

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
May 12, 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 May 12, 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 April 14, 2021:**
Commissioner Haugen made a motion to approve the April 14, 2021 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- b. **Approve May vouchers 2021-076 to 2021-095 in the amount of \$8,740.03:**
Commissioner Mow asked for a motion to approve the May vouchers 2021-076 to 2021-095 in the amount of \$8,740.03. Manager Crosby stated the vouchers included the final payment to Johnson Controls for the security system which is now scheduled to be installed on May 17th and 18th. Commissioner Haugen asked what the charge for PenPrint is for. Manager Crosby replied it was for the campground fee slips. She also mentioned the fee slips were changed a bit with the Port logo on them, the correct address of the campground and reservation number. She also stated that she has ordered business envelopes with the Port of Dewatto logo on them and the Belfair post office address. Commissioner Haugen moved to approve the May 12, 2021 vouchers 2021-076 to May 2021- 095 in the amount of \$8,740.03. Commissioner Edwards seconded the motion and upon vote, motion passed.
- c. **Campground fees collected in April 2021:** Campground fees collected in April were \$6,375.00. The first two weeks of May have already produced \$1,135.00 and we are on track for a good month.
- d. **There was no rent collected for the building in April 2021.**

3. OLD BUSINESS:

- a. **Update on Security System Johnson Controls (JCI):** Manager Crosby informed the commissioners that JCI is scheduled to install the system May 17

and 18 at 8:00 a.m.

- b. **Update on Campground and Reservations:** Campground Coordinator, Joe Newman, commented on the reservations and campground activity, stating it is doing well, minimal complaints and just a few cancelations. He has mowed and used the weed eater and has also mowed at the Port building. He continues to pick up debris from the fire rings. Campers have asked for a garbage can, however with the wildlife and other people using the campground it is not advised to have one there. The campers need to be reminded that they are to take their trash with them. Joe also opened up the trail behind the Port building to get to the well as Northwest Water Systems is doing our annual water testing on May 17th.
- c. **Eric Hood vs. Port of Dewatto: Public Records Records-Executive Session:** Commissioner Mow paused the regular meeting at 6:07 to go into executive session to discuss legal issues for 10 minutes. The regular meeting was called back to order at 6:12 p.m.

4. NEW BUSINESS:

- a. **Sexual Harassment and Discrimination Training:** Manager Crosby presented a handout to the Commissioners to review regarding sexual harassment and discrimination in the workplace. This information is mandatory and should be done yearly. This is required by our insurance provider, Enduris. The Commissioners need to read through the information and sign that they have reviewed and read the document. They will make a decision on whether to include this in our policy and procedure handbook that volunteer Kris Tompkins and Manager Crosby continue to compile.
- b. **Redistricting the Port of Dewatto:** Manager Crosby informed the commission that she had attended a webinar with the Washington Public Ports Association (WPPA) regarding the redistricting of the Port. We have not received the information from the County Auditor yet as to whether we even have to redistrict. With Dewatto being a small port, it may be possible that we do not need to have new boundary lines. There will need to be a population increase of at least 10% before we would need to proceed. It has been suggested that we hire a consultant with a few other local small ports to get the cost down and have it done at the same time. Commissioner Haugen feels due to the fact we do not have to submit our information until November 2022, we should not be hasty in hiring a consultant. Our County Auditor has many help sites available. Manager Crosby read parts of the letter from the Auditor on what they would be able to help with, including the GIS mapping. Commissioner Edwards wanted to know why we were even redistricting. Manager Crosby explained that every ten years the Census is taken and if we need to redistrict, that is when it is done. The Commissioners have decided to wait until there is more information and reassess at that time. Kris Tompkins located the December minutes and the estimated cost for our Port's share of a consultant could be less than \$2,000.00.

5. COMMENTS:

- a. **Port Manager-Financial-** Manager Crosby asked volunteer Tomkins to do a quick overview of the financial statements. Kris Tompkins reported April ending cash was \$21,493.36, then subtracting outstanding warrants and the May vouchers the balance is \$10,354.51. With the April property taxes of over \$17,000 and the campground income, we continue to have good cash flow and will not be needing to transfer any funds from the investment pool for now.

Manager Crosby stated we are close to filing the annual report to the State, however there are a few more forms we need to include. Kris typed the Covid note needed for the report and had the Commissioners review it. All Commissioners were in agreement that the written note captured the Port's

actions.

- b. Commissioner Edwards commended Joe Newman, Campground Coordinator for the great job he is doing down at the campground. He stated he went down to the campground and it looked very clean.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for June 9, 2021 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Commissioner Edwards seconded. Upon vote, Chairman Mow adjourned the meeting at 6:24 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date