

Port of Waterman
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May 16, 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 6:05 pm.

M/S/C/U (Acoba/Reynolds) The May 2023 meeting agenda was approved, with the addition of the 2020-21 Audit Report under 'New Business'.

M/S/C/U (Acoba/Reynolds) The April 2023 meeting minutes were approved, as written.

AUDITOR'S REPORT: Sheri McNeal

Cash on Hand (04/30/23)	\$ 34,283.68
Investment Account (04/30/23)	\$362,182.95
May 2023 Expenses	\$ 1,690.22

The County made a \$12,000 transfer from COH to the Invest. Acct, on 5/8, that was requested by the Sec/Auditor.

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 6953 through 6962, in the amount of \$1,690.22 as submitted.

Commissioner Reynolds reviewed the financial statement for April 2023, and noted that we have received the first significant tax income of the year and low had low expenses as well.

Sheri also noted that she has not yet received the automated email necessary for her to access the County's portal.

OLD BUSINESS

Maintenance Work Update: Commissioner Adoba talked to Lee Knapp of Tikar about the parking lot striping project. Lee said that the striping contractor will give an estimate on June 19th. Commissioner Reynolds thought a pre-approval amount would be a good idea, so the work can get started sooner.

M/S/C/U (Reynolds/Guthrie) Motion carried to approve up to \$750 for the parking lot striping project, with a request to have the work done by July 4th.

Jeff also asked Acoba to check on the next scheduled rail oiling.

Telephone: Commissioner Guthrie has offered to check on other companies that can replace Google Phone, as they seem to have closed our account. He will try to keep our current phone number.

IT Support/Cameras: Commissioner Reynolds spoke with the new person who has been looking into our system. He said that he could use the equipment we have and get us up and running quickly.

Old Port Files: The Commissioners agreed to reschedule the work for Friday, June 2nd at noon.

NEW BUSINESS

2020-21 Audit Report: The audit report, copy attached, was very positive as to Meeting Minute transparency and detail, thorough Annual Reports, and strong financial condition metrics. There were a few exit recommendations for the Port: ① Setting a Capitalization Threshold Policy (Sheri to follow up); ② To discontinue any donations (like the \$1000 gift to SK Helpline), as that is considered to be gifts of public funds; ③ To separate vouchers for payables from payroll expenditures (Sheri to do further research as to what constitutes payroll); and ④ To enter into an Interlocal Agreement with the Port of Silverdale for the Small Works Roster (Jeff will follow up with Silverdale on this).

Crab Season Preparation: The necessary garbage cans are already in place and Jeff will order a second Honey Bucket before July 4th.

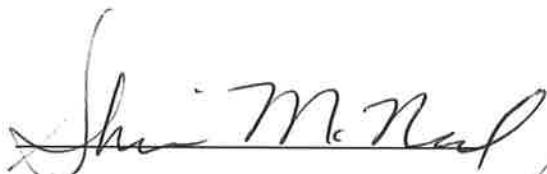
Commissioner District Reports:

- 1) Jeff Reynolds: Jeff announced that he has filed for reelection.
- 2) Jeff Acoba: Acoba has no new business.
- 3) Casey Guthrie: Casey had no new business.

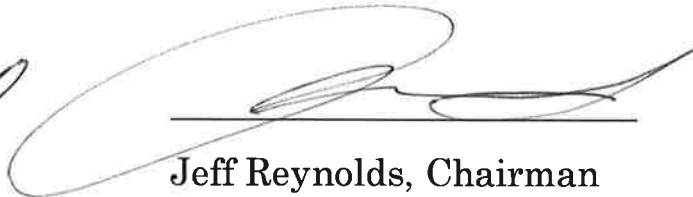
The next Port of Waterman meeting will be held on June 20, 2023 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman