

**PORT OF DEWATTO**  
**2501 NE Dewatto RD**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**October 9, 2019**

Chairman: Ray Mow  
Commissioners: Richard (Ted) Edwards  
David Haugen

Port Manager: Jeana Crosby

**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:** Jayson Wolcott read the Port of Dewatto Newsletter and asked if the play area would be here at the Port Building or at the Campground. He also wanted to know if it would be covered under our insurance and if so what the increase would be. Commissioner Edwards asked where the play area would be located at the campground. Jeana Crosby mentioned we are going to go down and survey the area for an adequate spot and that there will not be a large increase in the insurance.
- d. **Board will approve or amend the meeting agenda:** Commissioner Haugen noticed the amount of the vouchers \$18,200.73 and the figure on the agenda \$18,002.73 are not the same. There is a typographical error in the agenda as the voucher total is correct. Motion was made by Commissioner Haugen to approve the amended agenda, with the correct voucher amount, for October 9, 2019. Commissioner Edwards seconded the motion, and upon vote, motion passed.
- e. **Board Member comments:** None.
- f. **Guests:** There were 6 guests. Manager Crosby introduced Krystle Ramos from Certified Payments.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting on September 11, 2019:** Commissioner Haugen moved to approve the September 11, 2019 regular meeting minutes. Commissioner Edwards seconded the motion. Upon vote, motion passed.
- b. **Approve October 9, 2019 vouchers 2019-174 to 2019-196 in the amount of \$ 18,200.73:** Commissioner Edwards questioned why the Inland Telephone bill was so high. The warrant and bill were sent to the wrong address and someone tried to cash it. The warrant was voided and we had to add the amount of that warrant to the current voucher payment. Commissioner Edwards moved to approve the October 2019 vouchers

2019-174 to 2019-196 in the amount of \$18,200.73. Commissioner Haugen seconded the motion and upon vote, motion passed.

- c. **Campground fees collected in September 2019 were \$2,186.00:** Manager Jeana Crosby informed the Commissioners that the total campground fees for the first two weeks of September were \$2,186.00. The campground is now closed for overnight camping however it is open for day use. Signs have been posted with the closure at the campground in numerous areas. Jeana Crosby also reported that the total for the 2019 was \$28,223.00 compared to the 2018 total of \$21,910.00. Commissioner Haugen would like a comparison to the operating costs and revenues for both years. Chairman Mow stated that we would have an increase of costs this year due to the improvements at the campground including the fence. Manager Crosby will present the comparison at the next meeting.
- d. **Rent collected for the building:** None

3. **OLD BUSINESS:**

- a. **Review of the Proposed Comprehensive Plan Draft:** Kris Tompkins reported that she sent an email to the Commissioners with the accepted edits that included Commissioner Haugen's changes and was also able to add the footnotes instead of having endnotes. Commissioner Haugen mentioned that there was an email address that needed to be edited and some rewording of the acreage of the campground. Chairman Mow has the demographics ready and he will send a PDF file to Kris Tompkins to add to the Comprehensive Plan. There is also a district boundaries map to be added.
- b. **Motion to accept and implement the credit card system from Certified Payments:** Krystle Ramos from Certified Payments returned to the Port to answer any questions regarding the proposed credit card system as Commissioner Edwards was absent at the last meeting. The decision was to go forward with the credit card system through Certified Payments. A motion was made by Commissioner Edwards to accept and implement a credit card system for the payments through Certified Payments. The motion was seconded by Commissioner Haugen. Per Chairman Mow, as long as we will have adequate training and we can get a protective case for the tablet, he is also in favor. Upon vote, motion passed. Chairman Mow reiterated that we will need to have the WIFI set up and activated prior to going live with the credit card system.
- c. **Information regarding playground equipment:** Penny Edwards stated she may have a name from where they purchased an outdoor play area many years ago and it is still quite steady. She will pursue and get back to the manager.

**4. NEW BUSINESS:**

- a. **Open Public Hearing on 2019 budget amendment:** Chairman Mow opened the public hearing on the 2019 budget amendment. Kris Tompkins went over the totals for the 2019 budget that we would need to finish out the year. This included the revenues and expenditures. The new budget amount would be an increase of \$50,000.00 from \$84,000.00 to \$134,000.00. There were no comments from the public.
- b. **Resolution 09-2019 amending the 2019 budget for the Port of Dewatto:** Commissioner Haugen made a motion to approve Resolution 09-2019 amending the 2019 budget to a new total of \$134,000.00. Commissioner Edwards seconded the motion and upon vote, motion passed.
- c. **Discussion of the 2020 budget:** Kris Tompkins went over the proposed revenues and expenditures for the 2020 budget. Among the topics was the increase in the campsites, pavilion and extra vehicle fees. Robbie Wolcott asked if we would be charging a WIFI fee. Commissioner Mow said not at this time however, we would address that possibility at a different meeting closer to the opening of the campground in the spring. Jayson Wolcott inquired why the numbers going out match the ones coming in as it appears that we are using all reserves. Commissioner Mow explained that government entities must balance the revenue and expenditures. This is why we had to adjust the budget for 2019.
- d. **Commissioner Edwards and Manager Crosby to attend the Small Ports Conference in Leavenworth sponsored by the WPPA:** The dates are October 23-25.
- e. **The Port of Dewatto is going through an audit for 2017 and 2018:** The State Auditor's Office is conducting an audit on the Port of Dewatto for the years of 2017-2018 and parts of 2019. The auditor stated that he would only need to be in the office one more day to complete his audit on our Port. An exit conference will be scheduled to go over the results. The public will be notified on the date via the Mason County Journal and we will hold a special meeting because two commissioners plan to attend.
- f. **Side parking lot re-striping:** Jeana Crosby presented an estimate for \$900 from STRIPERITE to re-stencil the handicap area and parking on the right side of the building. If the Port does the weed eating and pressure washing, we can save \$300.00 on the re-stenciling and only pay \$600. She requested suggestions for any other vendors to be contacted. Commissioner Edwards knows of someone and will get the information back to the manager.
- g. **Signatures for Mason County Annual Warrant Pick-Up:** Manager Jeana Crosby presented the Mason County annual warrant pick-up paperwork for signatures.

**5. PUBLIC COMMENT**

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

**NEXT BOARD MEETING DATE:** A Port of Dewatto special meeting is scheduled for October 28, 2019 at 1:00 p.m. to receive the results of the State audit. No other Port business will be conducted at this meeting. The next regular monthly Commissioner meeting is scheduled for the second Wednesday of the month, November 13, 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 6:52 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