

Port of Waterman
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March 16, 2021 Meeting Minutes

Attendance: Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie;
Secretary/Auditor Sheri McNeal; Lee Knapp of Tikar Services

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

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

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

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (2/28/21)	\$ 8,114.31
Investment Account (2/28/21)	\$345,971.68
March 2021 Expenses	\$ 5,047.45

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 6676 through 6687, in the amount of \$5,047.45 as submitted.

Credit card charges for the period ending 3/10/21 totaled \$161.79. Commissioner Jeff Reynolds reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. He noted that the large maintenance amount for the month was due to the purchase of 5 light fixtures.

M/S/C/U (Reynolds/Guthrie) Motion carried to allow Sheri to purchase an annual PDF Suite program (to be able to create & edit PDFs), for up to \$40 per year, for her Port computer. The annual fee is to be charged to the Port credit card.

OLD BUSINESS

Maintenance Work Pending: Lee of Tikar reported that they are still looking for increased temperatures in order to do the railing project. Jeff stated that he was also worried about the stair platform, because of drainage. Lee offered to combine the platform work with the railing project. Lee said that the pigeon project timeline is up to us. Cleaning up the pier before fishing season was discussed (pressure washing...) and Lee said they could take care of that in early June.

IT Update: David Shoap was unable to join the meeting, so the Commissioners went over the list of things that they had asked David to address: Ben Compton's information has been removed from the website and Jeff Acoba's information was added; the minutes and agendas have been reordered, with the most recent on top; we are still waiting for the Port phone number to be put on the website; we are still waiting for a new phone message (David needs to contact Matthew Boisson); and finally we are waiting for Jeff Acoba to be given a Port email. Casey also made a suggestion that we catalog all of our Port passwords.

Official Security Camera Download Requests: We are still waiting to hear from David of Nerd Squad on his progress in creating and uploading the records request form for our website.

Pigeon Problem: Casey is awaiting a response from Officer Murphy of Fish & Wildlife for a humane removal process for the pigeons. Casey will try with someone else, if needed, and will try get an answer for us this week.

NEW BUSINESS

Commissioner District Reports:

- 1) Jeff Reynolds: Jeff mentioned that we should get Acoba on our bank signature card. He also mentioned that he would like to get our Port website information to more people with something like a magnet. Acoba said he could give us a mockup of a 3 x 3" magnet, and suggested adding a scanning code for the website and the Facebook logo.
- 2) Jeff Acoba: Acoba has nothing at this time, but Jeff asked him if he might like to be our maintenance overseer, which would make him the main contact for Tikar and other contractors. Acoba said he would take that on.

3) Casey Guthrie: Casey asked about the election registration deadline, for both him and Acoba. Jeff told him that the date is May 17th. Casey also said that he will get the pier sign holder made and installed before summer.

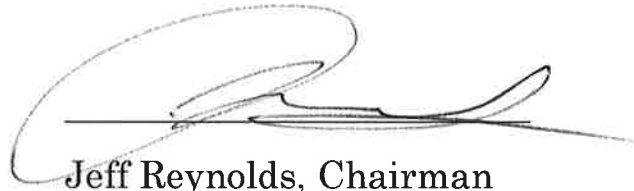
The next Port of Waterman meeting will be held on April 20th, 2021 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sheri McNeal".

Sheri McNeal, Secretary

A handwritten signature in cursive script that reads "Jeff Reynolds".

Jeff Reynolds, Chairman