

Port of Waterman  
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message phone:



May 19, 2020 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 6:00 pm, via Zoom.

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

**AUDITOR'S REPORT: Sheri McNeal**

Cash on Hand (4/30/20)	\$ 30,548.86*
May Expenses	\$ 2,544.19
Investment Account (4/30/20)	\$329,285.91

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 6564 through 6573, in the amount of \$2,544.19, as submitted.

Jeff Reynolds reviewed the YTD Income Statement. He asked that the prepaid credit card amount be removed from the statement. He would like to have this amount reflected in the Auditor's Report only.

\*Sheri emailed the County, on May 12, and requested that \$20,000 be transferred from the cash account to the investment account to keep the cash-on-hand amount in the \$10,000 range. The balance was high due to April tax revenue.

## OLD BUSINESS

**Security Cameras:** David Shoap, of Nerd Squad (referred by Wave Cable) made a presentation for the Port security camera needs. His main recommendation was for a system using 3 bullet cameras (5 megapixel), as they have a wide range of view and are a low-cost option. It was noted that there is a blind spot in the middle of the pier, but it was not considered a big enough problem to call for changes in the number and positioning of the cameras. The highest costs for the project will be the installation, wiring and storage. The estimated costs are: 3 cameras @ \$89.99 ea; 3 junction boxes @ \$29.99 ea; 1 recorder @ \$219.99; 1 weatherproof box @ \$169.99; weatherproof wiring @ \$0.25/foot; and installation @ \$399.99 (bid for \$1,382.84 attached). Wave Cable's portion of the job would come to approximately \$1,800. We will also need to put out a bid package for an electrician to run conduit.

M/S/C/U (Compton/Reynolds) Motion carried to authorize spending up to \$5,000 for the security camera project, pending electrical bids and state approval of the project in the current lockdown status (Ben will check on current regulations).

**Port Credit Card Policy:** The credit card policy, prepared by Sheri, was presented (copy attached). Sheri was asked to contact the bank and ask that the card have a no-cash-back restriction applied.

M/S/C/U (Compton/Guthrie) Motion carried to approve the Port Credit Card Policy as written.

**Port Message Phone:** The Port message phone has not yet been set up. Sheri was asked to go through Matthew Boisson to get message phone number using Google Professional, at \$22/mo. (as per last month's minutes).

**New Signs:** Casey will have 2 Port rules signs made, as soon as we get the message phone number. RWC & WAC numbers will be added to any parking notices, but were deemed unnecessary for the signs.

**Maintenance Contracts:** Jeff proposed we put our Port maintenance up for public bid, using the Silverdale 'Invitation to Bid' (attached) as a format. This agreement will be another option to the Interlocal Agreement.

M/S/C/U (Reynolds/Compton) Motion approved to send out an Invitation to Bid for the Port Maintenance Contract.

## NEW BUSINESS

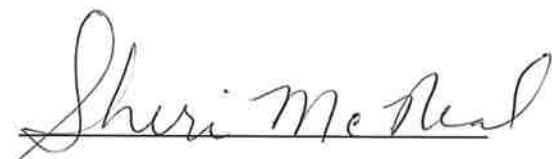
### Commission Comments:

- 1) Jeff Reynolds/Ben Compton: Jeff brought up some ongoing website problems, such as the agenda not being posted in time and the rules not yet being put on a separate tab. Ben wants each commissioner and Sheri to contact Matthew Boisson personally with any issues we may find with the website. Ben does not want to act as a go-between. He would also like to have Matthew join us, remotely, for our next meeting and will try to set that up.
- 2) Ben Compton: Ben stated that, if current conditions in the county stay the same or improve, he would like the Port meeting to be in person next month.
- 3) Casey Guthrie: Jeff has brought up the need for another garbage can at the pier for crabbing season. Casey said he has a large rubber bin and will take it down to the pier before crabbing season begins.

The next Port of Waterman meeting will be held on June 16, 2020 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 7:30 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman