

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
September 14, 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 Edwards moved to approve the agenda as presented for the September 14, 2022 meeting as presented. Commissioner Haugen seconded the motion and upon vote, motion passed.
- d. **Board Member comments:** Commissioner Haugen asked if we were going to be discussing the budget at all. This will be done towards the end of the meeting.
- e. **Guests:** None

**2. CONSENT ITEMS**

- a. **Approve minutes of the regular meeting held on August 10, 2022:**  
The commissioners reviewed the minutes and had no issues. Commissioner Haugen moved to approve the August 10, 2022 minutes and Commissioner Edwards seconded. Upon vote, motion passed.
- b. **Approve September vouchers 2022-170 to 2022-189 in the amount of \$9,853.24:** Commissioner Haugen moved to approve the September vouchers 2022-170 to 2022-189 in the amount of \$9,853.24. Commissioner Mow stated he did not see anything out of the ordinary. Commissioner Edwards asked if we were leaving any of the Sani Cans at the campground now that it is closed. It was decided in a previous year that we would leave one there. It is also there for public use and for the Campground Coordinator, if needed. Commissioner Edwards seconded the motion and upon vote, motion passed.
- c. **No Building Rental in August 2022.**

**3. OLD BUSINESS:**

- a. **Update on Campground and Closure:** Campground Coordinator Joe Newman stated that there were minimal problems despite a broken-down RV that we were able get removed and it was towed that afternoon from outside of the campground. Mr. Newman also stated that throughout the whole season, campers burned most of the sticks and limbs that we had piled up from the storm. He also informed the commission that we already have a few groups reserved for next season. They reserve the entire campground and pavilion. Manager Crosby stated that campers are unable to reserve online at this time as it is blocked since closure. They would need to call either Suzanne, the reservationist, or Manager Crosby. Commissioner Edwards reported he thought there were a lot of ‘new’ campers this year and he chatted with them when he would go down to the campground. Manager Crosby agreed that we had a lot of new campers this year. We stayed busy on the weekends and had a few early week “regulars”. The campground was closed on September 11 as planned.
- b. **Update on Bonfire:** Manager Crosby reported that Bonfire was actually going well and that now that the campground is closed, she will be reconciling with the bank once all of the returns are in. She did say that she was able to obtain secure logon to retrieve reports on our charges we pay to Merchant Service acquired by the Port to use the program on top of our annual payment. She had not been aware of the monthly merchant processing fees. Manager Crosby also reported that the campers had no issue paying the fees as it is a standard with other campgrounds. Manager Crosby implemented a \$.45 fee for ground upkeep to help offset the merchant credit card charges. She also stated that we had over \$10,000 in cash come through the campground along with over \$30,000 in credit cards. Each year we should show a substantial decrease in cash payments.
- c. **Discussion on Holidays:** Manager Crosby gave the commissioners an updated list of which holidays that Mason County, Port of Allyn, State of Washington and the Federal Government provide to their employees. They were compared to the Port of Dewatto holidays. Commissioner Mow asked Manager Crosby to refresh his memory on why this was being presented and questioned if there was a problem or concern with the holidays that the Port provide. Manager Crosby stated at our June meeting it was discussed if the employees got paid for the Juneteenth holiday. This holiday was not part of the existing paid holidays, so employees have worked on that day, if scheduled. The comparison handed out showed the day after Thanksgiving is typically a day off for employees as well as Juneteenth. The commissioners chose to include the day after Thanksgiving, as a paid holiday, however, Juneteenth will not be added as a paid holiday. The day following Thanksgiving will be added to the existing Holiday schedule in the Leave Policy and it will be approved at

the next meeting. A resolution needs to be adopted for any changes to the leave policy.

- d. **District Boundaries, New Map/Size?** Manager Crosby presented the commissioners with an order form to order maps for the Port showing all three district boundary lines. Kris Tompkins and Manager Crosby had talked and concluded it would be good idea to have a large district map on the wall for the public to see. She suggested getting an 8x11 and copy it if the public request one. The commissioners all agreed that we should have a large map, possibly 36x42 feet to hang on the wall. Manager Crosby will put in the order for both sizes.
- e. **Update on locked mailboxes:** Commissioner Haugen showed the other two commissioners a picture of a sentry security locking mailbox and pole that he feels would work for the Port so we can get our mail here instead of in Belfair. The Belfair post office is not in an ideal location at this time and due to increase of traffic, which will get worse, it is not a safe situation having to pick up mail two to three times a week. There has been some mailbox abuse in the past in the Dewatto area, however, he feels we can secure the pole deep enough and hopefully not have any vandalism. He talked to the Postmaster from Tahuya and was informed, that there are specific guidelines to follow, and he needs to get a form to fill out to request mailbox delivery. All the commissioners agree that this was an appropriate mailbox, and we should order it. Commissioner Mow also suggested we have a big enough pole and have it well secured into the ground. Manager Crosby is to prepare a change of address notice on Port letterhead to inform vendors of the Port change of address. We will also need to fill out a change of address card at the Belfair post office once the mailbox is in place and Tahuya postmaster has added the Port to the delivery route.

#### 4. **NEW BUSINESS:**

- a. There was no new business conducted.

#### 5. **COMMENTS:**

- a. **Manager Comments:** Manager Crosby informed the commission that our state audit is coming up in October/November of this year and it will cover 2019 and 2020. This will be completed by the end of this year, 2022. In 2024 we will have another audit for 2021 and 2022 which will be completed by the end of 2024. These will be conducted via electronic submission unless there is an issue and need to have in office. The cost will be approximately \$2,000 vs \$6,000 in office. This is subject to change once the auditor reviews our submissions.
- b. **Volunteer Financial:** Kris Tompkins reported at the end of August the Port had \$24,974.87 with Mason County after deducting the outstanding warrants. Then after paying the September vouchers of \$9,853.24 there is a balance of \$15,121.63. In August there was \$9,141 collected in

campground revenue for a year-to-date total of \$39,618.62 towards the projected revenues of \$45,800.

Kris reminded the commissioners that the draft 2023 budget will be presented at the next meeting in October. Manager Crosby will be working on the wish list of items for 2023. If the commissioners have anything they want considered, please let the Manager know so she can get prices for discussion. We will also show what was accomplished in 2022 like the handicap parking paint refresh and repairs. Kris asked Joe Newman how many more total fire rings need to be replaced at the campground and would he provide the Manager with a count.

- c. **Public Comments:** Manager Crosby informed the commissioners that we are due for our annual furnace inspection per contract. She suggested we change it to early 2023 if they felt it would be better on the budget. All the commissioners agreed that we should follow through with the contract and have it done this year as planned to avoid any warranty issues. Manager Crosby will schedule the inspection. Manager Crosby gave an update on the FEMA situation stating she received an email that we needed to extend the claim as it is not complete yet. The date has been extended and she will continue to work on the claim. Crosby also reminded the commissioners to get their public records training up to date and to make sure they cash their warrants as soon as they receive them.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for October 12, 2022 at 6:00 p.m.

**MEETING ADJOURNMENT:** Commissioner Edwards moved to adjourn the meeting and Commissioner Haugen seconded the motion. Chairman Mow adjourned the meeting at 6:42 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