

**PORT OF DEWATTO**  
**2501 NE Dewatto RD**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**October 17, 2018**

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

Port Manager: Jeana Crosby  
Campground Coordinator: Joe Newman (Not in Attendance)

**1. CALL MEETING TO ORDER:**

- a. Chairman Ray Mow called the meeting to order at 6:01 pm.
- b. Public comments: There were no public comments.
- c. Board will approve or amend the meeting agenda. Ray Mow said we need to add to new business a discussion about an absenteeism policy for the Commissioners. Dave Haugen made a motion to approve the agenda with the amendment of adding "4e. Policy for Absenteeism for Commissioners". Ray Mow seconded the motion. Upon vote, motion passed.
- d. Board member comments: Dave Haugen stated he contacted Katie Woolsey, DNR. She confirmed that she and other DNR representatives would not be coming to the meeting this evening. Ray Mow stated he also spoke to Mindy Harlow, HCSEG and she was unaware of the meeting. Per Dave, the DNR has pulled their grant application and kicked back the planning. More information on the DNR will be addressed during public comments.
- e. Guests: There were four guests in attendance.

**2. CONSENT ITEMS:**

- a. Approve minutes of the regular meeting on September 19, 2018. Dave Haugen requested to have a couple of items stricken from the minutes for the September 19, 2018 meeting. He stated that the wording regarding the DNR was not entered in as an action but as an opinion and should be stricken in old business "3g.". Dave Haugen also questioned the minutes in old business "3d." regarding Joe Newman, Camp Coordinator being in charge of when to order the fire rings. Dave states he is in charge of ordering the fire rings and would like the minutes amended. Dave Haugen questioned the statement in old business "3i." where Joe reported that the campground was pretty clean on closure. Dave felt that the campground could have actually had a work party clean up as there was quite a bit of debris and it was not that clean. Ray Mow pointed out that the minutes reflect what Joe actually said, so that statement should stand. Dave

Haugen moved to approve the September 19, 2018 minutes with the referenced two amendments. Ray Mow seconded the motion and upon vote, the motion passed.

- b. Correction to September Vouchers. There was a 40 cent discrepancy as total shown was \$6,173.50 and should have been \$6,173.10. Dave Haugen made a motion to modify the September Vouchers total from \$6,173.50 to \$6,173.10 on the voucher certification sent to Mason County. Ray Mow seconded the motion and upon vote, the motion passed.
- c. Approve October Vouchers 2018-125 to 2018-144 in the amount of \$8,581.00. After reviewing the vouchers, Dave Haugen made a motion to approve the October vouchers 2018-125 to 2018-144 in the amount of \$8,581.00. Ray Mow seconded the motion and upon vote, motion approved.
- d. Campground fees collected in September 2018 were \$1,248.00.
- e. No fees collected for Port building rental in September 2018.

### 3. OLD BUSINESS:

- a. Schedule future meetings for comprehensive plan development: Ray has decided to wait until the first of the year to move forward with the comprehensive plan development. **Tabled.**
- b. Port of Dewatto Resolution 02-2018 to establish bank account balances. Ray would like appropriate policies put in place for the Port. He learned a lot with the process chart Kris Tompkins brought to the last meeting. It is hanging up in the office for view at any time. Resolution 02-2018 regarding minimum balances in the Port of Dewatto Kitsap Bank accounts for the expense (petty cash) \$5,000 and the campground (revenue) \$500 was read by Ray Mow. Dave Haugen made a motion to approve Resolution 02-2018 to establish bank account balances. Ray Mow seconded the motion. Upon vote, motion passed.
- c. Port of Dewatto Leave Policy will be tabled until the beginning of the year when Commissioner Ted Edwards is available to participate in discussion.

### 4. NEW BUSINESS:

- a. Preliminary 2019 Budget, prepared by Kris Tompkins, was given to the Commissioners to review. Kris went over the Revenue and Expense amounts. She communicated step by step on how the budget was prepared and why. She also reported that the Port has received the paper work from the County on the property tax levy for 2019 and she will get with Jeana to go over it and add the correct amounts to the proposed preliminary budget for 2019. She also informed us that the BARS codes for Excise Tax and Timber Trust were changed and that is why they are in two places. She has a preliminary projected 2019 budget of \$84,000 which is only \$600 higher than last year. She stated that a public hearing is needed to present and discuss the 2019 budget before adopting it.
- b. The next regular meeting is scheduled for November 21, 2018 which is the night before Thanksgiving. It was suggested that we move the meeting to

November 14, 2018 and add a **public hearing** to present and discuss the preliminary 2019 budget and adopt it. Dave Haugen made a motion to cancel the November 21, 2018 regular meeting and to hold a special meeting on November 14, 2018 to conduct regular business and to hold a public hearing on the preliminary 2019 budget and adopt the final 2019 budget. Ray Mow seconded the motion and upon vote, the motion passed. Jeana Crosby will post the special meeting in the Journal, the Tahuya and Belfair post offices, on the bulletin board in front of our building and on the website. Ray added, to make sure we email Commissioner Ted Edwards so he is aware.

- c. Quote from Mathis Exterminating: The quote was given to the Commissioners. It stated that there was no spider infestation, however did give a quote for startup and quarterly services. Ray did not feel that the spiders would ever be able to be successfully treated. He stated we will wait on the extermination process.
- d. Quote from Floor Decorations-Carpet One: The Commissioners went over the quote to replace only the tile throughout the building. It was found to be exorbitant and would like to get a few more quotes.
- e. Policy for Absenteeism for Commissioners: The Commissioners discussed a need for a protocol for absenteeism of a commissioner. A printout of RCW 53.12.140 was given to the Commissioners. It was suggested a policy be established such as giving a three day notice to let the Commission Chair or Port Manager know by emailing or calling. This must be done each and every time that a commissioner will be absent. More concerns from the attending guests were that it "puts the Port at risk". The public expects a commissioner to be here. The absentee must make some type of contact, then at the meeting the commissioners need to take action to excuse the commissioner or not depending on the reason. After **three consecutive unexcused absences**, it means that the position has been vacated and the commissioner is subject termination. A resolution should be drafted regarding the absenteeism policy and approved or declined at the next meeting. Kris Tompkins suggested an agenda item be added under call meeting to order to address absences at each meeting. (It will become part of the agenda.)
- f. Dave Haugen reported he cut down two dead hemlocks by the Port building; however there is a big one that is leaning over the road that he is unable to fall himself. He will ask PUD to see if they can help or remove it.
- g. Jeana Crosby reported the Port of Dewatto sign is back however is not ready to be reinstalled.
- h. Dave Haugen reports there are tire tracks down behind the building and wants to know if we should put up a gate. Ray would like to add that to the New Business at the next meeting.

## 5. PUBLIC COMMENTS:

- a. Laure Iddings and EJ Iddings thanked the Commissioners for all the hard work they have done this year to keep the Port running. They feel it has

gone well and would love to see it continue. An update on the DNR proposed Dewatto Natural Resources Conservation Area (NRCA) and grant proposal was then given by Laure Iddings. Due to the 40 plus property owners letters not being made available to the public, canceled meetings and public hearings by the DNR, no revised boundaries and no other information being available to the public and miscellaneous other reasons, the DNR grant request was pulled. DNR will not be able to ask for these grant funds again for two years. She also reported that Senator Tim Sheldon was instrumental in supporting the public, and he had a huge impact with the opposition of the proposition. She suggests the Port give him a shout out to show their appreciation. Commissioner Ray Mow states he has the Senator's email and will send him a message on behalf of the Port of Dewatto. Also Senator Sheldon plans to create a bill so DNR needs to do better due diligence and listen to citizens within the boundaries of future projects.

- b. Laure Iddings had stated the Port of Dewatto was a senior taxing district. The Port thought they were a junior taxing district. Jeana Crosby will contact Mason County and get it clarified.

**NEXT BOARD MEETING DATE:** The next scheduled meeting is November 14, 2018 at 6:00 pm and will be a special meeting to conduct regular business with a public hearing to discuss and adopt the 2019 budget along with setting the 2019 property tax levy rate. **There will NOT be a meeting on November 21, 2018 due to the upcoming Thanksgiving Day Holiday.**

**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 7:07 pm.

**SIGNATURES:**

---

Chairman: Ray Mow, District #2/Date

Absent

---

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

---

Commissioner: David Haugen, District #3/Date