

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES and PUBLIC HEARING ON**  
**2022 BUDGET AMENDMENT**  
December 14, 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 p.m.
- b. **Commissioner attendance present or excused:** All commissioners were in attendance.
- 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 December 14, 2022, meeting. Commissioner Edwards seconded the motion and upon vote, motion passed
- d. **Board Member comments:** Commissioner Haugen stated he went down to the campground and picked up a little bit of trash. He said a few branches were down and the Porta Potty was clean.
- e. **Guests:** None

**2. CONSENT ITEMS**

- a. **Approve minutes of the regular meeting held on November 9, 2022:** The commissioners reviewed the minutes. Commissioner Edwards moved to approve the November 9, 2022 minutes as presented. Commissioner Haugen seconded and upon vote, motion passed.
- b. **Approve December vouchers 2022-228 to 2022-242 in the amount of \$4,088.80:** The commissioners reviewed the vouchers and reimbursements. Commissioner Mow stated he understands there is a reduction in the voucher total from what was emailed to them. The State Auditor's Office did not get their invoice to us nor did the neighbor that plowed our driveway and the bus area. He asked for a motion to approve the vouchers as presented. Commissioner Haugen moved to approve the December vouchers 2022-228 to 2022-242 in the amount of \$4,088.80.

Commissioner Edwards seconded the motion and upon vote, motion passed.

- c. **No Building Rental in November 2022.** A birthday party is scheduled to rent on December 19, 2022. Commissioner Edwards stated we need to have the building more usable.

### 3. OLD BUSINESS:

- a. **Update on Campground:** Commissioner Mow mentioned he had read the November minutes and that a car club had stopped down there to use the porta potty and they were very pleased with the fact that there is one there for them to use. Commissioner Haugen was down at the campground checking on the condition when they came by. We will continue to keep one porta potty available throughout the winter months and then add more during the regular opening of the campground 2023 season. Commissioner Haugen stated the septic people have not been able to go empty it for a couple weeks due to the snow. The unit hasn't been used much and was still clean. Manager Crosby mentioned that Mr. Newman had not been down to the campground for a couple of months due to other obligations. It is not clear if he is continuing as our campground coordinator this coming season. He would like to retire; however, the reservationist, Suzanne his wife, would like him to stay. She plans on staying on as far as we know. If Mr. Newman chooses to retire, Manager Crosby will look for a person to fill in until we get someone full time, possibly her husband. We would need to post the open position, including on our website. There would need to be a separate job description for the reservationist. Chairman Mow stated we need to find out from Mr. Newman and then move forward with filling the position as needed closer to the season.
- b. **Update on Audit:** Manager Crosby relayed information regarding the recent audit. It is now complete and there were no findings. We did get a recommendation to reflect payable compensating balances (PTO) on the Debt Schedule 9 which is part of the annual report. Our office did in fact report this information, however it was put under Compensating Balances in the notes. Kris Tompkins explained how we entered the information and going forward we will use the Schedule 9 as instructed by the auditor. The recommendation is an administrative suggestion.

### 4. NEW BUSINESS:

- a. **Public Hearing 2022 Budget Amendment:** Chairman Mow opened the Public Hearing on the 2022 budget amendment at 6:12. Kris Tompkins went over the information regarding the need to amend the 2022 budget for the repairs to the campground electrical system. The repairs were much more extensive than realized at the time the 2022 budget was adopted. The 2022 budget will be increased by \$10,500 from \$119,500 to

\$130,000. There was no public in attendance and no questions. The Public Hearing was closed at 6:14.

- b. **Adopt Resolution 05-2022 Amending the 2022 Budget:** A motion was made by Commissioner Edwards to adopt Resolution 05-2022 amending the 2022 budget by an additional \$10,500 for a total 2022 budget of \$130,000. Commissioner Haugen seconded the motion and upon vote, Resolution 05-2022 was adopted.
- c. **Adopt Resolution 06-2022 Appointing the Port's Auditing Officer:** Commissioner Mow asked if this was something we were needing to do each year. We did adopt a resolution in 2019 appointing Manager Crosby as the auditing officer, however, we did not know at the time it was to be done on a yearly basis. Commissioner Haugen moved to adopt Resolution 05-2022 appointing Manager Crosby as the Port's auditing officer. Commissioner Edwards seconded and upon vote, motion passed.
- d. **Adopt Resolution 07-2022: Appointing the Port's Public Records Officer.** Commissioner Edwards made a motion to adopt Resolution 07-2022 appointing Manager Crosby as the Port's Public Records Officer. Commissioner Haugen seconded and upon vote, motion passed.
- e. **Adopt Resolution 08-2022 Appointing the Port's Tort Claims Officer:** Commissioner Mow asked if this was something we had done before. Kris Tompkins explained we did this in 2019 however it was called declaration of claims. It allows Manager Crosby to claim funds in case of a claim and money is received. Commissioner Haugen moved to adopt Resolution 08-2022 appointing Manager Crosby as the Port's Tort Claim Officer. Commissioner Edwards seconded and upon vote, motion passed.
- f. **Impact of Inclement Weather:** Commissioner Haugen mentioned that we had a lot of snow, and he came to Port to shovel snow to open the driveways and clean in front of the mailbox. He also was working on the generator. He saw a neighbor with his tractor and the neighbor offered to plow the driveway and disabled parking. It took over an hour and he will send us an invoice. Per Commissioner Mow, there are emergency statutory clauses to be able to make those decisions without a vote. Manager Crosby also stated that Commissioner Haugen called her to get approval. Manager Crosby mentioned we are an emergency shelter, and we need to be available and accessible in case our shelter is needed. Also, Commissioner Haugen mentioned we need to repair the gutters again. There was discussion regarding getting the snow guards. We may have to look into purchasing them in the near future as the gutters are beginning to tear. This is a safety issue as well, as the snow could come down off the roof and cause injury. Commissioner Haugen and Tim Crosby shoveled and made paths to the car port, mailbox and side doors. Commissioner Edwards suggested to build a deck to help with snow or rain issues. He feels it would be more usable space. Commissioner Mow would like to have this discussed at a different time. He also wanted to know why we have no Exit sign on the front door as this is our primary door.

Considering the side door is a labeled exit door it might be a good idea to build an overhang. This will be discussed at the next meeting. Manager Crosby stated if there is a lot of snow or ice she will not be coming into the Port. She will work remotely at home. Commissioner Haugen calls Manager Crosby to let her know the road conditions. Safety is an issue and Manager Crosby will be allowed to work at home.

**5. COMMENTS:**

- a. **Manager Comments:** Manager Crosby had no other comments or information to report.
- b. **Volunteer Financial:** Kris Tompkins reported the Port account had \$23,747.15 with Mason County at the end of November with the outstanding warrants of \$982.63 deducted. After paying the December vouchers in the amount of \$4,088.80 there will be \$19,658. The expenditures in the first quarters of 2021 and 2022 have been about \$17,000, so it appears the Port has enough in the bank now to cover the 2023 first quarter expenses. We budgeted \$45,100 in property taxes for the year 2022 and we have received \$45,097.80 through the end of November. We have received more than budgeted in timber excise tax and investment interest earnings. We are currently under budget on camping fees and DNR timber trust monies. We still have December revenue to collect.
- c. **Public Comments:** None

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for January 11, 2023 at 6:00 p.m.

**MEETING ADJOURNMENT:** Commissioner Mow moved to adjourn the meeting and Commissioner Haugen seconded the motion. Meeting was adjourned at 6:37 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