

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
May 13, 2020
(Virtual Meeting via Zoom)

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

Port Manager: Jeana Crosby
Campground Coordinator Joe Newman (Absent)

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 were in attendance. The meeting was conducted via Zoom.
- c. **Public comments on agenda items:** None.
- d. **Board will approve or amend the meeting agenda:** Commissioner Edwards moved to approve the May 13, 2020 agenda as presented. Commissioner Haugen seconded and upon vote, motion passed.
- e. **Board Member comments:** None
- f. **Guests:** Kris Tompkins attended the meeting via Zoom.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting on April 8, 2020:** Commissioner Haugen made a motion to approve the minutes for April 8, 2020 as presented. Commissioner Edwards seconded and upon vote, motion passed.
- b. **Approve May vouchers 2020-080 to 2020-097:** Commissioner Mow requested a motion to approve the May vouchers 2020-080 to 2020-097. Commissioner Haugen moved to approve the May 13, 2020 vouchers 2020-080 to 2020-097 in the amount of \$5,412.17. Commissioner Edwards seconded and upon vote, motion passed. Chairman Mow commented that we are getting back to the "norm" for vouchers. Manager Crosby stated that we will be getting an invoice for over \$4,300.00 from Enduris for our annual insurance which will increase the voucher total for that month. At the current time without the campground open we do not have the extra electricity or extra sani-cans to pay for. Also, Joe Newman's hours have been reduced with the campground closed. We do pay for Suzanne Newman to continue to reserve and cancel the campsites.
- c. **No Campground fees collected in April.** Campground closed.
- d. **No rent collected on the building in April.**

3. OLD BUSINESS:

- a. **Update on the Campground:** Commissioner Edwards stated he has gone down to the campground and looked around. He saw no vandalism, no trash and the campground appears ready to be reserved. Commissioner Haugen has also visited the campground and found it to be in good condition. Manager Crosby states it is open for day use. Chairman Mow has gone down to the river area to walk his dog and all was in good shape. There was mention of when we should open the campground. Once the Governor updates the regulations and restrictions with his Phase II plan, we will review the guidelines set forth in his plan to make sure it is something we will be able to accomplish. For now, we will keep the one sani-can for daytime use and reevaluate what we will require to reopen under the Phase II Plan.
- b. **Update on Flood and Repairs:** Manager Crosby reported that the cabinets and the counter tops are in. The cabinet contractor, McGraw-Zecha, will be in on Saturday to put the remaining base board and trim on and the construction phase will be complete. All the insurance funds that we have received have been deposited and transmitted to Mason County. Some of the old cabinets were used in the office.

4. NEW BUSINESS:

- a. **Review of Surplus Policy:** Manager Crosby presented a Port of Dewatto Policy for Determination and Disposal of Surplus Property to the Commissioners. Upon review there were no changes.
- b. **Adopt Resolution 01-2020:** Commissioner Edwards made a motion to approve Resolution 01-2020 adopting the Policy for Determination and Disposal of Surplus Property. Commissioner Haugen seconded and upon vote, motion passed.
- c. **Declaration of Surplus for cabinets:** Manager Crosby provided an inventory for the leftover cabinets to be declared surplus which included the price and quantity. Commissioner Haugen made a motion to declare the cabinets surplus and available for sale to the public and/or Port staff and families. Commissioner Edwards seconded and upon vote, motion passed. Pictures will be posted on Facebook under the Port of Dewatto page and a copy of the list will accompany the minutes.
- d. **Discuss Cash on Hand:** Manager Crosby went over the cash on hand that is available in our account with Mason County. It is important that we not purchase items in the expenditure budget as the income is not coming in as budgeted. At this time with the campground closed, the Campground Supervisor's hours have been cut back. Kris Tompkins, Port volunteer and financial overseer, reiterated how important it is to "tighten our belt" with spending. With the lack of timber trust funds, no campground fees and low investment interest, our income is obviously

low. We have already had a large amount of supplies come out of the budget.

- e. **Vacation Time:** Manager Crosby discussed her upcoming vacation trip had been cancelled due to the coronavirus, but she will still take a little bit of time off.

5. **PUBLIC COMMENT:** None

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for June 10, 2020, at 6:00 p.m. This may possibly be a virtual meeting.

MEETING ADJOURNMENT: Commissioner Edwards moved to adjourn the meeting. Commissioner Haugen seconded and upon vote, motion passed. Commissioner Mow adjourned the meeting at 6:17 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date