

Port of Waterman  
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## July 21, 2020 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 6:04 pm.

M/S/C/U (Compton/Guthrie) The minutes for the June 16<sup>th</sup> meeting were approved as written.

M/S/C/U (Compton/Guthrie) The agenda for the July meeting was approved.

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

Cash on Hand (6/30/20)	\$ 10,832.76
July Expenses	\$ 2,152.89
Investment Account (6/30/20)	\$349,753.60

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 (Reynolds/Compton) Motion carried to approve the auditor's report and payment of warrants, numbering 6584 through 6595, in the amount of \$2,152.89 as submitted.

Credit card charges for the period ending 7/10/20 totaled \$15.75. Each Commissioner reviewed the statement and backup documentation.

M/S/C/U (Reynolds/Compton) Motion carried to approve paying the State Auditor using the Port credit card.

Jeff Reynolds reviewed the YTD Income Statement. The Port is in the black and expenses are mostly on budget.

## OLD BUSINESS

**Security Cameras:** Jeff reported that Kitsap Industrial Electric has put in the conduit and Wave Cable has finished their part of the project. The Nerd Squad is ready to run the wire to the cameras, which should happen next week. The Nerd Squad has also committed to providing us a Zoom training session.

M/S/C/U (Reynolds/Guthrie) Motion carried to pay the Kitsap Industrial bill before next month's meeting.

**Port Phone Number:** Ben was able to get the Port a Google message phone. Our new number is 360-504-6869. Jeff asked Ben to work on reducing the number of rings before the line is picked up. It was decided that whichever Commissioner first reads the email generated from a voicemail message, will respond and then email the others to let them know it has been taken care of.

**New Signs:** Casey reported that the signs are ready to be installed, which will happen in a week or so. He also found a ledger-size Plexiglas poster holder that would work at the pier, as it is made for outdoor use and can attach to a pole. The cost is \$129.

M/S/C/U (Reynolds/Compton) Motion carried to spend up to \$150 for a Plexiglas poster holder.

**Maintenance Contracts:** The only maintenance contract bid returned to the Port was from Tikar Services (a 3-year contract). Jeff asked Tikar to provide clarification on Port approval and received an email with the clarification.

M/S/C/U (Compton/Guthrie) Motion carried for Commissioner Reynolds to sign the Maintenance Contract with Tikar Services.

The signed contract will be filed at the Port office and Jeff will copy it to Tikar.

**Crab Season Oversight:** The Commissioners agreed that they each need to check the pier as often as they can during the crabbing season.

**Neighbor Outreach Plan:** Ben and Casey will be going door-to-door to talk to the neighbors of the pier about future parking needs. They will also get ahold of the owner of the vacant house.

## NEW BUSINESS

**Needed Maintenance Projects:** The Commissioners each listed what they see as the top 2 or 3 projects needed to be done at the pier. Included on the list were: bird control, concrete damage repair, steel wedge anchors for the railings, cleaning & resealing of the railing caps, pressure washing, tightening of screws, and having Tikar get any needed permits. It was decided that pressure washing should wait until after crab season and that the permits should be the first order of business M/S/C/U (Reynolds/Guthrie) Motion carried to have Tikar Services go forward with obtaining needed permits for work to be done at the pier.

### **Commission Comments:**

- 1) Jeff Reynolds: Jeff called former Commissioner Jack McCarn about getting the Port's historical documents. The most important of these will be given to the historical society archives. He also brought up that adding a water source at the pier does not look like a good idea at this time, especially since Tikar has their own source for pressure washing purposes.
- 2) Ben Compton: Ben had no new business.
- 3) Casey Guthrie: Casey noted that the trash is still overflowing at the pier and will take a second extra can down as soon as possible.

The next Port of Waterman meeting will be held on August 17, 2020 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 7:05 pm.

Respectfully Submitted,

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Sheri McNeal, Secretary

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Jeff Reynolds, Chairman