

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
July 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 July 17, 2019 agenda. Commissioner Edwards seconded. Upon vote, motion approved.
- e. Board Member comments: None
- f. Guests: There were 2 guests in attendance.
- g. Adjourn for Executive Session: Commissioner Mow adjourned the regular meeting to go in to Executive session at 6:03 p.m. for approximately ten minutes to discuss litigation. Jeana Crosby stepped out to let the guests know it would be another five minutes.

2. CONSENT ITEMS:

- a. **Call Meeting back to order at 6:17 p.m.**
- b. **Approve minutes of the regular meeting on June 19, 2019:**
Commissioner Haugen moved to approve the June 19, 2019 regular meeting minutes. Commissioner Edwards seconded the motion. Upon vote, motion approved.
- c. **Approve July 17, 2019 vouchers 2019-114 to 2019-132 in the amount of \$ 13,162.28:** Kris Tompkins reported that the 2nd quarter taxes and L & I payments are due this month as well and that is part of the reimbursement amount for the Port of Dewatto. The taxes are being paid timely and so no more penalties. Kris Tompkins reported over \$2,700.00 has been paid in penalties (for filings prior to 2018) and we do not expect any more. Commissioner Edwards moved to approve the July 17, 2019 vouchers 2019-114 to 2019-132 in the amount of \$13,162.28. Commissioner Haugen seconded the motion. Upon vote, the motion was approved. Jeana Crosby reported that we are doing well with supplies and should not need a lot more before the end of the year.

- d. **Campground fees collected in June 2019 were \$ 4,140.77.** The total to date as of July 17 is \$14,503.77 which includes the first two weeks of July 2019, of \$3,670.00. In comparison to last year, Joe Newman reported revenue this year is more as last year June was pretty wet and we had fewer campers. We had no problems with the campers on the Fourth of July Holiday this year. Jeana Crosby had taken copies of the regulations regarding the fireworks to the campground and handed them out to the campers and Joe Newman reminded them when he was making his regular rounds. Some campers apparently went down to where the old oyster house had been and lit off a few fireworks.
- e. **Rent collected for the building in June 2019:** There was no rent collected. Jeana Crosby is working on marketing for the building.

3. **OLD BUSINESS:**

- a. **Update on the vinyl flooring:** The floors are in and complete. The coat closet has been organized and some items were taken to the basement for storage such as the leaf blower and speaker stands. All of the boxes were broken down and put in the dumpster. Commissioner Mow said to make a list of any issues that we may have with the floor, if any, and have the company come back out to fix.
- b. **Update on the Campground reservations and activity.** Joe Newman reports we have been busy! Best two weeks in July in a long time. He reiterated that it was quiet for the holiday with no issues. We have a group coming in for the weekend of July 18-21 that has rented the whole campground and that will bring in a good amount. We have campers booked until September already.
- c. **Comprehensive Plan Meeting:** The comprehensive plan meeting has been scheduled for July 27, 2019 at 11:00 a.m. Mason Web TV will be recording the event. The meeting has been posted on the website, and in the journal. The agenda will be handed out at the meeting.
- d. **Update CRT training schedule:** Initial sign up for the Community Response Team (CRT) is July 27, 2019 at 1:00 p.m. directly after the Comprehensive Plan meeting. Further dates for the training are August 3, 10, 17, and 24, 2019. A make-up day will be scheduled later on if some are unable to attend all sessions. There will be a quick social gathering after the completion of the training. A schedule of the CRT training was given to the Commissioners. Kris Tompkins stated she mentioned the CRT training at the Haven Lake property owners' Fourth of July weekend meeting.
- e. **Update on the Leave Policy and Resolution 05-2019 with the new wording for accruing leave:** This was discussed last month and the actual wording for leave accrual has been changed and reflected in Resolution 05-2019 which will cross reference each other in the Leave Policy. The Policy date has been changed to July 17, 2019. Commissioner Mow stated the wording appears to be correct and should be approved by the Commissioners. Commissioner Edwards made a motion to approve

Resolution 05-2019 regarding the Port of Dewatto Leave Policy as revised with the date of July 17, 2019. Commissioner Haugen seconded. Upon vote, motion passed.

4. NEW BUSINESS:

- a. **Resolution 06-2019 appointing auditing officer for the Port of Dewatto:** Jeana Crosby attended a financial seminar in June and one of the take a-ways was that we are to have an auditing officer to check any money transactions. Jeana verified this with one of the WPPA (Washington Public Ports Association) lawyers. She also checked with the State Auditor's website, looked at the regulations on appointing an auditor for the Port and checked on the verbiage to put on the certification. This is to certify the claims presented against the Port are true and correct. The Commissioners approve payment of vouchers and Jeana Crosby's certification has been added to the bottom of the vouchers. We will also need a claim for expenses form for reimbursement of supplies and mileage. Commissioner Haugen confirmed he saw the same information on the video of Allyn's meeting. Kris Tompkins will look into a format for the form. Commissioner Edwards made a motion to approve Resolution 06-2019 regarding the appointment of Jeana Crosby as the auditing officer for the Port of Dewatto. Commissioner Haugen seconded. Upon vote, motion passed.
- b. **Information on a proposed Landing Zone:** Commissioner Haugen states nothing has changed since Air Northwest has come out to do a fly by and have it as a suitable site. Commissioner Haugen spoke with the safety officer of Air Northwest. He cleaned up the area a bit and placed orange cones at the perimeters and painted a circle in the middle where it is located. This will suffice for day landing. Night landing will need to be provided by whomever is landing and their procedures. We will not need any grants or third party agreements for an actual Helipad to be developed as we do not need that extensive of a landing zone. Kris Tompkins mentioned that the Helipad grant discussion was from when the Salmon Enhancement Group needed to move their helipad and were looking at our area and that is when the grant would have come into play. Commissioner Haugen was thanked for getting the Landing Zone made suitable.
- c. **Community Barbeque:** August 10, 2019 at 3:00 p.m. directly after the CRT training session. The Port will supply the meat, condiments and drinks and will ask guests to bring side dishes to share. An email will be sent out to remind people and Jeana Crosby will put an advertisement in the journal under neighborhood news. RSVP's will be appreciated.
- d. **An Enduris Representative will be here on August 6, 2019:** At 1:00 p.m. on August 6, 2019 an Enduris (small ports' insurance pool) representative will be here to go over our insurance policy for the Port and the campground to see if we need any changes or additions. She will also be discussing the blanket bond coverage we have with the Port for

employees and volunteers. The Commissioners are invited to attend. In response to questions about the Port's coverage, Kris Tompkins went over the current plan that we have and informed us that it can be found at the very back of the Port's Annual Report on file here or online on our website. Jeana will present the information at the next board meeting and the Commissioners can choose to make changes.

5. PUBLIC COMMENT:

- a. None

NEXT BOARD MEETING DATE: The next special meeting for the Comprehensive Plan is July 27, 2019 at 11:00 a.m. and the next regular monthly Commissioner meeting is August 21, 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 6:42 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date