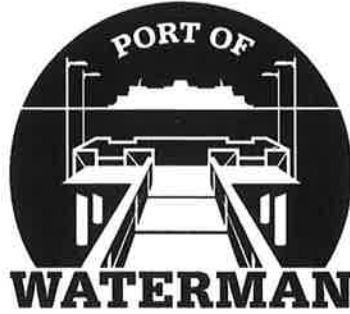


Port of Waterman  
P.O. Box 381  
Manchester, WA  
98353



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



## August 15, 2023 Meeting Minutes

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

Commissioner Jeff Reynolds called the meeting to order at 5:57 pm.

M/S/C/U (Acoba/Reynolds) The August 2023 meeting agenda was approved.

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

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

Cash on Hand (07/31/23)	\$ 20,765.03
Investment Account (07/31/23)	\$377,155.01
August 2023 Expenses*	\$ 14,650.46

*The monthly expenses were higher due to the annual Enduris insurance payment of \$12,309.00.*

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 (Acoba/Reynolds) Motion carried to approve the Auditor's Report (copy attached) and \*payment of **Voucher (Warrants)**, numbering **7010 - 7016**, in the amount of **\$13,710.46**; and **Payroll Warrants**, numbering **7017 - 7020**, in the amount of **\$940.00** - for a total of **\$14,650.46**, as submitted.

Commissioner Reynolds reviewed the financial statement for July 2023. Jeff noted that the Port continues to have a healthy surplus of funds.

Commissioner Acoba reported that he was able to update the website so that the automatic payment amount should go back down to usual next month (removal of \$5 fee). He was also able to update the contact information.

## **OLD BUSINESS**

**Maintenance Work Update:** Commissioner Acoba reported that the pier railing maintenance project has been completed. Tikar has submitted their invoice for the striping and rail work, which will be paid next month. He also noted that there are 3 lights out at the pier, so he will contact Kitsap Electric soon. Commissioner Reynolds said that he saw graffiti on the stairs and will ask Al Buss to clean it up, which may result in a request for more pay next month.

**Telephone:** Commissioner Guthrie was unable to attend, so this topic was tabled.

**IT Support/Cameras:** Commissioner Reynolds says that the new guy has mostly figured out the camera problem and has them working, temporarily. He has ordered the parts necessary for permanent repair.

**Audit Follow-up:** Secretary/Auditor McNeal reported that the fix for separating 'payroll' from AP warrants, as requested by the State Audit, simply calls for a break-out (separating the 2 warrant types with subtotals) on all Port documents: Minutes, Voucher Report, and Auditor's Report. This requires her to run the checks in separate batches. She has started with these procedures this month. The other Audit recommendation was about setting a Capitalization Threshold Policy and increased detail for smaller asset documentation. Sheri already had a listing of Port office equipment & furniture, but is in the process of adding more detail about location and condition of the items. She is also starting a list of smaller assets located at the pier, such as the Life Ring, enclosed bulletin board, and security camera conduits. The policy has to do with setting a value for assets that should be capitalized. These assets would include land & land improvements and buildings & building improvements. She is continuing to research for industry standards and methods. Commissioner Reynolds suggested that she try to directly contact the State Auditor's Office for help with the details.

## NEW BUSINESS

**Speeding/Racing on Beach Drive:** Commissioner Reynold's composed a summary of his meeting with the Sherriff (copy attached). It states that the Sherriff's department plans to continue their increased traffic enforcement efforts, as resources allow. The Sherriff also recommends that pier neighbors call 911 whenever observing what appears to be illegal activity, and that they should consider starting a neighborhood watch. The Commissioners will get the necessary information forwarded to those neighbors that came to the July meeting. As for the Port, it was suggested that we put up signage to make the public aware of the camera surveillance at the pier. Commissioner Reynolds & Acoba agreed on a design and Jeff will purchase the signs and get them installed.

### **Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff has no new business.
- 2) Jeff Acoba: Acoba has no new business.
- 3) Casey Guthrie: Casey was not in attendance.

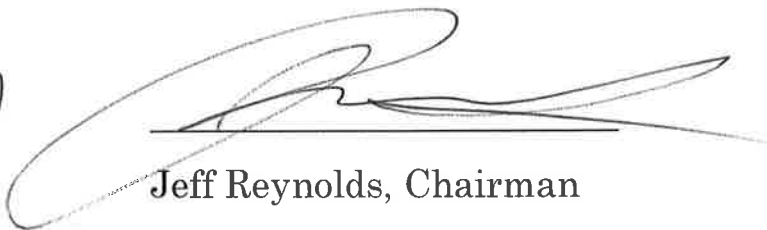
The next Port of Waterman meeting will be held on September 19, 2023 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:33 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman