

Port of Waterman  
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## November 18, 2025 Meeting Minutes

**Attendance:** Commissioners Jeff Reynolds, Jeff Acoba, & Casey Guthrie;  
Secretary/Auditor Sheri McNeal; and Kevin Holst, Port of Manchester.

Commissioner Jeff Reynolds called the meeting to order at 6:00 pm.

M/S/C/U (Guthrie/Acoba) The November 2025 meeting agenda was approved as written.

M/S/C/U (Acoba/Guthrie) The October 2025 meeting minutes were approved as written.

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

#### **10/31/25 Account Balances:**

Cash on Hand	\$ 27,608.81	Investment Account	\$415,229.21
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#### **November 2025 Expenses:** *\*Checks 7323-7325 were voided - printed on back)*

Voucher (Warrants):	Checks 7314-7322	\$ 3,239.95
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Payroll Warrants:	Checks *7326-7329	\$ <u>1,836.00</u>
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<b>Total November Expenses:</b>		<b>\$ 5,075.95</b>
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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. Note: A transfer, from Cash On Hand to the Investment Account, of \$13,000, was made on November 19 to move some October tax income.

M/S/C/U (Acoba/Guthrie) Motion carried to approve the Auditor's Report (copy attached) and payment of warrants numbering 7314-7329 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$5,075.95, as submitted

**Financial Statement Review:** Commissioner Reynolds reviewed the October 2025 Statement. He noted a year-to-date surplus of about \$13,500.

## OLD BUSINESS

**Maintenance Update:** Commissioner Acoba reported that Darren of Stateline is in the process of applying for a new shoreline construction permit for the Port. The anode project is on hold until a new permit is approved. Commissioner Reynolds noticed that the camera feed is down again and said that he has contacted the camera tech to check it out.

**Small Ports Conference:** Commissioner Acoba reported that he made an Environmental Consultant contact at the conference. Acoba and Secretary/Auditor McNeal said the State Auditor's presentation and information on Industrial Development Districts were the most beneficial parts of the conference this year.

**2026 Budget:** The Commissioners did not make any changes to the proposed 2026 Port Budget. (Copy attached)

M/S/C/U (Acoba/Guthrie) Motion carried to approve the 2026 Port Budget.

## NEW BUSINESS

**County Tax Resolution:** There was, once again, no increase to the tax levy.

M/S/C/U (Guthrie/Acoba) Motion carried to approve the 2026 Levy and Ordinance/Resolution 2025-0050. (Copies attached)

### **Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey said that he's been finding cigarette butts left on the pier parking lot. Jeff will contact the custodian about the matter.

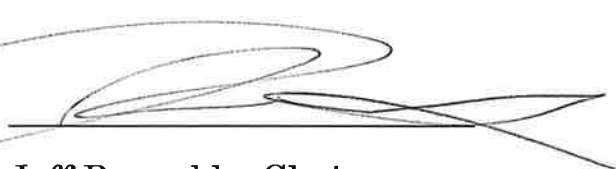
The next Port of Waterman meeting will be held on December 16, 2025 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman