

PORT OF DEWATTO
2051 NE Dewatto Rd
Tahuya, WA 98588
REGULAR MEETING MINUTES
JUNE 20, 2018

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

Port Manager: Vacant
Campground Coordinator: Joe Newman

1. CALL MEETING TO ORDER:

- a. Chairman Ray Mow called the meeting to order at 6:00 pm.
- 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 that Ted Edwards was working. Kris Tompkins stated that Ted was called back to work and left on Saturday. He is working on a different boat, so he is not on the same work schedule that gave him the 3rd Wednesday of the month off to attend the Port meeting.
- e. There were 3 guests in attendance.

2. CONSENT ITEMS:

- a. Dave Haugen moved to approve the May 16, 2018 regular meeting minutes. Ray Mow seconded the motion and upon vote, motion passed.
- b. Dave Haugen moved to approve the June vouchers 2018-055 to 2018-070 in the amount of \$5,031.48. Ray Mow seconded the motion and upon vote, motion passed.
- c. Campground fees collected in May were \$2,650.00. Joe Newman went to the campground twice a day over the Memorial weekend. He collected \$1,860 of the \$2,650 over the holiday weekend. He has to remind some folks to pay and then some still do not. There was one guy in a 40' motor home in space #11 who conveyed that he could not afford to pay the \$30.
- d. No fees were collected for Port building rental in May 2018. Dave Haugen commented that the DNR will be paying building rental in June.

3. OLD BUSINESS:

- a. Schedule future meetings for comprehensive plan development: Ray plans to coordinate dates with the other commissioners in July or August. He wants to restart discussions on the comprehensive plan after getting through the summer.
- b. Pre-development meeting status for helipad: This project is tabled at this time.
- c. Hood Canal Salmon Enhancement Group's (HCSEG) helipad relocation grant: Dave Haugen got a call from a citizen who liked the idea of a helipad being

located on the Port property. Ray said the Salmon Enhancement Group is still in the grant process. Ray has not yet met with Mendy Harlow, HCSEG.

- d. Decide on campground picnic tables and fire pits: It might be a little late in the season to get picnic tables because vendors are very busy, so the tables at the campground will be OK for now. Dave thought there should be fire pits purchased as some are currently just rings of rocks. Dave had looked into 2'x25'x6" tall catch basins at H. D. Fowler for \$69.00 including tax. Ray wants to make sure they are not reinforced with steel because those could shatter when are heated. Dave Haugen moved to approve an expenditure of up to \$700 for 10 fire rings for the campground. Ray Mow seconded the motion and upon vote, motion carried.
- e. Request for proposal for Port attorney: Ray has not done anything with this.
- f. Adopt Port Campground Coordinator Job Description: Kris Tompkins made the changes Ray requested at the last meeting to the two job descriptions reflecting what is being done with the campground reservations. Dave Haugen moved to adopt the Job Descriptions for Port Manager and Campground Coordinator, non-exempt positions, as written. Ray Mow seconded the motion and upon vote, motion carried.
- g. Adopt Port Manager Job Description: See motion in 3f. above.
- h. Set work hours and days for Port Manager position: Dave and Ray discussed the work hours for the Port Manager. Possibilities are four hours per day or two and half days. The hours are not to exceed 20 hours per week. Ray thought on the third Wednesday of the month, which is the meeting day, the Manager should work 5:30 pm to 7:30 pm in order to set up for and attend the meeting. At this time the plan is to have the new hire work 20 hours per week at her discretion and then it will be discussed further at the July meeting. There will not be an employment contract.
- i. Hire employee for Port Manager position: Dave Haugen and Kris Tompkins interviewed the only applicant, Jeana Crosby, for the Port Manager position. Then Ted Edwards also talked to Jeana with Kris Tompkins present. Ray Mow was briefed by email on the conversations. The position will pay \$17.50 per hour and there will be a six-month probation period. The Port reimburses mileage at the current IRS rate and will pay for trips during the work hours such as to Mason County office in Shelton, the Post Office to pick up mail or meeting with the bookkeeper. Mileage is not paid for travel from home to the Port building and back. Jeana will not be available to start until June 28th but it was thought it would be best to have the start date be in the first week of July. Dave will be the one to coordinate with her as he has the key and will open the building. Ray Mow moved to hire Jeana Crosby as the Port of Dewatto Manager for \$17.50 per hour for part-time of 20 hours per week with a probation period of six months. Dave Haugen seconded the motion and upon vote, motion carried.
- j. Change names on Port Kitsap Bank accounts after hiring Port Manager: Currently Richard (Ted) Edwards, Commissioner and Donna Martin, Port of Dewatto Bookkeeper are on the accounts. Ray Mow moved to remove Richard (Ted) Edwards, Commissioner and Donna Martin, Port Bookkeeper as signers on the Kitsap Bank accounts and authorize Jeana Crosby, Port Manager and

Commissioner David Haugen as signers on the Port of Dewatto Kitsap Bank accounts. Dave Haugen seconded the motion, upon vote, motion carried. This will take place after the June minutes are approved at the July meeting.

- k. DNR proposed Dewatto Natural Resources Conservation Area (NRCA) meeting changed from June 12 to June 28, 6:00-7:30 pm at Port of Dewatto building.

4. NEW BUSINESS:

- a. Port of Dewatto Draft Leave Policy Discussion: Kris Tompkins provided a draft leave policy by email to the commissioners to start their discussion. It included many types of leave to consider. On the first go through Ray and Dave directed the sections of Bereavement Leave, Wedding Leave and Community Involvement be deleted. Then there was discussion on the vacation leave upon the completion of the first year of continuous employment getting five vacation days per year. Dave asked if that would be given to part-time employees also. That had been the intent as written. Ray talked about "PTO - Personal Time Off". This is a leave bank that covers both vacation and sick leave and Ray has this at his business. Ray will provide wording on PTO to Kris so it can be considered during the next discussion on the Port's leave policy.
- b. Confirm email authorization (Ted Edwards on 5/29/18; Dave Haugen on 5/30/18; Ray Mow on 5/30/18) to Kris Tompkins, Volunteer, to certify and submit Port of Dewatto 2017 Annual Report to State of Washington on May 30, 2018: Ray Mow moved to confirm authorization for Kris Tompkins, Volunteer to certify and submit Port of Dewatto 2017 Annual Report to State of Washington Auditor's Office. Dave Haugen seconded motion, upon vote, motion carried.
- c. Authorize Kris Tompkins, Volunteer, to audit Port of Dewatto Expense Account with Kitsap Bank: Ray Mow moved to authorize Kris Tompkins, Volunteer, to audit Port of Dewatto Expense Account with Kitsap Bank. Dave Haugen seconded motion, upon vote, motion carried.
- d. Dave Haugen was wondering about compensating Kris Tompkins for her volunteer work. Kris reminded the commissioners there can be no gifting of public funds.
- e. Prior to the hiring of the Campground Coordinator, Ray Mow had taken a reservation for campground sites that would be used for a wedding being held at the campground. Apparently this reservation was not noted to the Campground Coordinator and then three other parties had reserved the sites #12c & #30-36. When the day of arrived, Ray received a call from a crying bride because there were others in her sites. So Ray contacted the other three parties, explained the situation and told them he would personally cover the campground expenses for those parties to move to different sites. This resolved the situation and the wedding was held.
- f. Port Building Heating System: The heating system in the Port building was making a terrible noise about every ten minutes during the meeting. This just started and Dave set the heat higher hoping it would not work so hard. Dave will call Dana's Heating & Cooling to look at the system.

5. PUBLIC COMMENT:

- a. There was no public comment.

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

MEETING ADJOURNMENT: Chairman Ray Mow adjourned the meeting at 6:37 pm.

SIGNATURES

Chairman: Raymond Mow, District #2 / Date

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

Commissioner: David Haugen, District #3 / Date