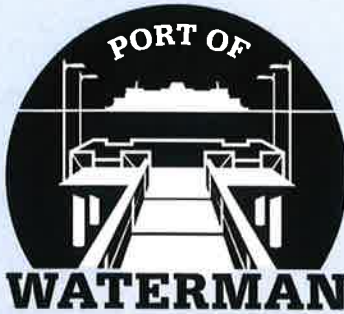


Port of Waterman  
P.O. Box 381  
Manchester, WA  
98353



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



## June 20, 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 6:00 pm.

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

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

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

Cash on Hand (05/31/23)	\$ 25,137.78
Investment Account (05/31/23)	\$375,583.87
June 2023 Expenses	\$ 1,785.80

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 6983 through 6992, in the amount of \$1,785.80 as submitted.

Commissioner Reynolds reviewed the financial statement for May 2023. There was some more tax income that came in and the interest on the Investment Account was almost double.

Sheri noted, again, 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 received an estimate for the parking lot striping project from Tikar sub-contractor, Justin Time, for \$710.13 (this is the basic cost with no extras, which the pier does not need at this time). Since the Commissioners approved an amount up to \$750 at the last meeting, Acoba was given the go-ahead to approve the estimate and ask that the project be done before crab season, if possible. The crab season has finally been announced: It starts on July 2 and runs through September 4 (Sundays & Mondays only). Acoba has not received anything from Tikar about the railings at this time. Commissioner Reynolds said that he thought it looked like some lights were out at the pier and that there was an indent in the asphalt near the parking lot bench. He asked the other Commissioners take a look to see if it needed to be addressed.

**Telephone:** Commissioner Guthrie found a cheaper phone service with comparable options to the Google Phone app we were using.

**M/S/C/U (Reynolds/Acoba) Motion** carried to authorize Commissioner Guthrie to switch the Port's phone service provider and try to keep the same phone number.

**IT Support/Cameras:** Commissioner Reynolds went with the Port's new tech guy to look at the cameras at the pier. The tech said that the old connections were not water proofed, so he will order new ones and install them. Hopefully this will take care of the on-going problem of cameras not working.

**Old Port Files:** Since Commissioner Reynolds had to cancel for the previously agreed-upon date, the Commissioners rescheduled for Friday, June 30<sup>th</sup>, at noon.

**Audit Follow-up:** Commissioner Reynolds found out that we did have an interlocal agreement with the Port of Silverdale, from 2020, and he will forward a copy to Sheri for her records. Sheri was finishing the 2022 Annual Report, so she will follow up on payroll classification and capitalization requirement for next month.

## NEW BUSINESS

**2022 Annual Report:** Sheri offered a hard copy of the Annual Report, along with backup paperwork, for the Commissioners to review. She was asked to also send each of them a digital copy.

**Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff said that the WPPA will have representative at the next Kitsap All Ports meeting. He thought it might be worth attending.
- 2) Jeff Acoba: Acoba has no new business.
- 3) Casey Guthrie: Casey had no new business.

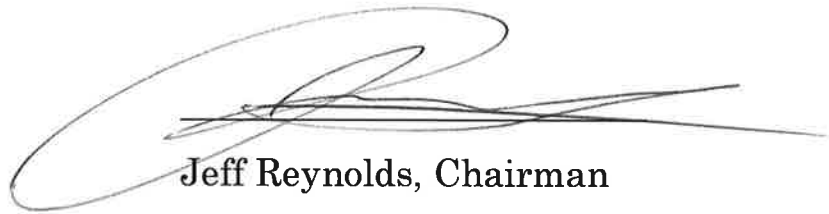
The next Port of Waterman meeting will be held on July 18, 2023 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman