

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
September 19, 2018
AMENDED 10/17/2018

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

Port Manager: Jeana Crosby
Campground Manager: Joe Newman

1. CALL MEETING TO ORDER:

- a. Chairman Ray Mow called the meeting to order at 6:00 pm.
- b. Public comments: There were no public comments
- c. Board will approve or amend the meeting agenda. Ray Mow made a motion to approve the agenda. Dave Haugen seconded the motion. Upon vote, motion passed.
- d. Board member comments: Dave Haugen states the campground revenue was a record year. Preliminary report of campground revenue is \$20,741.90. This is by looking at the listed collected amounts for this season.
- e. There were two guests in attendance.

2. CONSENT ITEMS:

- a. Dave Haugen moved to approve the August 15, 2018, regular meeting minutes. Ray Mow seconded the motion and upon vote, motion passed.
- b. Dave Haugen moved to approve the September vouchers 2018-105 to 2018-124 in the amount of \$6,173.10 Ray Mow seconded the motion and upon vote, motion passed.
- c. Campground fees collected in August 2018 were stated on the agenda as \$6,992.80. Dave Haugen moved to approve the amount collected and Ray Mow seconded the motion. Upon vote, motion passed.
- d. No fees collected for Port building rental in August, 2018.

3. OLD BUSINESS:

- a. Schedule future meetings for comprehensive plan development: Tabled
Ray states he hasn't given it much thought lately and needs more time to work on it. Dave suggested we have a special meeting for it and the public can have an input or ask questions. Our budgets are due soon and the public will want to be involved in that as well. Exact dates not known as of yet but will contact Mason County. Then we can double the meeting for

the comprehensive plan and the annual budget. Once the financials are all collected and Kris has the audit complete we can decide whether doubling up that meeting will be too much.

- b. Pre-development meeting for status for helipad will be removed from the minutes along with the helipad relocation grant until we hear from Hood Canal Enhancement Group. At that time it will be reintroduced to our meeting agenda.
 - c. Hood Canal Salmon Enhancement Group's (HCSEG) helipad relocation grant: Will be removed from further agenda and minutes until we have concrete information from the HCSEG)
 - d. It was suggested that the fire rings should be purchased and placed while the campground is closed for the season.-(amended)
 - e. Request for proposal of Port Attorney. Ray Mow feels we have no need for a Port Attorney at this time so will remain Tabled.
 - f. Port of Dewatto Draft Leave Policy Discussion: Again, the Leave Policy needs to be reevaluated by all of the commissioners before it can be voted on. Ted Edwards is absent again so it cannot be voted on at this time. As long as it is not affecting Jeana and Joe's employment, it will be tabled at this time.
 - g. The DNR proposed Dewatto Natural resources Conservation Area (NRCA) representatives were supposed to be at this meeting and informed Ray Mow that they would not be coming as they are not prepared. They may be able to come to the October 17, 2018 meeting however, will request confirmation before informing the public. The DNR group was supposed to have a public meeting in August and it was also cancelled. It has been said that there may be revised boundaries per DNR however no has received a revised map. Dave Haugen stated he would ask Katie Woosely for a revised map. He feels the DNR group is not being fort worth to the public and wants to know what the revision means. This is another reason to have them come to our meeting and explain and also answer the public's questions. (amended.)
 - h. Dave reported that he purchased 2 gates and has installed them. He has put up signs stating the campground is closed to overnight camping and that day picnics are ok. He has spread the rocks around and also has placed signs for no ORV, motorcycles.
 - i. Joe reported that the campground was pretty clean on closure. There are 43 picnic tables which were moved around a lot but are still there.
 - j. New calendars arrived and are available for anyone. There was mixed opinion on the size however they did look good.
4. **NEW BUSINESS:**
- a. Kris Tomkins gave us a report for an audit she is doing for 2016-2018 using a visual board concerning the two bank accounts through the Port. She states the campground and expense accounts have deposits and transfers that were not put in the right account, and then nothing else

was done to make it correct. There are bank fees, check fees, and maintenance fees that were not added or deducted from our records. There were transfers that went back and forth but still in the wrong accounts or wrong amounts in the transfers. With Jeana's help she has been able to get the campground account almost balanced. The expense account will take a lot longer as it is used for more than deposits and money sent to the treasurer. She also mentioned that when Belfair Tax was doing the bank accounts, they mistakenly sent the Mason County Treasurer money from the expense account instead of the Revenue account so that is being fixed as well. Kris also stated that there were large deposits and transfers and withdrawals for taxes but not replenished into the expense account and some of the money that was replenished didn't get sent to the appropriate vendors. She reiterated that money that gets collected at the campground and is deposited into the Revenue account also needs to be sent to the Treasurer in the same amount that is collected and deposited. This is supposed to be done weekly however we have been exempt from that and can do once a month or more often if needed. The goal is that the deposits need to match what is being sent to county. In 2017 there was about \$1500 that was not reimbursed to the expense account. Dave stated that this year he was trying to keep the accounts balanced by transferring back and forth. Due to the IRS taking money automatically for taxes out it was difficult to have the accounts balance. Both accounts will need clean up before the budget is started. Jeana will help get all the paperwork to Kris so it can be done in time prior to the county needing the reports. As soon as the September bank accounts are able to be printed on line Kris will have a better understanding of where the totals are at this time. All the bills should be paid through the voucher process not just have a check written from the account. This gives better records and makes it easier to do the annual report. If we were to be audited the vouchers stand as your records. This includes Belfair Tax. Jeana will call and let them know we will be paying them with vouchers starting in October. It was discussed that the Expense account should keep \$5000.00 balance and the Revenue account keep \$500.00 balance. This will be discussed at the October meeting and a resolution will need to be prepared. Dave asked if the issues with the accounts had anything to do with the different accounting systems used in the past year. Per Kris Tompkins it was multiple reasons and the goal is to just get it fixed and keep it under control. We will have a good audit trail when completed. The goal is also to have this done before the 2019 budget process starts and we can have a good look at expenditures. It was a lot bigger challenge than anticipated but will get it done. Ray related to the last audit and wonders if they noticed any of the account issues. The annual report was filed and may have not been correct due to the \$1500.00. She will contact the auditor. Kris also reports that in the past the checks were out of order and numbered differently at

times. (Belfair Tax had their own check writing system before writing out of our accounts) to pay the bills and the County. They are all in order now. The concern of over-drafted checks in the campground account (Revenue) was brought up by Kris. When that happens the money that was deposited for the check amount is deducted by the bank and charges for the overdraft fees are also assessed. The money for the check needs to be reimbursed. Jeana mentioned that there was a resolution in 2012 that stated the check writer would be charged a fee of \$30.00 and any bank fees accrued by the over draft. Ray's concern is, will it really cover the time and money spent, and will we be able to recoup it anyway. We will need to make a list of campers that have written a "bad" check and deny them access to camping until they pay past amounts and pay upfront with cash for the next or further reservations.

- b. Paige Hansen stated that the county needs to have Ted's signature eventually on the form to pick up vouchers. We can do it with two but they really would like his signature as well as he is a commissioner.
- c. Dave announced that he and Jean are unable to attend the BBQ on October 13, 2018 due to conflict of having something else scheduled. He feels we could put out a larger notice to the community to be invited.
- d. Jeana's husband did some building maintenance ie: hanging up photos, cork boards, repaired and hung up office clock, repaired some of the blinds, tested the AED which was upside down and backwards in the case and the green indicator light was not visible. The machine is still working properly per test and it was put in case correctly and then hung in the fire extinguisher case. The testing log was attached to the outside of the box and needs to be checked at least every 6 months or if the light is out.
- e. Jeana reported that her 2 months for working 24 hours a week was at its date as of the meeting. She states that there are still quite a few boxes in the storage room and still files to be emptied. She has put a large dent in the process but there is still much more to come. She was going to read a list of things needing to do however, Ray motioned to have her continue 24 hours a week, more if approved for 2 more months. Dave Haugen seconded the motion as long as the budget is not gone over. Upon vote, motion passed. The hours will be revisited at the November regular meeting. Kris also mentioned that she would need help with the paper work for the audit and to prepare the budget for 2019 as well. This will require Jeana to be available as for her.
- f. Dave reported the Exit lights are out again and he will fix them directly after the meeting as we have extra bulbs in the office.
- g. Dave brought up the fact that Commissioner Edwards has not been here for 4 consecutive meetings. He is aware he is out of the area due to his job however. Ray thought he was coming to this meeting as he was seen on the weekend at the store. Jeana states she knew he was not coming as

Ted had called her for some office information (WiFi password). Kris Tompkins asked if there is a time limit or absentee policy on how many consecutive meetings can be missed before a warning is given or the person is replaced. Karen Herr, auditor for Mason County left a message stating RCW 53.12.140 -if the person has an excused absence then it is up to the discretion of the port to decide if his seat needs to be vacated and another commissioner sworn in. This needs to be put on the New Business Agenda for the October meeting to be discussed further.

- h. Jeana asked to have events at the building and wanted to know if there is any difference in the charging of the building if she is involved with the event and that she is an employee. She would like to have a Halloween party at the port building. Ray and Dave did not feel that it would yield enough people to make it beneficial as the kids have many other options. This will be revisited at the October meeting.
- i. Jeana has mentioned that there is a terrible infestation of spiders in the building with webs and eggs everywhere. She was informed that the store bought bombs do not work and should have a professional come evaluate. Ray Mow moved that Jeana call an exterminator and have an estimate done for the inside of the building and outside. That way it is done safer and without harmful chemicals. Dave Haugen seconded the motion and upon vote, the motion passed.
- j. Joe's wife Suzanne would like to know when to open the Reservation line. It was discussed that more than likely the reservation lines will open one month prior to the camping dates. That date has not been decided but will probably be April 1, 2019.
- k. Jeana has asked if there could be better communication between all the commissioners. It makes it easier for get the agenda and minutes done for the next meeting.

5. PUBLIC COMMENTS:

- a. A guest spoke up and stated that she feels it is something to talk about regarding Commissioner Edwards as he needs to be here. Per Ray and Dave it will be addressed at the next meeting. We need a policy for absenteeism.

NEXT BOARD MEETING DATE: The next regular board meeting is October 17, 2018 at 6:00 pm. DNR will be invited but will need a confirmation ahead of time..

MEETING ADJOURNMENT: Dave Haugen moved and Ray Mow seconded the motion to adjourn the meeting. Upon vote, motion passed and Chairman Ray Mow adjourned the meeting at 7:08 pm.

SIGNATURES:

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Chairman: Ray Mow, District #2/Date

Absent

Commissioner: Richard "Ted" Edwards, District #1/Date

Commissioner: David Haugen, District #3/Date