

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

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

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

**1. CALL MEETING TO ORDER:**

- a. **Commissioner Mow called the meeting to order** at 6:00.
- 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 agenda for the July 13, 2022 meeting as presented. Commissioner Edwards seconded the motion and upon vote, motion passed.
- d. **Board Member comments:** Commissioner Haugen requested we discuss getting a new mailbox. Manager Crosby asked if he would address that in New Business.
- e. **Guests:** Richard and Kathy Kroll. Richard asked to speak regarding permission to have a yard sale/BBQ here at the Port building. Manager Crosby requested we discuss in New Business.

**2. CONSENT ITEMS:**

- a. **Approve minutes of the regular meeting held on June 8, 2022:** The commissioners reviewed the minutes and Chairman Mow stated he read the minutes and had no concerns. Commissioner Haugen moved to approve the June 8, 2022 minutes as presented. Commissioner Edwards seconded and upon vote, motion passed.
- b. **Approve July vouchers 2022-107 to 2022-126 in the amount of \$9,027.08:** Commissioner Edwards inquired what 941 means on the Port of Dewatto reimbursements to the Port of Dewatto. He would like to know what the \$1,360.66 is for. Manager Crosby and Kris Tompkins explained the 941 is the monthly federal withholding and social security paid by the employees and the Port. This is taken out of the expenditure account, and we reimburse that account with our general fund. Again, this is done monthly. The amounts change as the wages change. Commissioner Edwards moved to approve the July vouchers 2022-107 to 2022-126 in

the amount of \$9,027.08. Commissioner Haugen seconded and upon vote, motion passed.

- c. **Building Rental for June was \$50.00:** Commissioner Edwards explained that the Collins Lake HOA had a meeting there with approximately 25 people in attendance.

### 3. OLD BUSINESS:

- a. **Update on Campground:** Campground Coordinator, Joe Newman informed Manager Crosby he was unavailable this evening. Manager Crosby reported the campground is starting to fill up now that it is July and the weather is a bit better. June was ok but not as full as we would have liked. Commissioner Mow asked if we are the same or close to the amount of last year. Manager Crosby reported that we are not although we have made enough to cover the electrical upgrade we had done in April of this year. She also stated that Kris Tompkins would go over the campground income details when she reports on the financials. Manager Crosby also mentioned Commissioner Haugen had repaired the damaged trees with pruning seal.

Manager Crosby reported that this weekend a group has reserved the entire campground and it may be loud. They have paid in full, over \$2,000, and are very good at cleaning the campground before they leave.

- b. **Update on Bonfire:** Manager Crosby stated the Bonfire program is going well and she is able to see the reservations and who still needs to pay. They have a good transaction reporting sheet we use to help with reconciliation. It is a bit challenging to reconcile with the bank as there is a two-three day delay with the bank processing. Manager Crosby was informed that Bonfire charges the Port a fee of 45 cents per each reservation. This can be passed on to the campers along with their fee of 3.5% for credit card transactions. Commissioner Edwards asked what we are charging for fees now. The Port charges 3.5 % for each credit card transaction. Lowest rate is .70 and it depends on how many days a camper is staying and if there is an extra vehicle which is also charged through the Bonfire system. We are close to 80% of reservations on line. We still get some drive in campers that pay by cash. Not everyone likes the online system but we are still getting compliments on our awesome campground. Suzanne has become much more comfortable with the system as well.
- c. **Insurance on Porta Potties:** Manager Crosby reported she spoke to the owner of AAA Septic and they are no longer offering insurance on the porta potties due to companies that rent them generally will have insurance already. Hopefully we will not have any problems in the future as it could also increase the costs of our insurance. Commissioner Edwards mentioned again that maybe we should build the stationary bathrooms. Commissioner Mow stated they are constructed with cement.

A starting cost would be around \$60,000. We would still need to have them pumped out monthly. This is not a cost the Port can support at this time.

**4. NEW BUSINESS:**

- a. **Public Hearing on 2022 Redistricting and Boundary Line Changes:** Commissioner Mow opened the Public Hearing at 6:15. Manager Crosby presented the commissioners the 2022 census percentage numbers for the Port of Dewatto and its three districts. Due to the fact we do not have a substantial change in population to warrant a boundary line change, we will not have to proceed with redistricting. In fact, District 1 which is Collins Lake, had a reduction of 4.5% in population in the last ten years and District 3 which is the Port of Dewatto increased 5.2% in population. District 2 which is Haven Lake had only a 2.5 % increase. There was discussion on what may be available on Haven Lake for purchase considering there was not much of an increase. Kris Tompkins explained there has been and will probably continue to be turn over in property. More people are retiring and becoming full time residents. Commissioner Mow asked if there was any public comment. As there was none, he closed the Public Hearing.
- b. **Resolution on Redistricting:** Commissioner Edwards read Resolution 01-2022. Commissioner Edwards made a motion to adopt Resolution 01-2022. Commissioner Haugen seconded and upon vote, the resolution was adopted.
- c. **Permission to have a Yard Sale/BBQ at the Port Building:** Neighbors of the Port of Dewatto, Kathy and Rich Kroll discussed having a yard sale/BBQ at the Port in August either the 20<sup>th</sup> or 27<sup>th</sup>. Kathy spoke with Manager Crosby on what that would entail. The cost to rent the building for the day would be \$200.00. Would need to charge \$10.00 a table and have at least 20 people wanting to sell in order to break even. Also Manager Crosby stated we should charge a minimum of \$5.00 for a hamburger or hotdog, drink and chips for anyone that wants to purchase lunch. She will need to check into the use of Port funds to purchase the food. She has a food handler's permit as does Commissioner Haugen. There is also the possibility of having donations for food and/or having a potluck style lunch. Kathy Kroll will make up flyers for the event and have an RSVP deadline date and prepay. There will be no refunds unless the event is canceled. She will keep in contact with Manager Crosby and make set plans. August 27, 2022 appeared to be the best date. Email addresses will be sent to Kathy so she can send out the information. It will be posted on the neighborhood app and posted at the campground. There will be stipulations including taking home any items that were not sold and not leaving them for the Port to dispose of. All the commissioners were in agreement to have the yard sale/BBQ.

- d. **Discuss moving P.O. Box to our building:** Commissioner Haugen requested we get a mailbox here at the Port building as the traffic in Belfair makes it harder to get around. There has been some recent vandalism of mailboxes, so we need to make sure it is a security locking mailbox and is in cement. Commissioner Haugen will look into the cost of obtaining and setting a mailbox.

5. **COMMENTS:**

- a. **Port Manager:** Manager Crosby reported that she may try and retire in June of 2023 and/or cut down in January as the winter months do not show much traffic at the Port. Gas prices, although are falling are still expensive with coming to the Port daily. She would connect to the office computer from home. It would save on the electrical, water and heating bills as well by only coming in a couple days a week. Commissioner Mow stated his office uses flex hours and he totally understands and that it is a respectable request. He questioned whether we need to purchase a laptop or tablet for her. Manager Crosby stated she purchased a laptop on her own that is remotely connected to the Port computer and used it to work at home during part of her vacation to keep up with the Bonfire payments and campground questions. The Apple products (laptops) that the Port owns are not compatible with the PC the Port has in the office. Commissioner Mow would like Manager Crosby to think about it and put some dates and numbers together and offer a proposal. The commissioners will discuss the proposal at the next couple of meetings.
- b. **Volunteer Financial:** Kris Tompkins reported at the end of June the Port had \$30,118.75 with Mason County. There were no outstanding warrants. After deducting July vouchers of \$9,027.08 and additional June campground revenue of \$3,755.00, that had been sent to the County but not yet credited, there is \$24,846.67 available. Through the end of June the Port had collected \$17,140 in campground revenue. In March it was \$715, in April \$4,720, in May \$5,285 and in June \$6,420. It continues to be a challenge getting the bank account and the Bonfire system reconciled.
- c. **Public Comments:** Commissioner Haugen wanted to make sure we are good with the yard sale/BBQ. All commissioners agreed that we should have the yard sale and BBQ for community interaction. The Kroll's' will keep in contact with the Manager who will relay information to the commissioners.

Manager Crosby mentioned we should get new blinds for the Port as these are so old and breaking. They would be about \$640 on blinds.com and Budget Blinds would be over \$1,000. She will get more estimates for 2" horizontal blinds, checking with Home Depot and Lowes. The commissioners agreed the blinds should be replaced due to safety issues. We have not yet made half of our budget from the campground so will need to reassess the budget before any purchases made.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for August 10, 2022 at 6:00 p.m.

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

**SIGNATURES:**

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Chairman: Ray Mow, District #2/Date

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

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Commissioner: David Haugen, District #3/Date