

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



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



## May 21, 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 5:58 pm.

M/S/C/U (Guthrie/Acoba) The May 2024 meeting agenda was approved.

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

### AUDITOR'S REPORT: Sheri McNeal

#### 04/30/24 Account Balances:

Cash on Hand	\$ 39,174.15	Investment Account	\$385,978.32
--------------	--------------	--------------------	--------------

#### May 2024 Expenses:

Voucher (Warrants):	Checks 7109-7114	\$ 895.48
Payroll Warrants:	Checks 7115-7118	\$ <u>1,068.00</u>
<b>Total May Expenses:</b>		<b>\$ 1,963.48</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 7109-7118 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$1963.48, as submitted.

**Financial Statement Review:** Commissioner Reynolds reviewed the April Income Statement. Jeff noted that the Port has over \$24,000 in surplus income over expenses for the year. The Secretary/Auditor said that she will try to get \$30,000 transferred from the Cash account to the Investment account.

## OLD BUSINESS

**Maintenance Work Update:** Commissioner Acoba reported that Tikar will not be renewing the Port's maintenance agreement as they are experiencing too many obstacles in doing the work. We may need to consult the Small Works Roster in looking for a replacement company.

**IT Support/Cameras:** Commissioner Reynolds said that the parking lot camera is now hardwired, but the mid-pier camera has died. He will make sure that the camera tech does not buy prohibited Chinese-made cameras when getting a replacement (due to our proximity to a military area). The tech will make a recommendation before purchasing a replacement.

M/S/C/U (Guthrie/Acoba) Motion carried to approve up to \$1,500 for a mid-pier replacement camera.

**Small Works Roster:** Commissioner Reynolds signed the Port up for the roster and paid using the Port Visa. As stated above, we may be able to find a new maintenance company on the roster.

**New Project ideas:** Commissioner Reynolds brought up a County property, with a house, on Wynn Jones as a possible community center site. After some discussion, it was decided to table this idea until next meeting.

## NEW BUSINESS

**Recent Crab Poaching Incident:** Commissioner Reynolds said that a neighbor reported what appeared to be late-night poaching, on April 14th. Jeff went through the video, but could not make out the license number of the vehicle. The Commissioners will advise the neighbors to call 911 if this problem arises again.


### **Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey got an email from the Coast Guard saying that they had recovered our Life Ring. It is now back in place.

The next Port of Waterman meeting will be held on June 18, 2024 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:38 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman