

Port of Waterman  
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## November 19, 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 (Acoba/Guthrie) The November 2024 meeting agenda was approved.

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

### AUDITOR'S REPORT: Sheri McNeal

#### 10/31/24 Account Balances:

Cash on Hand	\$ 22,918.86	Investment Account	\$408,866.84
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#### November 2024 Expenses:

Voucher (Warrants):	Checks 7172-7181	\$ 3,463.52
Payroll Warrants:	Checks 7182-7185	\$ <u>2,348.00</u>
<b>Total November Expenses:</b>		<b>\$ 5,811.52</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 (Acoba/Guthrie) Motion carried to approve the Auditor's Report (copy attached) and payment of warrants numbering 7172-7185 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$ 5,811.52, as submitted.

*The Auditor also reported a transfer request of \$10,000 from the Cash Account to the Investment account, on November 11, using the County Portal.*

**Financial Statement Review:** Commissioner Reynolds reviewed the October Income Statement. Fall property tax income came in and the expenses were low.

## OLD BUSINESS

**Maintenance Work Update:** Commissioner Acoba said that Darren Lee of Stateline has finally submitted his maintenance bid (copy attached). His proposal is about twice that of Tikor's previous bid (\$110 per hour). Acoba was asked to follow up with a couple of Stateline's references and to check if the hourly rate applies to travel time. The Secretary/Auditor was asked to locate the maintenance plan that Tikor filed with the County or State and see if it is due to be redone. Commissioner Reynolds said that the Port of Kingston recommended getting into an Interlocal agreement with a larger Port, such as Bremerton. The Commissioners will continue to review their options. It was also noted that the under-pier camera is still not working.

**Pier Lights:** Check #7166, to Kitsap Industrial Electric, turned out to be a duplicate and was voided. Kitsap Electric says that they hope to get the bulbs at the pier replaced this week. Commissioner Guthrie asked that they also check the one at the end of the pier, as it appears to be dim.

## NEW BUSINESS

**2025 Budget/Levy Certificate:** Commissioner Reynolds submitted the 2025 Budget and Levy Certificate at the October meeting for review.

M/S/C/U (Guthrie/Acoba) