

Port of Waterman  
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## May 18, 2021 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie;  
Secretary/Auditor Sheri McNeal; and Shellie Klink of Enduris.

Commissioner Jeff Reynolds called the meeting to order at 6:05 pm, via Zoom.

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

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

### AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (4/30/21)	\$ 28,887.55
Investment Account (4/30/21)	\$346,184.56
May 2021 Expenses	\$ 9,760.08

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 6698 through 6708, in the amount of \$9,760.08 as submitted. *Note: Higher expenses are due to a large bill from Tikar for the wedge anchor job. Sheri asked the County to move \$9,000 from Cash on Hand to the Investment Account to keep cash closer to \$10,000.*

Credit card charges for the period ending 5/10/21 totaled \$201.89. Commissioner Jeff Reynolds reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. He noted the higher income, due to semi-annual tax revenues. There were no questions.

## OLD BUSINESS

**Maintenance Work Update:** Lee of Tikar was unable to attend. Jeff noted that the upcoming jobs include: pressure washing, railing treatment, & the pigeon project.

**IT Update:** David Shoap of Nerd Squad was unable to attend. It was noted that all the authority for the website/email was now switched over to Nerd Squad and that Jeff Acoba had received a Port email address.

**Official Access to Security Cameras:** Acoba said that he checks on the camera output every other day. Jeff reminded him to always move them back when done.

**Insurance Summary (Shellie Klink):** Shellie took everyone through a shared-screen presentation. She noted that Enduris is actually a governmental agency and that the Port is part of a joint self-insured risk pool, and is considered to be a member. The property coverage is based on replacement cost, adjusted annually for inflation. Liability coverage is \$20 million per occurrence. Shellie said that we should go through their cyber list to see if the Port needs to increase security. Jeff asked if we needed to cover the Port's extra lot and Shelly said that extra coverage wasn't necessary, but we could add it to our property description.

**Poster Board:** The holder is all welded up and Casey is waiting for a piece of clear plastic to finish to project.

**Public Records Policy:** Casey is in the process of drafting the policy, with 6 of 12 sections done, and should have something ready soon. He noted that there is a lot of legal language to muddle through. The need for a storage location came up at this time: Elim Church was an option that the Commissioners wanted to explore.

**Advertising Magnets:** The round magnets, for which Jeff found at affordable option at Costco, are on order and should be available shortly.

**Bank Signature Card:** Sheri has downloaded the form sent by the County and will mail it to Jeff Acoba, after checking with the County to see if any other signatures are needed.

## NEW BUSINESS

**All-Ports Minutes:** The commissioners had already been given a copy of the last All-Ports meeting to review.

M/S/C/U (Reynolds/Guthrie) Motion carried to approve the All-Ports minutes.

**Loose Boat Procedures:** After recently dealing with a loose boat situation at the pier, the commissioners found that the agency to contact is the Coast Guard. Casey will email the phone number & proper verbiage to the other commissioners.

**Redistricting:** Due to census information, the Waterman District needs to have internal rezoning. Jeff will look into this further.

**Annual Report:** Sheri went over her procedure and results of the 2020 Annual Report for the State Auditor's office, a copy of which is on file. The commissioners had no questions.


**Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff brought up the rubber duck promotional campaign, that the Port of Bremerton is starting up again. The commissioners felt that it was not something they wanted to do at this time.
- 2) Jeff Acoba: Jeff just needs to add biographical information for his candidacy registration to be complete.
- 3) Casey Guthrie: Casey wanted to check on Acoba's election registration process, which was almost complete (his candidacy has been accepted). Casey will follow the same procedure Acoba used.

The next Port of Waterman meeting will be held on June 15<sup>th</sup>, 2021 at 6:00 pm, at Elim Lutheran Church or via Zoom.

The meeting was adjourned at 7:12 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman