

PORT OF DEWATTO
2501 NE Dewatto RD
Tahuya, WA 98588
REGULAR MEETING MINUTES
November 9, 2022

Chairman: Ray Mow(absent)
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 Haugen called the meeting to order** at 6:00 p.m.
- b. **Commissioner attendance present or excused:** Commissioner Mow was not in attendance as he was away in a family emergency. He had emailed the manager ahead of time. He was also unable to call in due to stormy weather conditions. Commissioner Haugen moved to excuse Commissioner Mow and Commissioner Edwards seconded. Upon vote, the motion passed, and Commissioner Mow was excused.
- 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 November 9, 2022 meeting. Commissioner Haugen seconded the motion and upon vote, motion passed
- d. **Board Member comments:** Commissioner Edwards asked if we are still paying fees for the campground. Manager Crosby reported that we paid for October however, the rest of the year should be zero as we have the reservations on pause until March 1, 2023.
- e. **Guests:** None
- f. **Manager:** Manager Crosby has the emails from Commissioner Mow that shows he checked in with us, however he cannot make it due to his family emergency and the weather at his location.

2. CONSENT ITEMS

- a. **Approve minutes of the regular meeting held on October 12, 2022:**
The commissioners reviewed the minutes and had no issues. Commissioner Edwards moved to approve the October 12, 2022 minutes as presented. Commissioner Haugen seconded and upon vote, motion passed.

- b. **Approve November vouchers 2022-210 to 2022-227 in the amount of \$8,280.34:** Both commissioners had reviewed the vouchers and reimbursements. Commissioner Edwards moved to approve the November vouchers 2022-210 to 2022-227 in the amount of \$8,280.34. Commissioner Haugen seconded the motion and upon vote, motion passed.
- c. **No Building Rental in October 2022.**

3. **OLD BUSINESS:**

- a. **Update on Campground:** New gates installed and the safety fence by the river was repaired. Commissioner Haugen reported he purchased and replaced two new gates at the front of the campground due to continued damages and poor condition. He brought the other gates to the Port building where we may be able to use parts of them for other repairs. He also reported that there was a damaged fence rail on the safety fence by the water. He purchased a new rail and repaired the damaged area of the fence.

4. **NEW BUSINESS:**

- a. **Public Hearing on 2023 Revenue Sources and Budget:** Commissioner Haugen opened the public hearing at 6:10 p.m. The commissioners were given a printout of the 2023 revenue sources and budget along with a comparison handout. Kris Tompkins thoroughly went over the budgeted revenues and the tax levy handouts. The total 2023 revenue sources are \$102,750 and \$22,000 will come from the estimated beginning cash balance of \$213,000 to balance to the expenditure budget. She covered the expenditure additions from October's meeting. She allowed for any questions. There were no guests, and the public hearing was closed at 6:25 p.m.
- b. **Resolution 03-2022 Adopting 2023 Budget:** Resolution 03-2022 was read. Commissioner Haugen moved to adopt Resolution 03-2022. Commissioner Edwards second and upon vote, motion passed. The total 2023 budget amount of \$124,750 was approved and the paperwork will be hand delivered to the County Assessor, the Board of Commissioners and the Mason County Auditor (Finance Department).
- c. **Resolution 04-2022 Setting 2023 property tax levy:** The commissioners were given a property tax levy information/comparison sheet and Kris Tompkins went over the numbers to show how we arrived at the figures. Commissioner Edwards read the levy sheet that will be signed and filed with Mason County. Commissioner Edwards moved to adopt Resolution 04-2022 authorizing an increase in the regular property tax levy by one percent (1%) for the 2023 tax year. Commissioner Haugen seconded and upon vote, levy was passed. This is only \$451.09 including all three districts. The total increase including new construction and refund levy is \$1,223.13. The Port will only be collecting 35% of

\$132,596.48 which is the statutory levy collection. The actual levy collection will be about \$46,330. The statutory levy rate is \$.45 and last year's Port rate was \$.18093760. It would take a vote of the people to increase the levy collection.

- d. **Discuss amending the 2022 Budget:** The Port will need to present at a public hearing and pass a resolution to amend the 2022 budget. This will be done at the December meeting before year end. Kris Tompkins stated we had budgeted \$5,000.00 for the electrical repair at the campground, however the total for repair was \$17,476.10. The revenue offset is from the unencumbered cash balance.

5. **COMMENTS:**

- a. **Manager Comments:** Manager Crosby went over the November birthdays for Joe Newman and Commissioner Haugen. Before the meeting she had the commissioners and volunteer sign the sexual harassment policy. She had a list of items that will need to be addressed at the next meeting. They are annual appointment of the following: Auditing Officer, Public Records Officer, Tort Claim Officer, and continuation of legal counsel. Manager Crosby also stated we have been receiving mail at the Port. A lot of the services we use have forwarded mail to us. She will be inserting a change of address in each invoice. We can now turn our keys in to the Belfair post office and let them know we have a new address. Commissioner Haugen stated he will take both keys to the post office and ask if we are due a refund. He will bring a receipt for the keys back to the Port for filing. The State Auditor's office is currently auditing the Port for the years 2019, 2020 and 2021.
- b. **Volunteer Financial:** Kris Tompkins reported the Port had \$26,936.55 with Mason County at the end of October with the outstanding warrants of \$1,783.82 deducted. After paying the November vouchers in the amount of \$8,280.34 there will be \$18,656.
- c. **Public Comments:** Commissioner Edwards stated he went down to campground and walked around. He said it looks well managed. Commissioner Haugen stated he was down at the campground repairing the gates when a group of car collectors came in to use the porta potty. They enjoy being able to stop to rest for a few minutes. Both commissioners agreed it is good for the community to be able to stop by the campground and enjoy the scenery. There were no other comments.

NEXT BOARD MEETING DATE: The next regular monthly Commissioner meeting is scheduled for December 14, 2022 at 6:00 p.m.

MEETING ADJOURNMENT: Commissioner Edwards moved to adjourn the meeting and Commissioner Haugen seconded the motion. Meeting was adjourned at 6:48 p.m.

SIGNATURES:

Chairman: Ray Mow, District #2/Date

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

Commissioner: David Haugen, District #3/Date