

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
August 10, 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.
- 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 Mow stated he had no concerns. Commissioner Edwards moved to approve the agenda for the August 10, 2022 meeting as presented. Commissioner Haugen seconded the motion and upon vote, motion passed.
- d. **Board Member comments:** Commissioner Edwards wanted to discuss a camper he came across while he was at the campground. He was asked to wait until we address campground updates in old business.

2. CONSENT ITEMS:

- a. **Approve minutes of the regular meeting held on July 13, 2022:** The commissioners reviewed the minutes and had no issues. Commissioner Haugen moved to approve the July 13, 2022 minutes and Commissioner Edwards seconded. Upon vote, motion passed.
- b. **Approve August vouchers 2022-127 to 2022-148 in the amount of \$19,246.26:** Commissioner Haugen asked if we were all caught up on George's Electric as there was an entry for them on this month's vouchers. Manager Crosby explained that we had an issue with campsite 15 not operating. The box and panel were both checked and seemed to be in good working condition. Manager Crosby asked George's Electric to come check it. They found the breaker on the actual site box was turned off. This is something many campers are not aware of, so it was suggested by Commissioner Mow that we label the boxes to say check breaker before plugging in. It was suggested that it be added to the website reservations. On the August voucher list was the Enduris of Washington insurance

annual policy amount. Manager Crosby went over the annual cost from 2018 to present. There has been a substantial increase over the years. The flood we experienced and the vandalism of the porta potty at the campground has added to the increase somewhat, however most of it is due to the insurance pool having an increase of claims in the last few years. Commissioner Mow would like the manager to contact Enduris to see if there is a “cap” for the insurance or if we are going to need to look for a different company in the future. Commissioner Mow would like the manager to send the commissioners a copy of the insurance binder to review as well. Commissioner Haugen moved to approve the August vouchers 2022-127 to 2022-148 in the amount of \$19,246.26. Commissioner Edwards seconded and upon vote, motion passed.

c. **No Building Rental in July 2022.**

3. **OLD BUSINESS:**

- a. **Update on Campground:** Campground Coordinator Joe Newman stated there were noise complaints recently. The entire campground has been rented for the last three weekends and we are due to have 3 more groups on consecutive weekends before we close for the season. He also stated that a few campers stated the Wi-Fi was spotty and not always working. Manager Crosby will have Inland Network check the next time they are in the area. Manager Crosby also noted that there has been an all-terrain-like vehicle that drove into White Creek and was spinning around. We were unable to obtain pictures or identity. The campground is still on schedule to close on September 11, 2022. Commissioner Haugen questioned if we should post signs close to the closure so people cannot reserve a spot. Manager Crosby reported the Bonfire system is blocked after the 11th of September so they will not be able to reserve past that date. Commissioner Edwards wanted to discuss keeping the campground open past September 11, due to the nice weather we are having at this time. Commissioner Haugen was not in favor of this as he feels we made the decision to close on September 11 at a meeting at the beginning of the camping season. Commissioner Mow intervened and stated there is nothing we can do about it this year, but in November we can discuss a different closure date for next year.
- b. **Update on Bonfire:** Manager Crosby stated the online reservation system Bonfire is doing well however the charges are a bit more than expected. We are collecting fees from the campground and this is our busiest month so the fees are a tad higher. It would be more helpful if Bonfire would send us itemized reports. It is still a challenge reconciling the bank and Bonfire and it often takes hours to do. Kris Tompkins is gracious enough to help Manager Crosby with the balancing as we often have to look into the credit card company’s reports to find the answer. Per Commissioner Mow we will continue to keep the accounting current and

if it becomes too time consuming we may need to decide if this is a good reservation system for us.

- c. **Update on Yard Sale:** Manager Crosby reported the yard sale/BBQ was canceled due to lack of interest, as we are not able to use public funds on this type of activity. If someone would like to rent the building, utilize the grill, building, restrooms and purchase their own food for sale then it will be legal as it would be considered a building rental and that is part of our Port's purpose. The commissioners would like to see an updated policy to address building rental.

4. **NEW BUSINESS:**

- a. **Review Paid Holidays:** At our June meeting Commissioner Haugen asked if employees are paid for the Juneteenth holiday. It was suggested to discuss it at a future meeting. So, Manager Crosby did a little research and presented a list of holidays that are paid by Federal, Port of Dewatto, and Mason County. We have not heard back from the Port of Allyn on what their holiday schedule is. Commissioner Mow would like to see what the State of Washington pays for state holidays, and we will discuss this again at the September meeting. Commissioner Edwards asked what the actual Juneteenth holiday entailed and Commissioner Mow and Haugen filled him in on the history.
- b. **WPPA:** Manager Crosby relayed that the Washington Public Ports Association (WPPA) has quite a few administrative openings. If any of the commissioners know of someone who is interested, they can contact the WPPA directly.
- c. **Enduris of Washington:** Manager Crosby announced that she had received a letter with the new rates and binder that was discussed in the voucher section. As stated above, she will send the commissioners a copy of the binder and letter.

5. **COMMENTS:**

- a. **Port Manager: FEMA:** Manager Crosby stated we are now moving forward with the Army Corps of Engineers to see if they have any information of what would need to be done to the campground road and bank. We have until October 2022 to have something in motion or the claim may be dropped. Manager Crosby will keep the commissioners posted on the progression. Manager Crosby also reminded Commissioner Edwards and Mow of the importance of them finishing their public records training to remain compliant. She reported she can help them locate the information and get it done.
- b. **Volunteer Financial:** Kris Tompkins reported at the end of July the Port had \$30,973.07 with Mason County after the outstanding warrants are deducted. Then after paying the August vouchers of \$19,246.26 there is a balance of \$11,726.81. After getting the campground revenue balanced there were some corrections from the report in July. A total of

campground revenue through July is \$30,477.62, with \$715 collected in March, \$4,670 in April, \$5,285 in May, \$6,690 in June and now \$13,117.62 in July. We budgeted to receive \$45,800 so we have collected 66.55% of projections. The Manager and Kris pointed out that the reservation system was not approved prior to the camping reservation season, April/May were very wet months and the campground is closing one week prior to the time we thought it would when the budget was done last year. So, it appears we will fall short of collecting the total that was budgeted.

Kris was asked about the property tax collections, and she stated we have collected 63.87% of the \$45,100 budget and the rest should come in November and December. The Port is on track with most of the revenue categories except Timber Trust which had \$11,900 budgeted and only \$3,939.89 collected. To balance the 2022 budget expenditures the commissioners approved using \$13,500 from the cash balance and it may need to be more to make up the shortfall in Timber Trust money.

- c. **Public Comments:** Manager Crosby thanked Commissioner Haugen for doing some upkeep on the Port building and grounds. In July and early part of this month, he painted the disabled parking stripes and wheelchair decals on the right parking lot. He has also scraped, sanded and painted the door trims on the three outside doors with a second coating. Commissioner Haugen also repaired and re-stained our two picnic tables in the side yard.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for September 14, 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 6:52 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date