

**PORT OF DEWATTO**  
**2501 NE Dewatto RD**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**February 20, 2019**

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

Port Manager: Jeana Crosby  
Campground Coordinator: Joe Newman

**1. CALL MEETING TO ORDER:**

- a. In Chairman Ray Mow's absence Commissioner David Haugen called the meeting to order at 6:00 pm.
- b. Commissioner attendance: Dave Haugen moved to excuse Chairman Ray Mow due to illness. Ted Edwards seconded, motion approved.
- 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 February 20, 2019 agenda. Ted Edwards seconded, motion approved.
- e. Board member comments: There were no board member comments.
- f. Guests: Kris Tompkins was the only guest in attendance.

**2. CONSENT ITEMS:**

- a. Approve minutes of the regular meeting on January 16, 2019: Ted Edwards made a motion to approve the minutes of the regular meeting held on January 16, 2019. Dave Haugen seconded the motion and the minutes were approved.
- b. Approve the February vouchers 2019-019 to 2019-034 in the amount of \$5,004.06: Ted Edwards made a motion to approve the February vouchers 2019-019 to 2019-034 in the amount of \$5,004.06. Dave Haugen seconded the motion and vouchers were approved.
- c. There were no campground fees collected in January 2019.
- d. There was no rent collected in January 2019: The building was rented and \$50.00 collected on February 2, 2019 for a birthday party. There is a possibility that the building will be rented on March 30<sup>th</sup> and/or, if approved, the campground for a wedding reception and they would like the whole campground. More information needed to complete.

**3. OLD BUSINESS:**

- a. A special meeting is scheduled for March 16, 2019 at 10:00 at the Port building to discuss and obtain public input for the Comprehensive Plan and

the future of the Port of Dewatto. Jeana has submitted the legal notice to the Shelton Journal and has received a response. The advertisement will be run for three weeks with the first week being February 28, 2019, then March 7, 2019 and March 14, 2019. It is also to be placed in the community section of the Journal. Dave Haugen suggested we have Mason Web TV come in and do a video recording of the meeting. Dave Haugen made a motion to authorize Jeana, the Port Manager, to schedule Mason Web TV to video the March 16, 2019 Comprehensive Plan special meeting. Ted Edwards seconded the motion and it was approved. Jeana will call and get that scheduled. Jeana mentioned that she has the "Parking Lot" diagram that was used at the Comprehensive Plan meeting in 2017 and has also watched the recording from the meeting on Mason Web TV. She has written down the information from that meeting and will have it available for the special meeting on March 16, 2019. Dave Haugen would like to have the recording from the 2017 Comprehensive Plan special meeting added to our website for people to watch and also when the future meeting is complete to have it added as well. Jeana was given approval to buy snacks for the upcoming special meeting as it may take a few hours to hear everyone's concerns for the future of the Port.

- b. Resolution 02-2019 regarding Mileage reimbursement by the Port of Dewatto. Kris Tompkins stated she called and spoke to Carol Ehlinger, State Auditor Regional Manager. Carol said there definitely needs to be a policy regarding the payment of mileage. In the policy it needs to tie this payment to a public purpose for the Port because public funds are being used. Carol has never come across a situation where a public entity pays employees mileage to drive from home to their place of work. If there is an emergency situation, it could be different. Transportation expenses between home and your main or regular place of work are personal commuting expenses. If you are going to a different location, such as when Jeana goes to Shelton to pick up vouchers it is unquestionably a reimbursable transportation expense. So a public purpose needs to be defined for paying Joe Newman mileage from home to work, which is a normal personal commuting expense. Joe has been reimbursed for this expense since last April. Joe spoke to someone at public works that is employed at the Sandhill Sanitation Disposal (dump) and that person is reimbursed for mileage from Shelton. It was suggested that Jeana check on the written policy that the sanitation department has on mileage reimbursement. It was suggested the resolution remains tabled until Ray Mow attends and can weigh in on the subject.
- c. Leave Policy Resolution 03-2019: Kris Tompkins reviewed the Leave Policy changes made from last meeting. Bereavement Leave was added back in and the Columbus Day holiday was removed. Motion to approve Leave Policy Resolution 03-2019 was made by Ted Edwards. Seconded by Dave Haugen and approved. Jeana asked for clarification and affirmation that the holidays would be retroactive to the employee's date of hire.

- d. Leave Policy Approval: Dave Haugen moved to approve the Port of Dewatto Leave Policy and authorize the payment of holidays retroactively back to date of hire. Ted Edwards seconded the motion and the Leave Policy and payment of holidays retroactively was approved.
- e. Update on vinyl flooring replacement: Tabled as Ray Mow is absent and unable to give report.
- f. Update on Generator: Dave Haugen gave an update on the 2002 generator. It has been repaired and tested. Andy Wood has been hired to come out quarterly to start and maintain the generator. Ted Edwards mentioned that the generator could be started monthly before the meetings and turned off at the end of the meeting. This would give us an idea of whether it is operating correctly and also maintain the generator at the same time. Some of the old hoses were left on the generator and as long as they are working they will be left alone. Ted Edwards asked to see the “work order” and Jeana supplied the invoice from Gentech.
- g. Fire Rings Ordered: Dave Haugen reported that three more fire rings have been installed. An additional three were to be installed in mid-February but are on hold because of the snow.
- h. Status of Port Sign: Tabled as Ray Mow is absent and unable to give report.

**4. NEW BUSINESS:**

- a. Campground Clean-up and Activity: Last year the community was involved in helping clean-up the campground in preparation for opening day of camping. It was stated that we do not have a lot of clean-up to be done but tables need to be moved back to their correct spots. Brush and other debris will need to be picked up. March 23, 2019 at 11:00 a.m. was chosen for the clean-up day and Jeana will have it posted on Facebook and the bulletin board. She will also have it put on our Port of Dewatto website.

Dave Haugen reported he went down to the campground to look around at any damage the snow may have caused and noticed that someone had pushed one of the large rocks into the campground and had driven in and around the campground itself. Nothing was damaged or stolen. Dave was able to use a pry bar to move the rock back to its spot. He suggested we may need a few more rocks to keep the area blocked off from vehicles while the campground is closed. Jeana stated we need to get a new set of rules written and posted for the campers.

Jeana asked when additional Porta Potties should be brought in for the opening of the campground April 1. We need to have at least four the weekend the whole campground is getting rented in April and then six by the middle of May. Jeana will call AAA septic and get that set up. She will also ask them to come empty the existing can as it has not been emptied since the snow storm. At least, there is no sticker saying they were there.

Dave brought up the safety hazard of the logs across the river. There are also a few deep drop-off areas there near the river and he feels it would be a good idea to put up a fence and danger sign at that area. Ted asked about the need for a permit. He will call the Manke representative to get permission for it to go on their portion of the property. No jumping should be added to the rules that are posted at the campground.

- b. Clean Carpet: As the building carpet needs cleaning, Jeana suggested that we have the carpet professionally cleaned. Then the new small spot cleaner can take care of spills and small spots maintaining the floor after the building is rented out. Dave Haugen made a motion to have Jeana contact a few carpet cleaners for quotes and to choose one to clean our carpet. Ted Edwards seconded and the motion was approved.
- c. Mason County All Ports Meeting: Ted Edwards reported that he, Jeana Crosby and Kris Tompkins attended the all ports meeting on January 17, 2019 at 6:00 held at the Port of Allyn. It was a good meeting with sharing of activities by six ports. The Mason County Sheriff and head of patrol attended. They spoke about marina patrols, need for a new jail and the stretching of all resources.

**5. PUBLIC COMMENTS:**

- a. There were no public comments.

**NEXT BOARD MEETING DATE:** The next special meeting is scheduled for March 16, 2019 @ 10:00 am and the regular monthly Commissioner meeting is March 20, 2019 at 6:00 pm.

**MEETING ADJOURNMENT:** Ted Edwards moved to adjourn the meeting and Dave Haugen seconded the motion. Dave Haugen adjourned the meeting at 7:07 p.m.

**SIGNATURES:**

---

Chairman: Ray Mow, District #2/Date

---

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

---

Commissioner: David Haugen, District #3/Date