

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
March 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 Mow called the meeting to order** at 6:00 p.m.
- b. **Commissioner attendance present or excused:** All Commissioners were in attendance.
- c. **Board will approve or amend meeting agenda:** The commissioners reviewed the agenda. Commissioner Edwards had a concern regarding the Consent items in section b. There was an extra decimal point and he asked to have it removed to make it correct. The decimal point was scratched and Commissioner Haugen moved to approve the agenda as amended. Commissioner Edwards 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 February 9, 2022:** The commissioners reviewed the minutes and Commissioner Mow requested his name be removed from the February 9th minutes as he was absent. Commissioner Edwards made a motion to approve the February 9, 2022, minutes as amended. Commissioner Haugen seconded the motion and upon vote, motion passed.
- b. **Approve March vouchers 2022-036 to 2022-051 in the amount of \$4,559.01:** Commissioner Haugen moved to approve the March vouchers 2022-036 to 2022-051 in the amount of \$4,559.01. Commissioner Edwards seconded the motion and upon vote, motion passed.
- c. **Building Rental for February 2022:** The building was rented twice at \$50 in February for the amount of \$100.00 and there is another reservation for the building on April 30, 2022 with the Phase II Dewatto Group.

3. OLD BUSINESS:

- a. **Update on Campground:** Campground Coordinator Joe Newman has spent quite a few hours cleaning up the campground limbs and debris from the storm in January. It is quite an expansive area of debris and will take some time to clear. He expects it will take a few more full days to remove, as well as the clean-up day on March 26, 2022, to get it in shape for our campground opening on April 1, 2022. He mentioned that there are not very many campers that are concerned with having a fire pit. There are some sites that will need a new fire pit. Joe reported that Commissioner Haugen has repaired the picnic tables and extended the fence. Joe also stated we have a lot of groups reserved already. Manager Crosby shared she did a 45-minute walk around the campground to look at the sites. She stated there were about seven campsites that could use new fire rings. Commissioner Haugen asked if we really need seven new ones. Mr. Newman does not think we need that many as some fire rings can be moved. We did budget for five fire rings however the cost has gone up from \$100 to \$125. It was decided by the commissioners and Mr. Newman that we only need four at this time. Manager Crosby has talked to Dennis Garrity and he will add air holes to the new ones to help with the starting and keeping the fires going. Manager Crosby also informed the commissioners that due to the fact, that we have done well with the campground income in the last couple of years with a profit last year of \$16,000.00, perhaps we could do a community fire pit next year. Commissioner Haugen also mentioned that he has sent Manager Crosby an estimate on how much it would cost to extend the fence on the remainder of the lower campground bank. Manager Crosby had not seen that email and will get back to Commissioner Haugen.
- b. **Update on FEMA:** No new news. Waiting for report from our FEMA representative on how much the grant is and the next step.
- c. **Revisit Online Reservations/Payments Only for Internal Control:** All commissioners were present this evening and Manager Crosby presented the information again regarding Bonfire Online Registration. Questions regarding the cost and effectiveness of the program and whether it will phase out our reservationist or our campground coordinator were answered. Manager Crosby stated that there will still be plenty of calls and work for both of them and the goal is for them to continue. A few hours may be reduced however it should not be many. Commissioner Edwards asked if we would still be having drive-ins, or just online. Crosby stated that we discourage drive-ins as often times they do not pay and when they do, we are back to the issue of money being transported and that is in non-compliance with the State Auditor's Office (SAO) internal control policy. We are not there 24/7 to monitor however, online registration and payments will not only satisfy the SAO, it will help deter campers from skipping out on paying and accidental duplicate reservations. All Commissioners were in favor and a motion was made by

Commissioner Haugen to proceed with the Bonfire online reservation system. Commissioner Edwards seconded and upon vote, motion passed.

- d. **Relationship with Carolyn Lake from Goodstein Law Group:** Manager Crosby presented the agreement (contract) for Attorney Carolyn Lake from the Goodstein Law Group. She is well established and well educated in public records and other port issues. We do not have to “retain” her for our Port as she will be on an “as needed” basis. Manager Crosby called other ports to see who they are using for legal counsel, and some are also using The Goodstein Law Group as well and the legal counsel from the WPPA which is where the Manager located Carolyn Lake. The agreement is pretty standard, and the commissioners were asked to take it home and read it through and respond yes or no at the next regular meeting in April.
- e. **Hood vs Dewatto-Executive Session:** The regular meeting was paused at 6:26 p.m. to go into executive session to discuss legal issues for approximately 1 minute. The regular meeting was called back to order at 6:27 p.m.

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

5. **COMMENTS:**

- a. **Port Manager:** Manager Crosby discussed the electrical estimate that was presented to the commissioners. George’s Electric has estimated \$15,840 plus tax to separate the existing circuit into less loaded breakers as they are overloaded and old. Commissioner Edwards would like a diagram of what the electric company is going to be doing. There will be trenches dug to separate the existing load. Commissioner Mow asked to have them supply a detailed narrative.

Manager Crosby reported that she would be taking time off in June from the eleventh and returning July fifth. She will be working remotely part of the day during working hours. She will be here in time for the July meeting and will have paperwork ready for the meeting. Commissioner Edwards suggested having Kris Tompkins come to the office and fill in. Kris is retired and has a lot of her own business to attend too. Manager Crosby will have the phones forwarded to her and will check in with the commissioners weekly. Commissioner Haugen wanted to know what to do if a camper calls and needs assistance in the middle of the night. Manager Crosby stated there will be a sign for them to call 911.

- b. **Volunteer Financial Report:** Volunteer Kris Tompkins reported the Port only received \$632 in revenue for February which is typical for it to be that low. Cash at the end of February less the outstanding warrant was \$12,958.67. After paying the March vouchers of \$4,559.01, it leaves \$8,400 which should easily cover the vouchers in April. Property tax collections will pick up starting in March. The Port has \$220,000 in investments.

- c. **Public Comments:** Commissioner Edwards mentioned there once was a hand pump down at the campground many years ago and wanted to know what happened to it. Commissioner Haugen has not heard of that or seen it. Commissioner Edwards said we should have water at the campground. It was suggested that Commissioner Edwards go down, mark it and take pictures of what he is talking about. Commissioner Mow states it will have to be tested yearly which shouldn't be a problem. Commissioner Edwards will report back if he sees the pump.

Manager Crosby asked Joe Newman and Commissioner Haugen if they had seen the blue gate near site 55. An apple tree fell on the gate, and it should be removed. Manager Crosby sent an email to the Manke Timber Company to see if they want us to remove it. They have a key to our main gate so the gate that is damaged is really not necessary and should be removed.

Commissioner Edwards inquired about insurance covering the Port building when rented. This is covered through the Port's insurance with Enduris.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for April 13, 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 6:43 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date