

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
July 8, 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 Edwards 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:** None
- d. **Board will approve or amend the meeting agenda:** Commissioner Haugen moved to approve the July 8, 2020 agenda as presented. Commissioner Edwards seconded and upon vote, motion passed.
- e. **Board Member comments:** None
- f. **Guests:** One guest. Kris Tompkins

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on June 10, 2020:** Commissioner Haugen made a motion to approve the July 10, 2020 minutes as presented. Commissioner Edwards seconded and upon vote, motion passed.
- b. **Approve July vouchers 2020-116 to 2020-132:** Commissioner Haugen had a question regarding the vouchers and replenishment amount to the Port due to IRS penalties. Kris Tompkins and Jeana explained the penalty was for 2017 for not filing the taxes and the interest. This has been resolved and there have been no more penalties since 2018. He also had a question regarding the electrical charge in the vouchers. Emily Davis did go down and check on the electrical boxes and repaired the ones that needed it. The boxes are old. Joe Newman stated a camper also helped by saying that after boxes sit for a while, they should be sprayed. Box at campsite 13E has been having issues on and off, flipping the transformer. Chairman Mow suggests we have Emily take a look at it and possibly replace the fuse. Commissioner Edwards moved to approve the July vouchers 2020-116-132 in the amount of \$10,159.05. Commissioner Haugen seconded and upon vote, motion passed.

- c. **Campground fees collected in June are \$7,395.00. Included in that amount is the use of credit cards. The campers are beginning to use** the system, however we are still getting a lot of cash and checks.
- d. **No rent collected on the building in June.** We did receive \$175.00 in surplus sales.

3. OLD BUSINESS:

- a. **Update on the Campground:** Joe Newman, Campground Coordinator, reported that the campground was doing well, busy, and the phone has been steady with reservations. There has not been a lot of issues. The campground has been staying full however, we had a group cancel for the upcoming weekend. Manager Crosby has posted on social media that we have availability for this weekend and to call the reservation line. \$2,920.00 has been collected already for the first week of July.
- b. **Resolution 02-2020 regarding the Port of Dewatto Leave Policy:** Kris Tompkins reported the Leave Policy proposed change in section 1.1.3 is from each full time employee will get 12 days the first two years, to each full time employee will get 12 days for the first three years before there would be an increase in accrual to 15 days. Commissioner Edwards was not at the prior meeting, so Kris explained the information. Commissioner Edwards moved to approve Resolution 02-2020 changing the Port of Dewatto Leave Policy wording from 12 days the first two years to the 12 days the first three years. Commissioner Haugen seconded and upon vote, motion passed.

4. NEW BUSINESS: Investment Pool transfer from General Account:

- a. Kris Tompkins prepared a cash analysis as of June 30 using the Mason County Financials and our bank accounts. Then she added our recent week campground revenue and deducted the July vouchers. The analysis, showing \$39,903.37, was presented to the Commissioners and the Manager to review. The Port had transferred \$20,000.00 out of our State Investment Pool account to our general cash account twice this year, for a total of \$40,000.00, to cover the vouchers during the flood issues and the pandemic keeping the campground closed for the first two months. Now that the insurance money from the flood has been received and campground revenue is coming in, Kris recommended transferring \$20,000.00 back to the State Investment Pool account where it can earn interest. If the Port gets more revenue later, such as timber trust funds, we can discuss sending more to the investment pool. The Commissioners could consider transferring more but it could put the Port general cash account short and we would need to transfer money again. The money will be in the State Investment Pool account should we have need in the future. The Commissioners were in agreement that we should transfer

\$20,000.00 at this time to the State Investment Pool and asked the manager to make that transaction.

5. **PUBLIC COMMENT:** None

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for August 12, 2020 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting. Commissioner Edwards 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