

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
June 10, 2020

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards (Absent)
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:** Commissioner Edwards was not in attendance. Commissioner Haugen moved to excuse Commissioner Edwards. Commissioner Mow seconded and upon vote, motion passed, and he was excused.
- c. **Public comments on agenda items:** Jim Swart, a camper, reported that he is very happy with the campground and enjoys staying there. He feels the Port is doing a very good job.
- d. **Board will approve or amend the meeting agenda:** Commissioner Haugen moved to approve the June 10, 2020 agenda as presented. Commissioner Mow seconded and upon vote, motion passed.
- e. **Board Member comments:** None
- f. **Guests:** We had two guests in attendance. Mr. Swart asked if we would be getting a handicapped sani-can at the campground. Manager Crosby will call AAA to make sure they are going to deliver one on Friday with another sani-can as two sani-cans are not enough. All sani-cans come with sanitizer and we also have a wash station in front of the pavilion. Commissioner Mow stated he and his boys and dog went for a walk through the campground recently and the park was peaceful He also suggested it would be nice to have the trees removed from the river. Manager Crosby reported that we have filed a petition however with COVID we have not had a response. Commissioner Mow would like Manager Crosby to follow up and see if we can get it done soon.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held via Zoom on May 13, 2020:** Commissioner Haugen made a motion to approve the May 13, 2020 minutes as presented. Chairman Mow seconded and upon vote, motion

passed. Both Commissioners felt the minutes covered everything discussed at the May meeting.

- b. **Approve June vouchers 2020-098 to 2020-115:** Commissioner Mow requested a motion to approve the June vouchers 2020-098 to 2020-115 in the amount of \$ 5,258.59. Commissioner Haugen moved to approve the June 10, 2020 vouchers 2020-098 to 2020-115 in the amount of \$5,258.59. Commissioner Mow seconded and upon vote, motion passed.
- c. **No Campground fees collected in May:** Campground closed due to COVID.
- d. **No rent collected on the building in May:** Due to COVID.

3. OLD BUSINESS:

- a. **Update on the Campground: (Electrical)** Manager Crosby reports there are some electrical units that are not working at the campground. Sites 18 and 10 and the other side of 10 are not working. This has happened in just the past two weeks as they were working prior. Manager Crosby called a few places and was able to get an electrician from George's Electric to come out on July seventh, however we really should have it fixed sooner. Commissioner Mow suggested Emily Davis from Davis Drilling as she is also an electrician and lives locally. He feels she would be able to get the job evaluated and done in a timely manner. Commissioner Mow gave Manager Crosby the number to call. Manager Crosby will try and contact her tomorrow and report back to the Commissioners. Commissioner Haugen states he is aware of her and she lives here in Tahuya. Joe Newman, Camp Coordinator, stated the campground was starting to pick up some. The amount for our first week was \$1,285.00 which is \$400.00 more than this time last year. Campers are signing the COVID camping regulations without complaint. Commissioner Mow had a concern on the wording regarding the wearing of masks. Manager Crosby informed the Commission that the regulations were taken from the Governor's site. The wording will remain the same.
- b. **Update on Surplus (cabinets):** Manager Crosby reported that most of the cabinets have been purchased for a total of \$225. The ones with the signs on them still need to be picked up and then there are only a few left to sell as well as the extra drawers and hardware. Manager Crosby stated that she spoke with Carolyn, from All Floors and More, today regarding some torn areas in the vinyl flooring. It is not certain whether the contractors tore it or if it was done moving stuff back and forth after the kitchen was completed. Carolyn will look into what type of adhesive we can use to repair it and get back to us on how to repair it.

4. NEW BUSINESS:

- a. **Discuss Information on Grant Applications:** Manager Crosby stated she has sent out a few applications for grants through the C.A.R.E.S. act and she has been told they are closed and not accepting any other

applications at this time unless it is for a loan not a grant. Kitsap Bank representative, Hannah, said they are not accepting any more of the loan forgiveness applications. The Port of Dewatto is not affiliated with any other banks, however we can still try and apply. Manager Crosby has checked around at banks in Shelton and did not find any that are taking applications either. One of the grants that was applied for looked promising however they do not grant to municipalities. Commissioner Mow asked why we were looking into getting a grant for the Port. Manager Crosby explained it was to cover the losses of revenue from the two months the campground was closed and to cover expenses that will arise from the campground being open until we start getting a steady revenue again. Commissioner Haugen wanted to verify that this was through the C.A.R.E.S. Act. Manager Crosby replied yes.

- b. **Discuss the Need for Security Cameras:** Commissioner Haugen had reviewed Allyn's Commissioner meeting where Commissioner Ted Jackson had stated there had been some break-ins in the area recently and he felt it a good idea to put up some cameras to see if it would deter anyone or at least be able to identify them. Commissioner Mow felt it was a good idea with the kids out of school already and summer approaching there will be more traffic in the area. He would like Manager Crosby to do some research on prices and report back to the Commission. He states we could probably use about three security cameras. He doesn't recommend them at the campground as he feels it may be in violation of privacy. Commissioner Mow also suggested we contact our building security company to see if they offer any type of outside security programs that would be of benefit to the Port.
- c. **Discuss Use of the Building for Community Awareness:** Manager Crosby received a call from Carl Zarelli from up above the estuary and he stated there have been a lot of break-ins recently and some have even tried the same home twice. The neighborhood there would like to have a meeting with the Sheriff's Department to learn what to do to help keep their community safe. He asked if the Port of Dewatto would let them have the meeting at the Port building. Other communities in the area would be welcome to attend. The Mason County Sheriff's Department representative has contacted Mr. Zarelli and he will be able to make that meeting as long as there is no disaster. He would like to schedule the meeting for August 1, 2020 for a couple of hours. August 1st is a Saturday. If the Port of Dewatto sponsors the event for community awareness we would not charge the group for using the building. Manager Crosby will make sure that offering the building and or sponsoring the meeting is not gifting of public funds. She will check and report back to the Commission. Commissioner Mow also suggested the possibility of internal donations.
- d. **Discuss Wording in the Leave Policy:** Kris Tompkins discussed the sentence in the Leave Policy dealing with leave accrual that states "Each

full time employee will get 12 days the first two years and 15 days after three years and going forward. She supplied notes that she had taken during the December 19, 2018 meeting that showed 0-2 years and 3+ years for leave accrual. When she went to apply a new rate at the two-year anniversary, she realized it was unclear when the change of accrual from 12 days to 15 days should take place. Kris explained that Joe Newman, Campground Supervisor, had his two-year anniversary in April and Manager Crosby's two-year anniversary is in July. Per Commissioner Mow, the Leave Policy should read to accrue the allotted amount (12 days) through three years and then the increase to 15 days would occur. Kris Tompkins will make changes to the wording to reflect this and bring back the Leave Policy to the next meeting for the Commissioners to approve.

5. PUBLIC COMMENT: None

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

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting. Commissioner Mow seconded and upon vote, motion passed. Commissioner Mow adjourned the meeting at 6:27 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date