

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
December 11, 2019

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

Port Manager: Jeana Crosby

1. CALL MEETING TO ORDER:

- a. **Commissioner Haugen called the meeting to order at 6:00 p.m.**
- b. **Commissioner attendance:** Chairman Ray Mow gave prior notice that he would not be able to attend so is excused.
- c. **Public comments:** There were none.
- d. **Board will approve or amend the meeting agenda:** Commissioner Edwards moved to approve the meeting agenda for December 11, 2019. Commissioner Haugen 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 November 13, 2019:** Commissioner Edwards moved to approve the November 13, 2019 regular minutes. Commissioner Haugen seconded. Upon vote, motion passed.
- b. **Approve December 11, 2019 vouchers 2019-217 to 2019-232 in the amount of \$8,905.55:** Commissioner Haugen asked if this was the last invoice we had to pay for the 2019 audit. Manager Crosby stated it was the final invoice for the audit. She also reported that the Shelton Journal will be interviewing the manager in the morning due to the fact that we had a "clean audit". Commissioner Haugen asked if the cost of the audit was as stated in the Exit interview and it was \$6,250.00. Commissioner Haugen asked for a motion to approve the vouchers. Commissioner Edwards made a motion to approve the December vouchers 2019-217 to 2019-232 in the amount of \$8,905.55. Commissioner Haugen seconded and upon vote, motion passed.
- c. **No campground fees collected in November:** The campground is closed for the season.
- d. **Rent collected for the building in November was \$50.00:** This was for a birthday party.

3. OLD BUSINESS:

- a. **Approve the Comprehensive Plan Draft:** Commissioner Haugen suggested we table approving the Comprehensive Plan until Commissioner Mow is here. Commissioner Edwards agreed that it would be in good faith and that we value his input and we should wait to approve. The Commissioners did not want to have a special meeting to approve and we will wait until the next meeting in January of 2020 for approval. The Comprehensive Plan was then tabled.
- b. **Campground Activity:** Commissioner Haugen went down to the Port Campground to remove the Port of Dewatto sign as discussed at the last meeting. The sign posts were showing signs of rot. He cut down the posts, however he was unable to pull out the creosote logs with his 4x4 truck. He was able to cut them down to just about a foot underground level. He has placed them at the Port on the side yard at the cliff area so no one will drive over it. The actual signage is on the berm at the Port. He suggests that someone with a backhoe could come and get the rest out of the hole as they should be removed. Commissioner Edwards wanted to know what we would be using instead of the Port of Dewatto sign. Commissioner Haugen states we have a sign there that is at the front of the property and also suggested that we ask Joe Newman about falling a big dead fir tree. Commissioner Edwards would like us to call Harry Rydell to see if the Manke Corporation wants to fall the tree as it is on their property. The wood can be split and given to anyone who wants it. Robbie Wolcott suggested that we cut it up and sell it back to the campers. There was further discussion on who they want to fall the tree. We do have Joe Newman who is a paid employee and can cut the tree. We are covered if there were any problems with the tree not landing where it expected. Commissioner Edwards will call Harry Rydell and see who they want to cut down the tree.

4. NEW BUSINESS:

- a. **Select Chairman for 2020:** Commissioner Haugen would like to table the selection of Chairman until Commissioner Mow can be present. Manager Crosby stated that last year, Commissioner Mow said he would be Chairman for one more year and then hand it over to Dave Haugen or Ted Edwards. It was decided that we would wait until Commissioner Mow is present and able to pass it on or decline in person. Selection of the new Chairperson was tabled until our next meeting in January 2020.
- b. **Report on Port Building Flood and Water Damage:** Commissioner Haugen stated that Manager Crosby typed up a report regarding the flood and water damage to the Port building. He would like this report attached to the meeting minutes. Kris Tompkins asked if Manager Crosby would read the report so the guests would be aware of what has transpired, what the progress is to date and it will then be part of the record.

On November 23, 2019, Rachel Calafore rented the Port building for a birthday party. Commissioner Haugen was available to open and close the building to save me from coming all the way out to the Port twice in one day. He was to open at noon and close at 4:00pm. Rachel called and let Dave know that they were done and he came up and locked the building. Later on that evening, Jean Bray noticed the lights were on in the building so Commissioner Haugen came back to the Port and shut off the lights. At that time he did not hear any water running or anything wrong.

November 25th, Monday morning, I entered the building at 9:50 and heard running water and could hear the wetness under my feet. After shutting off the alarm I went to the Ladies restroom as that is where the noise was coming from and the first stall toilet was overflowing and spilling on to the floor. This had to have been happening since sometime on Saturday evening. I immediately shut off the valve to the toilet and the sound, of course, stopped. There was approximately 2 inches of water on the floor. It had spread through the bathrooms into the furnace room and my office in one direction and to the kitchen to the wall in the other direction. I called Commissioner Haugen and Commissioner Edwards right away. I knew that Commissioner Mow would not be able to get here due to his schedule. They both helped get the water removed while I was searching for companies to come out and help with it and let us know what the next steps would be. No one could come out until the next day so we removed what water we could that day. I called ENDURIS right away to let them know we would be starting a claim and she was very helpful and understanding of what was going on.

November 26th, ServPro came out and assessed the damage and brought equipment to start. There was quite a bit of water damage in the ladies room and the kitchen, especially under the cabinets. The cabinets on the closest or right side have been removed from the wall all the way to the refrigerator. The left or far side and only minimal water as we had cleaned most of it up in a hurry. Both of the Commissioners used mops and Jeana and Commissioner Edwards used the mini shampooer to suck up a lot of the water. There was a minimum of 5 huge buckets full. Commissioner Haugen took a "snake" down the septic pipe as it was noticed there was toilet paper coming out of the pipe.

November 27th, AAA septic came out to make sure the tank was not full, pump not working or if there was some reason why the septic would back up. He had to dig down to the septic tank. He stated the screen was totally clogged and nothing could get through, however the tank itself did not need to be pumped as it had minimal amount of sludge. He wondered if it had been pumped another time as there was just not much in it. He said the pump was working normally but the screen was not in good working

order at that time. He suggested getting risers to know where exactly the openings are to the septic. He also said a maintenance and operations annually would be beneficial to keeping the tank and pump in good condition. That will be scheduled at a later time. He sent an estimate with the cost putting in the risers and an invoice with the amount for digging to the septic and cleaning the screen. ServPro assessed the condition and started pulling up the carpet and removing the soaked padding. They removed baseboards and molding. They drilled holes in the walls to allow and facilitate drying. They put up 13 fans and 3 dehumidifiers and said they would be back on Friday as Thursday was a holiday.

Friday November 29th ServPro here to check on the condition of the walls and floors with the fans etc. Some of the numbers were still reading high as in wet, so the cabinets were removed. They were quite wet. The countertops were removed intact; however the Formica was cracked when removed. The faces of the cabinet have been saved and the boxes of the cabinet will need to be rebuilt.

Monday December 2nd ServPro here. Numbers are better with the exception of the wall behind the ladies room. A crew member went down below and then up into the ceiling and the wall was very wet and had very high readings due to the vapor plastic that was put in when the building was constructed. More of the drywall was removed and a fan put directly towards it. The heat also had to be approximately 77-80 degrees throughout this whole process.

On Tuesday, December 3rd, the ServPro representative was back and checked the numbers. They were within the limits needed to be considered dry.

Wednesday December 4th, the boss and crew supervisor came out and did another complete inspection of all of the floors, affected areas and checked behind the ladies room wall again and my office. All was still within limits and the mitigation process was complete. The boss, Terry, said he would contact Luther the restoration person to come out and evaluate what would be needed to restore the building back to the way it was.

Thursday December 5th an invoice received from ServPro for the mitigation and copies of the photos taken. They had sent them to Enduris as well and she did receive them. I called and spoke to Jeanette whom is our representative handling our case at ServPro to see if they had a time or date that Luther would be here to evaluate. I received a call from Luther wanting to come out on Friday at 1:00 to evaluate. Scheduled.

Friday December 6th got a call from Luther to say he was going to be late as he was trying to finish up a job in Silverdale but could be here by 2:30-3:00. He arrived at 3:20 and left at approx. 4:00 pm. He will be giving the information to a contractor in Belfair who will want to come out and evaluate as well. Luther had taken all the measurements while he was here and will pass them on to D&S restoration crew.

I have canceled the rental for the 21st as the building will not be ready by then. We are also working with AAA as the flooding may have been caused due to the effluent screen being 90% clogged and the water backed up. We have a \$1,000.00 deductible and Carrie Miller from Enduris insurance company will work with us on what is covered. Also Preston Roberts, with Casa Adjusting company subsidized by Enduris, is working with us regarding the claim.

5. PUBLIC COMMENT:

- a. Robbie Wolcott asked if the old campground sign can be refurbished as it is a good sign. The sign does have a lot of rot although it may be able to be restored if it does not cost a lot and can be improved. Manager Crosby will look into who made the sign.
- b. Kris Tompkins reported the revenue that has come in for the year was \$101,512. Timber Trust money from November was \$6,200.00 which put us above what was budgeted and helped offset expenses of \$113,520. The amendment to our budget used some of the cash balance. We did not have to sell any of our investment pool funds to cover the December expenses and should still have some cash left on hand at the end of the year.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for January 8, 2020 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Edwards moved to adjourn the meeting and Commissioner Haugen seconded the motion. Upon vote, motion passed and Commissioner Haugen adjourned the meeting at 6:33 p.m.

SIGNATURES:

Not in attendance

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date