

Port of Waterman
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February 16, 2021 Meeting Minutes

Attendance: Commissioners Jeff Reynolds & Casey Guthrie; Commissioner Appointee, Jeff Acoba; Secretary/Auditor Sheri McNeal; Lee Knapp of Tikar Services; and Kitsap County Commissioner, Ed Wolfe.

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

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

M/S/C/U (Reynolds/Guthrie) The January 2021 meeting minutes were approved as written.

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (1/31/21)	\$ 10,577.88
Investment Account (1/31/21)	\$345,852.58
February 2021 Expenses	\$ 4,186.82

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/Acoba) Motion carried to approve the auditor's report (copy attached) and payment of warrants, numbering 6665 through 6675, in the amount of \$4,186.82 as submitted.

Credit card charges for the period ending 2/10/21 totaled \$187.89. Commissioner Jeff Reynolds reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. Nothing unusual stands out at this time. He spent extra time to show Jeff Acoba the format of the Port's Income Statement.

OLD BUSINESS

Commissioner Compton's Resignation: Jeff Reynolds read Port Commissioner, Ben Compton's, resignation letter into the record.

M/S/C/U (Guthrie/Reynolds) Motion carried to accept the resignation of Port Commissioner Ben Compton.

New Commissioner Appointment: Jeff Acoba has offered to step in to the vacant seat in District 2.

M/S/C/U (Reynolds/Guthrie) Motion carried to appoint Jeff Acoba as new District 2 Port Commissioner.

Jeff Acoba was sworn in by Kitsap County Commissioner, Ed Wolfe. The signed oath will be sent to Kitsap County, with a copy of the February Minutes.

Maintenance Work Pending: Lee of Tikar reported that the county permits have been issued. He noted that HPA requires annual summaries, which he has offered to take care of. Also, Fish & Wildlife and the County need to be notified of any large projects before we begin. Tikar is still waiting for weather that will allow them to complete the anchor bolt project. Lee brought a problem up about the pigeon hole project. When looking at the area, they realized that there are pigeons inside the structure that they are unable to remove. Casey offered to research humane options for dealing with the situation.

Telephone Message: Jeff Reynolds will follow up with David on the progress and will also make sure he gets the message phone number on the website. He will have David give Jeff Acoba a Port email address as well.

Official Security Camera Download Requests: Commissioner Reynolds will check with David on where we are with the regulations and online form.

NEW BUSINESS

2022 Elections: Jeff Reynolds let Commissioners Guthrie and Acoba know that they will be required to run for office next year. They must file with the county by May 17, 2021.

Public Record Office: Jeff Reynolds said that we will need a primary contact person for replying to public records requests. Casey said he would fill this roll.

Commissioner District Reports:

- 1) Jeff Reynolds: Jeff would like the Port to get a 'Zoom' account so we don't have to limit the length of our meetings to 45 minutes.
M/S/C/U (Reynolds/Guthrie) Motion carried to allow Jeff Reynolds to set up a Zoom account for the Port and to have the \$15/month charges put on the Port Credit Card.
- 2) Jeff Acoba: Jeff has nothing at this time.
- 3) Casey Guthrie: Casey said he was glad to have Jeff Acoba on board and that we need to make sure to take Ben Compton is off of the Port's Facebook group. He also said that he was a bit concerned about response time from our tech team, mostly related to the Dept. of Fish & Wildlife video footage requests. Commissioner Reynolds will follow up on this.

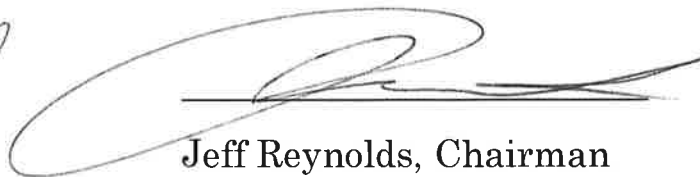
The next Port of Waterman meeting will be held on March 16th, 2021 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 6:45 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman