

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
June 9, 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 June 9, 2021 meeting agenda and Commissioner Edwards seconded the motion. It was noticed that the agenda stated May Vouchers instead of June. The Agenda will be approved as amended with vote. Upon vote, agenda approved as amended.
- d. **Board Member comments:** None
- e. **Guests:** None.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on May 12, 2021:** Commissioner Haugen made a motion to approve the May 12, 2021 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- b. **Approve June vouchers 2021-096 to 2021-110 in the amount of \$8,090.37.** Commissioner Mow questioned the amount for the porta-potties. The Manager explained that includes the total of six porta-potties and will cost that much until the campground is closed. We do not have the handwashing stations this year and there is sanitizer in each toilet. Commissioner Haugen moved to approve the June 9, 2021 vouchers 2021-096 to June 2021- 110 in the amount of **\$8,090.37**. Commissioner Edwards seconded the motion and upon vote, motion passed.
- c. **Campground fees collected in May 2021:** Campground fees collected in May were **\$6,935.00**. The total collected through May is \$14,120.00. Campground Coordinator Newman collected \$1,290.00 last week.
- d. **Building rental for May 2021: \$50.00** from Phase II Dewatto renting the building on May 8, 2021. The building was left in good condition and trash

was put in the receptacles. Commissioner Haugen opened and closed the building as well as worked outside while the meeting was held.

3. OLD BUSINESS:

- a. **Update on Security System Johnson Controls (JCI)** Manager Crosby stated the system is up and running after starting the process in November. There were some issues with communication and corrections in the contract that took some time, however, it is in and working properly. We ordered four cameras, one for each corner of the outside of the Port building. When the technician was preparing to install he noted that one of the cameras would overlap the other and really was not necessary. If the Port chose not to have a 4th camera, the contract would have to be revised and set yet another schedule to come out and install. Manager Crosby approved to have the camera put inside the building in the corner where the regular security system for the inside of the building is located. This will show who if anyone is breaking in. The technician finished the install in 2 days and including the recording device and application for remote monitoring. Manager Crosby stated the system recorded someone getting water from our hose that is on the side of the building. She sent a link to the commissioners with information to download the application to access remotely as well. Commissioner Mow requested that we find out if we can be alerted during certain hours of the day or evening when suspicious activity is recorded. At this time, we are on motion detection only with the recordings. Manager Crosby will contact support at JCI to see if this is possible.
- b. **Update on Campground and Reservations:** Joe Newman, Campground Coordinator, stated the campground is doing well. The reservation line rings quite often on a daily basis with campers requesting sites. He reported that the campground was full on Memorial Day and there were no complaints or issues. He also stated we have only had a couple people not pay and one that said she paid on line but it did not record. Manager Crosby went to the campground and talked to the person and she stated she forgot to push the send button. The payment showed in the account a few minutes later. Manager Crosby said Joe has been keeping the campground cleaned up. Commissioner Haugen asked about the camper that is down at the campground at this moment and if he had been there very long. Joe reported he has only been there 4 days and appears to be reliable and has paid daily. He cautioned the camper regarding leaving personal items and supplies outside his trailer when he is not at camp as they could be stolen.
- c. **Annual Report:** Manager Crosby informed the commissioners the 2020 Annual Report is complete and has been submitted to the State with a return receipt! Manager Jeana Crosby and Volunteer Kris Tompkins worked on the annual report for many hours and were able to submit it on time to the State Auditor's Office. There have been quite a few changes

in the last two years since the auditors will not be coming on site to audit. Kris reported that Jeana got a head start and had most of the documents ready and in one place in the computer. While working as a team, they were able to complete the report and, as stated above, sent in on time. Commissioner Mow as well as the other Commissioners, thanked Kris for her help and her continued support with the Port of Dewatto and she is very much appreciated.

- d. **Eric Hood vs. Port of Dewatto: Public Records Records-Executive Session:** Commissioner Mow paused the regular meeting at 6:15 p.m. to go into executive session to discuss legal issues for approximately five minutes. The regular meeting was called back to order at 6:17 p.m.

4. **NEW BUSINESS:**

- a. **There was no new business presented at this meeting.**

5. **COMMENTS:**

- a. **Port Manager-Financial-** Manager Crosby went over the Mason County financials and reported that we did receive more property taxes and that we actual received Timber Trust money, which we have not received in over a year and a half. The amount of the income can be reviewed on the Port of Dewatto website at: portofdewatto.com.

Manager Crosby stated that she is still working with FEMA and the grant process. The representative she has been talking to, has had an emergency and the Port will be getting a new representative next week. Manager Crosby will keep the commissioners updated. Commissioner Mow would like a FEMA update added to next meeting's old business. Manager Crosby stated she has ordered pens with the Port logo and phone number on them. She will also purchase a hanger for the garden hose so it is not laying on the ground all the time.

- b. **Commissioners:** Commissioner Edwards stated that he went down to the campground on Memorial Day weekend and noticed that it was very full to the point he felt that campers were stuffed in there. He said he had never seen it this full. Joe Newman and Manager Crosby stated it is always full like that on a holiday. Commissioner Edwards felt like that was a concern when a camper books and then has multiple people in one site, if it encroaches on the other campers. He stated it could also be a safety hazard should there be a fire or another type of emergency. Commissioner Mow agreed it could be unfair for the adjoining campers to be stuck in so tight. When there is a family or group that reserves multiple sites it does not promote that much of a problem. He suggested before we open next season, we should re-evaluate the sites to possibly make changes to them and look at setting new rules such as having stipulations of how many occupants can be in one campsite.

Manager Crosby mentioned that Commissioner Edwards requested that a meeting be scheduled for us to discuss expanding the campground with the adjacent property owned by the Manke Corporation. Jeana called and spoke with Joel Manke, CEO of Manke Timber. He stated he does not feel we need to meet as they have no intentions of selling the property to anyone even though it is not marketable for timber. He wants to leave the property alone as it gives the campground the ambiance that it has. He does not want to have a trail built for people to stroll as he knows how some can be irresponsible and litter among other things. Also, they do not want to sell the property where the oyster shack used to be whether the Port, DNR or Conservancy. When asked if he wanted to sell the property the Port is leasing, he said no and the contract we have now is how he would like to keep it. He will draft a letter reflecting our conversation and send it to the Port for our files. He did also say that anytime we want to discuss issues with the Port, not to hesitate to call or email our concerns, however, not to discuss the sale of the property to the Port. Commissioner Haugen thanked Jeana for her role in calling the Manke Corporation and informing the commissioners of the outcome.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for July 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 6:36 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date