

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
February 12, 2020

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

Port Manager: Jeana Crosby  
Campground Coordinator Joe Newman

**1. CALL MEETING TO ORDER:**

- a. **Commissioner Mow called the meeting to order at 6:00 p.m.**
- b. **Commissioner attendance present or excused:** All Commissioners in attendance.
- c. **Public comments on agenda items:** There were none.
- d. **Board will approve or amend the meeting agenda:**  
The agenda approval was tabled until we discuss consent items on 3b. Chairman Mow asked to have the minutes approved for January 8, 2020. Commissioner Edwards moved to approve the minutes for the regular meeting on January 8, 2020 as presented. Commissioner Haugen seconded the motion and upon vote, motion passed.
- e. **Board Member comments:** Commissioner Haugen would like to discuss the condition of the river bank. This will be discussed under Old Business campground.
- f. **Guests:** There were 3 guests.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting on January 8, 2020:**  
Approved above under Call Meeting to Order.
- b. **Approve February 12, 2020 vouchers 2020-019 to 2020-039 in the amount of \$27,073.51:** Will be tabled until we discuss items 3a-3d under Old Business as the voucher amount and numbers may change.
- c. **No campground fees collected in December:** The campground is closed for the season.
- d. **No rent collected for the building in January:** The building is still not ready and cannot be rented. We have lost renters due to the current condition of the building.

**3. OLD BUSINESS:**

- a. **Report on Port Building Flood and Water Damage:** Manager Crosby reported that the cabinets have been removed from the kitchen and when

the company (Magraw) receives the down payment of \$7,544.98, they will order the cabinets. This is a six week turn around; however, they will be installed in one day. The carpet and countertop Formica have been ordered and the down payment for those is for DS Associates and is \$11,000.00. The down payment will be required before they will install.

- b. **Voucher Totals and Moving Money from State Investment Pool:** Manager Crosby reported there were two voucher totals presented due to the repair of the building and the regular standard, monthly invoices for the Port. One of the voucher lists totaled \$27,073.51 and included the down payment for the cabinets, floors and drain bid. The other voucher was over \$14,000.00 and that was without the floor and drain. She also mentioned that we do not have enough money in our General Fund with Mason County Treasurer and due to the down payments for the renovation, we will need to transfer funds out of the State Investment Pool account to our General Fund with Mason County to cover our regular monthly invoices. We have received \$12,000.00 from the insurance company (Enduris) to cover some of the down payments for the reconstruction costs. The total amount of the renovation is approximately \$30,000.00, resulting in an amount of \$18,000.00 still to be sent to the Port to cover the repairs. Enduris will send this check to the Port when the renovation is complete and satisfactory. Kris Tompkins stated that we invested \$20,000.00 into the investment pool last year due to the income of our campground and other revenue from 2019. She suggested we should transfer that money back into the General Fund to cover cash flow. Commissioner Edwards commented that as soon as we begin to take in revenue for taxes and the campground we should try to re-invest the \$20,000.00. All commissioners were in agreement. Commissioner Haugen made a motion to approve the transfer of the \$20,000.00 from the State investment pool to our General Fund with Mason County to cover costs for February vouchers due to cash flow. Commissioner Edwards seconded and upon vote, motion passed. Manager Crosby signed the investment transfer form and it will be scanned in and sent to the County directly after the meeting is adjourned.
- c. **Update on Gutters:** Manager Crosby discussed the proposals for the gutters to be replaced on the entire building. She obtained three quotes out of nine calls made. Leafguard bid \$21,500 for the entire system to include the fascia, wood repair, spouts and gutters and 100% guarantee on product and labor for life. This is also transferrable if the building is sold. They have a Good Housekeeping Seal of Approval. They discounted \$4,400.00 for being a government entity to get to the \$21,500.00. Leafguard also quoted \$17,000.00 without using the fascia with all the same guarantees. Leafguard also does not require snow stops with their sealed gutter system. 360 gutters quoted \$2,329.22 for the gutters and spouts. They do not install snow stops. 360 gutters guaranteed the placement and the length of life of the gutters would be approximately

