

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
January 12, 2022

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards
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 6:00 p.m.
- b. **Commissioner attendance present or excused:** All Commissioners were in attendance. Commissioner Haugen moved and Commissioner Mow seconded to excuse Commissioner Edwards from the December 8, 2021 meeting as he was in an accident and left a message after the meeting had already ended. Upon vote, motion passed, and he was excused.
- c. **Select Chairman for 2022:** Commissioner Haugen made a motion to appoint Commissioner Mow as Chairman of the Board for 2022. Commissioner Edwards seconded the motion and upon vote, motion passed. Commissioner Mow accepted the appointment of Chairman for 2022.
- d. **Board will approve or amend meeting agenda:** The commissioners reviewed the agenda and Commissioner Edwards moved to approve the agenda as presented. Commissioner Haugen seconded and upon vote, motion passed.
- e. **Board Member comments:** None
- f. **Guests:** One

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on December 8, 2021:** The commissioners reviewed the minutes and Commissioner Haugen made a motion to approve the December 8, 2021 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- b. **Approve January vouchers 2022-001 to 2022-015 in the amount of \$4,581.86:** The commissioners reviewed the vouchers. Manager Crosby reported that the amount of the vouchers would remain low due to the closure of the campground through the winter. Next month we will have

CHS Northwest Propane on the voucher list as CHS had to wait for the snow to melt in order to fill the tank which is at 17% at this time. It has not been filled since July so will cost in excess of \$500.00 to get it to 80% which is our regular amount. Commissioner Haugen moved to approve the January vouchers 2022-001 to 2022-015 in the amount of \$4,581.86. Commissioner Edwards seconded the motion and upon vote, motion passed.

- c. **Building Rental for December:** \$50.00.

3. OLD BUSINESS:

- a. **Update on Campground:** Campground Coordinator, Joe Newman has not been down to the campground since the snowstorm and the snow is still piled quite high in front of the gates from the plows. He plans to go down after it melts a bit. Commissioner Haugen had been down there and discovered a lot of branches and limbs had come down during the storm. One picnic table bench was broken and possibly the top to one of the tables. They can be repaired when the weather permits. There will be a lot of clean up needed to take care of all the debris. The stormy weather may have undercut the river bank a little bit more. No more trees came down but again there were a lot of branches and debris. There was a lengthy discussion on the opening and closing of the campground. The campground will open on April 1. Manager Crosby suggested that due to the fact the fifteenth of September is on a Thursday, we could possibly keep the campground open through that weekend. After discussing that September is a slower month and it may not be cost efficient to have it open it was decided that it would close every year on the second Sunday of September until further discussion. This year, 2022, the campground will close on September 11. All campers will need to be off the premises by three p.m. on September 11, 2022. The gates will be locked and signs will be put in place with the closure information. Campers will also be reminded as they reserve a site for that weekend. The clean-up date for the campground is tentatively scheduled for March 26, 2022.
- b. **Revisit Online Reservations/Payments Only for Internal Control:** Manager Crosby gave the commissioners a handout of Bonfire's Sales and Service Proposal that was updated on December 1, 2021. This is the fourth month we have tried to make a decision on whether or not to go online for registration. Commissioner Mow would like to see at least three other online campground registration estimates before they decide on Bonfire. He asked Manager Crosby to provide the information at the next meeting and a decision may be made at that time. This will give the commissioners time in between to read through the Bonfire handout given at this meeting. The main importance for online registration and payment is to satisfy the State Auditor's Office on the internal control of handling the campground and building rental money. A policy will then need to be put in place of the internal control that we are using.

- c. **Update on Storm Damage including FEMA:** Due to the holidays, there was nothing to report. It will come back on the agenda when there is something new.

4. **NEW BUSINESS:**

- a. **Discuss Public Records Training:** Manager Crosby stated that she joined a webinar through the State Auditor's Office (SAO) on the legalities of public records requests, filing and retention of records. There was a plethora of information, including the need to post our policy on the website. Commissioner Mow also asked for a list of the rules and sequence of taking care of public records. Manager Crosby is the appointed public records officer for the Port of Dewatto and will start the policy process as well as the list to give to the commissioners at the next meeting. The SAO suggests we have a legal representative available in case of any pending lawsuit if it were to get that far with a public records request. This is not always the case; however, it is necessary to have a legal advisor. Manager Crosby stated the lawyer we have used in the past for public records is still available however, he does not accept retainers other than for that reason and we would need to have a general legal counsel for anything other than public records request and retention issues. Kris Tompkins mentioned that generally government entities do not pay into a retainage account, they pay a monthly retainage for general legal counsel. Commissioner Mow asked the Port Manager to make a protocol on how to get training of the public records currently and for updates. A written policy for public records will also be presented at the next meeting to be reviewed and acted upon. The Manager was also asked to look into retaining legal counsel.

5. **COMMENTS:**

- a. **Port Manager:**
 - Manager Crosby stated due to the inclement weather she was unable to make it into the Port for the last two weeks. She took PTO the first week as she had planned on doing that, however, the following week she was unable to get out of her driveway with all the snow. She purchased a laptop, in November with her own funds, that was compatible to the Port computer and did remote work from home. She had already been approved by Commissioner Haugen, at the time of the storm, to work remotely and is now requesting approval from the entire commission. Commissioner Mow felt that if there is a life-threatening reason such as unsafe driving, it is reasonable for the manager to remote from home. She can use PTO if she is unable to come in for personal reasons and works from home. Commissioner Haugen informs the Manager if it is unsafe to drive to the Port. All the commissioners were in favor of remote working from home. There is also the concern of Covid and the need to do Zoom meetings in the

future There was no decision on closing the Port building for a week in December.

- The State Auditor's Office sent an email stating that the annual report is due on May 30, 2022 and can be submitted any time prior to that date as well.
 - Manager Crosby checked on the IRS regulation for the mileage reimbursement amount. It has gone up to 58.5 cents per mile for 2022 versus 56 cents a mile in 2021.
 - Washington State paid family medical leave deduction has been increased from 0.4% to 0.6%. The employees pay half and the Port pays the other half.
 - Commissioner Haugen mentioned that the Long-Term Care act is on hold. Commissioner Mow wanted us to know that although it is suspended at this time it could possibly be retroactive for the amount of time of the suspension.
 - Manager Crosby handed out an updated important phone number list.
- b. **Volunteer Financial Report:** Volunteer Kris Tompkins reported that Manager Crosby sent the \$20,000 to the State Investment Pool as was discussed last meeting. So, there is \$220,000 invested and the Port had \$20,351.95 cash with Mason County at year-end. There was only \$325 received in December 2021. The estimated 2022 beginning cash balance was \$223,700, giving us \$16,652 more than estimated. The 2021 Port budget estimate for revenue was \$92,000 with \$129,948.33 received. The budget estimate for expenditures was \$101,000 with \$97,408.51 spent leaving \$3,591.49. That is the way we like to see budgeting work. The January vouchers in the amount of \$4,581.86 comes away from the \$20,000 cash and that leaves plenty of funds for the February and March vouchers. Then we will start to see property tax collections.
- c. **Public Comments:** Our guest, Jeff Alexander stopped by the office earlier and asked if it would be possible to get a little bit of water here and there. He has a five-gallon jug. If the Manager is in the building, he may stop in and get the water. The other Commissioners were in agreement as long as it is not abused. The water is turned off for the winter months so he will need to access the building for the water.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for February 9, 2022 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Commissioner Edwards seconded the motion. Meeting was adjourned at 6:48 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date