

Port of Waterman  
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## August 17, 2021 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds & Casey Guthrie; Commissioner Jeff Acoba via Zoom; and Secretary/Auditor Sheri McNeal

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

M/S/C/U (Guthrie/Aocba) The August meeting agenda was approved.

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

### AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (7/31/21)	\$ 7,568.00
Investment Account (7/31/21)	\$355,460.45
August 2021 Expenses	\$ 12,124.13*

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 6731 through 6742, in the amount of \$12,124.13 as submitted.

Credit card charges for the period ending 8/10/21 totaled \$164.83. The Commissioners reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. The Port income and expenses are on track for the year.

\*The reason for the high expenses in August was the \$9,789 annual insurance payment. Due to this, Sheri requested the County make a \$15,000 transfer, from the Investment Account to Cash on Hand, to keep the cash balance near \$10,000.

## OLD BUSINESS

**Maintenance Work Update:** Acoba reported that Tikar had given him a quote for the parking lot restriping/sealing project: \$350-400 for materials (white paint), \$325 for site preparation, and \$150 for application. Jeff asked if there was a color requirement for handicapped spaces. Acoba, having received a text from Lee of Tikar, said there was no requirement, but that Tikar could use blue for that spot to make it more evident (materials costs would increase lightly).

M/S/C/U (Reynolds/Guthrie) Motion carried to engage Tikar to do the restriping and sealant application, after fishing season, for up to \$1,000. This would include using blue paint for the handicapped space.

Jeff asked Acoba to get an oil treatment for the pier scheduled for next April (to allow for the twice-annual schedule that was recommended) and to try to get the pigeon project moving forward (possibly combining it with the restriping project).

**IT Update:** Jeff said that the phone message had still not been taken care of, and he would follow up with David of Nerd Squad. The Commissioners agreed that addressing the insurance cyber checklist had been completed at this time.

**Redistricting:** Jeff is still waiting for the zoning numbers to come out. No changes will be necessary if the numbers are within 10%.

**Poster Board & Public Records Policy:** Casey reported no progress on the poster board project and that he is still working on the policy rewrite.

**File Cabinet:** Casey reported that a new fireproof file cabinet would cost between \$2,000 & \$3,000, which the Commissioners agreed was too much money to spend. Since Jack McCarn has a cabinet that belongs to the Port, he will check to see if it locks, otherwise he will purchase a new one (per the agreed upon price limit of \$350 from the July meeting). It was also agreed that digital copies would be made of materials before they are filed.

## NEW BUSINESS

### Commissioner District Reports:

- 1) Jeff Reynolds: Jeff said that the pier trash is looking better, but there is a lid that needs to be replaced and he will verify that Waste Management has done this.
- 2) Jeff Acoba: Acoba had no new business
- 3) Casey Guthrie: Casey said that, since the Port centennial is coming in 2023, the Port should use this occasion to put a bench on the other plot of land that it owns, with a plaque in honor of Jack McCarn.

The next Port of Waterman meeting will be held on September 21<sup>st</sup>, 2021 at 6:00 pm, at Elim Lutheran Church.

The meeting was adjourned at 6:45 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman