

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
SPECIAL MEETING MINUTES
November 14, 2018

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards
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 6:00 pm.
- b. Commissioner attendance: All Commissioners present.
- c. Public comments: There were no public comments.
- d. Board will approve or amend the meeting agenda. Dave Haugen made a motion to approve the agenda. Ted Edwards seconded the motion and upon vote, the motion passed.
- e. Board member comments: Dave Haugen stated that he had purchased and installed two fire rings at the campground. They were bigger than what we had originally ordered, however look good. He paid \$250.00 instead of \$200.00 for the two due to the size of the rings. The four additional rings will be of the smaller size and the agreed upon price of \$100.00 each. He will contact the seller to see when the next ones can be delivered. Dave will keep us informed as to how many more we may need. He expects approximately 12 more campsites will need fire rings.
- f. Guests: There was one guest in attendance.

2. CONSENT ITEMS:

- a. Approve minutes of the regular meeting on October 17, 2018: There were no comments on the October 17, 2018 minutes. Ted Edwards moved to approve the October 17, 2018 meeting minutes as presented. Dave Haugen seconded the motion and upon vote, motion passed.
- b. Approve the November vouchers 2018-145 to 2018-159 in the amount of \$7,222.70: Dave Haugen moved to approve the November 2018 vouchers 2018-145 to 2018-159 in the amount of \$7,222.70. Ted Edwards seconded the motion and upon vote, motion passed.
- c. No campground fees were collected in October 2018.
- d. No fees collected for Port of Dewatto building rental for October 2018.

3. OLD BUSINESS:

- a. Schedule future meetings for comprehensive plan development: Ray would like to discuss at the regular meeting on December 19, 2018.
- b. Resolution 03-2018 regarding Commissioner absences: The resolution was discussed. Ray Mow stated we must follow the statutes put forth by the State. Dave Haugen stated that it is good to have so there is no unfair burden on any of the Commissioners to keep the Port flowing and for the public to be able to attend. Kris Tompkins stated there is a line now added to the agenda for each meeting as a reminder that absences need to be addressed and formally excused. Ted Edwards made a motion to adopt Resolution 03-2018. Dave Haugen seconded and upon vote, motion passed.
- c. Port of Dewatto Leave Policy: The Leave Policy will be discussed at the December 19, 2018 meeting and hopefully be implemented soon thereafter.
- d. Discuss need for gate at Port building to block lower portion: Dave Haugen stated he saw tire tracks leading down to the lower building area and feels that to avoid traffic going down there, a gate should be installed. This is Port property and is not open to public access. Dave mentioned he can get a gate and has posts. He volunteered to put them in if approved. Ray Mow stated if we hire a contractor the Port needs to get a couple of bids. Dave is willing purchase the gate and install when he is available. There will need to be a lock for the gate and keys available in the Port office. Extra keys may be made if needed.
- e. Report on Trees leaning over the road: Dave Haugen reported that Asplundh has cut down and removed the dead hemlock and cleaned up the area. It looks nicer and has removed the hazard.

4. NEW BUSINESS:

- a. Ray Mow opened the public hearing on the 2019 Budget. Volunteer, Kris Tompkins went over the proposed budget for 2019. There were no other guests in attendance to comment on the budget. She went over in detail the revenue and expenditures for 2019. There were a couple of small changes to the revenue budget, decreasing property tax by \$600, increasing investment interest earnings by \$100 and campground fees by \$500 resulting in the same bottom line total of \$84,000 that was presented in October for the preliminary budget.

One point of discussion was mileage to and from work that has been paid to the Campground Coordinator. Per IRS guidelines, mileage should not be reimbursed from home to work and back. If the employee has to add different errands to his normal daily work that portion can be reimbursed. Moving forward the Port will pay mileage according to IRS rates and standards and driving from work to home and back is not covered.

There was also discussion on how many hours the Campground Coordinator (Joe Newman) should be working. In the April 2018 minutes and the job description the hours are stated to be a maximum of 20 hours per week for the Coordinator. Mr. Newman understood that he could work up to 32 hours per week but not go over unless getting prior approval and these hours would include his wife, Suzanne, handling the reservations. This had not been documented anywhere. Suzanne handles reservations seven days a week. Ray Mow suggested that we define a more solid hourly schedule and confirm in writing that it is 32 hours per week maximum to include dealing with reservations. We need to check with Belfair Tax (who does the payroll) to see if Joe's wife, Suzanne, needs to be paid separately for her hours. Currently the Campground Coordinator is on limited hours due to the winter closure of the campground. Before the next camping season we need determine the proper way to pay both Suzanne and Joe Newman and authorize up to 32 hours per week between both. Ray also stated he believes the employees are "at Will" employees.

Kris Tompkins briefed the Commissioners about the Port's lack of payment of payroll taxes. The Internal Revenue Service, Employment Security and Labor and Industries are to be paid quarterly. All of 2018 taxes have been paid timely. But there were no taxes paid to the US Treasury in 2016 and only some paid in 2017. At this time, the Port has accrued multiple penalties and interest that are in excess of \$1,700.00 and there may be more as at this time we are unable to confirm if the 2nd and 4th quarters of 2016 have been paid. Belfair Tax and Bookkeeping is checking as well. At this time six of the eight quarters and the IRS associated fees have been paid. The plan is to pay the back two quarters of 2016 this December. Then next year fees will be paid when the IRS bills the Port.

Public hearing on the 2019 budget was closed.

- b. Port of Dewatto Resolution 04-2018 adopting 2019 budget: Ted Edwards moved to approve Resolution 04-2018 adopting the 2019 budget in the amount of \$84,000, seconded by Ray Mow. Upon vote, motion passed.
- c. Port of Dewatto Resolution 05-2018 setting the 2019 property tax levy: The 2019 property tax levy was discussed. Last year's previous levy amount was \$41,206.25. The increase is 1% which is \$412.06. The total levy rate including new construction and state assessed value is \$41,997.42. Dave Haugen questioned imposing the 1% increase. Ted Edwards moved to approve Resolution 05-2018 setting the Port of Dewatto 2019 property tax levy. Ray Mow seconded the motion. Upon vote, motion passed.
- d. Port of Dewatto Resolution 06-2018 setting rate for periodic day labor: There were no comments on Resolution 06-2018. Dave Haugen made a

motion to approve Resolution 06-2018 setting the rate of periodic day labor. Ted Edwards seconded the motion and upon vote, motion passed.

- e. Question was raised on how much the Port has left in the 2018 budget of \$83,400. Kris Tompkins stated at this time the Port has spent approximately \$59,600 leaving \$23,800 to pay bills and wages in December, including the two quarters of 2016 taxes to the IRS.

5. PUBLIC COMMENTS:

- a. Jeana Crosby handed out information on the description of Junior and Senior Taxing Districts.

NEXT BOARD MEETING DATE: The next scheduled meeting is December 19, 2018 at 6:00 pm.

MEETING ADJOURNMENT: Dave Haugen moved to adjourn the meeting and Ted Edwards seconded the motion. Upon vote, motion passed and Chairman Ray Mow adjourned the meeting at 6:50 pm.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date