

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
January 11, 2023

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. **Select Chairman for 2023:** Chairman Mow asked if either of the other two commissioners were interested in holding the seat of Chairman. They both declined and supported Raymond Mow doing another term. Commissioner Edwards made a motion to appoint Commissioner Mow as Chairman of the Board for 2023. Commissioner Haugen seconded the motion and upon vote, motion passed.
- d. **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 meeting agenda as presented for the January 11, 2023. Commissioner Edwards seconded the motion and upon vote, motion passed.
- e. **Board Member comments:** None.
- f. **Guests:** None

**2. CONSENT ITEMS**

- a. **Approve minutes of the regular meeting held on December 14, 2022:** The commissioners reviewed the minutes. Commissioner Mow stated he had received the minutes via email, and he had no comments on them. Commissioner Edwards moved to approve the December 14, 2022 minutes as presented. Commissioner Haugen seconded and upon vote, motion passed.
- b. **Approve January vouchers 2023-001 to 2023-116 in the amount of \$6,824.49:** The commissioners reviewed the vouchers and reimbursements. Commissioner Mow acknowledged the State Auditor's Office had sent the invoice for our recent audit. Manger Crosby stated it

was even under the \$2,000.00 expected. The actual amount was \$1,973.70. We will be audited again for 2022 and 2023 in 2024. At that time, it will be conducted electronically as well. The commissioners were pleased with the outcome.

- c. **Building Rental in December:** \$50.00 for a birthday party.

### 3. OLD BUSINESS:

- a. **Update on Campground:** Commissioners Haugen and Edwards have been down to the campground to check on the sites and river edge. Commissioner Haugen stated, except for some beer bottles, the campground looked clean of trash. There is still debris which will be picked up during cleanup day. Chairman Mow suggested putting a couple recycle cans down at the campground, however, the rate of illegally removing them is high so the decision was not to have the recycle cans.

**Confirm April 1 opening date and discuss closing date:** At the January 2022 meeting, it was stated the closure would be the second Sunday in September and at our August 2022 meeting, Chairman Mow said we could discuss a different closure date in the future. The second Sunday is September 10, 2023. After a long discussion and debate on whether it is economically sound, the commissioners have agreed to keep the closure on the second Sunday of the month of September. The opening remains April 1. This will remain the same in the future unless there are legitimate reasons to change the dates again. Manager Crosby stated the reason it was brought up was to inform the reservationist and campground coordinator. Chairman Mow asked to make sure it is posted for the public so they will know the dates as well. This will be posted on the Port bulletin board, the Port website, Port Facebook page and at the campground.

- b. **Campground Cleanup:** The 2023 campground cleanup will be Saturday, March 25 from 11:00 a.m.-2:00 p.m. Volunteers are welcome and encouraged. This will also be posted on the bulletin board at the campground and the internet.
- c. **Joe Newman plans to remain campground coordinator:** Manager Crosby confirmed Mr. Newman will continue with the Port of Dewatto.

### 4. NEW BUSINESS:

- a. **Build Cover over Mailbox:** Chairman Mow said he noticed the mailbox had a cover on it and wanted to know if the mail was getting wet. Commissioner Haugen stated it was getting a lot of moisture considering it is metal. Manager Crosby also mentioned we put a Damp-Rid container in it to help remove the moisture build up.
- b. **Performance Reviews:** Manager Crosby stated while reading some of the information on the WPPA site, it mentioned performance reviews. Due to the size of our Port, Commissioner Mow said he did not feel it was necessary to have performance reviews done, because if there was

something wrong the commissioners would be notified. The other commissioners were in agreement.

- c. **Belfair Tax and ABC Bookkeeping rates are increasing:** Manager Crosby said she received the invoice and the amount per hour for processing payroll is increasing from \$45.00 to \$60.00. They also do electronic fund transfers reports to Employment Security Department for PFML, Labor & Industry, Washington Department of Revenue for our Excise Tax, and Department of the Treasury-IRS for our monthly withholding taxes. We have had good service with them despite the purchase of Belfair Tax by ABC Bookkeeping with only a few hiccups here and there. Commissioner Mow asked if we felt the need to check into other accountants and Kris Tompkins and Manager Crosby felt that was not necessary at this time. Long Term Care Insurance will be required in July and will not be retroactive.

#### 5. COMMENTS:

- a. **Manager Comments:** Manager Crosby mentioned keeping up to date with training. IRS mileage rates were .585 at the beginning of 2022, they increased to .625 in July and starting January 1 went to .655. There was discussion on inflation and whether the employees were due for an increase in wages. Kris Tompkins and Manager Crosby will prepare a spreadsheet, showing when hourly rates had changed in the past for the commissioners to review and to make a decision at the next meeting. This may include review of benefits, mileage and insurance.
- b. **Volunteer Financial:** Kris Tompkins reported the Port account with Mason County had \$20,959.10 at the end of December with the outstanding warrants of \$456.78 deducted. After paying the January vouchers in the amount of \$6,824.49 there will be \$14,134.61. The Port budgeted \$45,100 in property taxes for 2022 and \$45,236.38 was received through the end of December. The Port received \$586.32 in interest earnings in December although only \$400 was budgeted for the whole year of 2022. Since interest rates have increased, it is helping the Port's revenue stream. We received a total of \$2,587.69 for 2022 in interest.
- c. **Public Comments:** None, however, Manager Crosby presented a framed diamond art picture of the logo for the Port of Dewatto. It was hand made by Manager Crosby. Her husband made the frame and engraved it with the year 1927 which is when the Port was established. She will hang it in the Port Building. A picture of it can be found on the Port of Dewatto Facebook page. The commissioners thanked Manager Crosby.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for February 8, 2023 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 6:37 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