

Port of Waterman  
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## November 16, 2021 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie;  
Secretary/Auditor Sheri McNeal; and Judge Claire Bradley via Zoom.

Commissioner Jeff Reynolds called the meeting to order at 6:00 pm.

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

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

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

Cash on Hand (10/31/21)	\$ 27,834.69
Investment Account (10/31/21)	\$340,715.82
November 2021 Expenses	\$ 5,589.69*

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 6764 through 6774, in the amount of \$5,589.69 as submitted. A \$10,000 transfer request, from COH to the Investment account, has been sent to the County.

Credit card charges for the period ending 11/10/21 totaled \$978.40 The Commissioners reviewed the statement and backup documentation. The higher amount was due to Small Port's lodging charges.

Jeff Reynolds reviewed the year end financial statement. The Port is under budget for most areas and finished with a surplus of income over expenses of \$11,525.12.

*\*Higher monthly expenses due to the Small Port's Seminar.*

## OLD BUSINESS

**Maintenance Work Update:** Acoba reported that Tikar Services is still waiting for a series of dry days to do the parking lot restriping and pigeon door installments.

**IT Update:** David Shoap of Nerd Squad was not available for the meeting, but sent a bid for email domain migration. The topic was tabled until the next meeting.

**Redistricting:** Jeff talked to the County Auditor's office and received instructions to make the best estimate of census numbers for each district in order to determine if redistricting will be necessary. Jeff will have a proposal ready for the December meeting.

**Poster Board:** Casey reported no change as the welder has been out of town. In the mean time, Jeff Acoba will make a sticker for the Port sign with website info.

**File Cabinet:** WalMart still maintains that the file cabinet was delivered, and is not planning to do anything about the problem. Casey asked if we could try again, but using the Port credit card. Sheri will look into getting something locally.

## NEW BUSINESS

**2022 Budget:** Jeff reviewed his budget proposal (copy attached). There were not many changes.

M/S/C/U (Acoba/Guthrie) Motion carried to approve the submitted 2022 Budget, as presented.

**Levy Resolution:** Jeff presented the 2022 Levy Ordinance/Resolution No. 2021-0010, with no tax increased proposed (copy attached).

M/S/C/U (Guthrie/Acoba) Motion carried to approve the submitted 2022 Levy Resolution as presented.

**Oath of Office:** Judge Claire Bradley administered the oath of office to both Jeff Acoba and Casey Guthrie and swore them in as duly elected Port Commissioners.

**Commissioner District Reports:**

1) Jeff Reynolds: Jeff brought up the need to increase the Port's credit card limit from \$1,000 to \$2,000.

M/S/C/U (Acoba/Guthrie) Motion carried to increase the Port credit card limit to \$2,000.

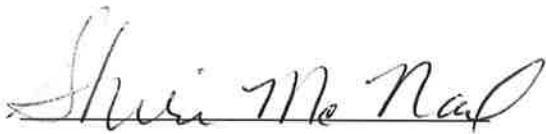
2) Jeff Acoba: Acoba had no new business.

3) Casey Guthrie: Casey asked the other Commissioners to look for a date to go through the Port paperwork at former Commissioner, Jack McCarn's, house. Jeff suggested they shoot for a date in January 2022 and said that a notice would need to be put on the website a couple of weeks prior.

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

The meeting was adjourned at 6:55 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman