

Port of Waterman
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April 20, 2021 Meeting Minutes

Attendance: Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie; Secretary/Auditor Sheri McNeal; Lee Knapp of Tikar Services; and David Shoap of Nerd Squad (by phone).

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

M/S/C/U (Guthrie/Acoba) The April meeting agenda was approved.

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

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (3/31/21)	\$ 6,888.54
Investment Account (3/31/21)	\$346,085.31
April 2021 Expenses	\$ 1,824.80

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 6688 through 6697, in the amount of \$1,824.80 as submitted. *Note: March check #6683, for \$128, had a stop payment put on it, as Commissioner Reynolds reported it being lost.*

Credit card charges for the period ending 4/12/21 totaled \$161.90. Commissioner Jeff Reynolds reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. He noted, again, the large maintenance costs as we tackle overdue projects. Because of this, he suggested that Sheri up the COH account to \$10,000.

OLD BUSINESS

Maintenance Work Update: Lee of Tikar reported that the wedge anchor project has been completed, but there was more damage than anticipated making it necessary to drill all new holes and do the concrete repair by hand (copy of the invoice attached). He also noted that 10% of the anchors had failed. They also completed the stair railing project by cleaning up extensive rust and galvanizing. They will wait and see how this works. He said that they did find some drainage for the stair platform Jeff had asked about. They are now working on the pigeon hole process that has been recommended by the Fisheries Department. Lee said that they would complete the pressure washing & staining of the wood rails, as well as adding more fishing pole holders, by the end of June.

IT Update: David Shoap reported that the 'Public Disclosure Form' and Port message phone number were now on the website. Casey asked him to remove the disclosure form until the Commissioners have approved the policy.

Official Security Camera Procedures: In order to get David/Nerd Squad access to our website as administrators, we need to switch the Google account to the Port, from Boisson Media. Once we do this, Google can unlock our account, allowing the Nerd Squad access and the ability to assign a Port email to Commissioner Acoba. A copy of the Port minutes in which Nerd Squad was approved as our website administrators may be required. Sheri will look this up. M/S/C/U (Reynolds/Guthrie) Motion carried to switch the Google account to the Port, with Nerd Squad as Administrators.

Poster Board: Casey has all the materials needed and has found a welder. He can now finish the poster holder for the pier.

Public Records Training Update: Casey said the training was very educational and that he will be putting together a policy, which needs to be approved before we put the form on our website.

Advertising Magnet: Acoba has found that the round magnets are quite expensive, and suggested that we go with a square shape. This was agreed upon by the Commissioners, so he will get a new proof made and emailed out.

Bank Signature Card: Jeff asked Sheri to reach out to the county about getting a new signature card, as he was unable to do so at the bank.

NEW BUSINESS

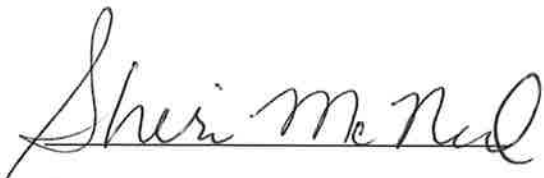
Commissioner District Reports:

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey just reminded Acoba that the two of them need to register for the election in May.

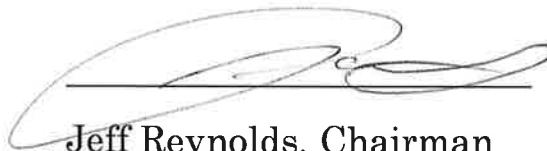
The next Port of Waterman meeting will be held on May 18th, 2021 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 6:32 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman