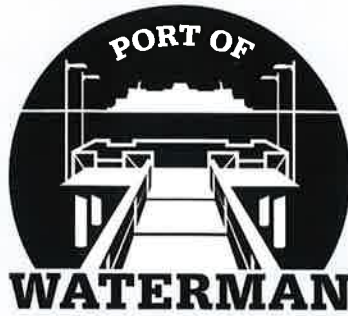


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## July 20, 2021 Meeting Minutes

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

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

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

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

### **AUDITOR'S REPORT: Sheri McNeal**

Cash on Hand (6/30/21)	\$ 12,384.76
Investment Account (6/30/21)	\$355,357.86
July 2021 Expenses	\$ 4,869.85

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 6720 through 6730, in the amount of \$4,869.85 as submitted.

Credit card charges for the period ending 7/12/21 totaled \$164.94. The Commissioners reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. The Port is currently up by \$9,000, income over expenses. It was noted, however, that our annual Enduris insurance renewal will be due next month.

## OLD BUSINESS

**Maintenance Work Update:** Lee of Tikar reported that the pressure washing process took about 10 hours and the oiling another 5 hours. He recommends a more regular schedule, such as twice a year on April & September, to help keep the cost of the process down. He is specifically referring to sanding, which takes many hours of labor. When asked about the parking lot work of repainting the lines and sealing, Lee said he would check with Tim and get back to Acoba.

**IT Update:** David of Nerd Squad was unable to attend the meeting. Jeff noted that the phone message had not yet been updated. The cyber checklist instructions, for insurance, will be sent to the Commissioners.

**Redistricting:** Jeff is waiting for the zoning numbers to come out in August.

**Poster Board & Public Records Policy:** Casey reported no progress on the poster board project and stated that he has 2 sections of the records policy left to rewrite.

**Logo Vests:** Jeff found out that Costco cannot do this for us, so he is checking with an embroidery company.

M/S/C/U (Reynolds/Guthrie) Motion carried to allow Jeff to spend \$318.74 on the Port logo vests.

**Small Ports Meeting in Leavenworth:** Sheri has made hotel reservations at the Enzian for Commissioners Guthrie & Acoba and for herself: The rooms are being held on the Port credit card. Commissioner Reynolds will be making other arrangements so he can bring his dog. Sheri will register everyone for the seminar as soon as the Public Ports Assoc. makes it available on their website. She will also find out the Washington State mileage rate and forward that to everyone, for seminar reimbursement purposes.

**File Cabinet:** Casey found a locking, 3-drawer file cabinet, but it is not fireproof. Jeff asked for him to find a fireproof model. The filing cabinet will be stored in a corner of the meeting room at Elim. Jeff also thought that we should consider paying the church extra for the storage space.

M/S/C/U (Reynolds/Acoba) Motion carried to allow Casey to spend up to \$350 for a 3-drawer, fireproof file cabinet that locks.

M/S/C/U (Reynolds/Acoba) Motion carried to pay an extra \$15 a month (for a total of \$65) to Elim Lutheran church for allowing us to store our file cabinet there.

## NEW BUSINESS

### **Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff said that garbage at the pier is really looking bad and asked that the Commissioners check on it as often as possible. It was also decided that Jeff would order an extra pickup by Honey Bucket for the months of July and August. Jeff noted that the sanitizer has been added in the sanicans and will be an extra \$50.
- 2) Jeff Acoba: Acoba asked about getting Windows for his Port Computer. He was told to go ahead and order Windows 365 and put it out the Port credit card.
- 3) Casey Guthrie: Casey has no new business.

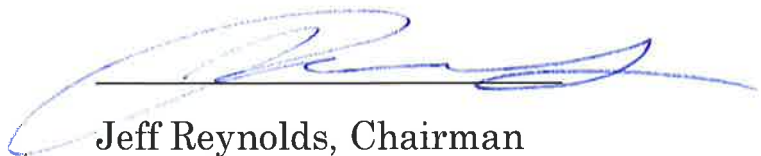
The next Port of Waterman meeting will be held on August 17<sup>th</sup>, 2021 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 7:05 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman