

Port of Dewatto
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Minutes
Regular Meeting
March 3, 2015

Chairman, Richard T. Edwards called the meeting to order at 1805. Commissioners Lynett McLean and Ed Soden were in attendance, as well as Leanna Krotzer (Acting Secretary).

Guests Present:

Consent Items:

1. Minutes: None were available at the time, they are not yet located. Lori Tucker, Ms. Phalen's granddaughter did not receive them
2. Vouchers: None were available, vouchers will be late.*

*Due to Christine Phalen's poor health, duties normally carried out by her have been held up shortly while Ms. Leanna Krotzer gets organized. She is working closely with Ms. Phalen to accomplish these tasks.

3. Campground: Mr. Joe Newman, who has helped Ms. Phalen in the past has stepped up to take on duties at the Dewatto campground. The board was accepting of this, as well as Ms. Phalen. Mr. Newman is aware of the needs of the campground and the Mission Creek girls who come to work often. Joe is working with Ms. Phalen's daughters to transfer any equipment belonging to the Port of Dewatto, to the Port garage. Commissioner Soden offered to help out with the Mission Creek girls.
4. Commissioner McLean gave an explanation and status report on Secretary Chris Phalen who's health has been recently ill and in the hospital. Ms. McLean stated that we are being gentle with Ms. Phalen and her position as she has been so loyal to the Port of Dewatto for so many years. She said that Ms. Phalen is very organized but has many years of Port business collected at her home. It has been trusted to her and Ms. Leanna Krotzer, as well as

Ms. Phalen's daughters to work together to transport all of it to the Port building. Ms. Leanna Krotzer has been trusted by Ms. Phalen and each board member to do the work in place of Ms. Phalen until further notice. Since commissioners cannot talk to each other outside of a Port meeting, they need to have someone to go between when information is needed. Ms. Krotzer has been trusted to do that and is willing. She is also learning all of the laws and some she already knows. She is keeping the Port running until further notice.

It was asked if the job for Secretary will be offered or posted when available. Commissioner McLean explained that the position did not have to be announced since it is not an elected position or a Union position, and that Ms. Krotzer has been working closely with Ms. Phalen, as well as Mr. Newman and that Ms. Phalen has chosen these people to train on the things needing to be done. The board approved of this. Mr. Newman was accepted as an employee of the Port at the \$15/hr rate and Ms. Krotzer, already working as an employee of the Port at the \$15/hr rate, to stand in for Ms. Phalen as Secretary. Commissioner McLean mentioned that there will be a need for help when the Port needs to sort through all of the old documents for shredding, archiving, or sent for historical retention.

Chairman Edwards said that he will not entertain a motion to hire someone in Ms. Phalen's place at this time. He said that he and everyone hopes that she gets better and will not rush into any decision. But there are duties needing to be done, and bills needing to be paid.

Commissioner McLean mentioned the mail was going to Ms. Phalen's address, and the Port mailbox needs to be a locking one, it should also be most convenient for the person picking up the mail.

Gene Bray (guest, member of community) spoke: Ms. Bray thinks that a locked mailbox would be ideal since in September of last year, there was a Water bill found on the ground down the road from the mail boxes. That mail had made it to Tahuya Post Office.

The board was concerned about the mail box and the legalities of moving it to a P.O. box in Belfair. Leanna Krotzer said she would look into it, as well as Commissioner McLean.

MOTION: To pursue a new mailbox location that would be safe and convenient and to make sure that 2 people had a key. (Ms. Krotzer (in place of Ms. Phalen), and Commissioner McLean).

MOTION CARRIED BY 3 VOTES.

Commissioner McLean brought up moving bank accounts since the current bank is Wells Fargo and is not in a convenient location. She said that Ms. Krotzer needs to be on the account to be able to do meet the financial needs of the Port and Mr. Newman will need a debit card to be able to purchase supplies for the campground. Chairman Edwards said he wanted to look into the local banks before entertaining a motion to move banks. It was also mentioned by Chairman Edwards that online reservation capability be looked into as soon as possible.

MOTION: For Board members that do work for the Port be compensated at the \$15/hr rate. Chairman Edwards did not want to be part of the decision.

MOTION CARRIED BY 2 VOTES.

5. **Website:** There was a concern that the website for the Port was not working and that the current web master was looking at turning it over to someone. It was asked if anyone knows someone that does this or if the high school had a program for this. Ms. Krotzer says she will check with the high school. Ken Jarstad is the current web master.
6. Party for Ms. Phalen while she can enjoy it, was brought up.
7. Chairman Edwards adjourned the meeting at _____. The next regular meeting is scheduled for April 7, 2015 at 1730.

Richard T. Edwards Sr.
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