

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

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

Director: Vacant

**1. CALL MEETING TO ORDER:**

- a. Chairman Ray Mow called meeting to order at 6:01 pm.
- b. No public comments were made on agenda items.
- c. Ted Edwards moved and Dave Haugen seconded motion to approve the meeting agenda. Upon vote, motion passed.
- d. Last meeting the Commission took action to transfer \$45,000 from the Port's cash account with Mason County to the Port's State Investment Pool account. Ted Edwards went to Mason County yesterday and made the transfer of \$45,000.
- e. There were 9 guests in attendance.

**2. CONSENT ITEMS:**

- a. Ted Edwards moved to approve the February 21, 2018 regular meeting minutes. Dave Haugen seconded the motion and upon vote, motion passed.
- b. Ted Edwards moved to approve the March 14, 2018 special meeting minutes. Dave Haugen seconded the motion and upon vote, motion passed.
- c. Ted Edwards moved to approve the March vouchers 2018-018 to 2018-029 in the amount of \$4,656.33. Dave Haugen seconded the motion and upon vote, motion passed.
- d. Campground is closed but there was \$160.00 in fees collected. Dave Haugen found the key for the campground lockbox and opened it. \$137.00 was moldy and may have been there since October. He took the funds to the bookkeeper and she deposited it.
- e. No fees were collected for Port building rental in February 2018.

**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 and gate status at the campground/Port building: Dave Haugen ordered the rock and purchased the gate to get this project completed. The rock has been placed at the campground and a metal gate was installed across the main entrance. EJ Iddings donated about 8 hours of time and equipment to this project. The other part of the campground was not closed off since Menke's gate is

accessed through it. Possibly Menke could move their gate up by the road. There was rock left over to place in the parking lot of the Port building.

- d. Campground items: picnic tables, fire pits, activate telephone: Dave Haugen looked into catch basins that could be used as fire pits. He found ones 2'x25'x6" tall at H. D. Fowler for \$69.00 including tax. They could be lined with pea gravel. Dave counted 31 picnic tables in about 45-48 campsites. Some picnic tables need maintenance or replacement. Dave would like a special meeting at the campground so the needs could be assessed. If the Port got Wi-Fi down at the campground then folks could call out. There should be a weather proof enclosure for the modem. This needs to happen so 911 could be called in an emergency.
- e. Request for proposal for Port attorney: Ray Mow has talked to some attorneys. There needs to be an advertisement placed for proposals.
- f. Job Description/Title for Port office employee vacant position: Ray Mow provided a job announcement for a Port Manager position with a wage suggestion of \$17.50 per hour. The Port building should be open at least two days per week. This should be published twice in the Shelton Journal starting March 29, posted at the Port building and at the Post Office. Kris Tompkins worked up a job description including qualifications from the job announcement. The announcement will direct people to the website to see the full job description. Interested people can send their letters of interest by email or to the Post Office Box to be post marked by the closing date of April 13. A question was asked about minimum wage. As of 1/1/2018 the State minimum wage is \$11.50.
- g. Job Description/Title for Port campground maintenance position: Ray Mow provided a job announcement for a Campground Coordinator with a wage suggestion of \$14.50 per hour. Mileage is reimbursed according to the IRS rate. This will also be published twice in the Shelton Journal starting March 29, posted at the Port building and at the Post Office. Kris Tompkins worked up a job description for this position including qualifications from the job announcement. People will be directed to the website to see the full job description. Applicants can send letters of interest by email or to the Post Office Box to be post marked by the closing date.

Ray wants a current map of the campground on the website. He only has an old map and there are things that need to be crossed out. A map will be helpful for people when making their campground site reservations. There are only about 40 campground pay envelopes left. So Dave talked to the vendor, Pen Print in Port Angles, who printed the envelopes previously. They would charge \$525.00 for a quantity of 2,000, not sure if that includes tax. Dave Haugen moved to order 2,000 campground pay envelopes from Pen Print spending up to \$600.00. Ted Edwards seconded the motion and upon vote, motion passed.

- h. Follow-up on Port of Dewatto Facebook page update or removal: Dave Haugen talked to previous Port Commissioner Lynett McLean about the Facebook page. Lynett was in attendance and she had talked to Leanna who said they could reapply and it would come to the Port. Lynett was not sure what Leanna meant and would speak to her again.

**4. NEW BUSINESS:**

- a. Hood Canal Salmon Enhancement Group's helipad relocation grant: Ray Mow will be meeting with the Salmon Enhancement Group along with the Department of Natural Resources (DNR). They want to move the helipad from the Tahuya River in order to replenish the wetlands. One of the possible sites is at the Port of Dewatto building. So the Port's name will go in the hat and Ray will find out what the Port's role would be. He will only be discussing the helipad project.

**5. PUBLIC COMMENT:**

- a. Rocks put by the Port building: Dan from Wooten Lake asked about the rocks that were put in the parking lot of the Port building. He did not remember any discussion of this project in previous meetings and he has been coming since last fall. The rocks were placed to discourage people from doing donuts in the area. This had been discussed last summer when there were reports of people doing 360s in the parking lot. The rocks used were left over from the campground project.
- b. Campground pay envelopes: Dan from Wooten Lake also suggested that a stamp could be purchased and used on small manila envelopes for the campground. Unfortunately that will not work because the State Auditor requires the envelopes be pre-printed with consecutive numbers for internal control.
- c. At the campground Dave Haugen pulled out the old metal posts and got caps to be placed on those that are remaining.
- d. Mark McLean saw homeless folks checking out the campground.

**NEXT BOARD MEETNG DATE:** The next regular scheduled meeting is April 18, 2018 @ 6:00 pm.

**COMMUNITY CLEANUP DAY:** A community cleanup day at the Port of Dewatto campground is scheduled for April 22, 2018 @ 10:00 am. Kris Tompkins will submit the details to the Shelton Journal to be put in the Nonprofit Briefs.

**MEETING ADJOURNMENT:** Chairman Ray Mow adjourned the meeting at 6:50 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