

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
February 10, 2021

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards (Absent)
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:** Commissioner Edwards is ill. Motion to excuse Commissioner Edwards made by Commissioner Haugen and seconded by Commissioner Mow. Upon vote, motion passed.
- c. **Board will approve or amend meeting agenda:** Commissioner Haugen moved to approve the February 10, 2021 meeting agenda and Commissioner Mow seconded the motion. Upon vote, motion passed.
- d. **Board Member comments: None**
- e. **Guests: None**

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on January 13, 2021:** Commissioner Haugen made a motion to approve the January 13, 2021 minutes as presented. Commissioner Mow seconded the motion and upon vote, motion passed.
- b. **Approve February vouchers 2021-20 to 2021-037 in the amount of \$6,349.05:** Commissioner Haugen noticed the total of the vouchers was larger than normal and realized we were paying one half of the cost to have the security cameras put in. Commissioner Haugen then moved to approve February vouchers 2021-020 to 2021-037 in the amount of \$6,349.05. Commissioner Mow seconded and upon vote, motion passed.
- c. **Campground fees collected in January:** Campground closed for the season.
- d. **No rent collected on the building in January:** Due to Covid we are not renting the building.

3. OLD BUSINESS:

- a. **Update on Security System Johnson Controls (JCI):** Manager Crosby informed the Commissioners she had read and signed the contract with JCI. She spoke with the sales representative, Allen MacDougall, and let him

know the warrant with one half down payment would be available on February 17, 2021.

- b. **Update on Cyber Security:** Manager Crosby spoke with Calvary Help Desk regarding our needs for Cyber Security placement. After three conversations with the company, she felt it was quite a cost for them to come out and install their programs and the monthly fees were more than the Port can afford long term. After extensive checking, Manager Crosby, with the help of an IT professional, was informed that we already have MacAfee virus protection and that is adequate. The Port has One Cloud that backs up the computers on a regular basis. Commissioner Mow requested Manager Crosby to also make sure our MacAfee is up to date and if not, we are to purchase what it takes to upgrade and make us current. Kris Tompkins suggested if we need more back up we can purchase an external drive although with One Cloud that should not be necessary.
- c. **Update on Campground including Cleanup Day March 20, 2021:** Joe Newman, Campground Coordinator was not in attendance so Manager Crosby stated that the campground remains the same with the damage to the road and the riverbank. Commissioner Haugen and Manager Crosby have both been working on getting it safe. She has applied for a grant for disaster assistance through Mason County Emergency Management who is working with FEMA regarding all the storm damage in the area of Mason County. Any repairs, extra maintenance for continuation of usage of the campground which is needed to get it back to a safe and working environment is to be submitted. Manager Crosby has that information. Commissioner Mow requested she continue to pursue the grant. It was also noted that this is a long process. Manager Crosby stated that we will need some repair prior to the campground opening. Commissioner Mow was confident that we could still open April 1, 2021 as planned as long as the safety repairs were completed. Manager Crosby noted that we should contact the Manke Company as it is their portion of the campground property that was damaged, and they may want to come in with their own machinery to make repairs. The Commissioners suggested maybe a retaining wall would be a good way to shore up the riverbank. We should be ultra conservative with costs. A motion was made by Commissioner Mow to spend up to \$500.00 for repairs prior to opening. Commissioner Haugen seconded, and upon vote motion passed. Commissioner Haugen may give the rental facility a call to see if they have an auger. We could consider adding a road in the middle of the campground behind the pavilion and down the middle of the sites. Manager Crosby will contact the environmental agency to find out about any needed permits She reminded everyone the campground cleanup would be March 20, 2021 from 10:00-1:00 weather permitting. As it stands right now, Manager Crosby expects a large group of volunteers and will contact David Smith to see if he can bring his tractor again for the cleanup. All the picnic tables will need to be checked for damage and placed back in the campsites.

4. **NEW BUSINESS:**

- a. **Phase I Dewatto Estates HOA request to use building for meeting in March:** Manager Crosby informed the Board that Phase I Dewatto Estates HOA would like to rent our building. Manager Crosby explained that due to Covid it is unlikely we will be able to rent out the building due to cost of sanitation. The cost of renting was discussed and it appeared they may not even be interested. The Commissioners discussed the fact that we would have to have it professionally cleaned afterwards and that would be on the renter. Manager Crosby will inform the HOA group.

5. **COMMENT:**

- a. **Port Manager - Election and Financials:** Manager Crosby announced that Commissioner Mow is due for re-election in November and asked him if he is still interested in serving as a Commissioner for the Port of Dewatto. He said yes and Manager Crosby will send the paperwork to the county so they can get their forms ready. Manager Crosby went over the financials of the office to include outstanding warrants and any deposits to the account. After all the warrants are cashed, we will have \$4,455.71 in our general fund. This includes the sale of merchandise (t-shirts) of \$75.00, and a camper paid \$220 for her site ahead of time. We will most likely need to transfer money from the state investment pool to cover next month's vouchers. Manager Crosby is authorized to transfer money between accounts. She will send an email to the commissioners before any transaction takes place, so they are aware. Receipt of any property taxes for February will be on our next financial statement and will be presented at the March meeting. Manager Crosby stated the campground is receiving reservation requests and most weekends are full from July to September. We even have a camper reserved for the first week of April.
- b. **Public:** There were no public comments.

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

MEETING ADJOURNMENT: Chairman Mow moved to adjourn the meeting and Commissioner Haugen seconded. Upon vote, Chairman Mow adjourned the meeting at 6:28 pm.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date