

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
August 11, 2021

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards (Absent)
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 5:58 p.m. via phone call. He remained on speaker phone through the duration of the meeting.
- b. **Commissioner attendance present or excused:** Commissioner Edwards was not in attendance as he is out of town. Commissioner Haugen moved to excuse Commissioner Edwards. Commissioner Mow seconded and upon vote, motion passed. Commissioner Mow was caught in traffic due to multiple car accidents and a fire in the area. He let us know he would not be able to attend in person. He was on the phone so he could conduct the meeting as well as make motions and vote.
- c. **Board will approve or amend meeting agenda:** Commissioner Haugen moved to approve the August 11, 2021 meeting agenda and Commissioner Mow seconded. Upon vote, motion passed.
- d. **Board Member comments:** Neither Commissioner had comments. Manager Crosby went over the agenda so that both Commissioners could concentrate on the business at hand.
- e. **Guests:** None.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on July 14, 2021:** Commissioner Haugen made a motion to approve the July 14, 2021 minutes as presented. Commissioner Mow seconded the motion and upon vote, motion passed.
- b. **Approve August vouchers 2021-130 to 2021-146 in the amount of \$16,673.77:** Commissioner Haugen moved to approve the August 11, 2021 vouchers 2021-130 to 2021-146 in the amount of \$16,673.77. Commissioner Mow seconded the motion and upon vote, motion passed. This included the Enduris insurance invoice of \$6,434.00.
- c. **Campground fees collected in July:** Campground fees collected in July were \$11,055.00. This is the most collected in one month. To date we

have collected \$33,085.60. This brings us closer to our budget of \$42,100.00. We have 6 weeks left for the campground to collect funds.

- d. **Building rental for July 2021: None.** The building will be rented on August 13, 14 and 15, 2021 by our Manager for a craft weekend. They will also be staying at the campground. Manager Crosby pre-paid a fee for the building and campground services.

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. The campground reservation line has been extremely busy. This coming weekend is fully booked. A camper misjudged the space through the gate and his fifth wheel trailer hit the pole hard enough to take out the pole and the gate. He offered to have his company pay for the repairs and come fix it however it is a liability with the insurance company to have them do that in case of injury so the Port will repair the gate and send an invoice to the camper.
- b. **Collection of the campground money and the Port internal control policy:** Manager Crosby stated she has spoken to two of the State auditor's office audit team regarding the internal control policy of the collection of campground funds. Well documented paper work helps however there is still the issue of only one person collecting as we only have two staff members. One of the auditors explained it would not be a "finding" on the audit, however just a comment to try and improve. There were other strategies to cover however, and they will be discussed more at the next meeting when all Commissioners can be in attendance.
- c. **Update on FEMA:** Manager Crosby stated we are still working on the road project and shoring up the bank. Manager Crosby is waiting for information on statutes and contractors. Permits will be requested once those are in place.
- a. **Discuss the use of water from the Port of Dewatto building:** Commissioner Mow stated he left a message on the number provided to him regarding the "Templeton Group" and the use of the Port water. Commissioner Mow is firm that they are not to use any of our water and will continue to try and contact them. At this time, we are keeping the water shut off to the outside spicket in between needing to water the plants.

4. NEW BUSINESS:

- a. **Update on Redistricting:** The Port of Dewatto will need to be redistricted. The Mason County Elections committee will be helping us in any way we need it to include the mapping and studies. It is not due until November of 2022.

5. COMMENTS:

- a. **Port Manager:** Manager Crosby had no comments and turned the financial report over to Kris Tompkins.
- b. **Financial:** Financials were discussed by Kris Tompkins. She reviewed balance at the end of July and the income and expenditures for the current month. We have received over \$15,000 in Timber Trust which was not budgeted for the year, so she recommended \$10,000 be sent to the State Investment Pool. Both Commissioners were in favor of this transaction and Manager Crosby will prepare the form for deposit to the State Investment Pool.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for September 8, 2021 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Commissioner Mow seconded the motion. Meeting was adjourned at 6:07 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date