

Port of Waterman  
P.O. Box 381  
Manchester, WA  
98353



portofwaterman.com  
help@portofwaterman.com  
message phone: 360-504-6869



## January 17, 2023 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 6:03 pm.

M/S/C/U (Guthrie/Acoba) The January 2023 meeting agenda was approved.

M/S/C/U (Acoba/Guthrie) The December 2022 meeting minutes were approved, as written

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

|                               |              |
|-------------------------------|--------------|
| Cash on Hand (12/31/22)       | \$ 7,120.52  |
| Investment Account (12/31/22) | \$366,557.51 |
| January 2023 Expenses         | \$ 1,644.92  |

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 6912 through 6921, in the amount of \$1,644.92 as submitted.

Credit card charges for the period ending 1/10/23 totaled \$267.30. The Commissioners reviewed the statement and backup documentation.

Commissioner Reynolds reviewed the financial statement for December 2022. This is the final month of the 2-month supplemental budget period. Again, the higher expenses are due to Tikar invoicing and the Small Ports Seminar expenses. Tax income for these 2 months was very low.

## OLD BUSINESS

**Maintenance Work Update:** The Commissioners all agree that the parking lot striping looks bad and that some parts were missed. Commissioner Acoba emailed Lee Knapp, of Tikar, who was very apologetic and said that he would get the situation corrected. Commissioner Guthrie brought up the idea of meeting with Lee sometime this spring to come up with a new maintenance priority list.

**Extra Patrol Letter:** Commissioner Guthrie brought the first draft of his letter (copy attached) and read it into the record.

M/S/C/U (Reynolds/Acoba) Motion carried to approve the letter concerning extra patrols in the area of the pier and send it to Lt. Ken Dickinson.

**IT Support/Cameras:** David, of Nerd Squad, says that he has a new camera and will have it installed. Commissioner Reynolds sent David a text asking him to complete the camera job along with all the website updates that have not been done for a couple of months, namely the last 2 months of meeting agendas and the last 3 months of minutes. He also requested that David get us the information needed to allow us access to the website, for update purposes. Commissioner Acoba talked to his tech people at work who said they could find out what our setup is, if needed.

**Old Port Files:** The Commissioners agreed to work on the final few boxes of old files in the next couple of months. Commissioner Guthrie will set a date.

## NEW BUSINESS

### **Commissioner District Reports:**

- 1) Jeff Reynolds: Rob Jordan, who owns the house across from the pier that is under construction, emailed Jeff about the possibility of getting camera footage, due to the theft of his scaffolding. Jeff informed him that the camera was out of order. Rob also stated that he was thinking about putting a café on the bottom floor of the property, if the Port would support him in getting necessary permitting. The Commissioners agreed that they would need to see the plans, especially for parking. Finally, Jeff also reported that we have a new account manager for Honey Bucket, who had been in contact with him.

**Commissioner District Reports Cont.**

- 2) Jeff Acoba: Nothing new to report.
- 3) Casey Guthrie: Casey can't take the extra garbage cans from the pier as they are locked up every time he goes down. He doesn't really want the 2 extra cans back. Commissioner Reynolds will check with Al Buss to see how many cans are being set out for collection each week.

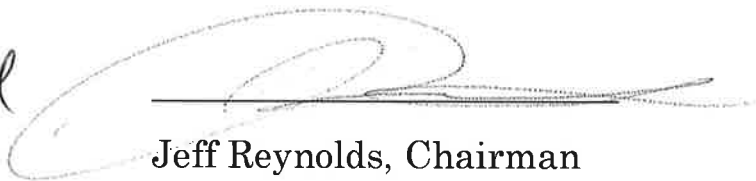
The next Port of Waterman meeting will be held on February 21<sup>st</sup>, 2023 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:47 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman