

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
October 20, 2021

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

Port Manager: Jeana Crosby  
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:** Commissioner Edwards was not in attendance due to an illness. Commissioner Haugen moved to excuse him from the meeting. Commissioner Mow seconded the motion and upon vote, motion passed.
- c. **Board will approve or amend meeting agenda:** Commissioner Haugen moved to approve the agenda as presented. Commissioner Mow seconded and upon vote, motion passed.
- d. **Board Member comments:** None
- e. **Guests:** None

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting held on September 8, 2021:** Commissioner Haugen made a motion to approve the September 8, 2021 minutes as presented. Commissioner Mow seconded and upon vote, motion passed.
- b. **Approve October vouchers 2021-166 to 2021-184 in the amount of \$10,923.59.** Questioned if there were any items that should be addressed. Manager Crosby stated we had to purchase a new vacuum cleaner as the old one caught fire. We also had a high B & O tax remittance this quarter due to the amount of campground fees we collected. Commissioner Haugen moved to approve October vouchers 2021-166 to 2021-184 in the amount of \$10,923.59. Commissioner Mow seconded the motion and upon vote, motion passed.
- c. **Campground fees collected in September:** Campground fees collected in September were \$3,816.40. We collected a total of \$46,392.00 for the 2021 season. Our 2021 budget was \$42,100.00. We exceeded it by \$4,292.
- d. **Building rental for September:** None

**3. OLD BUSINESS:**

- a. **Update on Campground and Reservations:** The Dewatto River campground is now closed for the season. It closed September 15 on schedule. Coordinator Joe Newman picked up around the campground and locked the gates. The wireless was turned off for the season and no campfires and burn ban signage removed. Commissioner Haugen went to the campground to do a walk through and noticed an abandoned tent still pitched but in rough shape and tarp on the ground. It appeared that someone had been camping there just past campsite 51 near the water. He removed the tent and other garbage and brought it to the Port dumpster. Manager Crosby went down to the campground to check and see if any salmon had started spawning. She did not see any, however there was an odor as if there may be some dead ones under the logs.
- b. **Internal Control Changes by Going to Online Reservations Payments Only:** Manager Crosby discussed the need for registration online as this is the main way to have internal control of the funds. We have internal controls in place; however, it is not entirely the best practice according to the State Auditor's Office. Commissioner Mow and Haugen would like to wait until Commissioner Edwards is available to vote. Questions were: Are we losing that much money with people not paying that this would be worth spending the money? Answer: Yes, however it is not just for that reason it has to do with the money going from the Campground to the bank. There is no control in between, and the Port must have a control in place. Manager Crosby has looked into multiple websites and the one that sounds as though it would best support us is Bonfire. Manager Crosby had a few phone calls with the head of the company. We would not have to switch credit card companies; however, they do have capabilities to process funds right to the bank the same as Certified that we currently use. Using the online registration would send ALL funds to the bank and not have checks and cash being taken there for deposit. This would be the type of internal control the State Auditor's Office is looking for. We do understand that we may still get drive-ins and campers who leave without paying. In the meantime, we will work on updating internal control procedures for cash handling.
- c. **Update on Storm Damage including FEMA:** The Manke Timber Company has approved the repairs to be done to the campground due to the erosion from the storm. Manager Crosby is writing the required FEMA letter, to provide to Manke for them to put on their letterhead.
- d. **Update on water usage by Templeton Group:** Commissioner Mow stated he has not talked to them. Manager Crosby informed him that she did respond to their question on if they would still be able to get water per the prior meetings when the commission had decided that the Templeton Group would not be able to use the Port's water. The water has also been turned off on the inside of the building and we will be bringing the hoses in with the weather getting colder.

- e. **Discuss Resolution Addressing Legislative Drafting Mistake on Commissioner Compensation:** Manager Crosby noticed a report through the Washington Public Ports Association (WPPA) that had Commissioners getting a stipend of \$90.00 per meeting and up to \$200.00 for other duties in a month. After contacting WPPA and their research, WPPA provided a resolution to address the legislative drafting mistake in HB 2449 regarding RCW 53.12.260. Resolution 01-2021 was given to the commissioners for review and action at the next meeting. Manager Crosby reminded the commissioners of the sexual harassment policy that had been provided to them which also needs action.
- f. **Executive Session on Eric Hood Public Record Request:** There was no new information to warrant going into executive session. The regular meeting continued as scheduled.

#### 4. NEW BUSINESS:

- a. **2022 Budget Discussion with Wish List:** Volunteer Kris Tompkins went over the proposed 2022 budget revenues and expenditures. The Port has not received the property tax figures for 2022 yet and they need to be incorporated in the final budget. The Port's main revenue categories are property tax, campground fees and DNR timber trust monies. Projected increased expenditures were in salaries & wages, professional services, insurance and B&O tax. The B&O tax is to match up with the increased campground fee revenue.

Commissioner Mow and Commissioner Haugen looked over the 2022 budget wish list requests. Kris Tompkins reviewed the items on the wish list that are in the presented budget. \$500 for five fire rings and \$900 for the cleaning and striping of wheelchair accessible parking at the side of the building. The commissioners asked that the following items be included in the final proposed budget. \$2,000 for a new refrigerator including tax and delivery. Campground electrical repairs with an up to \$5,000 budget to repair the worst electrical sites first. We will continue to contact electricians regarding possible additional repairs to breakers and outlets. Add \$4,000 to the \$6,000 already budgeted for repairs and maintenance for a total of \$10,000. \$1,500 for the online reservation and payment system. The total of \$7,500 added to the expenditures for these items will be funded with beginning cash carryover.

The rest of the wish list was discussed as follows: Redistricting costs if any, will be looked at when incurred. French Drain at the Port building will be reassessed, and Commissioner Haugen will try to keep a trench/ditch there for the water to run down. We may have to get more estimates in the future. For now, last year's gutter repair has continued to hold. We can reassess at a later time. Prices for new blinds will be researched and estimates provided at the next meeting. Help with

janitorial services, playground at the campground, landscaping at Port and a sprinkler system were not decided. What has been purchased in 2021 to date are a shredder, new phones, a new printer and three fire rings. We also had security cameras installed and had rock put down at the campground and at the building.

- b. **New Mandated Long Term Care (LTC) Insurance for all Employees:** Starting January 1, 2022, all employees that receive any type of wages will have to pay a 0.58 percent payroll tax into the new mandated Long Term Care (LTC) insurance. This includes the commissioners as well as they receive a stipend. There are very few ways to opt out and must be done before November 1, 2021. If you already have long term care insurance you will not need to pay for the new tax through your Port of Dewatto stipend and would continue your current plan. Check with your representative to make sure you are already paying. This long term care tax can only be used in the state of your residence. If you move it does not move with you. This insurance is not active until three years after enrollment in which would 2025. Manager Crosby pointed out that more information can be found online by searching "WA Cares Fund or Senate Bill 1323.

#### 5. COMMENTS:

- a. **Port Manager:** Manager Crosby stated she will be going back to 24 hours a week on November 1, 2021 and be leaving at 4:00 pm Monday through Thursday. She also stated she will be locking the door while she is here as it feels safer with the weather changing and getting darker earlier. Per Commissioners, it is acceptable to keep the door locked all the time.
- b. **Financial:** Kris Tompkins had nothing else.
- c. **Public Comments: None**

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for November 10, 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 6:55 p.m.

#### SIGNATURES:

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Chairman: Ray Mow, District #2/Date

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

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Commissioner: David Haugen, District #3/Date