

PORT OF DEWATTO
2051 NE Dewatto Rd
Tahuya, WA 98588
SPECIAL MEETING MINUTES
MARCH 14, 2018

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

Director: Vacant

1. CALL MEETING TO ORDER:

- a. Chairman Ray Mow called the special meeting to order at 6:00 pm.
- b. There were 6 guests in attendance.

2. DISCUSSION:

This special meeting was scheduled to discuss job descriptions, titles and pay for two Port positions: One for an office position and one for a campground maintenance position. Ray Mow had been working on the job descriptions but got the flu and could not attend last month's meeting when this meeting was scheduled. Ted Edwards reviewed how the campground maintenance worked a couple of years ago when Joe Newman and his wife, Suzanne handled maintenance and reservations.

There was some discussion on when the campground should open for the season. Ray Mow has been taking reservations since March 1. Dave Haugen and Ted Edwards have also been contacted about reservations. There should only be one person handling reservations.

Ray Mow shared the duties he thought the office position should do and the other Commissioners and guests also gave input. This position would not be called Port Director but maybe Port Manager. This person would work at the direction of the Commissioners.

Items mentioned were:

- Monthly vouchers for warrants
- Taxes
- Port meeting coordinator
- Minutes
- Liaison to website
- Management of campground reservations
- Managing Port records including dealing with public records requests
- Reconcile information with the State Auditors
- Download financial information from Mason County
- Track revenue sources
- Budget and annual report preparation

Number of hours, days per week and hourly rate was discussed. This position would not be salaried. Hourly rate of between \$17.00 and \$20.00 per hour was proposed and numbers will be crunched to keep the wages within the 2018 budget. The consensus was to have the Port building open two days a week approximately six hours a day, either Wednesday/Thursdays or Thursdays/Fridays up to 20 hours per week. If the person needs to put in more than 20 hours per week, they would need to ask permission to work extra hours.

Joe Newman, past campground maintenance employee, was in attendance. He made \$15.00 per hour and was paid mileage. There had been some issues of double bookings but only a couple times did it create a big problem. When the lady prisoners from Mission Creek came to work the campground then Joe would log around six hours in a day. Hours should be around two per day. Lynett McLean said it worked well when Joe worked at the campground and his wife Suzanne took the reservations. If a person other than the office worker takes campground reservations there would need to be coordination between them. The Commissioners would like the option of making reservations through the website with the stipulation that they are not confirmed until a confirmation notice is sent. A telephone number should be provided for reservations that may expedite confirmation.

There needs to be a map of the campground posted on the website. Joe Newman suggested making changes to some of the camping spaces, like #3 and #9/#10. Ken Jarstad managed the old website and he had maps, so he may still have one of the campground and should be contacted.

Mark McLean brought up putting caps on the T-posts so someone will not slip and hurt themselves. He asked about activating the telephone line at the campground. Also he has access to telephone vaults that could be purchased and used for fire pits.

Ray Mow will take the information from tonight's meeting to create job descriptions by Saturday. He will email them to Kris Tompkins and she will distribute them to the Commissioners. He will develop three different wage scenarios to be reviewed. These job descriptions will be discussed at next week's regular Port meeting. Ray will bring his tablet so he can modify the descriptions as needed.

There was discussion on posting the approved job descriptions to the website. When the positions are advertised there can be bullet points listing the qualifications the Port is looking for with a statement referring people to the Port website for the full job description.

3. **ADJOURNMENT:** Ted Edwards moved to adjourn the meeting and Dave Haugen seconded. Upon vote, motion passed. Ray Mow adjourned the meeting at 7:00 pm.

NEXT BOARD MEETING DATE: The next regular scheduled meeting if March 21, 2018 @ 6:00 pm.

SIGNATURES

Chairman: Raymond Mow, District #2 / Date

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

Commissioner: David Haugen, District #3 / Date