

Port of Waterman
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June 16, 2026 Meeting Minutes

Attendance: Commissioners Jeff Reynolds, Jeff Acoba and Casey Guthrie; and Secretary/Auditor Sheri McNeal.

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

M/S/C/U (Acoba/Guthrie) The June 2026 meeting agenda was approved.

M/S/C/U (Guthrie/Acoba) The May 2026 meeting minutes were approved as written.

AUDITOR'S REPORT: Sheri McNeal

5/31/26 Account Balances:

Cash on Hand	\$ 27,452.74	Investment Account	\$438,224.24
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June 2026 Expenses: (Check #7402 Void - Ran as test)

Voucher (Warrants):	Checks 7395-7401	\$ 10,564.36
Payroll Warrants:	Checks 7403-7406	\$ <u>812.00</u>
Total June Expenses:		\$ 11,376.36

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/Guthrie) Motion carried to approve the Auditor's Report (copy attached) and payment of warrants numbering 7395-7406 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$11,376.36, as submitted

Financial Statement Review: Commissioner Reynolds reviewed May 2026 Income Statement and noted a YTD \$25,600 surplus of revenue over expenses.

OLD BUSINESS

Maintenance Update: Commissioner Acoba reported that the pressure washing of the pier had been completed. While there, the workers from Stateline saved a man and dog who had fallen/jumped into the water. A thank you card will be sent to them and Commissioner Guthrie will check on the Life Ring to see if it needs to be replaced. It was noted that the parking hours sign at the pier needs to be replaced and Commissioner Acoba said he will take care of it.

State Audit Review: The commissioners responded to the State Audit payroll question with the statement that they are not Port Managers and are therefore not receiving salaries, but are paid by per diem. Thus payroll taxes are not required. There were a few other issues to deal with. The Auditor asked for an Affidavit of Prevailing Wages for our contractors. Commissioner Acoba will get that from Stateline. They also asked for credit card and travel reimbursement policies. The Port already has a credit card policy in place and the Secretary/Auditor will draft a travel policy based on the existing reimbursement form. (Response email from Commissioner Reynolds is attached)

NEW BUSINESS

Fishing Season Prep: We are still waiting for the State to release the date for the start of crabbing season, but know it will be close to July 4th. Commissioner Reynolds will order 2 extra garbage cans and 1 extra Honey Bucket for the season.

Annual Report: The commissioners reviewed the 2025 Annual Report submitted by the Secretary/Auditor and saw no issues.

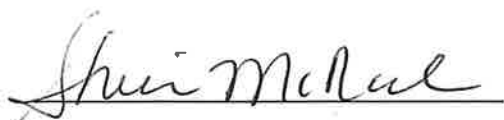
Commissioner District Reports:

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey reiterated that, due to increased unlawful activity in the area of the pier, we should be vigilant about keeping the security cameras on track by checking the feed regularly. He also floated an idea about adding a bulletin about reporting suspicious activity at the pier.

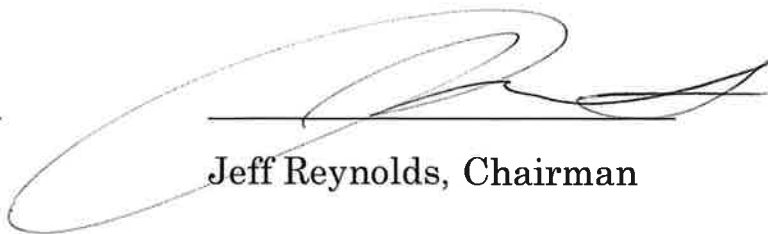
The next Port of Waterman meeting will be held on July 21, 2026 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Sheri McNeal", written over a horizontal line.

Sheri McNeal, Secretary

A handwritten signature in cursive script, reading "Jeff Reynolds", written over a horizontal line.

Jeff Reynolds, Chairman