

**PORT OF DEWATTO**  
**2501 NE Dewatto RD**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**June 19, 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 June 19, 2019 agenda. Commissioner Haugen seconded. Upon vote, motion approved.
- e. Board Member comments: Commissioner Haugen reported he was able to contact a person from Air Northwest. He gave him the information regarding the option for a landing zone next to the Port of Dewatto building. The contact will do a fly over to assess. Dave had been working with Assistant Fire Chief Scott Cooper.  
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. Robbie Wolcott stated. "Good Job Guys".

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting on May 15, 2019:**  
Commissioner Haugen moved to approve the May 15, 2019 regular meeting minutes. Commissioner Edwards seconded the motion. Upon vote, motion approved.
- b. **Approve June 19, 2019 vouchers 2019-093 to 2019-113 in the amount of \$ 12,224.39:** Jeana reported the increase in vouchers was due to the increase in salaries, floor deposit and porta potties. She states that next month it will be a little high as well due to the final payment for the floor and possibly another invoice from the law firm. Commissioner Haugen questioned if our budget is actually going to be ok. He stated that he received a balance of account from the bookkeeper and it looks as though the budget is dwindling. Kris Tomkins explained that the balance sheets

sent by the bookkeeper don't include all the revenue that we get from timber trust and property taxes so it really doesn't give Commissioner Haugen the correct figures and he should not go by those numbers. Commissioner Haugen asked if we have the exact numbers. Kris reported at the end of May 2019 we had received \$46,825 total revenue with \$25,085 from property tax and \$13,973 from DNR timber trust. The 2019 budget is \$84,000 and through June expenditures are \$41,544.77 leaving a balance of \$42,455.23. She explained that we just invested \$20,000 at the end of May in to the investment pool for a total of \$210,000.00 invested. With that having been done, we still are at about half way with our budget to this point which does include June 2019 vouchers. She also went over the revenues that we have coming in. We still will have more money coming in with the campground collections. Commissioner Haugen moved to approve the June 2019 vouchers 2019-093 to 2019-113 in the amount of \$12,224.39. Commissioner Edwards seconded the motion. Upon vote, motion approved.

- c. **Campground fees collected in May were \$3,920.00.** Total to date is \$9,414.77 with two remaining dates for deposits in June.
- d. **Rent collected for the building for May 2019:** None was collected.

### 3. OLD BUSINESS:

- a. **Executive Session:** Commissioner Mow adjourned the meeting at 6:09 p.m. for approximately 10 minutes for an executive session to discuss litigation and called the meeting back to order at 6:12 p.m.
- b. **Update on the vinyl floors:** The manager reported that the team would be here from All Floors and More to replace the vinyl floor on July 8-July 11, 2019. We will need to get an approval for the extra amount to remove the appliances and baseboard as apparently there was some miscommunication and it was not going to be deducted from the cost of the flooring. Commissioner Mow stated he spoke with Carolyn in person so does not know what the miscommunication is and he will talk to Carolyn again when she comes back from Hawaii. Commissioner Edwards moved that we approve an additional amount up to \$500.00 plus tax in order to remove the baseboards and appliances prior to replacing the new vinyl. Commissioner Haugen seconded the motion and upon vote, motion passed.
- c. **Update on campground reservations and activity:** Joe Newman, campground coordinator reported it has been busy. We have had a few campers reserve the whole campground for one day and have paid cash in advance. Joe Newman also said Jeana Crosby, Manager should be commended for going out to the campground on the Friday before the Memorial Day weekend due to multiple complaints of noise and partying after midnight. Jeana and her husband went out and talked to the campers asking them to abide by the rules. The campers did quiet down. Commissioner Haugen asked if we have enough porta potties. Joe Newman

reported yes, we do have enough. He had to pick up some extra toilet paper but otherwise all is good. One camp group is interested in having a sani-wash station and they will pay for it. Jeana Crosby will get that ordered. Joe Newman also stated we have had about 35 drive-ins without reservations and they have paid with the exception of one camper who left a note stating he was sorry but he didn't have enough money to pay. Jeana calculated the campground revenue averages \$769 per week.

- d. **Campground comparisons information set to Commissioners:** Commissioner Mow asked the manager at the last meeting to do a comparison on other campgrounds and report it at this meeting. The Manager went over the graph with the Commissioners. Kris Tompkins stated the campground fees had not been increased in 14 years as the last increase was approved on April 12, 2005. Jeana Crosby stated this was done so we could present the comparisons to the community as part of the comprehensive plan. This will be discussed amongst the Commissioners and a decision will be made next month. We will not be raising the prices this year as we are in the middle of the season. It will be planned for the next year's season.
- e. **Update on matrix and feedback from comp plan survey:** A poll was resent out to the Dewatto community to ask what the most important and least important was to them in the future development of the Port of Dewatto. They were to use the numbers one to five only once and make their choices. Jeana Crosby reports that the helipad/emergency shelter was at the top of the list, then no development, engage in the community more, small boat ramps and last was no large boat ramps. Commissioner Ray Mow stated unfortunately we cannot give them either boat ramp as we do not have any property to do that. Wes Dixon asked if we can put in a small slide there for the boats. Dave Haugen stated at one time we were able to do that but that was many years ago. Commissioner Edwards said that the DNR was involved then but those folks have retired. Commissioner Mow stated he takes his sons down there and puts kayaks in the water and it works for him. Commissioner Mow thanked Jeana Crosby for the information.
- f. **Set date for the next Comprehensive Plan meeting after preparing a draft of a new plan:** Commissioner Haugen has prepared a draft comprehensive plan that he had sent to the Commissioners to decide if it should be presented. He has added all the previous summaries. Commissioner Mow wants to make sure this is a proposed draft plan to present to the community so they can decide if that is what they are wanting for the Port. Commissioner Mow does not feel it needs to be voted on by the commission and Commissioner Edwards states Commissioner Haugen can present it to the community himself. With discussion, Commissioner Mow asked for a motion to approve the draft plan subject to change. Commissioner Haugen moved to approve his initial draft of the 2019 comprehensive plan proposed draft subject to change. Commissioner

Edwards wanted to discuss further. He felt there were a lot of restrictions and feels that it was involved with our mission statement. How are we going to generate more revenue to develop and spread the wealth? After more discussion, Commissioner Mow seconded the motion. Upon vote, motion passed.

Commissioner Mow suggested July 27, 2019, 11:00 a.m. at the Port for the next comprehensive plan meeting. It will be televised again by Mason Web TV. The Community Response Team (CRT) meeting for the volunteers will follow immediately after the comprehensive plan meeting. Jeana Crosby stated the 2005 Comprehensive Plan is now electronically uploaded to the Port's website. Kris Tompkins had the plan put on a thumb drive and Jeana Crosby had it uploaded by our webmaster. This was a lot more cost effective than having six copies made for the residents that requested them. Jeana Crosby also reported that our webmaster will be out a few days in July so some items may need to wait to be uploaded to the website. Commissioner Mow wants to use the demographic and physical data the 2005 comprehensive plan so it can be added to the new comprehensive plan and we can print in-house instead of sending it out for the high cost of printing outside. Ray will put the maps into GIS.

- g. **Update on Cookie Social/CRT:** Jeana Crosby reported that there was a pretty good turnout for the cookie social. Many different kinds of cookies were exchanged. Robert Collamore from the North Mason Fire Department, Tahuya was at the meeting and went over some key points on what is needed for Community Response Team (CRT) training and he would be more than happy to accommodate us with this training. There was quite a bit of interest and a list was taken to gather information on when to schedule the sign-up and training. There was no representation from Collins or Haven Lake so hopefully in the future those areas will be able to attend. Commissioner Mow would like to put a flyer on the Haven Lake bulletin board so they will be better informed. Jeana Crosby will have the Comprehensive Plan meeting put in the newspaper and flyers at the post office and outside our building on our bulletin board.
- h. **Update on DNR sanctioned areas for shooting and how to complain:** Jeana Crosby reported having spoken with Andy Ashenbrenner, DNR regarding the areas in which it is legal to shoot out here and how to complain. He stated that Jarstad Creek is still posted for shooting however the DNR has not been able to find a place where they feel it would be safe and agreeable to the communities. He did also offer information that the Kitsap Rifle Range would be reopening after they have all of their permits. They took signs down at Hahobas Road.
- i. **Update on carpet:** The carpet has been professionally cleaned by Carpet Recovery. It looks and smells better and some of the guests at the cookie social even mentioned that it looked so much better.

**4. NEW BUSINESS:**

- a. Resolution 04-2019 regarding authorization to purchase and liquidate investments with the Washington State Investment Pool through the Mason County Treasurer:** As requested at the May meeting, Kris Tompkins wrote a resolution authorizing each of the three Commissioners and the Port Manager, Jeana Crosby to sign the proper documentation with Mason County Treasurer's office to process the purchase or liquidation of investments with the State of Washington Investment Pool. Commissioner Haugen made the motion to approve Resolution 04-2019 authorizing the Commissioners and Port Manager to purchase and liquidate investments with the Washington State Investment Pool through the Mason County Treasurer. Commissioner Edwards seconded the motion. Upon vote, motion approved.
- b. Report on the financial seminar and public records conferences:** Jeana Crosby reported she went to the WPPA Financial Seminar for three days at Alderbrook. There was a lot of information and there are certain things that the Port needs to change and add to policy. There was good information about bids; check all bidders, go with lowest responsive bid, etc. Ray will send his small works rooster agreement. Ray asked about holding retainage on jobs. There is a small ports meeting during October in Leavenworth. The public records act university was very informative. We need to have logs and policies for everything and it also is a good paper trail for the auditors and will keep us in good standing and lessens the chance of having a legal suit regarding the proper handling of the records requests. It was suggested that the Commissioners try and attend some of these seminars especially on the public records act.

**5. PUBLIC COMMENT:**

- a. Paid Time Off Policy:** Kris Tompkins has been working with the Belfair Tax ladies on the accrual of leave for the Port employees under the paid time off (PTO) policy. Their payroll system does not handle this type of leave, so Kris built a spreadsheet to track the accrual. Kris found out that sick leave accrual now required by law is also calculated on holiday hours paid along with amount of hours worked. So the Port of Dewatto Leave Policy should be changed to reflect this as it now states, "Part time employees will accrue based on the amount of hours worked per month." It will be a simple wording change to include both hours worked plus holiday hours paid. This will be made and put on the agenda for action at the July meeting.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is July 17, 2019 at 6:00 p.m. and the next special meeting for the Comprehensive Plan is July 27, 2019 at 11:00 a.m.

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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 7:00 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