

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES and PUBLIC HEARING ON
2022 REVENUE SOURCES AND BUDGET
November 10, 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. He did not call or text to say he would be absent, so it is an unexcused absence.
- 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 October 20, 2021:** Commissioner Haugen made a motion to approve the October 20, 2021 minutes as presented. He mentioned that he likes the way the minutes have been done and presented. Manager Crosby thanked the Commissioners and stated that our volunteer, Kris Tompkins proofreads the minutes and sends back any changes or suggestions prior to finalizing them for presentation at the meetings. Commissioner Mow seconded the motion to approve the minutes and upon vote, motion passed.
- b. **Approve vouchers November 2021-185 to 2021-197 in the amount of \$4,317.14.** Commissioner Haugen moved to approve November vouchers 2021-185 to 2021-197 in the amount of \$4,317.14. Commissioner Mow seconded the motion and upon vote, motion passed. Both commissioners were pleased to see the amount lower than the previous months. This is due to the campground winter closure and the campground coordinator's salary reduced through the winter season, fewer porta-potties and less electrical usage. The Wi-Fi is also shut off during the off-season months.

3. OLD BUSINESS:

- a. **Update on Campground and Online Registrations:** Online registrations discussion will be held over once again as Commissioner Edwards is absent. The campground is closed for the season, so we have time to discuss at the next meeting.
- b. **Update on Storm Damage including FEMA:** Manager Crosby provided the Manke Timber Company a draft letter for FEMA, however the CEO is on vacation and has not responded yet.
- c. **Action on Resolution 01-2021 Addressing Legislature Drafting Mistake on Commissioner Compensation:** Both Commissioners present stated they had read and understand the resolution as presented. Commissioner Haugen made a motion to approve Resolution 01-2021 Addressing Legislative Drafting Mistake on Commissioner Compensation and Commissioner Mow seconded. Upon vote, motion passed.
- d. **Action on Sexual Harassment Policy:** Both Commissioners present read and have signed the sexual harassment policy. Copies will go into each employees' personnel file. This policy is required by Enduris Insurance. Commissioner Haugen moved to approve the Sexual Harassment policy as amended fixing the spelling of Harassment in the header. Commissioner Mow seconded and upon vote motion passed.

4. NEW BUSINESS:

- a. **Public Hearing on 2022 Revenue Sources and Budget:** Chairman Mow opened the Public Hearing on the 2022 revenue sources and budget. Kris Tompkins, Port of Dewatto volunteer, went over the budget handouts. Kris shared in October the Port received \$16,427 more in DNR timber trust funds for a total of \$32,034 in 2021. The composition of the 2022 revenue sources is 43% taxes; 13% intergovernmental revenue, includes timber excise/trust; and 44% miscellaneous, includes interest/rental fees. She explained how the property taxes and the levy amount is calculated. She provided a worksheet to show the difference between what the Port collects versus having a lid lift and what could be collected by law. The statutory levy collection would be \$112,192 while the actual levy collection will be \$45,109 which is 40%. The changes in the revenue budget since the last meeting was a decrease of \$400 in property tax collections and \$400 increase in timber trust. Added to the expenditure side of the budget was \$2,000 to personnel benefits; \$2,000 to supplies for the refrigerator; \$1,500 to professional services for online reservation/payment system; \$1,500 to utilities; \$4,000 to repairs & maintenance for campground electrical; and \$500 to B&O tax on campground fees. Cash carryover of \$11,500 was added to the \$2,000 already shown to be used for a total of \$13,500 out of a total of \$223,700 estimated beginning fund balance. The revenues and expenditures balanced with a total of \$119,500 for the 2022 budget. There were no

public in attendance. Commissioner Mow closed the public hearing on the revenue sources and budget.

- b. **Resolution 02-2021 Adopting the 2022 Budget:** Commissioner Haugen moved to adopt Resolution 02-2021 Adopting the 2022 Budget of \$119,500.00. Commissioner Mow seconded and upon vote, motion passed.
- c. **Resolution 03-2021 setting the 2022 tax levy:** After discussion with the commissioners regarding the tax levy and any increase, Commissioner Haugen moved to adopt Resolution 03-2021 setting the 2022 tax levy. Commissioner Mow seconded and upon vote, motion passed. The manager will check with the County on whether the Port is over or under a population of 10,000 residents in order to check the correct box on levy resolution. The Commissioners signed the Junior Tax District form to be able to pick up warrants at the County building.

5. COMMENTS:

- a. **Port Manager:** Manager Crosby thanked Commissioner Haugen for helping winterize the Port building.
- b. **Volunteer: Financial** There was nothing in addition to the budget.
- c. **Public Comments: None**

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for December 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 6:30 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date