

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
April 14, 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 Edwards moved to approve the April 14, 2021 meeting agenda and Commissioner Haugen seconded the motion. Upon vote, motion passed.
- d. **Board Member comments:** None
- e. **Guests:** We had one guest.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting held on March 10, 2021:** Commissioner Haugen made a motion to approve the March 10, 2021 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- b. **Approve April vouchers 2021-055 to 2021-075 in the amount of \$8,336.75:** Commissioner Mow asked for a motion to approve the April vouchers 2021-055 to 2021-075 in the amount of \$8,336.75. Commissioner Haugen stated that Commissioner Edwards was interested in how much we paid for delivery for the topsoil. Commissioner Haugen also explained what his claim form entailed. He fixed the campground fence and applied the handles to most of the drawers and cabinets in the kitchen. Commissioner Mow discussed the signs at the campground, and he is pleased that the signs are big and readable. Joe Newman feels it is a good idea to remove the signs during the winter months so they are not stolen. Commissioner Edwards moved to approve the April 14, 2021 vouchers 2021-055 to 2021-075 in the amount of \$8,336.75. Commissioner Haugen seconded the motion and upon vote, motion passed.
- c. **Campground fees collected in March:** Campground was still closed for the season. Opened April 1, 2021.

- d. **No rent collected on the building in March:** Building to be rented by the Phase Two Dewatto group on May 8, 2021. They will adhere to Covid-19 guidelines of distance and masks. Manager Crosby will make sure they have hand sanitizer and will wear masks for the meeting. The bathrooms and meeting room will be cleaned and sanitized after the meeting.

3. **OLD BUSINESS:**

- a. **Update on Security System Johnson Controls (JCI):** Manager Crosby informed the commissioners that JCI was supposed to install the cameras however the system we had chosen has now been discontinued. JCI will replace it with a comparable unit without charging an increased price. It will be \$75 per month, billed quarterly with the current lease. Allen MacDougal, the sales representative, stated he thought they are in stock so will send the request to the scheduler so we can get them installed. Commissioner Mow would like to make sure there is some type of training for the system and that it operates well before we make the final payment. Manager Crosby will contact Allen MacDougal and inform him of the request.
- b. **Update on Campground, Signs and Clean-up:** Coordinator Joe Newman stated the campground is doing well. Reservations are coming in mostly for the weekends. We have collected over \$2,500.00 in the first couple weeks. We also have collected money for future campers via credit cards. In total, we have received \$ 3,045.00. With the money collected from the campground and the property taxes we will not need to transfer any money from the State Investment Pool to cover our expenses this month.

Peninsula Topsoil brought rock to the campground and the Port building. Volunteer and regular camper, David Smith, moved the rock around and revamped the road as far as he could to the cut-off. He made two turnarounds as well. It looked great although we will need more rock later when we complete our road repair due to the wash out. Mr. Smith also came to the Port building and leveled out a lot of the rock. Tim Crosby, Manager Crosby and Commissioner Haugen smoothed some of the areas at the Port building. Our clean-up was on March 20, 2021. We had a large group from DOLA (Days of Living Alive) help with the clean-up. They are a group of campers that love the Dewatto River Campground and rent the entire campground yearly in July. They brought wheelbarrows, gloves, rakes and even snacks. Commissioner Edwards, Manager Crosby and campground coordinator, Joe Newman helped keep the clean-up organized and under control. The DOLA group stayed longer, past 1:00, to get the rest of the campground cleaned up. Manager Crosby posted a shout out to the group on our Facebook page.

- c. **Update on FEMA Grant:** Manager Crosby went over the FEMA (Federal Emergency Management Agency) grant process. Paperwork has been sent and we had Brittany Gordon, habitat biologist with the Washington

Department of Fish and Wildlife (WDFW) come out to survey the damage to the road and concerns with the logs in the river. She sent a report with what would be needed to proceed. There are quite a few permits involved, engineer evaluations including Corp. of Army Engineers, vegetation planting and possibility of losing a few of the lower campsites to build a retaining wall. There are procedures and regulations that must be followed. One of them is that we would have to start with the most natural of ways using wood, dirt and planting vegetation. Using rock to retain the wall is the last resort as it is not considered naturally safe for the habitat and environment. We are allowed to move new fallen wood but not old, downed trees. She emailed a report of her evaluation and suggestions, and it will be forwarded to the commissioners for review. Commissioner Edwards was not in total agreement of this plan of action as he has dealt with this type of situation in the past. Commissioner Mow encouraged him to make some phone calls and report back to us on his findings. In the meantime, Commissioner Mow stated he would like Manager Crosby to continue to pursue the grant as this is a safety issue and it would also be beneficial to the Port to have the money granted to us for repair.

- d. **Eric Hood vs. Port of Dewatto: Public Records Records-Executive Session:** Commissioner Mow paused the regular meeting at 6:21 to go into executive session to discuss legal issues for 10 minutes. The regular meeting was called back to order at 6:29 p.m. Manager Crosby introduced our new guest, Jeff Alexander who has purchased property just down from the Port building.

#### 4. **NEW BUSINESS:**

- a. **Washington Public Ports Information Regarding Stimulus \$\$\$:** Manager Crosby informed the commission that the Washington Public Ports Association (WPPA) called regarding a large stimulus package given to Washington State. The public ports were considered as some of the giftees if they qualify for needing money due to COVID. Manager Crosby spoke to Virginia Lincoln regarding the stimulus and what needs to be done. Manager Crosby filled out the form and sent it back to the WPPA. She stated it would probably be a long shot, but it would be good to apply just to see if we would qualify for funds. We have been deemed the smallest public port in the State of Washington. We could be considered because of the destruction we have experienced due to the weather and not being open for two months last year, resulting in loss of income.

#### 5. **COMMENTS:**

- a. **Port Manager-Financial-** Kris Tompkins, volunteer discussed the Port's finances. March ending cash was just under \$7,000 and with property tax income and campground fees to date we will cover April vouchers and still have about \$3,700 left. Kris reviewed property tax collections for the past four years and the Port receives around \$13,500 to \$14,000. The Port

should have enough revenue through the end of the summer to cover normal expenditures. Manager Crosby and Kris Tompkins will continue to monitor the cash flow and report if or when we would need to pull funds from the State Investment Pool. Commissioner Haugen asked if the credit card system is working for collecting funds for the campground. Manager Crosby stated that the system is working, and she has collected over a thousand dollars just this year and it seems to help get the campers to pay in advance.

- b. **Public:** Manager Crosby stated she has had an injury to her shoulder and will need to be off a few days at a time to obtain healthcare. Commissioner Mow stated she is to take as much time as she needs. He would just like her to make them aware when she cannot be at the Port so they can make sure they are able to keep up. She also stated that with the campground reopening, the new security system going in, FEMA, the annual report and her regular duties, she feels it is time to have her hours increased to the summertime twenty-eight hours a week. The hours would be decreased again to twenty-four in the wintertime when the campground is closed for the season. All three commissioners agreed, and the change will be effective immediately. Manager Crosby asked the new guest if he had any questions or comments. Commissioner Mow explained the purpose of the Port and its expectations to the community.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for May 12, 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 6:42 p.m.

**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