

Port of Waterman  
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## December 21, 2021 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie; and Secretary/Auditor Sheri McNeal.

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

M/S/C/U (Acoba/Casey) The December meeting agenda was approved.

M/S/C/U (Acoba/Guthrie) The November 2021 meeting minutes were approved as written. *Note: The oath of office, as recorded on the November minutes, was taken 2 days before the election was certified. Jeff Acoba and Casey Guthrie will retake the oath at the January 2022 meeting.*

### AUDITOR'S REPORT: Sheri McNeal

|                               |              |  |
|-------------------------------|--------------|--|
| Cash on Hand (11/30/21)       | \$ 16,693.51 | } <i>The County made the \$10,000 transfer from Cash on Hand to Investment, as requested in Nov.</i> |
| Investment Account (11/30/21) | \$350,803.51 |  |
| December 2021 Expenses        | \$ 1,447.00  |  |

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 6775 through 6783, in the amount of \$1,447.00 as submitted.

Credit card charges for the period ending 12/10/21 totaled \$103.33 The Commissioners reviewed the statement and backup documentation. There were no charges from Google for the Port phone. Jeff will get the payments set up again.

Jeff Reynolds reviewed the first financial statement of the new fiscal year. The higher expenses in November are due to the Small Ports' Seminar.

## OLD BUSINESS

**Maintenance Work Update:** Acoba reported that the temperature needs to be above 50 to do the parking lot restriping. He will ask Tikar if they can do the pigeon project separately, so it can be done before the nesting season begins.

**IT Update:** David Shoap of Nerd Squad was not available to talk about converting the Port domain to Office 365.

**Redistricting:** Jeff is still working on this project.

**Poster Board:** Casey commissioned someone to finish this project and it should be done in January 2022

**File Cabinet:** In order to charge the purchase on the Port credit card, Sheri will look locally to purchase the 3-drawer file cabinet (to be kept at ELIM Church).

**Oath of Office:** As stated in the Meeting Minutes section: The oath of office, as recorded on the November minutes, was taken 2 days before the election was certified. Jeff Acoba and Casey Guthrie will retake their oaths at the January 2022 meeting.

## NEW BUSINESS

### **Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff said that he received a phishing report from China, in conjunction with an 'Assessor's Report.'
- 2) Jeff Acoba: Acoba suggested a design for adding the Port's email to the pier sign. He was asked to put together a cost estimate.
- 3) Casey Guthrie: Casey said that the camera at the pier is facing the parking lot. Jeff will ask David Shoap of Nerd Squad to fix this. He also brought up the task of going through the Port files (that have been kept at former Commissioner, Jack McCarn's, house), and the commissioners decided it would be easier to go through them on the big table at Elim. Date, which will be in January of 2022, TBA.

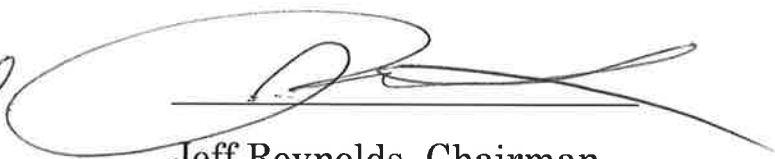
The next Port of Waterman meeting will be held on January 18<sup>th</sup>, 2022 at 6:00 pm,  
at Elim Lutheran Church.

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman