

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
June 8, 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 6:01.
- b. **Commissioner attendance present or excused:** All present.
- c. **Board will approve or amend meeting agenda:** All commissioners received an email with the agenda prior to the meeting and they reviewed it. Commissioner Haugen moved to approve the minutes for the June 8, 2022 meeting as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- d. **Board Member comments:** Commissioner Haugen stated he was happy we are into June and perhaps we will get some better weather.
- e. **Guests:** None

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on May 11, 2022:** The commissioners reviewed the minutes and Commissioner Edwards moved to approve the May 11, 2022 minutes as presented. Commissioner Haugen seconded and upon vote, motion passed.
- b. **Approve June vouchers 2022-88 to 2022-106 in the amount of \$11,899.76:** Commissioner Edwards inquired why there were two reimbursements to the Port of Dewatto. Manager Crosby explained that the second one was the reimbursement of Bonfire credit card fees for the campground account. He had not seen the second sheet and then understood why there were two. Manager Crosby stated she would go over the fees under Old Business in the Bonfire section. Commissioner Haugen moved to approve the June vouchers 2022-088 to 2022-106 in the amount of \$11,899.76. Commissioner Edwards seconded and upon vote, motion passed.
- c. **No Building Rental in May 2022.**

3. OLD BUSINESS:

a. Update on Campground including backfill from electrical work:

Campground Coordinator Joe Newman stated campground reservations had picked up, however there were multiple no shows for Memorial Day weekend, mainly due to the rain. Reservations continue to be booked, despite the weather. A few people questioned Manager Crosby on the refund policy if they do not show up for their reservations. We do not give refunds for weather related no shows or cancelations. We can move their reservation to a different day if available but must be used by the end of the camping season. We will refund for true emergencies only and if the site has not been paid for already as we can cancel that reservation without a penalty. All reservations should be made online and paid for at the time of booking.

Manager Crosby reported the rain has caused some of the backfill area to sink in and it is also very muddy. The contract with the electrical company does not include bringing in additional material. One of our campers has offered to spread rock if we purchase it and have it dumped. There was discussion on how much rock we may need to make it manageable. Manager Crosby noted that when driving in the North entrance of the campground where the easement has been used so much, there is now a "ledge" or "drop off" to drive over to go in and out. It really should be filled in before it becomes a hole and campers or staff have problems with their vehicles. Commissioner Haugen also suggested we get more rock up at the Port building as it has really been worn down even with what we put down last year. We also could add more to the campground roads. We need to decide how many tons or yards we need and then Manager Crosby can order it from Peninsula Topsoil. She will also need to find out when the volunteer camper is available to spread the rock.

It was mentioned that perhaps he could load the old fire pits in the back of Commissioner Haugen's truck and bring them up to the Port to dispose of as it is a liability for them to be laying around at the campground.

Manager Crosby received an email from a concerned camper regarding vandalism on the tress near campsites 30-33. They were racist in nature with swastikas and Heil Hitler white supremacist sayings. One camper had tried to cover them with a sharpie marker however it needs more to resolve it. The bark has been removed in several areas of the trees and the graffiti added. Per the commissioners, sanding down the areas and applying pruning patches should help and keep the trees alive. Commissioner Haugen volunteered to go to McLendon's and purchase the pruning patch supplies and use them to repair the trees.

- b. **Insurance payment received on damaged porta potty:** Manager Crosby reported that we have received the insurance check from Enduris of Washington. The amount was \$1,986.36 after the Port's deductible of \$1,000.00. The insurance check was deposited in the campground account and then sent to the county. This amount does reflect on the financial reports for May 2022. The handicapped porta potty was replaced and there are now six porta potties in the campground for the rest of the summer.
- c. **Update on Bonfire Online System with Reservations and Credit Card Fees:** Manager Crosby stated that the fees for the month of May for Bonfire was 229.57. We were able to collect \$35.44 of that leaving us with \$194.13 to reimburse back to the Port revenue account. Manager Crosby stated that it was a challenge to reconcile the revenue account. She and Kris Tompkins worked on it for hours before Kris took it home to finish. Kris has built spreadsheets to help reconcile future reports.
- d. **2020 Census Redistricting:** Manager Crosby received an email today from the Mason County GIS division. Lorretta Swanson, contact person, sent forms for us to review and fill out. The cost to have them do the map and boundary line for redistricting is \$629.30. Part of this will be removed if we do not need to change the boundary lines. A motion was made by Commissioner Haugen and seconded by Commissioner Edwards to proceed with the Mason County GIS division for redistricting of the Port of Dewatto. Upon vote, motion passed. There are options for extra maps as well. Manager Crosby will report back to Loretta Swanson to let her know we will go ahead with the County GIS division for our redistricting plan.

4. **NEW BUSINESS: No New Business conducted.**

5. **COMMENTS:**

- a. **Port Manager:** Manager Crosby reported that she will be taking PTO on and off from June 13, 2022 and working remotely for a few days a week and in the office the other days. She will return back to her regular schedule on July 5, 2022. The phones will be turned over to her on remote days. Manager Crosby noticed the Paid Family Medical Leave Act dollars paid out quarterly has been charged at 100% for the employees and Commissioners and it should be 50% by the employees and 50% by the Port of Dewatto. Manager Crosby has sent a message to the bookkeepers to look into this. Commissioner Mow stated once that is corrected and settled the Port will reimburse the extra amount taken out of the employees and Commissioners. Manager Crosby also stated the bookkeepers continue to take out Federal Unemployment Tax which is incorrect as we do not pay state or federal unemployment and are not required to do so. This is being investigated by the bookkeepers as well.
- b. **Volunteer Financial:** Kris Tompkins reported at the end of May the Port had \$33,308.93 with Mason County. After deducting outstanding

warrants, June vouchers and May campground revenue, that had been sent to the County but not yet credited, there is \$26,255.99 available. Through the end of May the Port had collected \$10,670.90 in campground revenue. As Manager Crosby reported it has been a challenge getting the bank account and the new Bonfire system reconciled, so we don't have a report on the amount paid so far in June. Commissioner Edwards asked about the agency type disbursements of \$710.18 on the County financial statement. Kris responded that is the election cost the County charged the Port for elections last fall. The County does not send an invoice, they just deduct the costs from our revenue.

- c. **Public Comments:** Commissioner Haugen asked Manager Crosby if she was taking off Juneteenth. (June 19, 2022). June 19th is on a Sunday so she would be off anyway, and the Port has not considered or approved a paid holiday as of this date in 2022. This will need to be reviewed and acted on and Commissioner Mow would like to revisit it at a later date. This is not one of the paid holidays in the Port of Dewatto Leave Policy which includes holidays, however it is recognized by the State of Washington as a federal holiday. This would need to be acted on and if passed will be added to the Leave Policy.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for July 13, 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 6:37 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date