

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

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards (Absent)(Excused)
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. (*See January 12, 2022 minutes for update. Commissioner Edwards was excused*)
- 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 November 10, 2021:** Commissioner Haugen made a motion to approve the November 10, 2021 minutes as presented. He was pleased that the financial notes were so informative. Commissioner Mow seconded the motion and upon vote, motion passed. Manager Crosby stated that Kris Tompkins' knowledge of budgeting and balancing is a great help to the Port.
- b. **Approve vouchers December 2021-198 to 2021-213 in the amount of \$4,058.44:** Commissioner Haugen moved to approve the vouchers December 2021-198 to 2021-213 in the amount of **\$4,058.44**. Commissioner Mow seconded the motion and upon vote, motion passed. The voucher total was lower once again and we are moving into the new year with enough cash flow to close out our December warrants and prep for the first quarter of 2022. (More discussion in the public comments section.)

3. OLD BUSINESS:

- a. **Update on Campground:** The campground is quiet except for someone trying to make camp in space 50. Commissioner Haugen reported that on

a routine check of the grounds, he noticed an abandoned tarp and “fish camp setup” in space 50. There had been a tripod structure over the campfire ring and fishing gear and wrappers. Commissioner Haugen feels that the person or persons got caught in one of our storms with rain and wind and abandoned the campsite, leaving the belongings. Commissioner Haugen disposed of the “junk”. He made a follow up trip to the campground and did not see any other signs of campers. He stated that the smell of the salmon has dissipated. Surprisingly there was a lot of salmon this year. Manager Crosby had checked with WDFW to asked about cameras in the area, but they do not have any.

- b. **Update on the Online Registration and Paying module:** Commissioner Edwards is absent again this evening and we will carry this over to the next meeting. Commissioners wanted to brief him on this topic before taking a vote.
- c. **Update on Storm Damage including FEMA:** FEMA and Manager Crosby are still waiting on the letter from Menke Company granting permission to repair the damaged area from the storm in January 2021. Manager Crosby will contact the Joel Menke, Company CEO, again. In the meantime, Commissioner Mow suggested we obtain specific signage in the future to deter the campers from jumping off the logs and using the environmental habitat as verbiage for the special signs. The Port is not concerned about reattaching the road at this time however may need to make alternate changes to facilitate ongoing usage. Commissioner Mow also suggested he may be able to contact someone he knows who is affiliated with the Manke Lumber Company to see if he is able to get a response to the letter.

4. NEW BUSINESS:

- a. **Discuss Public Records Training:** Manager Crosby stated that the Public Records and Retention Act training needs to be in good standing for all employees. As of right now, Commissioner Edwards and Commissioner Mow are due for follow up training. Manager Crosby will obtain the information for them to take the training online through the State Auditor’s Office which does not have a fee to participate. She also informed the commissioners that she will be having short training sessions monthly on various subjects pertinent to the Port of Dewatto to maintain compliance.

5. COMMENTS:

- a. **Port Manager:** Manager Crosby stated that a company named Archival Social would like to prepare a contract for us to archive our Port of Dewatto Facebook Page. She explained to them we do not do enough business on the Facebook page to make it efficient or economical. Our Facebook Page is mainly for the camping season and to let the community

know when there is an upcoming meeting. Commissioner Mow stated it would be fine to politely decline their offer.

- b. **Volunteer: Financial:** Volunteer Kris Tompkins reported the Port received another \$4,000 in DNR timber trust funds for a total of \$36,034 so far this year. The Port had budgeted \$92,000 in revenue for 2021 and exceeded this at the end of November by about \$1,590 without reflecting the timber trust dollars. The 2021 expenditure budget was \$101,000, which included using \$9,000 in cash carryover, and the expenditures, including December vouchers, are \$97,409. Cash with Mason County at the end of November with December vouchers deducted is just under \$40,000. Volunteer Tompkins and Manager Crosby recommended that \$20,000 be sent to the State Investment Pool. The Port would then have \$220,000 invested. This would leave \$20,000 for vouchers for the first three months of 2022. The Commissioners concurred with the recommendation and asked the Manager to make it happen.

Kris Tompkins asked about Commissioner Ray Mow getting sworn in for his new term. Commissioner Mow had received paperwork from Mason County, and he will take his oath in front of a notary before the January meeting.

- c. **Public Comments: None**

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for January 12, 2022 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Commissioner Mow seconded the motion. Meeting was adjourned at 6:23 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date