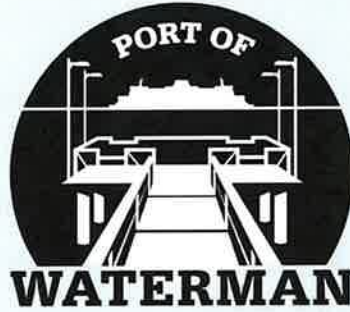


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## November 21, 2023 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Jeff Acoba & Casey Guthrie; Secretary/Auditor Sheri McNeal; and Andrew Lund (new camera technician), via Zoom.

Commissioner Jeff Reynolds called the meeting to order at 6:05 pm.

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

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

### AUDITOR'S REPORT: Sheri McNeal

#### 10/31/23 Account Balances:

Cash on Hand	\$ 23,598.18	Investment Account	\$379,766.02
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#### November 2023 Expenses:

Voucher (Warrants):	Checks 7042-7049	\$ 2,425.78
Payroll Warrants:	Checks 7050-7053	\$ <u>1,708.00</u>
<b>Total October Expenses:</b>		<b>\$ 4,133.78</b>

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 7042-7053 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$4,133.78, as submitted.

**Financial Statement Review:** Commissioner Reynolds reviewed the statement for October 2023. Income looks good, especially investment interest, and expenses are normal.

## OLD BUSINESS

**Maintenance Work Update:** The electrician has billed the Port for the work performed to replace lights at the pier. Commissioner Adoba also said that he would check with Tikar about developing a 5-year pier maintenance plan. Commissioner Guthrie reported that another light appears to be out, the one on the mid-camera post. Jeff will check on it.

**IT Support/Cameras:** Andrew Lund reported, via Zoom, that the reason for the two non-functioning pier cameras was the marine environment, and there is a corrosion problem in general. Going forward, we will need to do more to protect the electronics at the pier from the elements. The parking lot camera has a bad conduit. He is trying to make it so that wires won't have to be repulled through the conduit in the future. He is currently working to repair the camera mount under the pier and is still looking into the camera that faces the pier, which may need to be replaced. He thinks we may still need to find a web expert to get our camera feed onto the website. His part of the work should be done in 2 to 3 weeks.

**Budget/Levy:** Having had a chance to look over the proposed 2024 budget and tax calculation (copies attached), the Commissioner Reynolds called for a vote.

M/S/C/U (Acoba/Guthrie) Motion carried to approved the proposed 2024 Budget and tax levy.

The documents were signed and will be forwarded to the County Assessors office by the Secretary/Auditor.

## NEW BUSINESS

**Small Ports' Conference Review:** Commissioner Acoba and the Secretary/Auditor were the only 2 that were able to attend the conference.

Commissioner Acoba: Jeff reported about RCO Applications (available at [rco.wa.gov](http://rco.wa.gov)) that are available to help government entities invest in local properties. The website has a list of the categories that can be applied for.

Secretary/Auditor: Sheri handed out copies of the new Small Works Roster changes (MRSC) that will be taking affect in the summer of 2024 (copies attached). There will be a statewide Small Works Roster available and electronic bidding will be offered

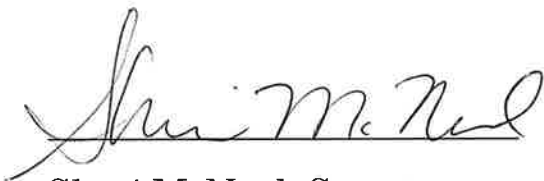
**Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff had no new business
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey brought a letter from the Kitsap County Assessor's office (copy attached), which was mailed to former Commissioner McCarn's house. The Port's property was assessed at \$526,519,154, for 2024 tax purposes. Casey will get the Port's mailing address updated with the County Assessor's office.

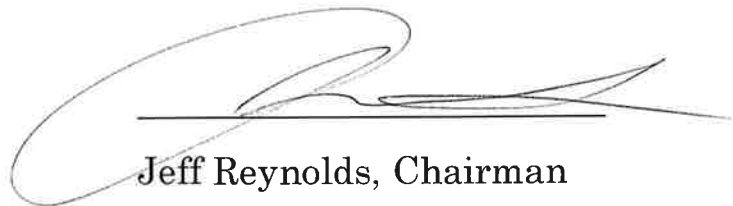
The next Port of Waterman meeting will be held on December 19, 2023 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 7:05 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman

