

Port of Waterman  
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## September 15, 2020 Meeting Minutes

**Attendance:** Commissioners Ben Compton & Casey Guthrie, and Jeff Reynolds (by phone); Secretary/Auditor Sheri McNeal; Lee Knapp of Tikar Services, and David of Nerd Squad (by phone).

Commissioner Ben Compton called the meeting to order at 6:00 pm.

M/S/C/U (Reynolds/Guthrie) The September meeting agenda was approved.

M/S/C/U (Reynolds/Guthrie) The August meeting minutes were approved as written.

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

Cash on Hand (8/31/20)	\$ 11,473.55
Investment Account (8/31/20)	\$330,135.06
September Expenses	\$ 4,025.11

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/Guthrie) Motion carried to approve the auditor's report and payment of warrants, numbering 6610 through 6621, in the amount of \$4,025.11 as submitted.

Credit card charges for the period ending 9/10/20 totaled \$115.06. Each Commissioner reviewed the statement and backup documentation. Sheri asked Ben about the higher charge from Google Suite. Ben will look into it.

Jeff Reynolds reviewed the YTD Income Statement. The statement shows a YTD loss, but the second half taxes are due in October. He also notes a higher Commissioner per diem amount, which is due to increased work load.

## OLD BUSINESS

**Security Cameras/Website & Website Management:** David, of Nerd Squad, reports that the under-pier camera has been installed and appears to be working well. There was discussion about whether to upload video or still images from the pier cameras to the website. David recommended the still pictures (every 30 seconds) and gave a quote of \$375 to set it up. The cameras will be 'set' (not roving) for a few days, on a trial basis, to see if the coverage is adequate. They can be easily changed back to roving, if needed, by using the simple on/off setting provided. David also gave a quote of \$14.99 per month to maintain the Port website.

M/S/C/U (Reynolds/Guthrie) Motion carried to pay the Nerd Squad a \$375 set-up fee for uploading still images to the Port website (every 30 seconds), and to approve the \$14.99 monthly website maintenance fee.

**New Signs:** Casey reports that the new signs have been installed at the pier. They are much easier to see and read than the old ones. He is still looking for an appropriate Plexiglas sign holder that is within our price range.

**Maintenance Work Pending:** Lee, of Tikar Services, reports that they have submitted the State Fisheries HPA permit paperwork (no fee). It will take about 40 days to be processed and receive a reply—he does not expect any issues. They have also submitted the County permit application (8 files), which has a longer approval process. The cost for this permit will be approx. \$782. The Port will not be billed until approval of both permits has been received.

Tikar is looking into using a different material than stainless steel for the wedge anchor replacements, in order to keep costs down. Pressure washing of the pier was also discussed and it was decided to have Tikar wait until the end of September, when the fishing season will be done. The cost would be based on a 2-hour truck charge and labor of 4-8 hours, at \$67 per hour.

**Neighbor Outreach:** After further thought, it was decided that door-to-door visits should wait until after the COVID lockdowns are done.

**Port Historical Documents:** It was decided that Casey would gradually bring materials to the Port meetings and the Commissioners would decide what to keep on a case-by-case basis. Ben suggested that each of them should come up with ideas for criteria to be used in the decision-making process.

**Life Ring:** Jeff is working on getting bids for a life ring, which would then be installed at the pier by Tikar. Ben and Casey asked him to move forward as soon as possible.

## NEW BUSINESS

**Community Gathering at the Pier:** This is a county-sponsored event that Ben suggested we put on our website and Facebook page. It would also be a good idea to stress the COVID measures that will be observed. Jeff has put together a Port brochure that he would like to copy and make available at the event.

### **Commission Comments:**

- 1) Jeff Reynolds: Jeff noticed scaffolding around the vacant house across from the pier. He will check with the owner to find out what is happening. He also asked Ben to have the Port Google phone message changed. Ben will find out how this can be done.
- 2) Ben Compton: Ben had no new business.
- 3) Casey Guthrie: Casey had no new business.

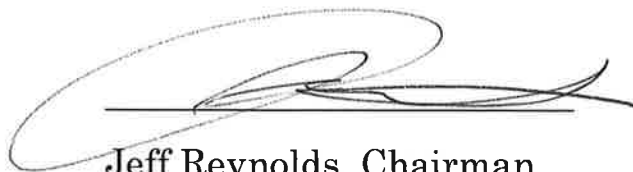
The next Port of Waterman meeting will be held on October 20, 2020 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 6:50 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman