

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
February 9, 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 Haugen called the meeting to order** at 6:00 p.m.
- b. **Commissioner attendance present or excused:** Commissioner Mow was not in attendance. He called over a week ago to say he would be out of the country and unable to attend the meeting. Commissioner Edwards moved to excuse Commissioner Mow and Commissioner Haugen seconded. Upon vote, motion passed and Commissioner Mow was excused.
- c. **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.
- d. **Board Member comments:** None
- e. **Guests:** None

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting held on January 12, 2022:** The commissioners reviewed the minutes and Commissioner Haugen made a motion to approve the January 12, 2022 minutes as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- b. **Approve February vouchers 2022-0016 to 2022-035 in the amount of \$6,249.16:** Commissioner Haugen asked if the 941-form amount is paid quarterly. Manager Crosby reported it is monthly for us and it is Medicare and Social Security deductions based on our wages. Kris Tompkins explained the process. The commissioners reviewed the vouchers. Manager Crosby reported CHS Northwest Propane was quite high and has gone up in price. She stated she had left a couple of messages to get the invoice as it had not yet come in the mail. She got no response, so she went online and set an appointment and was able to see

the amount of the invoice and added it to our voucher list for this month. Manager Crosby also reported the USPS box rental has gone up considerable as well as the electricity from mason County PUD #3. Commissioner Haugen moved to approve the February vouchers 2022-0016 to 2022-035 in the amount of \$6,249.16. Commissioner Edwards seconded the motion and upon vote, motion passed.

- c. **Building Rental for January:** No rentals for January, however we do have two rentals scheduled in February.

### 3. OLD BUSINESS:

- a. **Update on Campground:** Campground Coordinator Joe Newman has been down to the campground numerous times to collect and clean up debris. There is a large amount of debris throughout the campground and it will take quite some time to get it all removed and clean. He will do as much as he can and then will finish it at the March 26<sup>th</sup> clean-up of the campground in preparation for the opening of the campground in April. Joe has had to use his chainsaw each time to cut some of the limbs. He has burned some in the fireplace and the rest he has piled near the woods on the south end of the campground so campers can use the branches this summer. The campground is in rough shape with the rain and snowstorms in January so more than the allotted 8-10 hours per month have been approved for Mr. Newman. Manager Crosby had a meeting at the campground with FEMA representative Linda Tyson. After more assessment and photos, she has concluded the Port will be able to submit the paperwork to FEMA headquarters and should know approximately within 8-10 weeks how much funds we will be getting. She is also going to try and have the amount the Port has to pay waived by the State as we are a small entity. Commissioner Haugen stated he purchased screws and wood at McLendon's and repaired the one picnic table that has been damaged by the fallen branches during the storm. He states there are more that could use repair. Mr. Newman is also concerned about the log jam in the river as it has become worse since the rain and snowstorms. The root balls of the trees do help with keeping the erosion down, however it does change the flow of the river which in turn erodes the bank more. Commissioner Edwards stated we need to find a way to remedy the problem with the trees in the river. Manager Crosby is working on contacting the Department of Fish and Wildlife's Biological/Environmental division again. She has left messages with Brittany Gordon and is waiting for a response.
- b. **Revisit Online Reservations/Payments Only for Internal Control:** Manager Crosby handed out a list of online registration programs or companies/campgrounds that take online registrations and payments. Bonfire still appears to be the best solution for the Port to meet the State Auditors recommendation for internal controls. Commissioner Mow was not in attendance to decide this evening so we will hold it over until the

next meeting in March. It was suggested that we try and complete the process as this has been in the works since October and was also presented last year to the commissioners and was put on hold in order to address other more pressing issues. Manager Crosby stated we really need to make a decision on this, or we will need to come up with a better internal control for collection and transfer of funds. The campground is closed at this time so no money is passing through for the campground, however we have been renting the building. The rentals have been paid by check twice and by credit card recently. The checks have to be deposited and that goes back to the internal control again. Commissioner Haugen stated we will wait until Commissioner Mow is available to make a decision as well.

- c. **Draft Public Records Policy:** Manager Crosby presented a revised and updated public records policy and procedures. Commissioner Edwards moved to approve the policy and Commissioner Haugen seconded it. Upon vote, motion passed. Commissioner Edwards asked if this was also the retention policy. Manager Crosby stated not in this one, however that will be presented at a later time. Manager Crosby stated we need to have a logbook as well as the policy. We have a log sheet but it will be updated and presented at a later date. Manager Crosby also informed Commissioner Edwards that he and Commissioner Mow are due for their records training updates. Information was emailed to both commissioners on how to take the training and they should email the Manager when completed.
- d. **Hood vs Dewatto-Executive Session:** The regular meeting was paused at 6:33 p.m. to go into executive session to discuss legal issues for approximately five minutes. The regular meeting was called back to order at 6:35 p.m.
- e. **FEMA update:** This was updated in the campground section. Manager Crosby also explained how the funds work for our claim. What works best for us is to make the road accessible and back to its original state prior to the damage. If there are any funds left over, we will be able to use it for more improvements and we do not have to pay this money back. If we choose to go the route of removing logs and shoring up the bank, we will get an amount that is capped and will not be able get more if it is not complete.

4. **NEW BUSINESS: No new business was conducted.**

5. **COMMENTS:**

- a. **Port Manager:** Manager Crosby discussed the Port voting boundaries. The Port has over 800 voters registered but only 400 people voted. We do not know the breakdown of voters per district.

Manager Crosby did a quick demonstration/training on how to use an AED and when to use it. It is to be used for a pediatric or adult and has the pads needed. The machine goes through a systematic, step by step instruction and is easy to use. She also went over the fire extinguishers and how to use one step by step. "Aim and Sweep" at the base of the fire. Our fire extinguishers are Class ABC. She also reiterated that we do not use water on a grease fire. Commissioner Haugen suggested we get a kitchen rated fire extinguisher. The extinguisher and AED is housed in the cabinet on the wall by the front exit. Manager Crosby checks the equipment monthly. Our annual fire extinguisher check is in March of this year. It was suggested the fire department replace the pads they used at a CPR class as there were none in the unit.

Manager Crosby mentioned the basement needs to be inventoried and cleaned up a bit. We should have a list of items that are down there.

Manager Crosby stated one of the camping groups would like to rent a dumpster during their June reserved time and wanted to make sure that was ok with the Port as it comes out of our account and then the campers pay us for their use.

Manager Crosby also discussed that she has called around for legal representation for the Port. She has located one firm that is willing to bill their hourly rate instead of having the Port on a retainage contract when we are not in direct need of legal counsel at this time. Manager Crosby also called other ports to see who they use and three of the eight she called used this lawyer, Carolyn Lake from Goodstein Law Group, in Tacoma. Manager Crosby reviewed the WPPA directory and Ms. Lake was on that list as well.

- b. **Volunteer Financial Report:** Volunteer Kris Tompkins reported the Port received additional timber trust funds of just under \$4,000 in January. This was good since other revenues were very low. Mason County deducted \$710.18 for 2021 election costs from the Port. Cash with Mason County at the end of January was \$19,127.88 and when the February vouchers of \$6,249.16 are deducted, the Port has \$12,878.72, which should easily cover March and April expenses. Then property tax collections will be coming in April.
- c. **Tools:** Manager Crosby asked the Campground Coordinator if he needed any tools or supplies for upkeep to the campground. He did not feel he needed anything at this time.

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

MEETING ADJOURNMENT: Commissioner Edwards moved to adjourn the meeting and Commissioner Haugen seconded the motion. Meeting was adjourned at 6:55 p.m.

**SIGNATURES:**

---

Chairman: Ray Mow, District #2/Date

---

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

---

Commissioner: David Haugen, District #3/Date