

Port of Waterman
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September 21, 2021 Meeting Minutes

Attendance: Commissioners Jeff Reynolds, Casey Guthrie, & Jeff Acoba; David Shoap of Nerd Squad; and Secretary/Auditor Sheri McNeal & Lee Knapp of Tikar Service, via Zoom

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

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

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

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (8/31/21)	\$ 10,137.10
Investment Account (8/31/21)	\$340,545.23
September 2021 Expenses	\$ 1,787.30

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 6743 through 6752, in the amount of \$1,787.30 as submitted.

Credit card charges for the period ending 9/10/21 totaled \$164.82. The Commissioners reviewed the statement and backup documentation.

Jeff Reynolds reviewed the YTD financial statement. YTD Income is \$6,000 less than expenses, but there will be tax income in September & October that should make up the difference. The August expenses were particularly high due to the annual insurance payment to Enduris.

OLD BUSINESS

Maintenance Work Update: Lee reported that they don't want to coat the handi-capped space in blue due to liability issues associated with the surface becoming slippery. He also said that he did not think sealant was necessary at this time. The Commissioners agreed to both of these decisions and gave the Lee the go-ahead. Lee said they will look to do the job in early October: It will take 2 days and they will mark the area off when the time comes. The Commissioners asked about the pigeon project, which Lee said they would get to work on as well.

IT Update: The phone message is done and approved by the Commissioners. Jeff let the other Commissioners know that a "Help Port Help" message simply means that no message was left. The straps holding one of the security cameras failed and Nerd Squad will be installing new straps and tension bolts. A PC audit was done for Jeff's Port computer. 15-20 programs were removed, his email was moved to Outlook and his computer security was checked. This can be done for all of the Port computers. David said that the Port could use Office 365 to take over email hosting, instead of Dreamhost. Jeff asked him to make a proposal.

Redistricting: Jeff said that the numbers on the Auditor's map are not legible, so he got them by phone. He still needs the census numbers.

Poster Board & Public Records Policy: Casey reported no progress on the poster board project. He did finish the Public Records Policy and said he would email it to everyone for review.

File Cabinet: Casey has ordered a file cabinet from Wal Mart.

NEW BUSINESS

2021 Crab Season Discussions: Overall, the Commissioners felt that the 2021 crabbing season went well. The Port was used a great deal and it was much cleaner than previous years. Jeff thought that the second Honey Bucket, which was ordered for the busiest 2 months, worked well. He also felt that 4 garbage cans seemed to be the right number for that time period. The Commissioners all agreed and plan to use the same configuration for next season.

Commissioner District Reports:

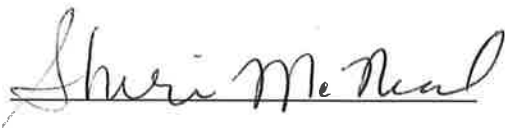
- 1) Jeff Reynolds: Jeff asked if there was an agenda yet for the Small Ports' Seminar in October. Sheri said she would check on that.
- 2) Jeff Acoba: Acoba had no new business
- 3) Casey Guthrie: Casey had no new business.

The next Port of Waterman meeting will be held on October 19st, 2021 at 6:00 pm, via Zoom (as Jeff will already be in Leavenworth).

The Small Ports' Seminar is coming October 21-22. All the Commissioners and the Secretary Auditor are registered and hotel reservations made.

The meeting was adjourned at 6:50 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman