

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
August 21, 2019

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards (**Absent**)
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: Commissioner Edwards was not in attendance. Commissioner Haugen moved to excuse Commissioner Ted Edwards from the meeting. Motion seconded by Ray Mow and upon vote, motion passed.
- c. Public comments: None.
- d. Board will approve or amend the meeting agenda: Commissioner Haugen moved to approve the August 21, 2019 agenda with striking New Business section (a). Commissioner Mow seconded. Upon vote, motion passed.
- e. Board Member comments: Dave Haugen reported that he got the gutters re-established on the lower part of the building. They seem to be working. Dave feels that the upper gutters need cleaning. He will do an assessment when the roof is dry. Chairman Mow said let us know if he needs assistance.
- f. Guests: There were 3 guests in attendance.
- g. Adjourn for Executive Session: Commissioner Mow adjourned the regular meeting into Executive session at 6:03 p.m. for approximately three minutes to discuss litigation.
- h. Meeting was called back to order by Chairman Mow at 6:05.30.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting on July 17, 2019:**
Commissioner Haugen moved to approve the July 17, 2019 regular meeting minutes. Commissioner Mow seconded the motion. Upon vote, motion passed.
- b. **Approve August 2019 vouchers 2019-133 to 2019-152 in the amount of \$ 9,845.27:** Commissioner Haugen moved to approve the August 2019 vouchers 2019-133 to 2019-152 in the amount of \$9,845.27. Commissioner Mow seconded. Upon vote, motion passed.
- c. **Campground fees collected in July were \$6,841.00.** We are ahead of total from 2018 at this time with last deposit made on August 21, 2019 in the

amount of \$1,217.00 bringing our current year total to \$22,624.77. 2018 total collections were \$21,930.80.

- d. **Rent collected for the building:** None, however the building was used for the Comprehensive Plan meeting held on July 27, 2019 and also for the CRT sign up.

3. OLD BUSINESS:

- a. **Update on the Comprehensive Plan July 27, 2019 meeting:**
Jeana Crosby reported that there is a summary of the Comprehensive Plan that has been distributed and posted to the website.
- b. **Review of the Proposed Comprehensive Plan Draft:** Kris Tompkins inserted some of the 2005 background, historical, geography and general soils data into the proposed comprehensive plan draft that Dave Haugen had presented. Kris worked with Jeana Crosby to update some of the data on campsites and assessed value of Port property holdings. Commissioner Mow will have maps and other information for the draft after school starts. Commissioner Haugen had some changes for the history and facts section of draft. He would like the area changed from Kitsap Peninsula to Tahuya Peninsula. He would like to change some of the wording to work better for our area regarding the climate. This is to say moderate rain and snow. Commissioner Haugen will do some more research on the history. He will get those corrections and additional data to Kris for her to include. Ray Mow wants to make sure we have footnotes giving credit to who wrote it.
- c. **Campground reservations and activity.** Joe Newman reports we have been very busy. It has been going pretty good. There were a couple of undesirable campers that Jeana Crosby had to go out and give a little schooling on being an adult and listening to the rules. The police were also there for back up. Joe Newman states the campground is fully booked for Labor Day and we have a group reserving the whole campground for the last weekend that we are open. Also it is booked next June for a wedding. We had some money stolen at the campground and someone dumped gravel in one of the porta potties. We will have to pay an extra fee with the septic company to have a truck come out and remove the potty. Jeana Crosby reported that although there is a sign, people still jump off the ledge into the water. Joe Newman also reports there does not seem to be an issue with logs damming the river this year. It is quite low at this time.
- d. **Representative from Certified Payments for a government credit card acceptance program:** Jeana Crosby and Kris Tompkins met with Krystle Ramos from Certified Payments and she discussed how the program works. She intended to be here at tonight's meeting, however had a mix up in her schedule. She is available for questions and has been rescheduled for the next regular commissioner meeting. WIFI is needed to use this at the campground and can be secured with a password that could change every season. Jeana Crosby stated we have WIFI down at the campground; it is just not turned on. Dave Haugen made a motion to activate the WIFI

during the campground season from April to September starting in 2020. Ray Mow seconded. Upon vote, motion passed. The credit card acceptance will be discussed at the next meeting so the commissioners can go over the paper work.

- e. **Staff recommendations on campground fee increases:** Jeana Crosby supplied the Commissioners a table of fees showing what other campgrounds charge in our area, north and south. A letter was presented and signed by Jeana Crosby, Manager and Joe Newman, Camp Coordinator with the recommended new proposed fees. Fees have not been raised since 2005 and are currently \$15.00 for non-electric sites, \$18.00 for electrical sites and \$18.00 for the pavilion. Dave Haugen moved to establish a new fee schedule for the campground starting in 2020 to \$20.00 for non-electric sites, \$20.00 for the pavilion and \$25.00 for electrical sites. Ray Mow seconded and upon vote, motion passed.
- f. **Report of August 10 Barbeque:** Jeana Crosby reported that the barbeque went very well and we had 38 guests in attendance including six new guests from Tee Lake and six new guests from new property owners adjacent to the Port of Dewatto. Other than the yellow jackets, the barbeque was very successful. There was plenty of food including desserts. We hired Richard Hay to play music for us, had T-shirts for sale, and there were games for the kids. We had representation in attendance from two of the three districts.
- g. **Report on Enduris August 15 meeting regarding insurance policy changes:** A representative came in to discuss and go over our insurance policy information. We have \$20,000,000.00 in coverage per occurrence. To add the play area we would have an approximate premium increase of \$30.00 a year for the actual equipment. The property will remain covered on our original policy. Commissioner Haugen and Commissioner Mow would like to see different costs and designs for the play area. Commissioner Mow stated we can revisit this when we compile more information and data. That will be the only change to our policy when we continue to go ahead with the playground.

4. **NEW BUSINESS:**

- a. **Washington Public Ports Association Representative to address Commissioners:** James Thompson, interim Executive Director for the Washington Public Ports Association (WPPA) attended our meeting this evening to discuss the function and goals of the Association. The Port is a member of the WPPA and "they work for us". The WPPA also represents ports for the legislature and any changes. Among other things, they help ports find grants and how to apply. At this time the Association is seeking candidates for a permanent Executive Director as the past one has gone to the Port of Tacoma. Each port is entitled to one vote by the trustee no matter the size of the port; Jeana Crosby is our trustee. Mr. Thompson has been visiting other ports in the area to inform folks he is a candidate for

the WPPA Executive Director position and to explain his goals for the future of the WPPA. Dave Haugen asked if the WPPA writes grants. James Thompson reported that they do not write grants but they can connect us with grant writers, engineers and other resources. He discussed the small ports seminar that is coming up in October in Leavenworth. He feels it is a very worthwhile seminar for not only directors and managers, but Commissioners as well. Kris Tompkins encouraged the Commissioners to attend as these seminars are very informative, educational and introduces you to resources you can contact once you are back in district.

- b. **Resolution 07-2019 appointing a public records officer for Port of Dewatto:** Resolution 07-2019 was presented. This is a statutory requirement. Commissioner Dave Haugen moved to approve Resolution 07-2019 appointing Jeana Crosby, Port Manager as the Port Public Records Officer. Ray Mow seconded and upon vote, motion passed.
- c. **Discuss changing the commissioner meetings to the second Wednesday of the month instead of the third so the bills are not getting overlapped and causing late fees:** Jeana Crosby reported that the bills are over lapping thus accruing fees and payroll is also delayed. If the regular meetings are changed from the third Wednesday to the second Wednesday of the month, it will fix this problem. We will need to notify people if the regular meetings are changed. It would be posted on our building and website, emails would be sent, and a blurb put in the neighborhood section of the journal. Dave Haugen moved to change our regular monthly meeting day to the second Wednesday of the month. Ray Mow seconded and upon vote, motion passed. Meetings will still start at 6:00 p.m.
- d. **Authorize amount for new play area and equipment at the campground:** Need more information on cost, location to place play area, height requirements, depth, environmental factors and labor. Commissioner Mow would like to see different estimates and different types of play areas. This can be presented at the next meeting or emailed to the Commissioners for input. Ray Mow and Dave Haugen request that we look into certified wood chips as we should not use pea gravel. We need to look at accessibility, location and safety. As soon as more information is gathered, a decision can be made. Jeana Crosby will compile the information and report back to the Commissioners for the next meeting. The play area and equipment would be budgeted for 2020.

5. PUBLIC COMMENT:

- a. Jeana Crosby will be out of the office until Tuesday, August 27. She will be available by phone.

NEXT BOARD MEETING DATE: The next regular Commissioner meeting is scheduled for the second Wednesday of the month, September 11, 2019 at 6:00 p.m.

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MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Commissioner Mow seconded the motion. Upon vote, motion passed and Chairman Mow adjourned the meeting at 7:05 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date