

Port of Waterman  
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## August 18, 2020 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Ben Compton, and Casey Guthrie; Secretary/Auditor Sheri McNeal; and David of Nerd Squad, by phone.

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

M/S/C/U (Compton/Guthrie) The minutes for the July 21<sup>st</sup> meeting were approved as written.

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

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

Cash on Hand (7/31/20)	\$ 29,029.12
August Expenses	\$ 12,685.75
Investment Account (7/31/20)	\$329,958.39

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 6597 through 6609, in the amount of \$12,685.75 as submitted. Note: There was a supplemental July check, #6596 for \$5,156.46, paid on July 28<sup>th</sup> to Kitsap Industrial Electric (per approval in the July minutes).

Credit card charges for the period ending 8/10/20 totaled \$53.42. Each Commissioner reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD Income Statement. We are currently under budget, but he noted the upcoming maintenance costs. Jeff also asked that we put the port message phone charges under 'Phone Allowance.'

## OLD BUSINESS

**Security Cameras:** Jeff said that the Commissioners need to decide where the third camera and scanning system should be installed, and that we need to get the output loaded onto the website. David, of Nerd Squad, then joined the meeting by phone. David recommended that the third camera be installed under the pier, but Casey and Ben brought up concerns about direct salt water exposure. David said that the camera has an IP66 rating, which means it has been tested under multi-directional water jet conditions. He also informed them that he does testing for the camera company and would be willing to use our under-pier camera as a test for salt water resistance - meaning that the camera would be replaced, with no cost to the Port, if it failed. The Commissioners then authorized David to program the cameras per his recommendations, and to install the third camera under the pier, on a trial basis. The conversation then turned to loading security camera output on the website. David confirmed that still pictures can be taken from the security camera feeds and uploaded to the website, but that he would first need additional information about Port's site.

M/S/C/U (Reynolds/Compton) Motion carried to allow David to be given his own website credentials in order to get needed bid information for creating website access that would allow the uploading of pictures from the security cameras. (Ben will provide him with these credentials)

The commissioners also asked David to provide a quote for website maintenance.

**Port Phone Number:** Ben said that he would be sure to get the number of rings before the message phone picked up shortened.

**New Signs:** Casey said that the signs were just now being completed, which he will pick up early next week. Jeff asked about the poster holder, which Casey said appeared to be more expensive than originally thought.

M/S/C/U (Compton/Reynolds) Motion carried to amend the amount allowed for purchasing a Plexiglas poster holder from \$150 to \$200.

**Maintenance Projects:** Lee, of Tikar Services, is in the process of getting the necessary permits for maintenance work at the pier. The Commissioners then came up with a list of the five projects they feel should be done first, from the attached project list with cost estimates.

The projects selected were: Replacing wedge anchors/concrete damage repair (must be done together); replacing missing fishing pole holders; tightening of deck screws; cleaning & resealing railing caps; and pigeon solution prototype/install.

M/S/C/U (Reynolds/Compton) Motion carried to allot up to \$7,500 for the 5 projects selected from the list.

**Neighbor Outreach:** Ben was approached by 2 neighbors of the pier who were apposed to the Port acquiring the vacant property across the street. They were, however, open to discussing the dangerous situation people currently face when they are forced to park on the street shoulder. Ben and Casey are aiming to get neighbor visits done by the end of September.

**Port Historical Documents:** Casey will spend time with Jack McCarn soon to wade through all the documents and decide which ones need to be preserved.

## NEW BUSINESS

### **Commission Comments:**

- 1) Jeff Reynolds: Jeff talked about his desire to get a “Life Ring” installed at the pier. After some discussion, he said he would look into pricing and possible locations to install the devise.
- 2) Ben Compton: Ben had no new business.
- 3) Casey Guthrie: Casey had no new business.

The next Port of Waterman meeting will be held on September 15, 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