

Port of Waterman
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November 17, 2020 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 6:02 pm, via Zoom.

M/S/C/U (Compton/Guthrie) The November meeting agenda was approved.

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

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (10/31/20)	\$ 26,629.93
Investment Account (10/31/20)	\$330,445.46
November Expenses	\$ 2,563.01

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 (copy attached) and payment of warrants, numbering 6631 through 6641, in the amount of \$2,563.01 as submitted.

Credit card charges for the period ending 11/10/20 totaled \$673.36. Each Commissioner reviewed the statement and backup documentation.

Sheri also informed the Commissioners that she requested a \$15,000 transfer from Cash on Hand to the Investment Account, to disburse October tax income.

Jeff Reynolds reviewed the year end numbers, which were mostly on budget.

OLD BUSINESS

Maintenance Work Pending: Lee of Tikar reports that they have received the Dept. of Fish & Wildlife Hydraulic Project Approval for the Port (copy attached). They are still waiting on the County's shoreline exemption: He will continue to check as there hasn't been any contact to date. The pressure washing was discussed and it was decided that they should wait until late winter/early spring. Lee showed a PDF of the prototype designed to deal with the pigeon problem, 2 of which would be required for the project. The total cost would be \$330 (\$150 to install and \$180 for materials). Railing for re-anchoring the wedge anchors have been cut and machined. Tikar needs a 3-day dry spell in order to install.

Poster Holders: Casey has offered to make a poster holder for the pier. He can have this done by January 2021.

Telephone Messages/Camera Downloads: David of Nerd Squad brought up the issues of power surges/flickers effecting the video equipment. He recommended a battery surge protector, to allow for continuous power. Due to the elements, he hopes to find something that would fit in one of our cabinets. He is currently downloading video for Fish & Wildlife that was requested for a case against a squid fisherman who has been taking illegal catch amounts. They want as much video as we can give them, but the process has been slow. David needs to have his own Port email address so he can have administrative access to change the Port phone settings.

M/S/C/U (Compton/Guthrie) Motion carried to give David of Nerd Squad a Port email address to allow him administrative access. (Ben will do this)

Life Ring: The Life Ring should be here in a couple of weeks and Tikar has agreed to install it.

M/S/C/U (Reynolds/Compton) Motion carried to have the Life Ring installed in the center of the far end of the pier.

2021 Tax Levy Calculation/Approval: Jeff proposed a Levy Calculation and Ordinance Resolution with no increase in taxes (copies attached).

M/S/C/U (Guthrie/Compton) Motion carried to accept the 2021 Levy Calculation and Ordinance Resolution with no increase in taxes.

NEW BUSINESS

2021 Budget Review/Approval: Jeff reviewed the proposed 2021 budget (attached). M/S/C/U (Guthrie/Compton) Motion carried to approve the proposed 2021 budget.

Official Access to Security Cameras Procedures: We currently have a months worth of storage and are subject to government guidelines for public records requests. Ben would like to have an official Port form to give to authorities for official requests. Sheri will check with the Port Association to see if they have a form that the Port can adopt. Ben also mentioned that we may be able to charge these agencies for the cost of the downloads (Ben will research).

Commissioner Comments:

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Ben Compton: Ben would like to have the Port bylaws uploaded onto the website, which everyone agreed was a good idea.
- 3) Casey Guthrie: Casey had no new business.

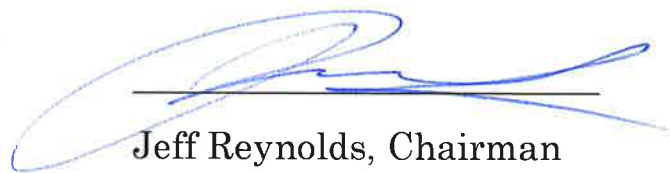
The next Port of Waterman meeting will be held on December 15, 2020 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 7:22 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman