

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
April 17, 2019

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

Port Manager: Jeana Crosby
Campground Coordinator: Joe Newman

1. CALL MEETING TO ORDER:

- a. Chairman Ray Mow called the meeting to order at 6:00 p.m.
- b. Commissioner attendance: All Commissioners were in attendance.
- c. Public comments: None.
- d. Board will approve or amend the meeting agenda: Commissioner Haugen moved to approve the April 17, 2019 agenda. Commissioner Edwards seconded. Upon vote, motion approved.
- e. Go into Executive Session: The regular meeting was suspended and the Commissioners and Jeana Crosby went into executive session at 6:03 p.m. to discuss litigation. Chairman Mow reconvened the regular meeting at 6:48 p.m. and no action was taken.
- f. Guests: There were 3 guests in attendance.

2. CONSENT ITEMS:

- a. Approve minutes of the regular meeting on March 20, 2019: Commissioner Edwards moved to approve the March 20, 2019 regular meeting minutes. Commissioner Haugen seconded the motion. Upon vote, motion approved.
- b. Approve the April 2019 vouchers 2019-053 to 2019-073 in the amount of \$5,829.93: Commissioner Edwards asked about the two payments to Johnson Controls. One payment was for annual maintenance and the other for quarterly monitoring. Commissioner Edwards moved to approve the April vouchers 2019-053 to 2019-073 in the amount of \$5,829.93. Commissioner Haugen seconded. Upon vote, motion approved.
- c. There were no campground fees collected in March 2019.
- d. No fees were collected for building rental in March 2019.

3. OLD BUSINESS:

- a. Follow-up on Campground Clean-up: Chairman Mow mentioned there was a good turnout. Jeana Crosby reported about 15 people attended.
- b. Follow-up Mileage reimbursement: Kris Tompkins reported she did not receive the verbiage showing a public purpose for the Port to reimburse

personal mileage from home to work for the Campground Coordinator from Chairman Mow. She was going to run the verbiage by the State Auditor. Chairman Mow suggested we review salaries and possible increase the wages to offset the mileage reimbursement. Kris stated we could review the salary ranges for all Port Employees and will report back the findings. Kris suggested the manager's salary be looked at as well since the Campground Coordinator should not make more than the Port Manager. Chairman Mow requested we obtain the information and add it to the May 2019 regular meeting agenda.

- c. Update on status of Port sign: Chairman Mow states he has the sign at his office but was unable to bring it to the meeting. He is donating the sign to the Port. The Port will need to get the posts and install the sign.
- d. Follow up on Carpet and Vinyl floors: Jeana Crosby reported that the carpet will be cleaned by Carpet Recovery after the vinyl floors are replaced. We have chosen All Floors and More for our vinyl flooring and will need to choose a color. The option selected was with the Port pulling up the existing floor, baseboards and removing the appliances. Chairman Mow will speak with Carolyn from All Floors and More to see if we can have the baseboards and appliances removed by them instead of by the Port for the approved low end quote.
- e. Discuss fence and warning sign for the Campground: Commissioner Haugen went over some quotes from Northshore Landscaping and Kelly's. Northshore quoted \$3,146.00 including tax for 280 feet of materials and labor. Kelly's quoted over \$3,500.00 for the same. Commissioner Haugen moved to use Northshore Landscaping to build the safety fence at the campground for \$3,146.00. Commissioner Edwards seconded. Upon vote, motion approved.
- f. Reminder of the Comprehensive Plan meeting on April 27, 2019 at 10:00 a.m.

4. NEW BUSINESS:

- a. Update on how the campground is going: Joe Newman, Camp Coordinator reported everything is going well and close to \$700.00 has been collected in just two weeks. Reservations are coming in daily.
- b. The Port of Dewatto will be audited this year by the State Auditor's Office for years 2017-2018. There is no date yet.
- c. Jeana Crosby, Manager, has enrolled in the Public Records Act "University" in Lynwood on June 18, 2019. This is a free class and will benefit the Port with information on Public Records.
- d. Additional hours for Jeana: Jeana Crosby, Port manager reported there is an increase of work duties and twenty hours is not enough to get the work done in a timely manner. She is requesting an increase in hours to deal with the Comprehensive Plan, public records requests and the annual report. Chairman Mow suggested a temporary increase of eight additional hours for a total of 28 hours per week and re-evaluate at a later date to see

if more are needed. Commissioner Edwards moved to temporarily increase Port Manager Crosby's hours from 20 to 28 per week and re-evaluate at a later date to see if more are needed. Commissioner Haugen seconded. Upon vote, motion approved. Chairman Mow wants to ensure we watch the budget.

- e. Jeana Crosby is going to be on vacation June 25, 2019 to July 3, 2019 and will have submitted the vouchers for payment but will need the warrants picked up at the port office and the payments mailed out. Chairman Mow would like Jeana to have the June 19, 2019 minutes done prior to her vacation. Jeana reported she would also have Kris Tompkins proof the minutes.
- f. Jeana Crosby mentioned in May it is filing time for positions that are up for election. Commissioner Haugen position is due for election in 2019.

5. PUBLIC COMMENTS:

- a. Kris Tompkins asked about approval of a contract or retainer for the lawyer handling the Port litigation: Commissioner Haugen moved that we sign a contract to retain a Port Attorney for litigation. Commissioner Edwards seconded. Upon vote, motion approved.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is May 15, 2019 at 6:00 p.m. The next Comprehensive Plan Meeting will be held on April 27, 2109 at 10:00 a.m. at the Port building.

MEETING ADJOURNMENT: Commissioner Edwards moved to adjourn the meeting and Commissioner Haugen seconded the motion. Upon vote, motion passed and Chairman Mow adjourned the meeting at 7:16 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date