

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
August 12, 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 Edwards called the meeting to order at 6:12 p.m.**
- b. **Commissioner attendance present or excused:** Commissioner Mow was not in attendance. *(After the meeting adjourned a text came through that Commissioner Mow had an emergency (car accident). A motion will be presented to excuse his absence at the next meeting.)*
- c. **Public comments on agenda items:** None
- d. **Board will approve or amend the meeting agenda:** Commissioner Haugen moved to approve the August 12, 2020 agenda as presented. Commissioner Edwards seconded and upon vote, motion passed.
- e. **Board Member comments:** None
- f. **Guests:** Kris Tompkins

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on July 8, 2020:** Commissioner Haugen made a motion to approve the July 8, 2020 minutes as presented. Commissioner Edwards seconded and upon vote, motion passed.
- b. **Approve August vouchers 2020-133 to 2020-150:** Commissioner Haugen asked if we had the amount of what we have paid on Enduris insurance in the past. Kris Tompkins had the information with her and went over the amounts paid from 2014 to present. Commissioner Haugen moved to approve August vouchers 2020-133 to 2020-150 which includes \$500.00 down payment to Dana's Heating and Cooling once the commissioners decide on which furnace unit to purchase. Commissioner Edwards seconded and upon vote, motion passed.
- c. **Campground fees collected in July are \$11,352.00** with a 9-week total of \$21,347.00. This year we are averaging more than 2017, 2018, and 2019. We totaled \$28,223.00 for five and one-half months.
- d. **No rent collected on the building in July.**

3. OLD BUSINESS:

- a. **Update on the Campground:** Joe Newman, Campground Coordinator, reported that the campground has been staying full with groups throughout the month of July except the one weekend that the group canceled without notice. We were able to get some campers and still collected over \$1,000.00. The phones have been steady for reservations. Manager Crosby also reported that she gets a fair amount of calls daily asking for reservations. The reservation line has been posted in many places; however, she feels they google the number and call the Port instead of the reservation line. There was also discussion on when we should close the campground due to the fact we were unable to open until June 1 this year instead of April 1 due to COVID. Commissioner Haugen and Commissioner Edwards discussed options on the closing date for the campground and were unable to come to an agreement. They will wait to get Commissioner Mow's input at the next meeting.
- b. **Report on Community Awareness meeting 8/1.** The Port sponsored a community awareness meeting on August 1 with the sheriff's department regarding some recent burglaries in their area. The two sheriffs that came were able to give some ideas on how to deter, what to do in case they are able to identify the suspect and how the sheriff's department is able to help through these types of situations. The notes from the meeting were transcribed by one of the attendees and they were posted on the Port of Dewatto website.

4. NEW BUSINESS:

- a. **Fire Panel Replacement:** Manager Crosby reported that Johnson Controls came for our annual inspection. Manager Crosby had informed the technician that we have been having issues with the alarm panel saying fire trouble. We have called the alarm company, Commissioner Haugen has climbed up in the attic and repaired some ventilation pipes, and we have had testing done via the phone and it continued to report trouble. The technician checked the main fire panel and found that the electrical output to the sensors was not working. The fire panel was found not to be operating and needed to be replaced. Manager Crosby informed the commissioners that we would need to do fire watch on the building until we could get the panel replaced. The technician was able to have it shipped overnight and it was replaced within the next three days. All the systems were checked after the panel was replaced. The Manager had also contacted the Mason County Fire Marshall to come out and he did not return the emails. 911 MACECOM was advised that we were back online and the fire alarm is working properly.
- b. **Furnace Repair/Replacement Estimate:** Dana's Heating and Cooling scheduled their annual furnace inspection. The furnace had not been used for a few weeks because of summer weather. Upon inspection, the tech

found a bad ignition sensor and with further inspection by camera, there were cracks found in the main component. The cracks were quite substantial. He feels that carbon monoxide could leak or may have already been leaking. He tagged the furnace as nonoperational and stated we need a new furnace. Dana's had a salesperson come out and do an estimate of whether we would want to replace it with the same efficiency which was 80% or increase it to 90% efficacy. The BTU's would be the same heat output, but the ventilation was a little better. The 90% just uses less propane per time to run. To recoup the cost of the furnace at 90%, it would take about five years. Commissioner Haugen and Commissioner Edwards agreed that we should order the 80% standard furnace for a cost of \$5,826.45 including tax. Commissioner Edwards made a motion to accept the bid for the 80% furnace and move forward with ordering the replacement furnace. Motion seconded by Commissioner Haugen and upon vote, motion passed. The furnace is not equipped with a carbon monoxide detector, so we need to purchase some for the building. Kris Tompkins offered to pick up some at Costco as she has seen them there in the past.

- c. **Building Fire Inspection NMRFA 8/24/2020:** Robert Collamore from NMRFA (North Mason Regional Fire Association) station 81 will be here on August 24 at 1:00 pm to do the inspection.

5. **PUBLIC COMMENT:** None

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for September 9, 2020 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Edwards moved to adjourn the meeting. Commissioner Haugen seconded and upon vote, motion passed. Commissioner Edwards adjourned the meeting at 6:52 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date