

Port of Waterman
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May 17, 2022 Meeting Minutes

Attendance: Commissioners Jeff Reynolds, Jeff Acoba, & Casey Guthrie; Secretary/Auditor Sheri McNeal; and Gary Buss (son of Al Buss Jr). Lee Knapp of Tikar joined via Zoom.

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

M/S/C/U (Acoba/Guthrie) The May 2022 meeting agenda was approved.

M/S/C/U (Guthrie/Acoba) The April 2022 meeting minutes were approved, pending a correction to the Maintenance Work Update section of Old Business: The bird mitigation project panels are not yet installed, but have been fabricated.

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (4/30/22)	\$ 34,306.14*	<i>*The Secretary/Auditor sent a request to the County for a \$20,000 transfer from COH to the Investment Account.</i>
Investment Account (4/30/22)	\$351,300.54	
May 2022 Expenses	\$ 1,920.20	

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 (Acoba/Guthrie) Motion carried to approve the Auditor's Report (copy attached) and payment of warrants, numbering 6828 through 6837, in the amount of \$1,920.20 as submitted.

Credit card charges for the period ending 5/11/22 totaled \$287.70. The Commissioners reviewed the statement and backup documentation.

Jeff Reynolds reviewed the financial statement for April 2022. He noted that April is a big tax income month and that Sheri McNeal has 3 extra per diems for Annual Report preparation and updates to Port financial reporting, for SAO compliance.

OLD BUSINESS

Maintenance Work Update: Because of additional work needed for the bird mitigation project, due to the accrual of pigeon waste inside the welded I-beams, Lee of Tikar Services has submitted a revised cost estimate for completing the project (copy attached). The new estimate is for \$11,000, with extra work needed to clean out pigeon waste and treat the beams. He also noted that Tikar cannot complete the project until their new boat is up and running. Commissioner Reynolds said that it needs to be done by the end of June so it will not conflict with the fishing season.

M/S/C/U (Acoba/Guthrie) Motion passed to approve Tikar's new pigeon project bid of \$11,000.

Lee also reported that they completed the pier's pressure washing and that it took about half as much time as it did this past fall, because the railings had been sanded and oiled after that washing. They will reoil the railings later this month, but no sanding will be needed at this time.

Poster Board: Commissioner Guthrie has purchased an enclosed poster holder and asked for input as to where it should be installed. Commissioner Reynolds will meet with him on Thursday, at the pier, and they will make a decision. Casey will then install it this weekend.

NEW BUSINESS

2021 Annual Report Review (Sheri McNeal): The Secretary/Auditor had sent copies of her Annual Report submission to each of the commissioners and brought some of the other attachments to the meeting for review. She explained her process and answered questions about how the data was categorized by the State Auditor's Office. Commissioner Reynolds asked Sheri to check with the County about the possibility of changing the Port's financial reporting period to a calendar year, to match the State Auditor's reporting requirements.

Gary Buss: Gary said that he is now doing all the custodial duties at the pier for his dad, Al Buss, Jr. Commissioner Reynolds will call Al and ask permission to officially pass the custodial job to Gary.

Commissioner District Reports:

- 1) Jeff Reynolds: Jeff said that he looked at the Enduris 2022-23 coverage renewal amount, and was pleased that the increase was minimal.
- 2) Jeff Acoba: Acoba had nothing new to report.
- 3) Case Guthrie: Casey talked about the All Port's Meeting he attended in April. He said the Jack Bailey, Port of Brownsville Commissioner, officially announced his resignation and that, due to the pier's small parking lot, the electric vehicle charging station requirements would not apply to the Port of Waterman. He also brought up a County turnout on Beach Drive near his house. He is wanting to look into the possibility of the Port purchasing the land, if there would be a good use for it.

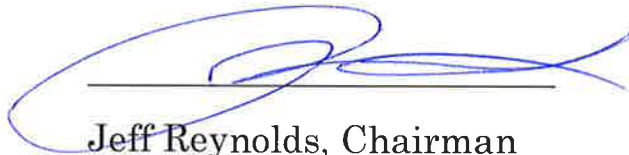
The next Port of Waterman meeting will be held on June 21st, 2022 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman