

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

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

Port Manager: Jeana Crosby  
Campground Coordinator Joe Newman  
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 present.
- c. **Board will approve or amend meeting agenda:** Commissioner Haugen moved to approve the March 10, 2021 meeting agenda and Commissioner Edwards 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 February 10, 2021:** Commissioner Haugen made a motion to approve the February 10, 2021 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- b. **Approve March vouchers 2021-038 to 2021-054 in the amount of \$6,048.85:** Commissioner Mow asked for a motion to approve the vouchers 2021-038 to 2021-054 in the amount of \$6,048.85. Manager Crosby asked to discuss the CHS Propane bill. The cost went up quite a bit due to the storms in Texas. CHS propane plans to reduce the cost as time goes on. The cost went from \$1.79 to \$2.74 a gallon. It was suggested to check in to the other companies that supply propane or investigate different rates during different seasons. Commissioner Haugen moved to approve the March vouchers 2021-038 to 2021-054 in the amount of \$6,048.85. Commissioner Edwards questioned the mileage amounts for Manager Crosby and Commissioner Haugen. Manager Crosby explained hers was for travel to Shelton and back to pick up warrants, going to the bank and the post office and Commissioner Haugen's was for travel getting lumber on three occasions and fixing the campground fence. This also included his labor. Commissioner Edwards was then satisfied and seconded the motion. Upon vote, motion passed.

- c. **Campground fees collected in February:** Campground closed for the season.
- d. **No rent collected on the building in February:** 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 that JCI was supposed to come at the beginning of this week however not all the parts and supplies were in to complete the job. They have rescheduled for Monday March 29 and March 30, 2021 at 8:00 a.m. if the supplies are in.
- b. **Update on Campground and Grant progress:** Manager Crosby noted that she has sent a few more emails to Patrick with Mason County Emergency Management regarding the FEMA grant. He has not responded so will need to contact Mason County for information. Commissioner Edwards was absent at the last meeting and was questioning what the grant was about. Manager Crosby explained that an application for FEMA was sent to Mason County for public assistance. They will let us know if we will receive any money.

Manager Crosby informed the Commissioners that rock would be delivered by Peninsula Topsoil & Landscaping on March 13, 2021 at the Port Building and at the Campground. David Smith, a regular camper at the Dewatto River Campground, is going to bring his dozer and spread the rock to the needed areas at both locations. The clean-up day for the campground is March 20, 2021 starting at 10:00 a.m. The tables will also be moved to their correct campsites. The DOLA group will come help us clean. Anyone that wants to help will be greatly appreciated.

Commissioner Mow asked for a motion to spend \$200.00 for signage for both ends of the campground for reconfiguration of the campground road areas. We should have signs with "No trailers past this point" posted on each side of the campground roads. Commissioner Haugen made a motion to spend up to \$200.00 at Zumar for aluminum metal reflective signs. Commissioner Edwards seconded the motion and upon vote, motion passed. Commissioner Mow also would like the website map updated to show the dead end and get it up as soon as possible. We have decided to do a dead end and two turnarounds for the campers with the road closed and new fence there. No motor homes will be allowed down to the lower end of the campground on the north end. On the south end they will be able to drive part way around and then have a turnaround.

- c. **Possible money transfer from The State Pool to the Mason County Account:** Kris Tompkins, volunteer for the Port, informed the Commissioners the Port cash balance will be approximately \$1,000 to \$3,000 after paying March vouchers and forecasting \$3,500 in March

property tax payments to be received. A look back at property tax collections in March for the past four years was \$4,200 in 2020; \$3,800 in 2019; \$3,900 in 2018; \$3,975 for 2017. We are hoping to delay a transfer from our State Investment Pool account to our Mason County account. We will keep a close eye on the cash balance. If we do need funds, we may only need to transfer \$5,000.00. The Manager will email the Commissioners if a transfer is made.

**4. NEW BUSINESS:**

- a. **Eric Hood vs Port of Dewatto: Public Records Request-Executive Session:** Commissioner Mow paused the regular meeting to allow for the Commissioners to go into Executive session for approximately 5 minutes at 6:23 p.m. The regular meeting was called back to order at 6:30 p.m.

**5. COMMENT:**

- a. **Port Manager-Financial-** The financials were discussed above along with the cash analysis.
- b. **Public:** There were no public comments.
- c. **Board Member Comment:** Commissioner Mow appreciates that Joe Newman and Kris Tompkins are at the meetings and would like that to continue. Commissioner Haugen repaired tables down at the campground. Commissioner Mow requested we put on the next agenda the improvements still needed at the campground.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for April 14, 2021 at 6:00 p.m.

**MEETING ADJOURNMENT:** Commissioner Edwards moved to adjourn the meeting and Commissioner Haugen seconded. Upon vote, Chairman Mow adjourned the meeting at 6:35 pm.

**SIGNATURES:**

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Chairman: Ray 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