

## PORT OF WATERMAN

January 21, 2020

**Attendance:** Commissioners Jeff Reynolds, Ben Compton, and Casey Guthrie;  
Secretary/Auditor Sheri McNeal.

Commissioner Jeff Reynolds called the meeting to order at 6:00 pm.

M/S/C/U (Reynolds/Guthrie) The minutes for the December 17<sup>th</sup> meeting were approved as amended.

### **AUDITOR'S REPORT: Sheri McNeal**

Cash on Hand	\$ 11,493.89
January Expenses	\$ 2,480.32
Investment Account	\$334,609.19

Vouchers were audited and certified by the Auditing Officer, as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Commissioners.

M/S/C/U (Guthrie/Compton) Motion carried to approve the auditor's report and payment of warrants, numbering 6523 through 6531, in the amount of \$2,480.32, as submitted.

Jeff Reynolds reviewed the YTD Income Statement. He questioned why December had a big drop in interest, in comparison to November. Sheri will look into the cause for the difference. Jeff also decided move put the election costs, that the County allocated to the Port, into the "Legal" category (instead of adding a new line on the Income Statement).

## OLD BUSINESS

**Port Credit Card:** US Bank has changed their forms in 2020, so Jeff must fill out a new set to continue the application process.

**New Web/Social Media Sites:** The website is looking good, but we need to add a place for meeting agendas which will need to be uploaded at least one day prior to each Port meeting. Meeting minutes should be posted as well. Ben will contact Boisson Media about adding these items, as well as Port contact message phone and email.

Ben suggested that anyone have difficulty accessing their new email account should contact Matthew Boisson directly to get themselves setup.

Our Facebook page needs a name that will distinguish it as an official site.

M/S/C/U (Compton/Guthrie) Motion carried to allow Sheri to pay the remaining \$1,000 charge to Boisson Media for the website setup and design work.

**Security Cameras/Lights:** The electrician says that the wiring for the security cameras is doable, in the \$3,000 - \$4,000 range. Adding the squid lights would be an extra \$1,000, and it would be possible to put these lights on timers. Another idea to look into is the use of one of the cameras as a webcam for the Port website. There is currently a light out at the pier and the electrician will figure out how to fix it and will give the Port a quote.

**Small Works Roster Policy:** It has been confirmed that no bids are necessary for work at the Port that is under \$50,000.

**Commissioner McCarn Recognition:** Casey will look into getting a plaque for the pier that will be dedicated to Jack McCarn for his years of service. Sheri will get the letter from the governor framed before the dedication ceremony, which will be scheduled at a later date. Sheri thought a certificate for Sarann Walker, who served for decades as the Secretary/Auditor, should receive a certificate as well.

**'No Fires Allowed' Stickers:** Casey Guthrie will be moving forward on this project.

**Port P.O. Box:** Sheri will take the signed meeting minutes from December to the Manchester Post Office and get a small box for the Port, with 2 keys.

## NEW BUSINESS

**Personal Financial Reporting:** Jeff reports that this is no longer a requirement, as per the Washington Public Disclosure Commission (attached).

### **Commission Comments:**

1) Jeff Reynolds: Jeff does not want to receive pay for the Port Manager position any longer. He proposes that any Commissioner, or the Secretary/Auditor, who does extra Port work, should receive per diem for the day(s) on which the work is done. The date(s) and work done should be emailed to the Secretary/Auditor for payment at the next meeting.

Jeff also asked for Sheri to come up with an accounts payable procedure and reimbursement form for Port Commissioners and Secretary/Auditor.

2) Ben Compton: Ben wanted to make the other Commissioners aware that he may be asked to take over as head of the Kitsap County Republican Party.

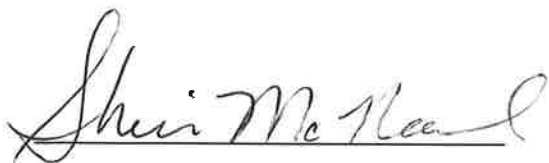
3) Casey Guthrie: Casey has no new business.

The next Port of Waterman meeting will be held on February 18, 2020 at 6:00 pm, at Elim Lutheran Church.

The All-Ports Meeting will be next Monday, January 27<sup>th</sup>, at 6:30 pm at the Port of Brownsville.

The meeting was adjourned at 7:15 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman