

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
July 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 July 14, 2021 meeting agenda and Commissioner Haugen seconded. Upon vote, motion passed.
- d. **Board Member comments:** Commissioner Haugen mentioned that the Mason County financials show that we received Timber Tax. Manager Crosby verified we received over \$7,000. Per Commissioner Mow, this may be the first of a few payments as the delay in receiving it gets caught up and distributed. Commissioner Haugen asked Kris Tompkins about the handling of money and getting it deposited in the bank. Kris responded that Manager Crosby had spoken to her the day before and she would like to have time to check on this. Commissioner Haugen feels it is a red flag that the deposits are done by the same person who collects the money. He was concerned as in the 2017 annual audit there were comments that had to be remedied and the deposits and money situation was one of them. Manager Crosby stated that in the beginning, the campground coordinator collected the money, his wife would count it and prep it for deposit and send the information along with the fee envelopes, names and campsites list to the Manager who counted it again, filled out the deposit slip, and then drove it to the bank. Manager Crosby had realized that the coordinator lived close to the bank so started having him take the money to be deposited in the bank. He would bring the deposit slip to the office the next day. This has worked out very well for the Port without any issues of missing funds. The Manager then reconciles all the slips and fee envelopes and enters them into the computer for back up. She also enters the deposits into an excel spread sheet to match the bank records at the end of the month. Commissioner Haugen wants the cash handling policy

reviewed to see if we are doing what it says or if it needs to be revised and brought to the Commissioners for review at the August meeting.

e. **Guests:** None.

2. CONSENT ITEMS:

a. **Approve minutes of the regular meeting held on June 9, 2021:**

Commissioner Haugen made a motion to approve the June 9, 2021 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.

b. **Approve July vouchers 2021-111 to 2021-129 in the amount of \$10,242.30.** Commissioner Haugen moved to approve the July 14, 2021 vouchers 2021-111 to June 2021-129 in the amount of \$10,242.30. Commissioner Edwards seconded the motion and upon vote, motion passed.

c. **Campground fees collected in June 2021:** Campground fees collected in June were \$9,435.80.

d. **Building rental for June 2021: None.** The building is rented on August 13, 14 and 15, 2021 by our Manager for a craft weekend. They will also be staying at the campground.

3. OLD BUSINESS:

a. **Update on Campground and Reservations:** Joe Newman, Campground Coordinator, stated the campground is doing well and the weekends are usually full. There was one small group of campers that were causing a lot of noise and disruptions. Joe spoke to them, and they were a little bit annoyed by it and ended up leaving that day. He also found that someone had dumped water in the payment can and soaked the money slips. They left a "jimmy hook" to use to try and get money out of it however were unsuccessful. We had the DOLA group this weekend and they cleaned the park up quite well as there was a wedding at the campground on Sunday. Joe also mentioned that a big owl flew through his open window and out the back of his vehicle. He did get a scratch on his face but otherwise he is okay and wanted to give heads up to keep an eye out for the owl. The only other news was there was a complaint of a campfire and 911 was called but they did not check it out. There were no fireworks issues, and it was well posted that no fireworks were allowed or will be asked to leave.

b. **Update on FEMA:** Manager Crosby stated we are still working on the road project and shoring up the bank. We had the site inspection. We need to decide if this is the route we want to go as we may have to pay for the wall ourselves. She is waiting to hear from the Army Corps of Engineers as to what they feel is necessary. It is very long process and we are now in mitigation. Some of the campers have questioned whether we need to complete the road as they like it being blocked off. It is safer for the campers not having cars etc. going through there.

- c. **Holiday pay for Port Manager:** Manager Crosby had voiced her concern that due to being part time, there are a few holidays that she does not get paid as she does not work that day. Her concern was partly that these are benefits that were offered to her however then there is a clause that if is not a regular workday then she does not get paid. She stated being a part time employee does not give her the option to be able to work those days as she has only a certain number of hours allowed weekly. There was a long discussion and Chairman Mow urged Jeana to construct a letter with her requests and present it to the Commissioners at the next meeting. The Commissioners will evaluate it and make a decision. If need be, the Holiday section will be amended in the Leave Policy. Otherwise, it will remain as is.

4. **NEW BUSINESS:**

- a. **Discuss the use of water from the Port of Dewatto building:** Manager Crosby reported that in 2018 when we had the first annual Dewatto Community Barbeque, she was approached by a person called "Doc" that stated he was part of the "Templeton Group" of 6 that had bought property down on Templeton Road. They wanted us to have a key to the gate in case of an emergency. He also said he had spoken to Commissioner Haugen and that he had given them permission to come and get a jug of water here and there on the weekends and to discuss it with the manager, Jeana. (Commissioner Haugen does not recall the conversation.) Jeana approved for them to get a jug of water here and there but to advise us first. It has now been three years and the group continues to get water, however it is not just a jug or two. Our security cameras recorded a couple of men using a large tank of approximately 350 gallons or more to retrieve water along with other jugs and it was retrieved more than once a day and then again the next day. Manager Crosby was concerned at the amount of water being used as our pump will continually run during that time and it is just way more water than what was agreed upon 3 years ago. Manager Crosby sent an email letter, to Jessica Jensen who is part of the group, stating the Port feels it is unacceptable to be using that much water from the Port and it had been close to three years from the original conversation. Manager Crosby received a response from the Templeton Group stating they were in dismay and would be more than willing to pay to use the water (\$1,000 a year) as their plan for a well is still two years away. Manager Crosby informed her that this would be discussed at the upcoming Commissioner meeting in which they are more than welcome to attend.

The Commissioners were given a photo of the water retrieval and agree that this is above and beyond what was agreed upon and the group should no longer be allowed to use the Port's water. Commissioner Mow requested the phone number of Jessica Jensen and he will call and discuss

the situation. Manager Crosby had also included in the email letter that they would need to find an alternate solution and as of July 8, 2021 would no longer be able to use the Port's water. The Commissioners agree they were taking advantage of the Port. We may need to use a key bib in the future.

5. COMMENTS:

a. **Port Manager: Financial-** Manager Crosby repeated the financial information regarding the Timber Trust, property taxes and income from the campground. We have good cash flow at this time and the campground is on track to be at budget or quite close. Commissioner Mow asked for clarification on the Timber Tax and if it goes into our bank account and then has to be transferred. Manager Crosby replied that it goes directly to our general account at the County. Commissioner Haugen requested clarification on the annual report this year as it appeared that we lost money. Kris Tompkins explained how the beginning and ending balance from one year to the next must match. The Port did spend more money last year than income received because of the campground being closed (during COVID), no timber tax and repairs of the flood in the building.

b. **Public: There were no public comments**

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for August 11, 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 6:50 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date