

**PORT OF DEWATTO**  
**2051 NE Dewatto Rd**  
**Tahuya, WA 98588**  
**SPECIAL/REGULAR MEETING MINUTES**  
**DECEMBER 13, 2017**

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

Director: Vacant

**1. CALL MEETING TO ORDER:**

- a. Ray Mow called meeting to order at 6:02 pm.
- b. Ray Mow requested that item “c. Public comments on agenda items” be moved to come before “b. Board will approve or amend the meeting agenda” on future meetings agendas. Also there was discussion as to when the public should bring up items that are not listed on the agenda. Ray Mow added item “5. Public Comment” to the agenda. Ted Edwards moved to accept the agenda with changes and Dave Haugen seconded. Upon vote, motion passed.
- c. Public comments on agenda items.
- d. Board member comments: Dave Haugen reported he went to the campground and it was nice to go through it without people there. He noticed the riverbank is washing out close to the road. Also he noticed the san-a-can indicated it had been pumped on 12/11 but was already full. There needs to be control of the campground while it is closed.

Ray Mow had talked to Joe Newman who has maintained the campground in the past. Joe is interested in doing this job again. A job description and hourly rate needs to be developed. There should be a security component, going to campground every day with reports given. When Joe worked the campground before, his wife did the reservations. Reservations are taken in advance but there are walk ups. Payments were sent in to hold advance reservations and those are typically checks put most payments historically are cash. The commissioners would like to look at taking credit card payments at the campground like the Port of Allyn does at their boat launch.

Ted Edwards shared that the Port building is rented out on this Saturday at 4:00 pm for \$50.00.

- e. There were 7 guests in attendance.

**2. CONSENT ITEMS:**

- a. Dave Haugen moved to approve the November 15, 2017 regular meeting minutes. Ted Edwards seconded the motion and upon vote, motion passed.

- b. Ted Edwards moved to approve the November 28 special meeting minutes. Dave Haugen seconded the motion and upon vote, motion passed. Brad Carey asked about insurance in the budget. The Port's insurance is with Enduris and the premium being paid is approximately \$3,800.
  - c. There was an invoice from the State Auditor that had just been received and was not in the vouchers. There was discussion on whether to add it but was decided that it needed to be reviewed and make sure it was not for hours paid on previous invoices. Ted Edwards moved to approve the December vouchers 2017-071 to 2017-077 in the amount of \$8,172.80. Dave Haugen seconded and upon vote, motion passed.
  - d. As the campground is closed there were no fees collected.
- 3. OLD BUSINESS:**
- a. Report any news on future meetings for comprehensive plan: Ray has made 15 copies of the current comprehensive plan and scanned the large document to email upon request and so it can be posted on the website. This project has been tabled to focus on the pressing Port issues.
  - b. Pre-development meeting status: Ray has talked to the Fire Department contact who also does plan review for Mason County. This project has been tabled to focus on the pressing Port issues.
  - c. Helipad information: This is part of the item above and they should be combined.
  - d. Gates/eco-block placement status: Blocks are on reserve but because of the heavy rains no work was done. Campground blocks should be placed about five feet outside of the roadway. Ray will mark where the blocks should go.
  - e. New gutter status: Dave offered to work on the gutters except where they are high in the back. Apparently a lot of the problem is that the gutters are pulling away from the fascia. Possibly all that is needed is to get some gutter brackets which could be attached with long screws.
  - f. Closure of the campground: The closure has been posted. The hope is to get a reservation system set up for the 2018 opening of the campground.
  - g. Request for proposal for Port attorney: Ted had talked to attorney DiJuilo in Seattle. Opinions expressed that Seattle attorneys would be costly. Ray thought contacting other local ports to see who they use would be an idea. Brad Carey suggested calling the insurance company as they may have attorneys available. Also suggested was to contact WPPA for names. Ray will take on the task of obtaining possible alternatives for a Port attorney to bring back to discuss and move forward.
- 4. NEW BUSINESS:**
- a. Commissioner for District #3: The Port accepted letters of interest for the vacant District #3 Commissioner position until December 13. There were two applicants, Bret Steck and Dave Haugen. Bret Steck is not in attendance, has not been to recent meetings and the sitting Commissioners do not know him. Dave Haugen has been involved for a long time, has attended many meetings and brings good assets to the position. Ray Mow moved to appoint Dave Haugen as the

Commissioner for District #3. Ted Edwards seconded the motion and upon vote, motion carried. Dave Haugen needs to get sworn in at Mason County.

**5. PUBLIC COMMENT:**

- a. Laure Iddings asked if the commissioners have been in contact with the Port of Allyn as they are holding a special meeting this evening to discuss a management agreement with the Port of Dewatto. Ted did informally contact Lary Coppola about the Port of Allyn helping the Port of Dewatto and had spoken to him. Ted knew of another situation where the Port of Brownsville manages Keyport. Then Lary had called Ray twice and Ray said "No" we need to talk to our community. Laure has someone at the Port of Allyn meeting sending her information on the discussion there. The Port of Allyn said they could manage the Port of Dewatto for the amount of \$40,000, the same as Dewatto had been paying the Executive Director. Laure was concerned that an individual commissioner went to the Port of Allyn without being directed by the commissioners at a public meeting, especially after the discussion and concern voiced earlier in the year about the Port of Allyn taking over the Port of Dewatto. Brad Carey said that ports compete so it would be difficult for one port to run another port. Brad and Laure voiced more concerns about the Port of Allyn wanting to annex the Port of Dewatto. Ray wanted it to be very clear that is not the direction the Port of Dewatto is going and that the Port of Dewatto is not affiliated with the Port of Allyn. Laure reported from the Port of Allyn meeting that Lary Coppola plans to attend the next Port of Dewatto meeting to talk to the commissioners. Ray is going to contact Lary and tell him not to come. It was felt that it would be inappropriate to engage with the Port of Allyn and Dewatto needs guidance from an attorney, their insurance carrier and the community.
- b. As of December 1 the Port of Dewatto does not have an Executive Director. The office is in disarray. There is unopened mail, phone messages to be returned, records to be filed, bills to get paid and names to get changed on the bank account(s). It was suggested that the bookkeeper who does the payroll do more of the work. Ted and the bookkeeper were the ones authorized to be put on the bank account(s). The commissioners will be looking at a getting a job description and the appropriate title for the administrative duties. They may not need it to be Executive Director, previously it had been Port Manager and possibly Administrative Assistant would be better.
- c. Ray is trying to set an exit conference with the outgoing Executive Director, Leanna Krotzer. She has returned the laptop, cell phone without cord and keys.
- d. Ray asked about the sheet of paper in front of him needing signatures indicating that the Port of Dewatto is a municipal corporation under the State of Washington. Kitsap Bank needs the document along with the approved November minutes to change the names on the Port Kitsap Bank account(s).

**NEXT BOARD MEETNG DATE:** The next regular scheduled meeting is January 17, 2018 @ 6:00 pm.

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MEETING ADJOURNMENT: Dave Haugen moved to adjourn the meeting and Ted Edwards seconded. Upon vote, motion passed. Chairman Ray Mow adjourned the meeting at 7:05 pm.

#### SIGNATURES

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Chairman: Raymond Mow, District #2 / Date

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Commissioner: Richard (Ted) Edwards, District #1 / Date

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Commissioner: David Haugen, District #3 / Date