

**PORT OF DEWATTO**  
2501 NE Dewatto RD  
Tahuya, WA 98588  
**REGULAR MEETING MINUTES**  
February 8, 2023

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. **Chairman 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 which they reviewed. Commissioner Haugen moved to approve the meeting agenda as presented for the February 8, 2023. Commissioner Edwards seconded the motion and upon vote, motion passed.
- d. **Board Member comments:** Commissioner Haugen stated he was happy to see we have an audience this evening.
- e. **Guests:** There were 4 guests. The Port Commissioners and staff welcomed the guests to the meeting. Introductions were given.

**2. CONSENT ITEMS**

- a. **Approve minutes of the regular meeting held on January 11, 2023:** The commissioners reviewed the minutes. Commissioner Mow stated he had received the minutes via email, and he had no comments on them. Commissioner Haugen moved to approve the January 11, 2023 minutes as presented. Commissioner Edwards seconded and upon vote, motion passed.
- b. **Approve February vouchers 2023-017 to 2023-036 in the amount of \$5,156.77:** The commissioners reviewed the vouchers and reimbursements. Commissioner Haugen mentioned this was the lowest the bills have been in a while. We discussed the highest one was probably the repair of the campground electrical system bill when it was done in April of 2022. Commissioner Haugen moved to approve the February vouchers 2023-017 to 2023-036 in the amount of \$5,156.77. Commissioner Edwards seconded and upon vote, motion passed.

c. **No building rent in January**

3. **OLD BUSINESS:**

- a. **Update on Campground:** Joe Newman, campground coordinator said he was down at the campground last month and there were not as many limbs and branches down like the previous year. He picked up branches and moved tables. He mentioned that Joel Gibson will bring his bob cat down to help smooth out the area where the electrical was put in. Manager Crosby mentioned there will be another person to help with that and also a lot of volunteers will be there on March 25 for the campground cleanup. Joe Newman also mentioned we have had a lot of groups calling in already for reservations. Commissioner Mow stated we need to hold off on reservations, however we are already reserving for the groups and a few other people who have logged online and reserved. Manager Crosby was unaware the reservations blocking had to be set each year, so the block had come off at the beginning of the year. It has been taken care of, however people are still calling Suzanne, our reservationist, to see when they can schedule. Some campers are longtime guests there and always call her first. She has been good about telling them it is all electronic now and they should schedule through the Bonfire system and pay after March 1<sup>st</sup>. Commissioner Mow feels it is not fair to other campers for some to be able to reserve in advance when it was stated March 1 was the date the Port would start taking reservations. Manager Crosby clarified it was not just our regular campers that have reserved, it was also new campers and groups. She will post on Facebook again that reservations start on March 1<sup>st</sup> for the April-September season. Manager Crosby responded to Commissioner Mow that the campers do receive an email when they reserve.
- b. **Campground Cleanup: Saturday March 25, 2023, 11:00-2:00:** Joe Newman stated we had a lot of people come and participate last year and have heard from a few this year as well. Manager Crosby agreed and thinks there may be at least 25 to 30 volunteers. Commissioner Edwards mentioned he would like to have the logs removed in the water. He believes it is a safety hazard and he was able to get them removed years ago. Commissioner Mow stated we must abide by the state Department of Ecology regulations and would need to reach out before we can do anything. Commissioner Haugen reiterated that is why the safety fence was put in place as well as for the eroding bank. Manager Crosby has been working with FEMA for two years on the bank erosion and logs. She reminded the commissioners she had a biologist come out and was told we cannot remove the trees as it would disrupt the habitat. Commissioner Mow stated we need to put up more signs to keep off the logs. At this time the river is high, and no one should be down in the river anyway. More trees have fallen however, below the campground. This concern has been discussed multiple times and Manager Crosby has kept the commissioners

abreast of the situation with the logs. Nothing else can be done until we get clearance from the Department of Fish and Wildlife environmental division and two years ago we did NOT have permission to remove the logs and their stance is that we would not get it.

- c. **Review of Wages:** During the January 11, 2023 meeting, Commissioner Mow asked if inflation was playing a part on whether or not we were going to be able to retain Joe Newman as Campground Coordinator this year as Mr. Newman had mentioned to the Manager it was possible he would not be returning. Manager Crosby brought up the fact Joe Newman and Manager Crosby received a raise in 2019 because at that time Mr. Newman would no longer be paid for mileage from his home to work and back. The raise Mr. Newman received really only broke even on what he was getting prior to losing the mileage. During the discussion on inflation Commissioner Mow asked whether the employees were due for an increase in wages since it had almost four years since the last raise. Kris Tompkins presented a comparison chart reflecting the Seattle-Tacoma-Bellevue Consumer Price Index (CPI-U) using April 2020, April 2021 and April 2022 12-month percent changes. The CPI is not out for 2023 yet. Kris took April figures because the last raise had been approved in May 2019. Taking the percentage changes for the three years 2020-2022 they totaled 13.80%. Commissioner Mow stated in businesses, whether large or small corporations, they generally do not use the top percentage number as they are not able “to take money back” if the economy should get to a point where they sustain that amount. He stated it is best to do at least 10% whereas if there is an influx of an increase, the amount of the salary could still be raised. Commissioner Edwards felt the chart done was not applicable to the area we live in and was not sure it is the correct percentage to use. Commissioner Mow reiterated that Manager Crosby and Coordinator Newman have not had a pay increase in almost four years and on that alone it is time. He also stated it is in the Port’s best interest to retain Manager Crosby and Mr. Newman and a cost-of-living increase should be encouraged. Manager Crosby added the Long-Term Care program will begin to be deducted in July which will take more from the employees and the salary increase will help in that respect as well. Commissioner Haugen moved to approve a 10% salary increase to be effective beginning March 1, 2023 for Manager Crosby and Campground Coordinator Joe Newman. Commissioner Edwards seconded and upon vote, motion passed. Commissioner Mow stated we should revisit this in June to make sure the employees are treated right.
- d. **Port Refrigerator:** Manager Crosby confirmed the kitchen refrigerator has completely stopped working at this time and we have measured the area and refrigerator so we can get it replaced. Commissioner Mow suggested getting an inexpensive one and having the old one removed when the new one is delivered. He also said we should pay for delivery so no one from the Port has to use their vehicle, time and risk injury.

Manager Crosby mentioned we do not necessarily have to choose the cheapest if a more expensive one would serve the Port better. There was money in the 2022 budget to get a new refrigerator but with other costs it was moved to the 2023 budget.

- e. **Update on the Gutters getting repaired:** Commissioner Haugen reported he fixed the snow damaged gutters on the generator side of the building. It seems to have worked and is not leaking at this time. Commissioner Mow once again mentioned we should get some snow guards added before next winter. With the amount of snow we accumulated this year it is definitely a safety hazard when it falls off the roof. With it being fixed at this time and a very slim chance of getting a huge snowstorm before spring we can re-evaluate this in June of this year.

4. **NEW BUSINESS: No new business was conducted.**

5. **COMMENTS:**

- a. **Manager Comments:** Manager Crosby stated she would be calling around for estimates on a cleaning team in the near future. The building is due for a deep cleaning and the budget was approved to have this service done bi-yearly. In the summer time the campground consumes a lot of time and the Manager will have the building deep cleaned again after the campground is closed. The building is cleaned weekly by the Manager in the meantime. Manager Crosby also mentioned we need to look into getting the blinds replaced sooner rather than later. Blinds were budgeted for 2023. Commissioner Mow stated we need to make sure the employees feel safe and having complete blinds will be helpful as well as being closed in evenings and on the weekends limiting anyone from peering inside. Commissioner Mow mentioned we are not to have the string type blinds as it is a safety hazard and not up to code. He requested estimates to discuss at the next meeting. Manager Crosby has estimates from 2022, however, she will get updates.
- b. **Volunteer Financial:** Kris Tompkins reported the Port account with Mason County had \$15,109.49 at the end of January with the outstanding warrants of \$658.87 deducted. After paying the February vouchers in the amount of \$5,156.77 there will be \$9,952.72. She looked back at vouchers paid in March 2020-2022 and expenditures ranged from \$4,600-\$5,600. There should be enough funds to cover March bills. There was \$480 collected in campground fees through Bonfire.
- c. **Public Comments:** The Dupino's wanted to know if the Port had any input on some property issues they are having with neighbors here in Dewatto. The commissioners offered some possible suggestions however, the property owners should retain legal representation as this is not in the Port's scope of business.

**NEXT BOARD MEETING DATE:** The next regular monthly Commissioner meeting is scheduled for March 8, 2023 at 6:00 p.m.

**MEETING ADJOURNMENT:** Chairman Mow moved to adjourn the meeting and Commissioner Haugen seconded the motion. Chairman Mow adjourned the meeting at 6:51 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