

Port of Waterman  
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## June 15, 2021 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 6:00 pm, live!

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

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

### AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (5/31/21)	\$ 13,875.70
Investment Account (5/31/21)	\$355,271.60
June 2021 Expenses	\$ 2,370.09

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 6709 through 6719, in the amount of \$2,370.09 as submitted.

Credit card charges for the period ending 6/10/21 totaled \$380.99. The Commissioners reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. He noted that we still have about \$10,000 in the maintenance budget for the year.

Note: Sheri brought up the Small Ports Meeting in October, which has been scheduled. Jeff said he would look into it.

## OLD BUSINESS

**Maintenance Work Update:** Lee of Tikar reported that they pressure washed the entire pier today, but that they could not get too close in the grate areas or it would cause damage. They are now ready to sand and oil, instead of stain, the surfaces. Lee stated that using oil 2-4 times a year should make sanding unnecessary. Tikar is going to wait until late summer for the pigeon project to avoid disturbing the nesting process (as per Fish & Wildlife). Jeff brought up the need for restriping on the parking lot. Lee said he would find out if that was something they could do or if they need to hire that job out.

**IT Update - Ransomware & Cyber Checklist:** David of Nerd Squad, in response to the letter about a cyber ransom attack from Port of Brownsville, said that they can usually fix these issues. We then went through the cyber checklist from Enduris Insurance. David said that we need to be sure that the 'Windows Defender' is working on all of our computers. Sheri needs to be sure there is an offsite back up for the Secretary/Auditor computer records, such as 'One' Drive or a thumb drive. Sheri was asked to make a list of all the Port computers and devices. David also brought up that the Google phone isn't working and he is having no luck, but will try to contact corporate.

**Poster Board:** Casey got the Plexiglas piece he needed and will try to get the holder installed this weekend.

**Public Records Policy:** Casey sent out copies of the Public Records Policy he had drafted (copy attached) for the Commissioners to review. Jeff thought it was very good, but brought up questions about the 2<sup>nd</sup> part of section 1 concerning mail-in requests in relation to turn around time. Casey thought it was important to keep mail-in requests as an option (P.O. box may need to be checked weekly).

**Advertising Magnets:** Jeff brought the magnets he had picked up from Costco and gave everyone a stack to hand out. The magnets looked great and Jeff is hoping to have a place at the pier for people to take one as they go by.

**Bank Signature Card:** Acoba signed the bank signature paperwork and Sheri mailed it to the County last week.

**Redistricting:** Jeff found out that this is done every 10 years, in conjunction with the census. Casey will try to find our last file at Jack's. The report is due this fall.

## NEW BUSINESS

**Fishing Season Preparation:** Casey said he will take the 2 extra garbage cans down to the pier before July 11<sup>th</sup>. Jeff will have Honey Bucket service the Sani cans 3 times a week for July and August.

### **Commissioner District Reports:**

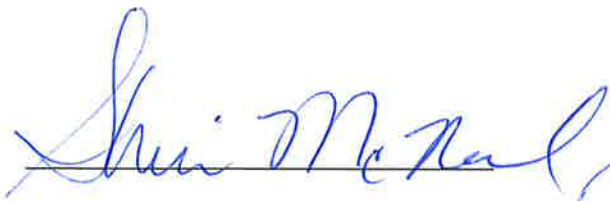
- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey asked about any anticipated problems for the 4th of July. It was decided that a "No Fireworks" sign could be posted in the new holder if has been installed by then.

Note: Elim Church will allow the Port to store a large file cabinet at their facility, for legal, financial and historical documents. Casey said he would start pricing 3-drawer, fire-proof filing cabinets that lock.

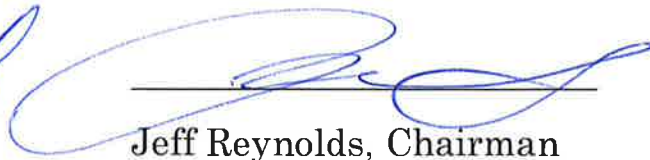
The next Port of Waterman meeting will be held on July 20<sup>th</sup>, 2021 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 7:20 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman