

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
October 12, 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 as presented for the October 12, 2022 meeting. Commissioner Edwards seconded the motion and upon vote, motion passed
- d. **Board Member comments:** Commissioner Edwards asked about the fees from Bonfire. We will discuss this when we get to Bonfire Credit Card Fees under Old Business.
- e. **Guests:** None

2. CONSENT ITEMS

- a. **Approve minutes of the regular meeting held on September 14, 2022:** The commissioners reviewed the minutes and had no issues. Commissioner Haugen stated the minutes looked good and captured the last meeting. Commissioner Edwards asked about the sentence that stated Manager Crosby was unaware of the .45 that we were getting charged through Bonfire. Manager Crosby stated she was aware of the credit cards fees but did not know about the .45 transaction fee. Bonfire merchants are charged 3.5% for each credit card transaction along with .45 reservation fee. The .45 cents that we charge the campers now is a ground upkeep fee so we can absorb the fees. Commissioner Edwards was satisfied with the explanation and moved to approve the September 14, 2022 minutes and Commissioner Haugen seconded. Upon vote, motion passed.
- b. **Approve October vouchers 2022-190 to 2022-209 in the amount of \$7,270.22:** Commissioner Haugen moved to approve the October vouchers 2022-190 to 2022-209 in the amount of \$7,270.22.

Commissioner Edwards asked for clarification on the Port reimbursement amount. Manager Crosby explained it is for the 941 monthly federal withholding and social security taxes for employees' payroll with the Port's portion, along with any supplies we have ordered in that month. 941 federal taxes are usually quarterly however, the campground was so busy last year causing extra hours for Joe Newman and Manager Crosby, the taxes needed to be paid monthly instead of quarterly. This amount will show every month on the vouchers reimbursement sheet and is also kept in a file on the computer for the full year of charges for easy reference. We also bought a mailbox and supplies, and the second sheet is for the credit card fees which we were not able to collect, and we reimbursed the Port revenue account for that amount. With this clarification, Commissioner Edwards seconded the motion and upon vote, motion passed.

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

3. **OLD BUSINESS:**

- a. **Update on Campground and Closure:** Campground Coordinator Joe Newman was not in attendance so Manager Crosby stated there are a few repairs that need to be done down at the campground and this will be discussed in the budget. She has noticed a few cars parked out front possibly due to the salmon spawning season and/or hunters looking around. The river is quite low at this time.
- b. **Update on Bonfire Credit Card Fees:** The fees were discussed earlier. Manager Crosby asked if we were going to continue with Bonfire next year. Volunteer Kris Tompkins reported that we paid a total of \$710.00 in fees which should be less next year as we are more aware of how the program works. Manager Crosby stated we would like to continue as it works well as far as accountability of the money and being able to keep track of the reservations with both Suzanne Newman and Manager Crosby having access to the reservations and transactions. Most of the campers are happy with the system. A small number still do not like it and continue to pay with cash. We collected \$10,000 in cash this season which should go down next year. Commissioner Mow stated we should continue with Bonfire. Kris Tompkins also stated that Bonfire does have some issues with their reporting system and Manager Crosby has discussed that with them. We did not meet our proposed budget with the campground revenue this season however, we had a month of rain and closed earlier this year. This will be discussed later in the meeting.
- c. **Update on locked mailbox:** Manager Crosby reported the mailbox has been installed and is adjacent to the berm next to the street in front of the building. Commissioner Haugen and Manager Crosby's husband buried the mailbox post in cement in the ground. Commissioner Haugen attached the mailbox after 24 hours. Manager Crosby stated there was actually mail in the box today. The Port P. O. Box is paid through February 2023 at the

Belfair Post Office. Manager Crosby will put in for a change of address and find out if there is a refund available for early closure. Otherwise, we will continue to use the Belfair P.O. Box until it expires, or until we feel we have informed every one of the change of address. Manager Crosby has been sending emails to our vendors in preparation of installing the mailbox.

- d. **Resolution 02-2022 adding the Friday following Thanksgiving to the Leave Policy:** Commissioner Mow stated the Resolution is consistent with what was discussed at the last meeting. Manager Crosby read the Resolution. Commissioner Haugen moved adopt Resolution 02-2022 to add the Friday following Thanksgiving to be a paid holiday in the Leave Policy. Commissioner Edwards seconded the motion and upon vote motion passed and Resolution 02-2022 was signed.

