

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
May 11, 2022

Chairman: Ray Mow (via phone)
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.
- b. **Commissioner attendance present or excused:** Chairman Mow was in attendance via phone as he was unable to make it to the meeting in person.
- c. **Board will approve or amend meeting agenda:** The commissioners reviewed the agenda. All commissioners received an email with the agenda prior to the meeting. Chairman Mow was able to review it. Chairman Mow moved to approve the May 11, 2022 agenda and Commissioner Haugen seconded it. Upon vote, motion passed.
- d. **Board Member comments:** None
- e. **Guests:** None

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on April 13, 2022:** The commissioners reviewed the minutes and Commissioner Edwards moved to approve the April 13, 2022 minutes as presented. Commissioner Haugen seconded and upon vote, motion passed.
- b. **Approve May vouchers 2022-071 to 2022-087 in the amount of \$7,191.05:** Commissioner Edwards moved to approve the May vouchers 2022-071 to 2022-087 in the amount of \$7,191.05. Chairman Mow seconded the motion and upon vote, motion passed.
- c. **Building rental for April 2022: \$ 50.00** Phase II Dewatto rented the building on April 23, 2022 for their annual meeting.

3. OLD BUSINESS:

- a. **Update on Campground:** Campground Coordinator Joe Newman stated that campground reservations have been slow for April and the beginning of May, however the Memorial Day weekend is filling up. We have a lot of

groups scheduled later on. He also stated we have had a couple of no shows and cancelations, mostly due to the weather.

- b. **Update on new Bonfire Online System with Reservations and Credit Card Fees:** Manager Crosby reported the Bonfire system is up and running and has been a little bit of a challenge since we had to manually add the campers who had already reserved to not double book the sites. Suzanne is definitely not a fan of it, however she is committed and is diligent in contacting Manager Crosby when she needs help. Manager Crosby also stated that like Certified Payments there is a fee for the use of the credit cards on Bonfire. The difference is that Certified forwarded the payments to the camper and Bonfire does not. So, we need to find a way to incorporate the fees and just for April alone they were \$59.31. This also includes campers paying ahead of time for future sites, not just for April. Per Chairman Mow, going forward we should post that there will be a convenience fee for the credit cards to be processed through the company and bank. Crosby will contact Bonfire and have it set up on the site and she will have Greg Piper, IT post it on the website to identify the charge on the campground reservations area. Commissioner Edwards made a motion to pass the credit card fees on to the camper. Chairman Mow seconded and upon vote, motion passed.
- c. **Update on Electrical Repairs at the Campground:** Manager Crosby stated the electrical repair and upgrade is complete and functional. The inspection was done and passed. There is a bit of dirt that Joe Newman raked out. Since the rain however, a small area near the kitchen has sunk in a bit and should have some rock added to keep it from eroding more. Chairman Mow suggested Manager Crosby call George's Electric and tell them to bring it back to the previous condition. There is also a small piece of concrete that was disturbed. Manager Crosby reported that we need some rock in that area as well as it is starting to wear the dirt down around the pavilion, especially with all the rain. She will contact someone she knows to see if they are interested in helping get that task completed.
- d. **FEMA Update:** Manager Crosby reported that FEMA is still in the process, and they want us to contact an environmental engineer, and get a Hydraulic Project Approval permit. Commissioner Edwards relayed he is concerned with the logs and they need to be removed. This has been an ongoing issue with the logs and we are working on it. In the meantime we need to make a decision on the whether we are rerouting the road or keeping it the way it is but doing improvements. It was also commented that Commissioner Edwards can look into the log removal and report back to the Port. At this time, FEMA is saying that at a minimum we will be getting just over \$29,000.00 to make the improvements. The Port's share is 10% of the cost. This is still in the final stages awaiting the other permits and project approval.
- e. **2020 Census Redistricting:** Manager Crosby has emailed the GIS section of Mason County and expressed that we would like to have them help us

with the redistricting of the Port. The representative, Lorretta Swanson, will keep Manager Crosby posted and she will check back periodically to see the progress. We are due to have this done by November.

4. NEW BUSINESS:

- a. **Vandalism to Porta Potty (Burned) Case # 22-08066:** Campground Coordinator, Joe Newman reported that on May 8, 2022, someone burned down the handicapped porta potty at the campground. There was only one couple camping, and they were down at the water in site 33 and state they did not see or smell anything. The porta potty was there when they went to bed. The couple sounded legitimate and we were confident they were not the ones who burned it down. Manager Crosby called the sheriff's department and a deputy came out to evaluate and file a report. Manager Crosby took pictures to file at the Port. She called AAA Septic who we rent from, and was told that to replace the item it would be a cost of \$2,986.00. We did not have rental insurance. Enduris of Washington, (our insurance company) was called and they will be able to send us a check for the amount minus the \$1,000.00 deductible. Chairman Mow stated that in the future we may add insurance to the unit or units. The cost is \$10.00 per potty per month and the deductible is \$250.00. This will be discussed at a later time. Commissioner Edwards presented the idea of having a wooden building built with toilets. Chairman Mow stated that they would still have to be pumped and Commissioner Haugen said the cost to build would be a lot more than what we are paying for the porta potties at this time and he did not believe it would be an economical decision.
- b. **Enduris Insurance to Porta Potty Claim#C10225 with \$1,000 Deductible:** Discussed with the vandalism report above.
- c. **Discuss request for mileage from Dennis Garrity. (Fire Ring Delivery):** Commissioner Haugen went to the campground on Saturday to replace fire rings that were delivered by Dennis Garrity. Mr. Garrity mentioned that the cost of gas to bring them to the campground from Puyallup is quite an expense and would like to know if he could be reimbursed for the gas as well. This was discussed between the commissioners and the outcome was that we do not need any more fire rings at this time and if we should, he needs to incorporate the cost of the fuel in with the cost of the fire rings as well. He also mentioned his son could come and retrofit existing fire rings with draft holes as he did the most recent ones. Manager Crosby needs to find out the cost of the job and fuel and let the commissioners know at a later date.

5. COMMENTS:

- a. **Port Manager:** Manager Crosby had nothing else to report however, did ask Kris Tompkins to address the Annual Report. Commissioner Edwards asked for the State flag to be replaced. It had been ordered and received,

just need to be placed. The American flag is tattered and a new one will be ordered.

- b. **Volunteer Financial Report:** Volunteer Kris Tompkins reported that she and Manager Crosby worked together, and the Annual Report has been filed with the State Auditor's Office. A copy was given to the commissioners, and it is also posted on the website.

The property taxes collected, \$23,250, through the end of April are more than half of what the Port budgeted for the year, \$45,100. The cash at the end of April less the outstanding warrants and paying the May vouchers leaves just under \$22,000. This includes the electrical repair/upgrade being paid.

- c. **Public Comments:** None.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for June 8, 2022 at 6:00 p.m.

MEETING ADJOURNMENT: Chairman Mow moved to adjourn the meeting and Commissioner Haugen seconded the motion. Meeting was adjourned at 6:39 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date