

PORT OF DEWATTO
2051 NE Dewatto Rd
Tahuya, WA 98588
REGULAR MEETING MINUTES
FEBRUARY 21, 2018

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

Director: Vacant

1. CALL MEETING TO ORDER:

- a. Ted Edwards called meeting to order at 6:01 pm and announced Ray Mow is not in attendance because of illness.
- b. No public comments were made on agenda items.
- c. Dave Haugen moved and Ted Edwards seconded motion to approve the meeting agenda. Upon vote, motion passed.
- d. There were no Board member comments.
- e. There were 6 guests in attendance.

2. CONSENT ITEMS:

- a. Dave Haugen moved to approve the January 17, 2018 regular meeting minutes. Ted Edwards seconded the motion and upon vote, motion passed.
- b. Dave Haugen moved to approve the February vouchers 2018-007 to 2018-017 in the amount of \$2,697.93. Ted Edwards seconded and upon vote, motion passed.
- c. As the campground is closed there were no fees collected in January. Dave and Ted have both been at the campground and been questioned about why it is closed. Ted has responded that it is closed for the winter under the direction of the community. It is also a danger to kids being by the creek and this is the same thing the State does in wet areas.
- d. Fees collected for Port building rental in January 2018 were \$50.00 for a birthday party. People are starting to be aware of the building availability and the low rates.

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. Rock placement status at the campground/Port building: The best quote Dave Haugen got for two man rocks was \$1,240 including tax for a load of 15 yards. He believes it will take two truckloads which will be approximately \$2,500. EJ Iddings said he will donate his time to place the rock. There was discussion on how big of an opening to leave for rigs to get through. The plan is to have a cable gate. Ted has cable that can be used but it needs to have something on it like white plastic pipe in case someone runs into it. In order to string the cable it was

suggested that 4" pipe be sunk into the ground and eyes put in. Dave will spearhead this project and after the rock is brought in he will let EJ know. Ted Edwards moved to authorize Dave Haugen to order two truckloads of two man rock, have it delivered and coordinate placement with EJ Iddings. Dave Haugen seconded the motion and upon vote, motion passed.

- d. Follow up on fire inspection of Port Building and re-inspection: After meeting with Jeremy Hicks, Mason County Fire, at the Port building, January 17, Dave Haugen got the fire extinguishers fixed. There was a sign on the wall stating the occupancy was 120 people. That seemed high so Dave located the building plans and found they showed occupancy should be 87 people. Dave made a new occupancy sign that states 87.
- e. Batteries and pads for AED (Automated External Defibrillator) unit: The January 17, 2018 Port building inspection revealed there were no batteries in the AED and it also needed new pads. Ray Mow was going to check with the past Port director but Dave felt even if she had them, they would be past date. Ted Edwards moved to buy new batteries and pads for the AED unit through Mason County Fire at their cost which is approximately \$400. Dave Haugen seconded the motion and upon vote, motion passed.
- f. Request for proposal for Port attorney: Ray Mow is working on getting a Port attorney.
- g. 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. Last meeting this was deferred until Ted Edwards was in attendance. Kris Tompkins reported the January 2018 ending cash balance is about \$66,100. Property tax revenue will be coming in April and May. Ted Edwards moved to transfer \$45,000 from the Port's cash account at Mason County to the State Investment Pool Account. Dave Haugen seconded the motion and upon vote, motion passed. Ted will contact Julie Richert, Mason County Treasurer's Office, to make the transfer.
- h. Job Description/Title for Port office employee vacant position: Ray Mow is working on this project.
- i. Job Description/Title for Port campground maintenance position: Prior campground maintenance person Joe Newman was in attendance. He shared that in May several years ago the campground revenue was a hair over \$4,000 for the month. He made \$15.00 per hour and was paid mileage. Prior Commissioner Lynett McLean had said to make two trips a day to the campground. It is 26 miles round trip. He works at a tree farm and he could do the campground, go to the tree farm in between and hit the campground on the way back and it would cut down on the mileage. There needs to be fair notice by the pay station to call the reservation line if someone arrives and has not pre-registered. There had been some issues of double bookings but only twice did it create a big problem. Joe would put pay envelopes on the windshields. When the lady prisoners came to work the campground then Joe would log 6-8 hours in a day.

EJ Iddings said the community has a better feeling with the campground closed this winter. The cost of Sani-Can rental is more than revenue taken in during the winter. Ted thought we could have our own restrooms. EJ has built restrooms for the State and the cost was about \$40,000-\$60,000. There needs to be a board at the campground where a big sign can be put up when there is a fire ban. The sign should be of adequate size so everyone can see it. One suggestion was to give one warning and a chance to put out the fire. The second time the campers should get kicked out of the campground and possibly be ban from camping. Another suggestion was to call the fire department to report fires during burn bans because the department will send someone out.

The Commissioners felt there should be a special meeting to discuss the job descriptions and pay for the positions. Wednesday, March 14, 2018 at 6:00 pm was set for a special meeting to go over the job descriptions.

- j. Port checking account signee designation: Donna Martin, the Port Bookkeeper, asked to be taken off the Port checking account. Ted Edwards and Dave Haugen will be signers on the Port checking account.

4. NEW BUSINESS:

- a. Port of Dewatto Facebook page update or removal: The Port's Facebook page is still tied to Leanna Krotzer, past Port Manager, and the Commissioners do not have the passwords. Dave Haugen will call the Facebook customer service number to get help with this.
- b. Schedule volunteer cleanup day at the campground: Earth Day on Sunday April 22, 2018 at 10:00 am is the day scheduled to cleanup at the campground.
- c. Hood Canal Salmon Enhancement Group's helipad relocation grant: Ray Mow has the information on this subject so it will be carried over to the next meeting.

5. PUBLIC COMMENT:

- a. Boat ramp in Dewatto: Dan from Wooten Lake asked about the possibility of a boat ramp being put in the Dewatto area. It would be nice to use for crab, shrimp and Blackmouth salmon. The Port does not own waterfront. Manke owns land but the roads are not good and there needs to be parking. It was suggested that maybe access could be for local residents with a keycard system. Possibly the Port could build a relationship with Manke to manage the land. Could it be done under a stewardship program for large corporations? It was pointed out that the permits would be prohibitive to put a boat ramp in.
- b. Washington State Records Retention Standards: Dave Haugen has gotten prices from LeMay Mobile Shredding to dispose of the numerous campground pay envelopes from years back. It would be about \$90 and it is about \$50 for destruction of a box of cassettes. The shredding company loads the documents into secure bins, destroys them on site in your presence and provides a Certificate of Destruction. It was asked if this would be in compliance with records retention policies. Dave has been reading the RCW 42.56 (Revised Code of Washington) and has the paperwork from Washington State on records retention standards. He is becoming educated on what records can be destroyed, so yes it will be in

compliance with State retention standards. Ted pointed out that we want to be careful with any historical documents. Ted Edwards moved to approve using the shredding company to dispose of pay envelopes and other non-essential records according to State Standards. Dave Haugen seconded the motion and upon vote, motion passed.

- c. Disaster Preparedness: EJ Iddings wants to discuss disaster preparedness because that was to be another function of the Port building. It is not for tonight's meeting but he would like to talk about water purification, supplies and radios for outfitting the building for use during an emergency at a future meeting when there is more time.

NEXT BOARD MEETNG DATE: A special meeting for input on job descriptions is scheduled for March 14, 2018 @ 6:00 pm. The next regular scheduled meeting is March 21, 2018 @ 6:00 pm.

MEETING ADJOURNMENT: Ted Edwards moved to adjourn the meeting and Dave Haugen seconded. Upon vote, motion passed. Ted Edwards adjourned the meeting at 7:30 pm.

SIGNATURES

Chairman: Raymond Mow, District #2 / Date

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

Commissioner: David Haugen, District #3 / Date