4. **NEW BUSINESS:**

- a. **2023 Budget Discussion:** Kris Tompkins went over the list of items the Port accomplished in 2022: four more fire rings replaced; the campground electrical was totally repaired; next to the Port building the concrete parking area was cleaned and new handicap striping was painted; the outside picnic tables were painted and the building doors/jams were painted; the campground online reservation and payment system was implemented; the Port redistricting was addressed; and a new mailbox was installed at the street. Kris Tompkins stated for the 2023 budget she and Manager Crosby budgeted \$4,000 for the new blinds, as the commissioners had indicated they want them replaced; \$2,000 was carried forward from 2022 for a refrigerator; and \$500 for four more fire rings at the campground in the replacement program. The Commissioners had no problems with those being in the 2023 budget.

Manager Crosby went over the 2023 wish list: Two new campground gates, she needs to compare prices and purchase the best price; Crushed rock for a French drain to be placed behind the Port building to stop the rain water from going in the basement; Adding crushed rock to the Port driveway and for the campground to improve the roads; Port irrigation system: (simple system); Gutter replacements and snow guards; Janitorial service twice a year to deep clean to include the windows; Play area at the campground. The following **was** approved: \$250 for new campground gates; \$1,000 for French drain rock behind the Port building; \$2,500 for rock at the campground and rock for the Port driveway; (Commissioner Mow suggested looking through the Neighborhood App to see if anyone would be able to help spreading rock or asking the boy scout troop.) \$1,000 for janitorial services for twice yearly deep clean, including windows and carpet cleaning (will provide scope of cleaning and will get estimates). A total of \$4,750 will be added to the 2023 expenditure budget. The following **was not** approved: The playground at campground

(due to liability and safety); Gutter replacements/snow guards (old ones are holding up ok and did well through the big storm); Port irrigation system (when needed can use sprinklers, do not need in ground irrigation).

Kris Tompkins went over the 2023 budget proposed revenues and expenditures. The County has not sent the 2023 levy information and once that is received the general property tax projections will be adjusted accordingly. We budgeted less from DNR timber trust, more for investment interest and the rest of the projections were comparable to the 2022 budget revenues. 2022 use of beginning fund balance was set at \$13,500 and 2023 use of beginning fund balance in the first draft budget is \$19,000. 2023 expenditure budget is very similar to the 2022 expenditure budget. Bottom line for 2022 was \$119,500 and currently for 2023 it is \$120,000. The four items totaling \$4,750 the Commissioners requested to be added from the earlier discussion will be put in the expenditure budget and the revenue budget will be adjusted accordingly. This will be brought back at the next meeting for the Public Hearing on the 2023 budget.

5. COMMENTS:

- a. **Manager Comments:** Manager Crosby requested signatures from the commissioners for backup to pick up the monthly warrants from Mason County in the event Manager Crosby is unable to get them. Manager Crosby went over some concerns regarding the high electrical bill for the campground. She suggested outside appliances be limited at the campground as it caused a spike in the electrical bill for that month. She also stated that the WIFI has been shut off for the winter season and will be turned back on in time for the 2023 camping season. Manager Crosby also reported that Dana's Heating and Cooling is very backed up and we cannot get our annual furnace inspection until mid-January. This has been scheduled.
- b. **Volunteer Financial:** Kris Tompkins reported the Port had \$19,619.78 with Mason County at the end of September with the outstanding warrants of \$3,701.09 deducted. After paying the October vouchers in the amount of \$7,270.22 there will be \$11,350. The total campground fees collected in 2022 are \$41,474.62. We had budgeted \$45,800, so were short of meeting projections by \$4,325. Depending on the expenditures in the next two months the Commissioners may need to do a budget adjustment in December. The Manager and Volunteer will be tracking this.
- c. **Public Comments:** No public comments however Manager Crosby stated we will need to adopt and sign the budget resolution and levy at the next meeting as it is due by November 30, 2022. This will be posted in the Journal each week prior. Mason County has not sent out levy information.

Commissioner Haugen asked about the 1% increase on property taxes. Volunteer Tompkins talked about the levy amount actually decreasing even when the 1% is taken. The only way to increase the levy amount would be to go to the people for a lid lift which is not what she is recommending.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for November 9, 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 6:58 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date