

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
April 13, 2022

Chairman: Ray Mow
Commissioners: Richard (Ted) Edwards (absent)
David Haugen

Port Manager: Jeana Crosby
Campground Coordinator Joe Newman
Volunteer: Kris Tompkins (absent)

1. CALL MEETING TO ORDER:

- a. **Commissioner Mow called the meeting to order** at 6:20 p.m.
- b. **Commissioner attendance present or excused:** Commissioner Edwards was not in attendance. He had called last week and is unable to make it. Commissioner Haugen moved to excuse Commissioner Edwards, seconded by Chairman Mow and upon vote motion passed.
- c. **Board will approve or amend meeting agenda:** The commissioners reviewed the agenda. Commissioner Haugen moved to approve the April 13, 2022 agenda. Chairman Mow seconded and upon vote, motion passed.
- d. **Board Member comments:** None however, Manager Crosby asked the commissioners to sign the November 2021 meeting minutes as there was a misprint on the date and it needed to be changed. Minutes were signed.
- e. **Guests:** None

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on March 9, 2022:** The commissioners reviewed the minutes and Commissioner Haugen moved to approve the March 9, 2022 minutes as presented. Chairman Mow seconded and upon vote, motion passed.
- b. **Approve April vouchers 2022-052 to 2022-070 in the amount of \$7,531.78:** Commissioner Haugen moved to approve April vouchers 2022-052 to 2022-070 in the amount of \$7,531.78. Chairman Mow seconded the motion and upon vote, motion passed.
- c. **No building rental for March 2022:** The building is reserved for April 30, 2022 from 10:00-1:00 by the Phase II Dewatto Group.

3. OLD BUSINESS:

- a. **Update on Campground and Clean-up:** Campground Coordinator Joe Newman reported the campground has had campers, however just a few this past week. This coming weekend, there are quite a few reserved by an

annual spring camping group. He stated there were about 25 volunteers at the campground for the annual clean-up on March 26th. With a few more hours during the week, Joe was able to get the rest of the leaves and brush picked up and it was ready to open on April 1, 2022. Manager Crosby mentioned we have deposited \$3,230 and have sent checks to the county in that amount. We have a lot of groups reserved this summer.

- b. **Discuss George's Electric estimate and accept or decline:** Manager Crosby requested the commissioners make a motion to accept or decline the George's electric estimate as they are scheduled quite a ways out and would like to get us on their schedule as soon as possible. All of the commissioners have read the estimate. Commissioner Mow would like to make sure upon completion of the project that the back fill is completed to the current standards. George's Electric requested a down payment of half of the estimated amount and the final payment upon completion of the project once it has been inspected and passed. Commissioner Haugen moved to approve the campground electrical work be done by George's Electric per their estimate. Commissioner Mow seconded and upon vote, motion passed. (Manager Crosby spoke to Commissioner Edwards prior to his absence and stated he was also in favor of having it completed.)
- c. **FEMA Update:** Manager Crosby reports that as of right now the Port is to receive just under \$30,000 for repair of the road from the storm in January of 2021 and the FEMA representative is trying to get the 25% that is the Port's responsibility paid for as well.
- d. **Bonfire Online Registration/Payments:** Manger Crosby stated that the Bonfire Online payment and registration system is loaded and can go live if the commissioners choose to approve it. This has been an ongoing project and it is necessary to satisfy the state internal control practices of collecting and depositing income. Manager Crosby had spoken to Commissioner Edwards prior to his absence and he stated he was on board with the program. Commissioner Mow made a motion to approve the Bonfire Online Registration and Payment system and that Manager Crosby should obtain a link to provide the commissioners with the information, and also to be able to monitor it as well. Manager Crosby has a Zoom meeting with Bonfire on April 20, 2022 and will do a virtual tour of the program as it pertains to our campground. Suzanne Newman, our reservationist, will be trained by Manager Crosby and will have an administrative link as well to help the campers get used to going online to register and pay. Manager Crosby will contact Certified Payments and close the account that we have with then as they do not have a registration system. Commissioner Haugen seconded the motion and upon vote, motion passed to have Bonfire as our online registration and payment program. Also, this program is open year-round so the building rental and merchandise also will be included in the program.
- e. **Approve or Decline Goodstein Law Group Agreement:** Manager Crosby requested the commissioners make a motion to approve or

decline the legal representation of Goldstein Law Group. Commissioner Haugen moved to approve the agreement with Goldstein Law Group and Commissioner Mow seconded. Upon vote, motion passed.

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

5. **COMMENTS:**

- a. **Port Manager:** Manager Crosby reported that we are very close to submitting the mandatory state annual report and it will be ready before the cut-off date at the end of May. Kris Tompkins has been instrumental in helping Manager Crosby organize all the sections needed to comply. She and Manager Crosby have spent many hours to prepare it for submission. Manager Crosby also mentioned water continues to pool at the front of the building and down behind the building. Commissioner Haugen stated the rain is slowing down at the moment and he has tried digging a small trench in the past. Commissioner Mow suggested we revisit this at the next meeting. Manager Crosby will see if anyone is willing to volunteer some time and equipment to help dig a trench or something to allow the water to drain away from the building. This has been an issue in the past but there were more pressing issues to deal with at the time.
- b. **Financial Report:** Manager Crosby reported we received \$6,137.69 in property taxes, \$540.00 in campground income, and a small amount of investment earnings. Outstanding warrants were \$350.86. With that and April vouchers we had a balance of \$7,764.20. That does not include the most recent deposits of \$2,690.00 for the campground. She also reported \$20,000 was transferred from the state investment pool to cover the electrical estimate and any extra charges we may incur.
- c. **Public Comments: None**

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for May 11, 2022 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Haugen moved to adjourn the meeting and Chairman Mow seconded the motion. Meeting was adjourned at 6:40 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date