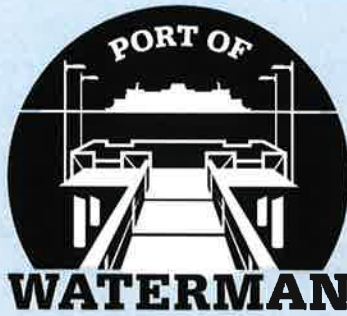


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## April 21, 2020 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Ben Compton, and Casey Guthrie; Secretary/Auditor Sheri McNeal; Lee Knapp of Tikar Services; and Amanda Harvey, Atty. who lives in Commissioner Reynolds' District,

Commissioner Jeff Reynolds called the meeting to order at 6:05 pm, via Zoom.

M/S/C/U (Compton/Guthrie) The minutes for the March 17<sup>th</sup> meeting were approved as written.

### AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (3/31/20)	\$ 12,914.64
April Expenses	\$ 4,673.14
Investment Account (3/31/20)	\$328,971.58

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 6553 through 6563, in the amount of \$4,673.14, as submitted.

Jeff Reynolds reviewed the YTD Income Statement. The revenues were up in March due to tax income, but the YTD income numbers are on budget.

Sheri announced the completion of the Annual Report for the State Auditor (certification attached). Copies were sent to the Commissioners and they affirmed that the information appeared to be accurate.

## OLD BUSINESS

**Pigeon Holes/Maintenance Contracts:** Lee Knapp, of Tikar Services, submitted a Walkthrough Summery with Estimates (attached). The Port of Silverdale uses Tikar for repairs etc., instead of an interlocal agreement. Tikar is a marine construction and maintenance contractor, and also has a custom manufacturing division. Their baseline rate is \$67 per hour, but they can also bid on a per-project basis. Lee will send some examples of these bids. Lee also brought up our need for permits to do maintenance work over water (HPA). We may be able to get a county shoreline exemption, and Tikar can help with this. Permit fees are usually around \$80 each. He also brought up a couple of, what he sees as, our biggest needs for current pier maintenance: ① Wedge anchor replacements and ② a stair drain.

**Port Credit Card:** The US Bank prepaid credit card has been received and the \$2,000 deposit has been sent. Sheri will combine her thoughts with Jeff's to come up with a Port credit card policy.

**Security Cameras:** We have received a security camera proposal from the Nerd Squad (attached), but now need a dollar-amount estimate. It was determined that we would try to get a Nerd Squad representative to join us for our next meeting.

**Websites and Port Phone:** Ben said that he would like to keep the website maintenance with Boisson, but have it gradually move to the Port (through ongoing training). Casey said that he would like the website to show a map of the entire Port property, not just the pier. The other commissioners agreed with this idea. It was also discussed that the Port Rules should be a click tab, so it's not the first thing people see when coming to the website, and that the lists should be compiled into just one. Ben said that the Port could get a message phone through Google Professional, for \$22 per month.

M/S/C/U (Compton/Reynolds) Motion carried to get a Google message phone for \$22 per month.

**New Signs:** Casey will draft a design for a sign with the Port rules and new message phone number, to submit for approval at the next meeting. If approved, he will then have the sign made.

## NEW BUSINESS

**Food Bank Contributions:** Jeff brought up the fact that the Port of Bremerton made a contribution to the local food bank as a way of giving back during this time of great need.

M/S/C/U (Compton/Guthrie) Motion carried to give a 1-time donation of \$1,000 to Helpline, the local food bank.

### **Commission Comments:**

- 1) Jeff Reynolds: Jeff brought up the poaching issue, and was wondering if the Port needs to address this problem. Ben and Casey said that it is a Fish & Game issue, but that the security cameras the Port is looking to get installed will be a way to help deter the problem as well. Jeff also brought a draft of a 'Trespass Notice' (attached) to put on vehicles that violate the Port's parking time limit. Ben said that he thought we should add the appropriate RCW on the form. It was also mentioned that when one commissioner handed out a citation, that the others should be notified. The emphasis on the safety of the commissioners was also addressed.
- 2) Ben Compton: Ben said that Port transparency, by giving the public access to our Zoom Meetings, is not required, but that he felt we should continue the practice by offering access on our website.
- 3) Casey Guthrie: Casey had noticed that the meeting minutes posted on the website were actually agendas. Sheri and Ben said they would address this issue with Boisson.

The next Port of Waterman meeting will be held on May 19, 2020 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 7:30 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman