

**PORT OF DEWATTO**  
**2501 NE Dewatto RD**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**May 15, 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 Edwards moved to approve the May 15, 2019 agenda. Commissioner Haugen seconded. Upon vote, motion approved.
- e. Board Member comments: Commissioner Haugen reported that the fence was finished and the warning signs placed. He also stated that there is a recreational burn ban beginning May 23, 2019. The email detailing this is available for the guests as well. He will gather his signs from last year that say "NO unattended fires" and place them at the campground. Commissioner Mow stated he thought the Comprehensive Plan meeting went well. He felt the attendance was good. He also said we are moving in the right direction.
- f. Guests: There were 3 guests in attendance.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting on April 17, 2019:** Commissioner Haugen moved to approve the April 17, 2019 regular meeting minutes. Commissioner Edwards seconded the motion. Upon vote, motion approved.
- b. **Approve May 2019 vouchers 2019-074 to 2019-092 in the amount of \$9,243.02:** Commissioner Edwards moved to approve the May 2019 vouchers 2019-074 to 2019-092 in the amount of \$9,243.02. Commissioner Haugen seconded. Upon vote, motion approved.
- c. **Campground fees collected in April 2019 were \$3,403.00.** We had a complete weekend booked in April by a group that stayed three nights. We also had three other weeks of reservations that were deposited.
- d. **Rent collected for the building for April 2019 was \$50.00.**

### 3. OLD BUSINESS:

- a. **Update on the vinyl floors:** Chairman Mow reported that he spoke with Carolyn at All Floors and More, and she will have her company remove the current floor, the appliances and the molding in prep for the new floor install. She will get back to Commissioner Mow with the stipulations.
- b. **Update on campground fence and warning sign:** As reported earlier, the fence and warning signs are complete. It looks very nice and was really needed due to erosion on the bank.
- c. **Update on campground reservations and activity:** Joe Newman reports the reservations are going well and the Memorial Day weekend is approximately two thirds booked. One lady has paid \$700 for the whole day. He has noticed no vandalism, minimal garbage and no missing envelopes. Everyone so far has paid with no issues. Rande Williams asked how much we charge to camp? Commissioner Haugen stated \$15.00 for no electricity, \$18.00 with electricity and \$3.00 for each additional vehicle. Commissioner Mow would like to talk about increasing the fees for the campground at the next meeting so it can be presented at the next comprehensive plan and possibly be implemented for next year.
- d. **Review of April 27, 2019 Comprehensive Plan meeting:** There was a summary of the April 27, 2019 meeting and a recap of the priorities presented. Commissioner Mow would like to have the community decide what is the most important item they would like addressed and/or implemented in to the Comprehensive Plan and has asked our manager to put a poll on the website so we can choose a day to present a draft plan to the community. Commissioner Mow felt it would be better to develop the Comprehensive Plan in house as the demographics and environmental issues will remain the same and the document should be much smaller than the last one. We can present answers to the questions from the community at the next comprehensive plan meeting.

### 4. NEW BUSINESS:

- a. **Employee Salary Discussion:** We should not be reimbursing mileage for an employee to go from home to work and back as it is not a valid use of public funds. At the April 17 meeting Chairman Mow suggested we review salaries for the Port's employees and possibly increase them to offset the mileage reimbursement. Jeana Crosby requested a salary comparison chart from the WPPA and Kris Tomkins reviewed the 2018 compensation survey. She did a break-down of employee's mileage, hours worked last year and converted the mileage into an hourly wage. The new salary was compared to other small ports that reported in the categories of seasonal positions, property maintenance and a parking attendant. It appeared that an increase to the Campground Coordinator's pay may alleviate the issue. It was also brought to the Commissioners' attention that the Campground Coordinator would then be making more than the Port Manager. Kris Tompkins also did an evaluation of the small ports

CEO/executive/manager and administrative assistant ranges. Those comparisons showed our manager was not on the same standard in pay as the other small ports. Kris Tompkins sent the Commissioners an email with all of this information and copies of the numbers were presented at the meeting as well. Commissioner Haugen requested the break-down of funds and if the Port could afford the increase with our current budget. Kris Tompkins reported that it would be approximately \$6,500.00 more for the whole year and with the increased use of the campground and the timber excise tax/timber trust it should be covered. If campground fees are raised for next year that revenue would help with these campground costs. Commissioner Mow stated that we could extend the responsibility of the Campground Coordinator to come check on the building when we have a rental. There was also discussion on how to get the building rented more often. The manager is to look into better marketing and advertisement of the building to increase rentals. The Commissioners asked for comparisons of fees from other campground to help review ours. We will work on getting the prices increased for the campground between seasons and be ready to implement them next year. There was a motion by Commissioner Edwards to approve the increase of salary for the Campground Coordinator from \$17.00 to \$20.00 an hour and the Manager from \$17.50 to \$23.00 an hour. Commissioner Haugen seconded the motion and upon vote, motion was approved. There will be no more reimbursement of mileage for driving from home to work and back.

Commissioner Edwards reported he spoke to the county commissioner for a great length of time and it was mentioned that we are lucky we have not been inundated like Seattle. If this should happen in the future we need a way to handle the situation. He suggested having a few RV spots at the building. Commissioner Haugen replied that this is not what the community wants to see here. They do not want another campground on Dewatto Road. This issue will be discussed at the next comprehensive plan meeting which will be scheduled when we get the poll back from the community.

- b. **WPPA Conference June 12-14:** Jeana Crosby, Manager is attending the three day WPPA conference to be better trained in the areas of small ports.
- c. **Amount to Add in State Investment Pool:** Kris Tomkins prepared a worksheet for the Commissioners showing current cash with future expenses and revenues. Based on those numbers she suggested \$20,000 be added to the State Investment Pool because if we need funds in the future we can draw back out. This will give us more interest income. A motion was made by Commissioner Edwards to move \$20,000 to the State Investment Pool. Commissioner Haugen seconded and upon vote, the motion passed. Kris Tompkins mentioned that in the future the Commissioners could pass a resolution giving the manager the authority to move funds into and out of the investment pool as needed. This money

flows between the Port's cash account with the Mason County Treasurer and the State Pool, not the Port bank account. Commissioner Edwards was not in favor of this. Commissioner Mow suggested we add it to new business on the agenda for the June meeting.

- d. **Cookie Social:** Jeana Crosby reported there would be a cookie social June 1, 2019 from 1:00-4:00 p.m. We have seven RSVP's so far.

**5. PUBLIC COMMENTS:**

- a. Rande Williams from Haven Lake reported that the campground has improved a great deal in the last 18 months. He feels it is better supported, kept in better condition and is moving in the right direction. He also wanted to state his concern regarding all of the shooting that has been happening and wants to know if there has been any new information regarding the DNR. Commissioner Haugen reported that he and some of the other community residents have contacted the DNR regarding the shooting on Hahobas Road. After multiple conversations, the DNR has pulled down the signs allowing shooting and there is no legal area to shoot there at this time. There are signs posted for shooting at the Jarstad Creek area. There was much discussion between the Commissioners and the residents on the need for an enforced shooting range. There needs to be someone on site, secure and rules strictly enforced. There is a shooting group that meets in Belfair monthly if anyone wants to go and see what they know. The Manager was asked to check with the DNR (Andy Ashenbrenner) on where it is legally sanctioned to shoot.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is June 19, 2019 at 6:00 p.m.

**MEETING ADJOURNMENT:** Commissioner Haugen moved to adjourn the meeting and Commissioner Edwards seconded the motion. Upon vote, motion passed and Chairman Mow adjourned the meeting at 6:59 p.m.

**SIGNATURES:**

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Chairman: Ray Mow, District #2/Date

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

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Commissioner: David Haugen, District #3/Date