

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
November 13, 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:** There were none.
- d. **Board will approve or amend the meeting agenda:** Commissioner Haugen moved to approve the meeting agenda for November 13, 2019. Commissioner Edwards seconded and upon vote, motion passed.
- e. **Board Member comments:** None.
- f. **Guests:** There were 3 guests.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting on October 9, 2019:** Commissioner Haugen stated the minutes reflect the October 9, 2019 meeting, as did Commissioner Mow, and moved to approve the October 9, 2019 regular minutes. Commissioner Edwards seconded. Upon vote, motion passed.
- b. **Approve minutes of the special meeting on October 28, 2019:** Special meeting minutes regarding our audit results were presented for approval. Dave Haugen explained what the exit meeting entailed and relayed to the guests that we did well. A copy of the audit result is on our website, posted in our office and also filed. We no longer have to have onsite audits and in the future they can be done on line. Commissioner Haugen moved to approve the October 28, 2019 special meeting minutes and Commissioner Edwards seconded. Upon vote, motion passed.
- c. **Approve November 13, 2019 vouchers 2019-197 to 2019-216 in the amount of \$ 8,404. 41:** Commissioner Haugen asked why the reimbursement for the WPPA seminar to Commissioner Edwards was so much higher than the manager's reimbursement if they both went to the seminar. Jeana Crosby, manager explained that she used the Port of Dewatto account to pay for her hotel and mileage and Commissioner Edwards paid for his on his personal account and was due for a reimbursement. Commissioner Haugen then moved to approve the

November 13, 2019 vouchers 2019-197 to 2019-216 in the amount of \$8,404. 41. Commissioner Edwards seconded and upon vote, motion passed.

- d. **No campground fees collected in October:** The campground is closed for the season.
- e. **No rent collected for the building in October 2019.**

3. OLD BUSINESS:

- a. **Review of the Proposed Comprehensive Plan Draft:** Kris Tompkins went over the changes that were made from the last meeting. She was able to fix the email address and have a better flow on the wording of the acreage of the campground. She then went over the table of contents of the comprehensive plan and asked about whether to include all the summaries and notes from the April 8, 2017. It includes the notes taken from the video. Jeana had included the comments and ideas from the community. There were many pages that may not be necessary and they also included names of the people. There was some confusion of what the "Parking Lot" note sheet was. Commissioner Haugen explained that the ideas were "parked" on the board on the wall with the personal comments. The Commissioners agreed that we do not need to include the Parking Lot information or the typed transcript from the video of the meeting. A summary overview of the meeting would suffice. The overview will be retyped in to the same format as the summaries. This makes the Comprehensive Plan much more manageable and the other documents will be available upon public request. Commissioner Mow would like to pursue the retyping the overview and remove the names associated with the comments. The draft Comprehensive Plan will be posted to the website for public review prior to adoption. We can adopt it at the next meeting.
- b. **Review Audit Results:** Jeana formally went over the audit exit interview and what the recommendations were from the State Auditor's Office. These can be found on the website under audit reports and there is a copy to review on the table for the guests. We have a report in our files and if a guest would like a copy that can be arranged as well.
- c. **Sign Letter to Belfair Tax and Bookkeeping retaining them for Port payroll and taxes:** The Commissioners agreed that the Belfair Tax ladies do a good job and they would like to keep them on as our bookkeepers. The Commissioners signed a letter that states we have retained them. The letter will be signed by the bookkeepers as well and filed for future reference.
- d. **Report on Campground Activity:** Manager Crosby reported that the Fish and Wildlife Officer, had been out patrolling and issuing tickets for fishing in the river or fishing without a license. He also called the Port to let Jeana know that the gate was wide open and there was no chain or padlock around. Jeana informed Commissioner Haugen and he bought a new chain and lock to replace it. It was also learned that Commissioner Haugen had

gone down to the campground to look around a couple of days later and the gate was unlocked. The only other key holder is the driver from AAA Septic. Dave had reiterated to him when he gave him the key to assure it was locked before he drove off. Manager Crosby called AAA and spoke to Stephanie regarding this matter and she was to contact the driver right away and tell him to make sure the gate is locked. We have not received a follow up call.

- e. **Approve the new campground fees:** Commissioner Haugen moved to approve the increases in the campground, extra vehicle, and pavilion fees for 2020. The new rates are \$20.00 for a site without electricity, \$25.00 for a site with electricity, \$25.00 for the pavilion (covered area/kitchen) and \$5.00 for an extra vehicle. Commissioner Edwards seconded the motion and upon vote, motion passed. The new prices will be posted prior to opening the campground in the spring.
- f. **Playground equipment and costs:** Manager Crosby did some research on the cost of playgrounds. She checked the commercial playgrounds and they all started at about \$5000.00. Commissioner Edwards feels it would be better to have metal playground equipment versus wood. He is concerned with the safety and longevity of the wooden one. Commissioner Mow states that swings are no longer being put up in school grounds due to safety. It was suggested that more research be done on the galvanized steel equipment and report back to the Commissioners via email. Commissioner Edwards would like Jeana to drive by the Belfair state park and see what they have. Kris Tompkins let the Commissioners know \$1,500.00 was put in the 2020 budget for the playground although we were not sure of what the cost would be.
- g. **Review Small Ports Seminar:** Manager Crosby and Commissioner Edwards explained what the seminars contained. There were a lot of vendors that included construction, banking, leasing and how to obtain grants. Commissioner Edwards felt the ability to meet personal contacts of ports like ours is important. This will be helpful in the future should we need any of their expertise. Manger Crosby mentioned that legal representation was one of the topics. Commissioner Mow suggested that Manager Crosby do research on legal representation. Kris Tompkins mentioned we may need to have a request for proposals.

4. NEW BUSINESS:

- a. **Open Public Hearing on 2020 revenue sources and budget:** Chairman Mow opened the public hearing on the 2020 revenue sources and budget. Kris Tompkins went over the budget packet handouts. She explained how the property taxes and levy works and how the levy amount is calculated. She reviewed the additions to the 2020 budget revenues and expenditures to cover the dollars for the Manager to work 24 hours a week . We had received the property tax levy information since the last meeting so we were able to add \$1,000 more to the projected revenues. Also the other

projections increased were \$1,000 to DNR Timber Trust, and \$2,000 to campground fees based on the new fees. On the expenditure side the salary and personal benefits and WIFI were increased and professional services decreased. Kris Tompkins asked for any questions. The manager reported she had already cut her hours down to the 24 hours a week. Commissioner Haugen was concerned that the possible total income increase of \$5,000.00 for the campground over 2019 may not be doable. Kris Tompkins explained the increase in campground fees compared to the amount of reservations last year with the new fees applied was well within the projected increase. The Commissioners had no other questions. There were no questions from the public, so the public hearing was closed.

b. **Port of Dewatto Resolution 10-2019 adopting 2020 budget:**

Commissioner Ted Edwards made a motion to adopt Resolution 10-2019 adopting the 2020 budget in the amount of \$102,000.00. Commissioner Haugen seconded the motion and upon vote, motion passed.

c. **Port of Dewatto Resolution 11-2019 setting 2020 property tax levy:**

Commissioner Haugen moved to approve Resolution 11-2019 setting the 2020 property tax levy at \$43,428.56. Commissioner Edwards seconded the motion and upon vote, motion passed.

d. **Discuss removal of the of Campground sign:** While doing a routine grounds check of the campground, Manager Crosby noticed the wood anchor for the sign was leaning and the sign did not look safe. She asked Commissioner Haugen if he would go down and evaluate. Commissioner Haugen noticed a lot of rot and agreed it is not safe. There is concern that the sign could fall on someone and there is the issue of the creosote timbers. All commissioners recommended that the sign be removed. Commissioner Haugen will take on the task of removing the sign and will ask for help, if needed. He will report back to the Port.

e. **Holiday Potluck at the Port:** Commissioner Haugen reported that he had been asked if anyone was doing anything for Thanksgiving or Christmas at the Port this year. It was decided that we would not be planning anything due to the extra expenditures we accrued in our budget this year. We can still decorate however and make a festive appearance.

5. PUBLIC COMMENT

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

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for December 11, 2019 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Ray Mow moved to adjourn the meeting and Commissioner Edwards seconded the motion. Upon vote, motion passed and Chairman Mow adjourned the meeting at 6:54 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date