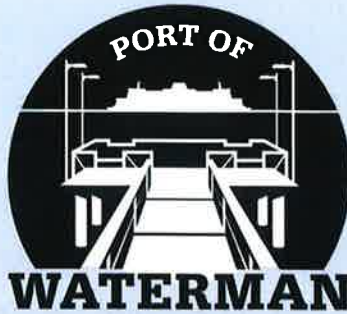


Port of Waterman
P.O. Box 381
Manchester, WA
98353



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



September 19, 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, via Zoom.

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

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

AUDITOR'S REPORT: Sheri McNeal

8/31/23 Account Balances:

Cash on Hand	\$ 6,480.53	Investment Account	\$377,992.03
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September 2023 Expenses:

Voucher (Warrants):	Checks 7021-7027	\$ 2,057.56
Payroll Warrants:	Checks 7028-7031	\$ <u>1,452.00</u>
Total September Expenses:		\$ 3,509.56

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 7021-7031 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$3,509.56, as submitted.

Financial Statement Review: Commissioner Reynolds reviewed the statement for August 2023. Expenses were high due to the annual insurance payment and higher Honey Bucket charges for crabbing season. He asked the Secretary/Auditor to find out what interest rate the Port is earning on the Investment Account, as the interest income budget item has gone up quite a bit in the last year or so.

OLD BUSINESS

Maintenance Work Update: Commissioner Adoba says that our electrician replaced 4 bulbs that were out at the pier. They are checking on the warranty dates to see if any were still covered (1 was damaged). Acoba said that there is a big lead time on getting new bulbs and that, since we only have one replacement left, we should order those soon. Commissioner Reynolds asked if the graffiti looked to have been removed, and Acoba said that it did not appear so. Jeff will following up with Al Buss.

Telephone: Commissioner Guthrie said that the Port now has a contract with Ring Central, which includes a 30-day evaluation period and free first month. The regular monthly fee will be \$35, but that would be with messages going to only one email. The Commissioners discussed the possibility of creating a generic Port email that they could each access. Casey is still working on getting the Port phone number transferred over.

IT Support/Cameras: Commissioner Reynolds says that our new tech guy ordered the wrong splicers. He has reordered the correct parts and should be able to install them by this Thursday, which means we would have three working cameras. The next step would be to figure out how to send the camera feed to the Port's website. Commissioner Acoba, in talking to the original website designer, found that the camera feed was routed through Nerd Squad, which no longer exists. They would have the original link and password, which we need to get the feed uploaded. Acoba will also try to contact Realtek, the company that manufactured the equipment. Commissioner Guthrie suggested that we check with other Port's and find out who they use for IT.

NEW BUSINESS

Small Ports Conference: This year's conference is in Chelan, at Campbell's Resort, from October 26-27. Lodging, for October 25-27, has been secured for all Port staff and their guests and Commissioner Reynolds made dinner reservations for October 25 at 7:00 pm (at the restaurant in Campbell's Resort). Sheri has also registered all Port staff for the seminar and staff & spouses for the Thursday evening reception.

Commissioner District Reports:

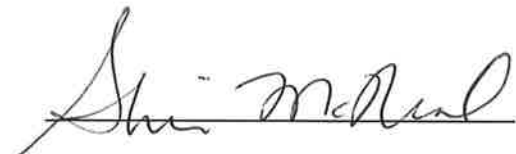
- 1) Jeff Reynolds: In following up on the noise issue, Port neighbor Angus Craig told Jeff that he was glad to see the new sign (in our enclosed poster case), but was wondering if we could put up a bigger one. The Commissioners discussed this, but felt that there are many signs at the pier and another would just create clutter. They suggested that the neighbors continue to contact the Sherriff with any complaints. If anything, Casey would prefer to have some parking signs. Jeff also noted that the extra porta potty had been removed, since crabbing season is over. He asked if there were any improvement needed for next year, but the Commissioner felt the season went fairly smoothly.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey had no new business.

The next Port of Waterman meeting will be held on October 17, 2023 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

All Port staff members will also be attending the annual Small Ports Seminar, in Chelan, on October 26 & 27.

The meeting was adjourned at 6:45 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman