is a good educational opportunity for commissioners, especially new ones.
- e. There were 6 guests in attendance.

**2. CONSENT ITEMS:**

- a. Dave Haugen moved to approve the December 13, 2017 special/regular meeting minutes. Ray Mow seconded the motion and upon vote, motion passed.
- b. Dave Haugen reported that Paige Hanson, with the Mason County Auditor's office, helped him prepare the vouchers. Ray Mow noted the invoice from the State Auditor discussed at the December meeting was not in the vouchers to be paid. A follow-up request for payment has been received from the State Auditor's office. Ray Mow moved to approve the January vouchers 2018-001 to 2018-006 in the amount of \$4,360.36. Dave Haugen seconded and upon vote, motion passed. Dave emails the vouchers to the Auditor's office and then follows up with the executed hard copy.
- c. As the campground is closed there were no fees collected in December. Dave and Ray both have fielded phone calls about camping. On December 27 there were campers using the campground without reservations or payment.
- d. Fees collected for Port building rental in December 2017 were \$50.00.
- e. The new Port email address is [info@portofdewatto.com](mailto:info@portofdewatto.com). Dave worked with Greg at Wet Apple to get this address and the access set up.

**3. OLD BUSINESS:**

- a. Report any news on future meetings for comprehensive plan: This project is tabled at this time.
- b. Pre-development meeting status for helipad: This project is tabled at this time.

- c. Gates/eco-block placement status: Dave Haugen got quotes from Peninsula Top Soil and Shearer for two man rocks. The thought is rocks are more astatically pleasing than eco-blocks. To have rock delivered at the campground is about \$1,600 and at the Port building is approximately \$1,000. Dave will put stakes in the ground to indicate where. People are still driving into the campground because they are not seeing the closed signs. Ray could install more signs.
- d. New gutter status: Dave Haugen purchased screws and put into the gutters attaching them better. It looks good and is holding. He did not do the gutters in back where they are high.
- e. Request for proposal for Port attorney: Ray Mow has contacted an attorney in Kitsap County and one in Pierce County. He was going to find out who the Port of Grapeview uses. A request for proposal needs to be prepared.

#### **4. NEW BUSINESS:**

- a. Amount to add in State Investment Pool: During the 2018 budget process it was discussed that after the end of the year the commissioners would look at the cash balance and decide how much to transfer to the State Investment Pool adding to the \$145,000 that is currently invested. Kris Tompkins reported the ending cash balance less the amount of outstanding warrants is about \$71,000. At this time financial obligations are still being sorted through and the two commissioners in attendance want to wait for Ted Edwards to be present. So no action will be taken and this will be held over to next meeting.
- b. Approval of Mason County Auditor's warrant/voucher contact list of signatures: Ray Mow moved to put Dave Haugen and Ray Mow on the Mason County Auditor's warrant/voucher contact list of signatures. Dave Haugen seconded. Upon vote, motion passed.
- c. Job Description/Title for Port office employee vacant position: Dave Haugen found the job description that was used to advertise for the office employee when the last person was hired. Ray Mow has been working on a job description, so he took the one Dave found to incorporate into the new one. Once the description has been finished, the Port will advertise. It was discussed to use the Shelton Journal, post at the Post Office and go to local employment agencies.
- d. Job Description/Title for Port campground maintenance position: Joe Newman has maintained the campground in the past and he would be a good resource to use in developing the job description for this position. The Port will also advertise this in the same manner. Some new functions to implement would be on-line campground reservations and accepting electronic payments. Anything installed at the campground would need to be vandal proof.
- e. Hiring temporary Assistance/Employee for Administrative/Financial Duties: Ray Mow had put calls into a Mason County Auditor employee that was laid off due to 2018 budget cuts. He has not heard back and is thinking she has already gotten another job.
- f. Port Building Inspection: Dave Haugen met with Jeremy Hicks, Mason County Fire, at the Port building today. The Port building had not been inspected in over four years. There should be a fire alarm check done with the Port's security system. The back exit light is not working and needs the \$30 battery replaced.

These batteries can be purchased at Lowe's. There are no batteries in the AED (Automated External Defibrillator). Apparently Leanna Krotzer has the batteries in her car. Ray Mow is trying to meet with her to get these and other Port items that she has in her possession. The AED takes two batteries and they are about \$100 each. The AED also needs pads.

**5. PUBLIC COMMENT:** There were no public comments.

**NEXT BOARD MEETNG DATE:** The next regular scheduled meeting is February 21, 2018 @ 6:00 pm.

**MEETING ADJOURNMENT:** Ray Mow moved to adjourn the meeting and Dave Haugen seconded. Upon vote, motion passed. Chairman Ray Mow adjourned the meeting at 6:27 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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Commissioner: David Haugen, District #3 / Date