

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
September 11, 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. He informed the manager that he would not be at the meeting. Commissioner Mow moved to excuse Commissioner Ted Edwards from the meeting. Motion seconded by Commissioner Haugen and upon vote, motion passed. Manager Crosby will inform the Commissioners when one will be absent prior to the actual meeting.
- c. **Public comments:** None.
- d. **Board will approve or amend the meeting agenda:** Commissioner Haugen moved to approve the September 11, 2019 agenda. Commissioner Mow seconded. Upon vote, motion passed.
- e. **Board Member comments:** None.
- f. **Guests:** There were 4 guests in attendance.
- g. **Adjourn for Executive Session:** Commissioner Mow adjourned the regular meeting into Executive session at 6:03 p.m. for approximately ten minutes to discuss litigation.
- h. **Meeting called back to order:** by Chairman Mow at 6:09 p.m.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting on August 21, 2019:** Commissioner Haugen moved to approve the August 21, 2019 regular meeting minutes. Commissioner Mow seconded the motion. Upon vote, motion passed.
- b. **Approve September 2019 vouchers 2019-153 to 2019-173 in the amount of \$ 13,945.77:** Commissioner Haugen moved to approve the September 2019 vouchers 2019-153 to 2019-173 in the amount of \$13,945.77. Commissioner Mow seconded the motion to approve the vouchers. This includes Enduris insurance payment of \$4,157.00. Commissioner Haugen asked if we were caught up with paying the bookkeepers as he noticed it appeared we were behind 30 days. Manager

Crosby explained that the bills were all behind as there was a 6 week gap between getting the warrants from the County as they did not do a run on August 28, 2019 which would have been the normal warrant pick up for the Port. Their next run was September 4, 2019. Commissioner Mow stated now with the meetings changing to the second Wednesday of the month, it should make future bills paid on time. Commissioner Mow asked who was Jaime Wise on the voucher list. Manager Crosby explained she came in and cleaned the Port building. Upon vote, motion to approve vouchers passed.

- c. **Campground fees collected in August were \$8,363.00:** We are ahead of the collection total from 2018 at this time with the last deposit of \$531.00 made on September 9, 2019, bringing our current year total to \$26,568.00. We still have this week to deposit getting us close to the \$30,000 mark. Our 2018 total collections were \$21,930.80. Kris Tompkins noted that the Port budgeted \$21,500 for 2019 and we are well above that. Joe Newman, Camp Coordinator stated we had quite a few groups this year and a few that want to return next year. Commission Mow asked what we think was the reason for such a bigger year. Coordinator Newman stated that more people are aware of the campground and Manager Crosby commented that there is more representation from the Port itself with Mr. Newman and Manager Crosby going down to the campground and showing the campers we are there for them when needed. We have also had some improvements to the campground.
- d. **Rent collected for the building:** None
- e. **Claim for Expenses Forms:** Before going on to old business, the manager mentioned we have new "claim for expenses forms" that need to be signed. This gives us another paper trail and keeps items in check.

### 3. OLD BUSINESS:

- a. **Review of the Proposed Comprehensive Plan Draft:** Kris Tompkins had added the historical data that Commissioner Haugen had provided. She typed everything in the editing mode so the commissioners could see the additions and deletions that Commissioner Haugen had provided on the whole proposed draft Plan. She had emailed this edited draft to the commissioners. Commissioner Mow states he has read the draft and feels it is appropriate for the Port. It is short and sweet. The community has expressed in the past and recently that they want to remain rural and we have our campground to generate revenue which is in within the guidelines to remain a port. He will get the geographical items and maps that need to be included as soon as he can. He will provide them to Kris Tompkins, so she can get them included in the table of contents. Kris wanted to know if they wanted footnotes or endnotes. Commissioner Mow states that the endnotes would be appropriate. Kris also reported that Manager Crosby contacted the County and we do not have to have our Comprehensive Plan approved by them.

There was question on how often we have to redo the Comprehensive Plan. The Commissioners should review the plan every 5 years to be replaced, amended or remain the same. This will be added to the Goals and Policies section of the Plan. Commissioner Mow again stated he will get the other information together so we can get this completed before the end of the year.

- b. **Campground Reservations and Activity:** Joe Newman stated that we continue to be busy this season with the exception of the beginning of this week when it has been slow, however we have a group coming in this weekend that has rented the entire campground. Signs have been put up at the campground to notify of our closure on Sunday, September 15, 2019. Mr. Newman mentioned that we need some more fire rings for next year Joe will count how many more are needed so we can put money in the budget for 2020. We do not have to purchase them until next spring. We have enough tables. Otherwise the campground will be ready to close.
- c. **Representative from Certified Payments for credit card acceptance:** Krystle Ramos from Certified Payments went over the scope of what is offered for the credit cards and what benefits there will be for the campground. There will be no loss of reservations with this as it is a separate program on our website with a link. This will send the payments directly to the bank daily and produce a payment report to be emailed every day making less work and not having to hunt down the campers to pay their reservations. It will also accept or decline a transaction in real time. Campers will still be able to use a check or cash as before but will be encouraged to pay by debit or credit card before they set up camp. A tablet with a swiper can be taken to the campground and a receipt can be emailed for ease to the campers and staff. There is a small convenience fee that is absorbed by the camper and not the Port. Krystle Ramos said she can come in and do continuing training until everyone is comfortable with the program. Commissioner Mow would like to pursue this. (There was no motion at the meeting so it will presented for acceptance at the next meeting).
- d. **Resolution 08-2019 Appointing an Agent to Receive Claims for Damages:** Commissioner Haugen made a motion to approve Resolution 08-2019 appointing the Port Manager as the agent to receive claims for damages against for the Port of Dewatto and to record it with the Mason County Auditor. Commissioner Mow seconded and upon vote, motion passed.
- e. **Follow up information on new campground play area and equipment:** Manager Jeana Crosby reported that she had not been able to follow up on the play area equipment as of yet, however will so it can be included in the 2020 budget.

**4. NEW BUSINESS:**

- a. **Discuss location to attach new Port sign:** The new Port sign was shown to all in attendance. There was a unanimous decision, of commissioners and guests, to attach the sign to the front of the building where it is visible and less likely to be vandalized. It was also discussed getting security cameras to watch for violators.
- b. **Amend 2019 Budget and Work on 2020 Budget:** We will need to have a public hearing at the next meeting to amend the current 2019 budget. Jeana Crosby and Kris Tompkins will start to work on the 2020 budget for discussion and input at the next meeting. Manager Crosby mentioned she learned at conference that we need to retain an on call lawyer for the Port. Commissioner Mow questioned this requirement. Jeana will research to make sure and report back to the Commissioners.

**5. PUBLIC COMMENT**

- a. **There was no public comment.**

**NEXT BOARD MEETING DATE:** The next regular Commissioner meeting is scheduled for the second Wednesday of the month, October 9, 2019 at 6:00 p.m.

**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 6:42 p.m.

**SIGNATURES:**

---

Chairman: Ray Mow, District #2/Date

---

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

---

Commissioner: David Haugen, District #3/Date