

**PORT OF DEWATTO**  
**2501 NE Dewatto RD**  
**Tahuya, WA 98588**  
**REGULAR MEETING MINUTES**  
**March 11, 2020**

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

Port Manager: Jeana Crosby  
Campground Coordinator Joe Newman

**1. CALL MEETING TO ORDER:**

- a. **Commissioner Haugen called the meeting to order at 6:00 p.m.**
- b. **Commissioner attendance present or excused:** Commissioner Mow excused due to family emergency.
- c. **Public comments on agenda items:** There were none.
- d. **Board will approve or amend the meeting agenda:**  
Commissioner Edwards moved to approve the March 11, 2020 agenda as presented. Commissioner Haugen seconded and upon vote, motion passed.
- e. **Board Member comments:** Commissioner Haugen would like to add an item to discuss when we get to New Business.
- f. **Guests:** There were 2 guests. Robbie Wolcott and Steve Wilson.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting on February 12, 2020:**  
Commissioner Edwards made a motion to approve the minutes for February 12, 2020 as presented. Commissioner Haugen seconded and upon vote, motion passed.
- b. **Discuss cash on hand, outstanding warrants and the need for transfer of funds:** At the time of the meeting, the Port had \$1,333.24 in our general fund with Mason County. This was as of March 6, 2020 and had not included the \$12,000.00 insurance deposit. We do not have enough cash flow to cover the March 2020 vouchers and may not have enough in April until the taxes and campground fees come in. Manager Crosby suggested transferring \$20,000.00 from the State investment pool to the general fund to cover both months. Commissioner Edwards requested to only transfer \$10,000 however that amount will not cover the March vouchers. The Port is waiting on a \$19,000 check from Enduris. Over \$7,000.00 of that will go to ServPro in final payment for the carpet and Formica counter tops. Guest Steve Wilson agreed that we should transfer the \$20,000.00 now as to not have to move more money next month. Commissioner Haugen was concerned that the Port was losing \$40,000.00 with the renovation from

the flood. Manager Crosby stated our office will only pay \$1,000.00 for the deductible and that is all we will have to pay. In the end none of this comes from the Port's funds. The down payments that we have made to the contractors will be reimbursed with the insurance checks. The vouchers that were covered will come out of that amount as well. We will have a positive balance in our general fund when all the final amounts have been paid and cleared. Commissioner Edwards moved to approve the \$20,000.00 transfer from the Port's account at the State investment pool to our general fund with Mason County with the stipulation that when feasible the Port will transfer money back into the investment pool. Commissioner Haugen seconded the motion and upon vote, motion passed. Manager Crosby signed the transfer form in front of the commissioners and faxed the form to the Mason County Treasurer.

- c. **Approve March 11, 2020 vouchers 2020-40 to 2020-59 in the amount of \$12,649.21:** Commissioner Edwards moved to approve March 11, 2020 vouchers numbered 2020-040 to 2020-059 in the amount of \$25,429.51. Commissioner Haugen seconded the motion and upon vote, motion passed.
- d. **Voucher 2020-38 was reissued:** Voucher 2020-39 was issued to ServPro of Kitsap County instead of DS Associates voiding Voucher 2020-38 on the February vouchers. Commissioners Haugen and Commissioner Edwards signed.
- e. **No campground fees collected in February 2020:** The campground is closed for the season.
- f. **No rent collected for the building in February:** The building is still not ready and cannot be rented. We have lost renters due to the current condition of the building. Our next building rental reservation is May 2, 2020 for the Phase 2 Dewatto annual meeting. The renovations should be complete by that time. Depending on the Covid-19 pandemic, they should be able to stay scheduled for that day.

### 3. OLD BUSINESS:

- a. **Report on Port Building Flood and Water Damage:** Manager Crosby stated the renovations are going slow but well. The carpets and Formica counter tops are on order and the cabinets are due to be installed on the 24<sup>th</sup> of March.
- b. **Update on Gutters:** Tabled.
- c. **Update on drainage system:** Tabled. Commissioner Haugen will help design a picture and make a description of what the Port wants done and we will resubmit it to the contractors.
- d. **Campground Reservations and updates: (Burn Ban Protocol):** Commissioner Haugen commented on the burn ban protocol and noted that Tom Impe, a neighbor of the campground wants to have the campground completely closed during a burn ban as he feels people will not adhere to rules and is concerned regarding his home. Campground Coordinator, Joe Newman reported the campground is in pretty good

shape with a few branches and sticks. More will be done when we have the campground cleanup on March 21. Commissioner Haugen has installed fifty more feet of fencing along the riverbank. The cost was minimal compared to the cost to install the portion of the fence by a contractor in 2019. With so much erosion to the banks it was a safety decision to extend the fence. The cleanup day is still in effect and Robbie Wolcott has offered her trailer to help carry debris and leaves to a dump spot. David Smith (a prior camper) has offered his Kabota tractor to lift the old fire rings and cement onto a flat bed or truck for disposal and to also help move picnic tables.

#### 4. NEW BUSINESS:

- a. **Surplus:** The cabinets that were removed from the kitchen due to flood damage can be sold once a resolution has been approved to surplus the asset. Manager Crosby stated, **Article VII, Section 7 of the Washington Constitution provides that No county, city, town or other municipal corporation shall hereafter give any money, or property or loan its money, or credit to or in aid of any individual, association, company or corporation, except the necessary support of the poor and infirm. A non-profit organization is not an individual and can be neither poor nor infirm.** They can be sold to the public, however no person employed by the Port or commissioner, nor their family members may purchase them. This was tabled until the next meeting so Manger Crosby can write a policy and resolution to present to the commissioners.
- b. **All ports meeting 4/27/20 at 6:00 p.m. to be held at the Brownsville Marina.**
- c. **Discuss the possibility of having ServPro do a deep cleaning of the Port building:** Commissioner Haugen suggested to find out what it would cost for ServPro to do a deep cleaning of the building to include the windows etc. Manager Crosby is to call supervisor and get a quote. His thought was maybe we could get a deal considering they are doing our renovations. Manager Crosby has scheduled an appointment with Nick at Serv Pro to do a walk through and give us an idea of what it would cost to deep clean it like they are doing at Olympic College.
- d. **HPA permit.** Manager Jeana called the biologist regarding the downed trees in the Dewatto river and the problem of the logs jamming the river causing the water to erode the banks and making it a safety hazard. She is to send the pictures to her. Also, the biologist will come out and survey the area. She stated we should apply for a standard permit unless it is a true emergency. The logs may not be able to be moved until July-August due to the habitat.
- e. **Looking Forward:** In looking ahead for the Port, the renovations will soon be done, and we can get everything back to normal to include the rental of the building. Our annual barbeque would be a welcome event. This will be discussed at our April meeting.

**5. PUBLIC COMMENT: None**

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for April 8, 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 Haugen adjourned the meeting at 7:05 p.m.

**SIGNATURES:**

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date