

Port of Waterman  
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## August 20, 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 August 2024 meeting agenda was approved.

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

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

#### **07/31/24 Account Balances:**

Cash on Hand	\$ 21,965.27	Investment Account	\$404,935.23
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#### **August 2024 Expenses:**

Voucher (Warrants):	Checks 7138-7145	\$ 17,393.32
Payroll Warrants:	Checks 7146-7149	\$ <u>812.00</u>
<b>Total August Expenses:</b>		<b>\$ 18,205.32</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 7138-7149 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$18,205.32, as submitted.

**Financial Statement Review:** Commissioner Reynolds reviewed the July Income Statement. The Port continues to be on track and have a good surplus of income over expenses.

## OLD BUSINESS

**Maintenance Work Update:** Commissioner Acoba emailed the Port's maintenance provider bid form to the 4 vendors that had shown interest. Only 1 of the vendors responded so far, but they have not yet returned the completed form. Acoba will try to follow up with them. Commissioner Reynolds said that it looked like 1 of the lights at the pier was out. Acoba will contact Kitsap Industrial Electric to have them replace the bulb.

**IT Support/Cameras:** The Commissioners all reported that the phone camera feed is still working. Commissioner Reynolds said that the last thing the tech needs to do is replace the mid-pier camera bracket.

## NEW BUSINESS

**Small Ports Conference (October 23-25):** Commissioner Reynolds has made dinner reservations for the first evening of the seminar. The Secretary/Auditor will check with the Washington Public Ports Assn. to get the block number for reserving rooms and find out when registration is available. Jeff already reserved his room.

**Fishing Season Update:** Everything seems to be going smoothly this year. Commissioner Guthrie said that next Monday would be the end of this year's crabbing season. Jeff will have the extra porta-potty picked up.

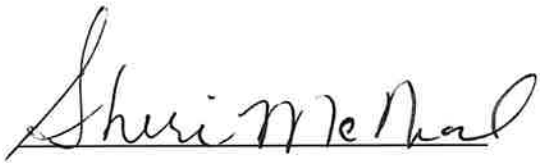
### **Commissioner District Reports:**

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

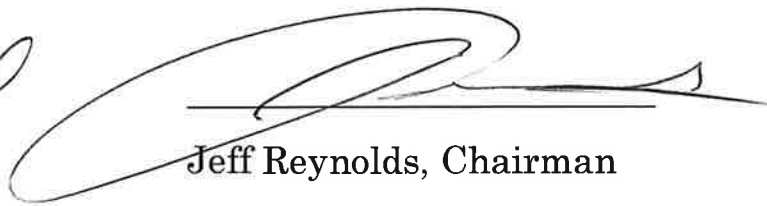
The next Port of Waterman meeting will be held on September 17, 2024 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:20 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