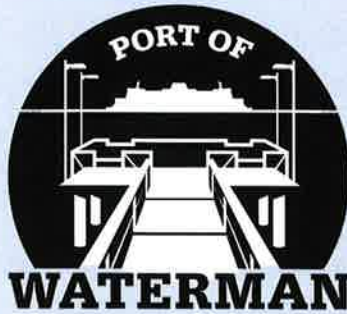


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## March 17, 2020 Meeting Minutes

**Attendance:** Commissioners Ben Compton, and Casey Guthrie; Commissioner Jeff Reynolds (by phone); Secretary/Auditor Sheri McNeal

Commissioner Ben Compton called the meeting to order at 6:05 pm.

M/S/C/U (Compton/Guthrie) The minutes for the February 18<sup>th</sup> meeting were approved as written.

### AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (2/29/20)	\$ 3,259.78
March Expenses	\$ 1,531.06
Investment Account (2/29/20)	\$335,097.69

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 (Compton/Guthrie) Motion carried to approve the auditor's report and payment of warrants, numbering 6544 through 6552, in the amount of \$1,531.06, as submitted.

Sheri reported that she sent a request to the county for a transfer of \$7,000 from the Investment Account to Cash on Hand, in order to cover upcoming expenses, as the Cash on Hand account has dipped below \$2,000.

Jeff asked for Sheri to eliminate the phone allowance from the Port Manager pay.

Jeff Reynolds reviewed the YTD Income Statement. Expenses look high right now because of the second website payment and the cost of new lights for the pier.

## OLD BUSINESS

**Port Credit Card:** US Bank has recommended that the Port get a prepaid credit card until we have another year of financials to give them. Jeff asked Sheri to liaison with the County for approval and to find out how we would proceed.

M/S/C/U (Guthrie/Compton) Motion carried to approve a \$2000 prepaid card

**New Web/Social Media Sites:** Jeff asked that the new \*Port logo, which Casey had made, be uploaded to the website and Facebook page. He also asked that the website 'General Rule' #2 be changed to "No Fires Allowed," so that it will be consistent with the 'Port Rules.' Casey will continue to work on the droned video, which will be about 20 seconds long.

M/S/C/U (Compton/Guthrie) Motion carried to get a \$10 a month Google message phone for the Port (through Boisson Media).

**Security Cameras/Lights:** Jeff reported that the lights should be installed at the pier sometime this week. In the discussion of security camera possibilities, Ben mentioned that wireless cameras would be less reliable and recommended 3 fixed cameras be installed. It was also suggested that the box for the cameras should be separate from the utilities box already in place.

**Commissioner McCarn Recognition:** The Commissioners are tabling discussions about this until the current health situation is resolved.

**New Signs:** Casey will need to get the Port message phone number as soon as we have it in place so he can have a sticker made, which will be attached to the large sign at the pier. He also suggested that the new 'Port Rules' signs be larger than the existing ones. The commissioners thought this would be a good idea.

**Pigeon Holes:** The Port of Brownsville is not responding, so Jeff is investigating possible contractors to replace our Interlocal Agreement.

**Promotion:** Jeff has been talking to the Port of Bremerton about our plan to adapt to the duck promotion idea, which they liked and will share with other small ports. The cost of the ducks is higher than we originally thought, and the Port of Bremerton is trying to get that cost down.

**\*New Port Logo:** The Commissioners all like the new logo and asked to have it posted on our website and Facebook page as noted above.

## NEW BUSINESS

### Commission Comments:

- 1) Jeff Reynolds: Jeff said that the coronavirus should not effect the pier, but state mandates will apply.
- 2) Ben Compton: Ben had no new business.
- 3) Casey Guthrie: Casey said that McCartney Electric, who are on the Small Port's Roster, may have a lower bid for our Port projects than our current Interlocal Agreement. He also suggested that we install a flyer-display holder at the pier.

The next Port of Waterman meeting will be held on April 21, 2020 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 6:55 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman