

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
September 8, 2021

Chairman: Ray Mow (Absent)
Commissioners: Richard (Ted) Edwards
David Haugen

Port Manager: Jeana Crosby
Campground Coordinator: Joe Newman
Volunteer: Kris Tompkins

1. CALL MEETING TO ORDER:

- a. **Commissioner Haugen called the meeting to order** at 6:01 p.m.
- b. **Commissioner attendance present or excused:** Commissioner Mow was not in attendance due to a health issue. Commissioner Edwards moved to excuse Commissioner Mow. Commissioner Haugen seconded and upon vote, motion passed, and Commissioner Mow was excused.
- c. **Board will approve or amend meeting agenda:** Commissioner Edwards would like to discuss the removal of the logs and debris at the campground to ensure safety at our campground. We will add this to New Business. Commissioner Edwards moved to approve the agenda as presented and amended for the September 8, 2021 meeting and Commissioner Haugen seconded. Upon vote, motion passed.
- d. **Board Member comments:** Commissioner Edwards will comment under new business. No other comments.
- e. **Guests:** none

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on August 11, 2021:** Commissioner Edwards made a motion to approve the August 11, 2021 minutes as presented. Commissioner Haugen seconded the motion and upon vote, motion passed.
- b. **Approve September vouchers 2021-147 to 2021-165 in the amount of \$9,240.84.** Commissioner Edwards moved to approve the September vouchers 2021-147 to 2021-165 in the amount of \$9,240.84. Commissioner Haugen seconded the motion and upon vote, motion passed.
- c. **Campground fees collected in August:** Campground fees collected in August were \$9,890.00. We have collected \$43,742.00 to date. Our budget is \$42,100.00. We have one week left to collect before the campground closes for the season.

- d. **Building rental for August 2021:** Received \$50.00.

3. **OLD BUSINESS:**

- a. **Update on Campground and Reservations:** Commissioner Haugen fixed the main gate to the campground as it was run over by a large motor home. Campground coordinator Joe Newman reported the camper was on the phone and was not paying attention. The camper is aware that he will be invoiced for the amount of repair which includes labor and supplies. Labor Day weekend was fully booked however there were about five no shows. Otherwise, the last two weeks of August were a little bit slow.

Coordinator Joe Newman also reported that we should repair the electricity at the campground around the end of February or early March, so the electrical boxes are not out in the weather while we are in the off season. Commissioner Edwards stated the electrical wire is underground. There are a lot of boxes where the breakers do not work and need replacement. Manager Crosby has called four electrical companies so far, however had not received any responses. There have been multiple burn ban signs posted. Campers still go behind the fence and abuse the ledge.

Manager Crosby informed us that the old campground sign has been repainted and set at the Port building in front of the Port and looks great. Kudos to Commissioner Haugen.

- b. **Collection of the campground money and the Port internal control policy:** Manager Crosby reported we are still having people leave without paying and the issue at hand is still the fact there is no internal control of the money collected from the campground until it gets to the bank. Manager Crosby stated they have tried different ways of control and the best and most secure way is to have online payments only, no checks and no drive-ins. She has spoken with Zac Wilson from the State Auditor's office and he agrees that the best way to have internal control is to have 100% online registration and payment. Manager Crosby has checked out numerous companies and the best one so far is Bonfire. They are 24/7 and have POS (point of service) where the sites can be paid on line for their sites and/or merchandise. This will be something we will need to discuss when Commissioner Mow is also in attendance.
- c. **Update on FEMA:** Per Manager Crosby, we are still working on the road project and shoring up the bank. FEMA is concerned the property in question does not belong to the Port. Manager Crosby has spoken with Joel Manke and Harry Rydell regarding this issue and Mr. Rydell will get back to Ms. Crosby upon his return in two weeks. Commissioner Edwards had concerns stating that we need to get the logs out of the water, and they need to be removed as soon as possible. The commission is in agreement this is a safety issue however, we have to make sure the Manke Corporation is going to be on board or if they will relinquish

responsibility to the Port. Either way, the Port needs something in writing to give to FEMA to continue. Commissioner Edwards agreed that with Mr. Rydell representing the Manke Company, we should be able to come to some type of written agreement. Commissioner Edwards still feels this could be done without the Manke involvement as years ago the Port was up against the same issue with the logs and they were able to get the job done, and in a timely matter.

- a. **Update on water usage:** Commissioner Mow was to speak with Jessica Jensen, who is representing the Templeton Group. He is not in attendance this evening so we will table this discussion until the next regular Commissioner meeting. In the meantime, the water is still turned off and they are not allowed to get water from the Port of Dewatto.

4. NEW BUSINESS:

- a. **Executive Session on Eric Hood Public Records Request:** The regular meeting was paused while the Commissioners and Manager Crosby went into executive session at 6:24 p.m. for 5-7 minutes. The regular meeting resumed at 6:28 p.m.
- b. **Campground Maintenance:** (added to meeting agenda) Commissioner Edwards discussed most of the log issue under the follow up with FEMA in Old Business. He reiterated the need to keep the campers safe and we need to try and get the logs out of the river as soon as possible. He wanted to talk about the electrical issues as when he went down to visit the campground, campers complained that the power was not working properly. Staff is aware and working on getting it repaired as reported under 3a Update on Campground. This will be discussed further when Commissioner Mow is in attendance. Manager Crosby is looking for other quotes as the previous person has not been good about getting back to us.

5. COMMENTS:

- a. **Port Manager:** Manager Crosby discussed more in detail the need to have online registration. We will still need a campground coordinator to keep the campground clean and maintained. The reservation line will still get quite a few calls until the online system has been running for a while. We will not accept checks (which will eliminate returned checks for nonsufficient funds or returns for other reasons). It may take a while for the campers to stop doing drive-ins but would definitely be a safer and better practice. Commissioners Haugen and Edwards agreed this should be discussed when Commissioner Mow is in attendance. This subject will be added to the October agenda.

There has been an issue on the per diem amount for the Commissioners. The legal department from the WPPA (Washington Public Ports' Association) is checking in to the amount as the RCW's stated that the per

diem amount should be increased every 5 years. Manager Crosby will continue to check on the progress and report at the next meeting.

There was a question about the legality of last month's meeting that was held with Commissioner Mow on speaker phone and Commissioner Haugen in attendance. Commissioner Edwards was not in attendance. Per the RCW's for Port business, in the case of an emergency or a commissioner cannot be in person, as long as he can be heard on the phone or Zoom, and the public could also hear him then the meeting is legitimate.

Lastly, redistricting is in the works and Mason County is working on the information that needs to be given to the GIS for mapping. Manager Crosby spoke with Marie Stevenson and she stated we still have until November of 2022 to complete the redistricting. The other paperwork said October of this year however that is for other districts not Ports and special districts. Manager Crosby will keep everyone updated.

- b. **Financial:** Kris Tompkins spoke to the financials. The Mason County reports show \$10,000 was deposited into the State Investment Pool as discussed at the last meeting. We did not receive any timber trust money this time however, the income from the timber trust the last two months and the steady income from the campground fees has left us plenty in the general fund to sufficiently pay the vouchers including payroll and government taxes. Kris mentioned it would be ideal if we could include the electrical repair costs in the first draft of the 2022 budget that will be at the October meeting for Commissioners' input. At the November meeting the 2022 budget needs to be adopted.
- c. **Public Comments: None**

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for October 13, 2021 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Commissioner Edwards seconded the motion. Meeting was adjourned at 6:45 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date