

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
January 13, 2021

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

Port Manager: Jeana Crosby
Volunteer: Kris Tompkins

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 in attendance.
- c. **Select Chairman for 2021:** Chairman Mow agreed to continue as Chairman through 2021 when asked by the other two Commissioners. Commissioner Haugen made a motion to select Ray Mow as 2021 Chairman. Commissioner Edwards seconded the motion and upon vote, motion passed.
- d. **Public comments on agenda items:** None
- e. **Board will approve or amend the meeting agenda:** Commissioner Haugen moved to approve the January 13, 2021 agenda as presented. Commissioner Edwards seconded and upon vote, motion passed.
- f. **Board Member comments:** None
- g. **Guests:** None

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on December 9, 2020:** Commissioner Edwards made a motion to approve the December 9, 2020 minutes as presented. Commissioner Haugen seconded the motion and upon vote, motion passed.
- b. **Approve January vouchers 2021-001 to 2021-219 in the amount of \$5,306.53:** Commissioner Haugen moved to approve the vouchers 2021-001 to 2021-019 in the amount of \$5,306.53. Commissioner Edwards seconded and upon vote, motion passed.
- c. **Campground fees collected in December:** Campground closed for the season.
- d. **No rent collected on the building in December:** Due to Covid not renting out the building.

3. OLD BUSINESS:

- a. **Revisit 2021 Budget Purchase Priority/Addition List:** Manager Crosby provided the 2021 Budget Purchase Priority List for the Commissioners to discuss which items should be our top priority for 2021. The security through Johnson Controls has already been approved. Three fire rings are in the budget and should be purchased before campground opening. The paper shredder/phones/printer are in the budget and will be purchased.

Commissioner Haugen asked if there had been any water in the basement. Manager Crosby has not been down to the basement recently, however, will go down and evaluate. That coincides with the adding of rock below, driveway, and at the campground. Chairman Mow reiterated the Port is going to be financially conservative with improvements for now and concentrate on necessary items for 2021. This includes postponing the French drain and gutter replacement. Chairman Mow felt that we can get away with not purchasing the gutter system or the French drain if we are not having any water build up issues right now. Manager Crosby reported Commissioner Haugen has been digging trenches when the water builds up towards the front of the building and it has been working. However, the driveway is getting torn up from all the water draining down it. Rock is one of the main items needed to help maintain the access to the Port. The Commissioners want to have rock delivered. Manager Crosby mentioned rock needs to be added to the road at the campground which will be discussed in New Business.

There was discussion on the repainting of the handicap marking and cleaning of the side parking space. The concrete needs to be pressure washed and grass and moss removed prior to Stripe Rite coming to paint. Commissioner Edwards and Commissioner Mow both stated they have pressure washers. This project should be done when the weather is better and needs to be accomplished.

- b. **Update on Security System Johnson Controls (JCI):** The Commissioners approved having JCI install the outside cameras and security system at the last meeting. Manager Crosby printed out the contract and information needed to start the project. It was suggested that the Commissioners take the information packet home to review, as it is lengthy. The contract will need to be signed and an appointment scheduled for JCI to come out.
- c. **Update on Cyber Security:** Manager Crosby was delegated to find out what, if any, security protection we have on our computer system. She called and spoke with Calvary Help Desk, who was referred to us by our IT specialist, Greg Piper, and they will get back to her to find out what our exact needs are. Chairman Mow would like to know if our firewall and security is up to date on our computers. If not, it will need to be upgraded as soon as possible. We may need to get an external drive or purchase a piece of the cloud for backup.

4. **NEW BUSINESS:**

- a. **Update on Campground, to include recent flooding, reservations, opening/closing, and cleanup day:** Manager Crosby provided a fact sheet regarding the campground opening and closing from 2018 to the present. For the most part, the campground has opened almost every year on April 1 and closed September 15. The decision was made to continue the opening on April 1 dependent on Covid issues that could arise. We will follow the lead of the State Parks and the Governor's criteria for openings and gatherings. Manager Crosby looked at the calendar and suggested scheduling Saturday, March 20 for the cleanup day. To date there has been \$11,000 worth of reservations for groups. There is a reservation for a wedding during a week in July. There was some discussion about a camp host but there would be no amenities.

Commissioner Haugen discussed the condition of the campground as he went down to check on it after the wet weather and flooding, we have had in the County. He reported that a good size section of the safety fence was taken down by a tree. The fence can be seen in the river up against debris. He taped off the area with orange tape. It was also noted the road had been washed out in that area as well and would need to be redirected or the campers would have to turn around. There is not enough road to use it at this time. In the meantime, we should close that portion of the road to even spectators as it is unsafe.

- b. **Discuss the removal of Scotch Broom:** There was mention of Scotch broom in the side yard and down below the Port building. Considering it is a noxious plant, we were asked if the Port could have it removed. The Commissioners agreed that it would be easier to remove in the spring when the ground is still wet, and we could try to get volunteers to help remove it. Commissioner Haugen stated he had been clearing out Scotch broom in various locations in the community and it seems quite abundant.

5. **PUBLIC COMMENT:**

- a. **Financials:** Manager Crosby provided the financials and reported the cash balance and outstanding warrants. Not including the outstanding we have \$17,813.02. Outstanding warrants total \$2,221.64 leaving us with \$15,591.38. This will cover the payroll and vouchers for January. Next month will include the WPPA dues as well as half of the payment for the security system however she does not think we will need to transfer any money over from the State Investment Pool.
- b. **Enduris Insurance:** Manager Crosby informed the Commissioners of the passing of a prominent member of the Enduris Insurance Company, Mark Kammers. He had been a board member as an elected official before switching to recruitment and then Executive Director, retiring in 2018. His

obituary can be found online for more information. Condolences were sent via email to Enduris.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for February 10, 2021 at 6:00 p.m.

MEETING ADJOURNMENT: Chairman Mow adjourned the meeting at 6:37 pm.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date