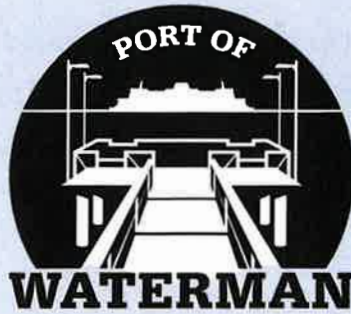


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September 17, 2024 Meeting Minutes

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 (Guthrie/Acoba) The September 2024 meeting agenda was approved.

M/S/C/U (Acoba/Guthrie) The August 2024 meeting minutes were approved, as written.

AUDITOR'S REPORT: Sheri McNeal

08/31/24 Account Balances:

Cash on Hand	\$ 4,212.74	Investment Account	\$406,266.18
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September 2024 Expenses:

Voucher (Warrants):	Checks 7150-7156	\$ 1,271.65
Payroll Warrants:	Checks 7157-7160	\$ <u>812.00</u>
Total September Expenses:		\$ 2,083.65

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 7150-7160 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$2,083.65, as submitted.

The Secretary/Auditor said that paying a large amount to a vendor on the Port's credit card, in August, caused problems and suggested a monthly limit be set.

M/S/C/U (Reynolds/Guthrie) Motion carried to approve a monthly spending limit of \$1,000 per vendor on the Port credit card, as long as the Visa limit is \$2,000.

Financial Statement Review: Commissioner Reynolds reviewed the August Income Statement. High expenses were due to the annual insurance payment and payment for the camera tech's work.

OLD BUSINESS

Maintenance Work Update: Tikor Replacement: The one vendor that has responded sent more information, but did not send back the Port's bid paperwork. Commissioner Acoba asked them to fill that paperwork out and they said it would be done soon. Jeff will still reach out to the other two vendors to see if there is any interest. Pier Light Replacement: Commissioner Acoba is waiting for Kitsap Industrial Electric to call him back about light replacement work - the bulb is already in inventory. Since the electrician will be having surgery in November, Jeff will be sure that the work is scheduled soon.

Camera Tech: Commissioner Guthrie said that the under-pier camera has not been showing up on his phone for a while. Commissioner Reynolds will contact the camera tech and have him check on it.

NEW BUSINESS

Small Ports Conference (October 23-25): All room reservations and registration has been taken care of. Commissioner Reynolds handed out this year's agenda to everyone. It was agreed that the mission at this year's conference is to find a new website guy.

Fishing Season Updates: Everything seems to have gone well this year and there were no major problems.

Commissioner District Reports:

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey had no new business.

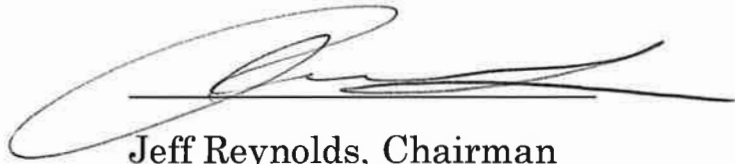
The next Port of Waterman meeting will be held on October 15, 2024 at 6:00 pm, at Elim Lutheran Church (or via Zoom). The Small Ports Conference will be on October 24-25 at Campbell's Resort in Chelan. All Commissioners and the Secretary/Auditor plan to be in attendance.

The meeting was adjourned at 6:25 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sheri McNeal".

Sheri McNeal, Secretary

A handwritten signature in cursive script that reads "Jeff Reynolds".

Jeff Reynolds, Chairman