five-ten years, replaceable during that time if they become detached from the roof. He states the company guarantees the workmanship as well. The Roof Doctors were referred for the snow guards/stops. Commissioner Mow was concerned with the cost of the Leafguard system due to the fact we have had a lot of improvements in the past and are going through a renovation now. He referred to the other two commissioners for their opinion. There were differences of opinion on which gutter system to approve so the Chair asked for a motion to approve the lower cost of 360 Gutters at the price of \$2,329.22 which includes tax. Dave Haugen made a motion to approve 360 Gutters to replace our gutter system. Ray Mow seconded the motion. Two commissioners were in favor and upon vote, motion passed. Although the gutter system motion passed, the invoice for the gutter system will be held until next month when the money has come in from the insurance company to cover what we have transferred out of the investment pool and used for down payments for the ongoing renovation.

- d. **Update on drainage system:** Manager Crosby was able to obtain three proposals out of five parties contacted, however they all seemed to have a different idea on how the drain should be done. Commissioner Mow would like to have the exact description of what the Port wants so all parties are working from the same plan. Then that scope of work can be sent to the three responding parties to see if they are able to do the work requested and submit their cost proposals. The Port building drainage system will be brought back to the next meeting when further information is acquired. We lost a tree in the back of the Port building and Commissioner Haugen has begun to cut the branches from it. He also mentioned the water is pooling in the back of the building and it is getting into the basement. Some excavating of the area and adding some rock may help with the pooling. This will be followed up at the next regular meeting.
- e. **Approval of vouchers for February 12, 2020:** Commissioner Mow requests the drain work voucher 2020-039 of \$1,644.00, be struck from the voucher list and be added to next month. With this removal, the February 12, 2020 vouchers 2020-019 to 2020-039 will now be \$25,429.51. Commissioner Haugen moved to approve February 12, 2020 vouchers numbered 2020-019 to 2020-038 in the amount of \$25,429.51. Commissioner Edwards seconded the motion and upon vote, motion passed.
- f. **Campground Discussion:** Commission Haugen discussed the erosion of the bank at the campground and has added more footage of fence to the bank. The recent heavy rains had eroded what was left of the undercut bank and a tree had fallen into the river. The area beyond the existing fence has also started to crack and erode so it was necessary to install more fencing. Manager Crosby will order Danger Keep Out signs to keep people away from the bank and from going beyond the fence barrier. The Commissioners discussed the possibility of having more access to the

Manke property and possibly negotiating to add more campsites down river. Commissioner Mow appointed Commissioner Edwards to be the personal representative to speak with the Manke Company and report back on any information he may obtain. He also stated we may need to look into the legal aspects of what we are doing with the fence. We have a lease with the Manke company and they have asked that we get permission to cut down any trees however did approve installation of the fence. Commissioner Haugen also installed two more fire rings. We budgeted for seven fire rings in 2020, however we will wait until we start receiving 2020 revenue into our cash account before ordering more rings. Camp Coordinator, Joe Neman, and Manager Jeana mentioned there is another log jam up above the campground. It has changed the flow of the water and possibly is adding to the erosion with buildup and the force of the water against the bank. Chris Hofforth, Fish and Game Warden came and looked and has given Manager Crosby the number to the Environmental biologist and we can request an HPA (hydraulic permit) to deal with this log jam. Manager Crosby will update the commission at the March regular meeting. The campground clean-up is scheduled for March 21 from 10:00-12:00 as the campground will be opening on April 1.

- g. **Looking Forward:** Manager Crosby gave a list of what we may/do need in the future to be done for the port. This includes rock at the Port building and at the campground, supplies, new shredder, possibly a new printer.

#### 4. **NEW BUSINESS:**

- a. **Discuss the broken vents in the attic.** Commissioner Haugen and Manager Crosby noticed the alarm panel continues to show a message that there is heat or fire trouble in the attic. Commissioner Haugen went into the attic and discovered some moisture in the wood panel and a few broken vent pipes. He used some sealant (caulking) and replaced the pipes and a few days later he was able to see dryer wood. He will continue to keep an eye on it for moisture.

#### 5. **PUBLIC COMMENT: None**

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for March 11, 2020 at 6:00 p.m.

**MEETING ADJOURNMENT:** Commissioner Haugen moved to adjourn the meeting and Commissioner Edwards seconded and upon vote, motion passed, and Commissioner Mow adjourned the meeting at 7:15 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