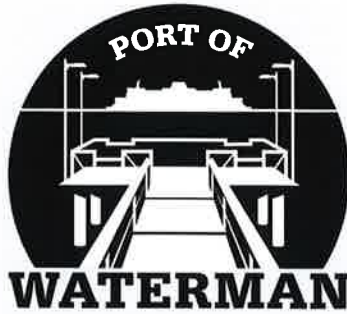


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## January 19, 2021 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 6:01 pm, via Zoom.

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

M/S/C/U (Compton/Guthrie) The December 2020 meeting minutes were approved as written.

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

Cash on Hand (12/31/20)	\$ 12,914.84
Investment Account (12/31/20)	\$345,724.01
January 2021 Expenses	\$ 2,336.96

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 6653 through 6664, in the amount of \$2,336.96 as submitted.

Credit card charges for the period ending 1/10/21 totaled \$271.66. Commissioner Jeff Reynolds reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. Nothing unusual stands out at this time.

## OLD BUSINESS

**Maintenance Work Pending:** Lee of Tikar reported that the county approved our Shoreline Exemption Permit on January 12<sup>th</sup>. Public approval is still required, and he thinks the permit will be issued by the next Port meeting. Tikar is still waiting for a dry spell in order to install the wedge anchors, and is waiting for measurements and low tide during daylight hours to complete the pigeon hole project. Jeff reported that Kitsap Industrial Electric has replaced the lights that were out at the pier.

**Telephone Message:** The Commissioners discussed information needed for the Port message phone greeting. Jeff will use these ideas to make a script that he will pass on to David, of Nerd Squad, who is now acting as our IP manager.

**Life Ring:** The Life Ring has been installed at the pier. Jeff has written 'Port of Waterman' in permanent marker on the ring, as recommended by Lee Knapp.

**Official Security Camera Download Requests:** Sheri received a 'Public Records Requests' form from Port of Silverdale, which the Commissioners have had a chance to review. Sheri will make modifications to specify that the requests are for camera feed downloads and will put it on POW letterhead. Ben suggested that we check with the county and/or school district about when to charge for requests. Jeff will also check with the Port of Silverdale on this.

## NEW BUSINESS

**Commissioner Compton's Resignation:** Ben Compton announced that he will be moving out of the Waterman District and must therefore resign from the Port. He will send an official resignation letter this week (a copy will be attached to the minutes). He will meet with Commissioner Reynolds to turn over any Port equipment or materials in his possession.

**New Light Fixture Order:** Jeff asked for approval to purchase 5 more light fixtures to have in stock for future outages.

M/S/C/U (Reynolds/Guthrie) Motion carried to approve paying \$2,621.45, to Kitsap Industrial Electric, for 5 replacement light fixtures.

**Jeff Acoba:** Jeff was invited to attend, by Casey Guthrie, to see if he might be interested in the newly vacated Commissioner seat. Jeff has lived in the Waterman area his entire life, in fact 'Blazedell Drive' is named for his family. He works in graphic design, and Casey noted that he designed the new Port logo for us this past year.

**Commissioner District Reports:**

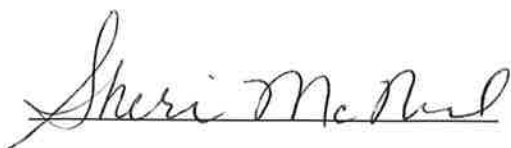
- 1) Jeff Reynolds: Jeff recommended that we get information on anyone who interested in being a Commissioner replacement. Jeff will also check with the county on the election process.
- 2) Ben Compton: Ben wanted to say how much he has enjoyed his time as Commissioner and is pleased with the modernizing that has taken place. He is hoping we will continue to pursue the parking issue.
- 3) Casey Guthrie: Casey brought up the limitations on our available recordings. Currently we have 12 days, which may not be enough if requests for records are delayed. David Shoap says we need more hard drive space and he is willing to take care of this. He is hoping to get us as least 24 days worth.

M/S/C/U (Compton/Reynolds) Motion carried to approve paying Nerd Squad up to \$200 for upgrading our hard drive.

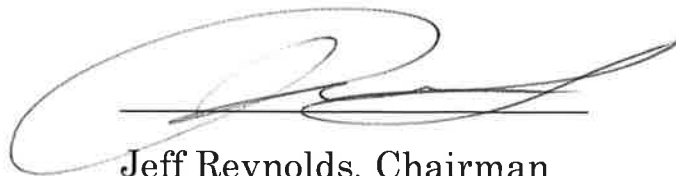
The next Port of Waterman meeting will be held on February 16<sup>th</sup>, 2021 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 6:55 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman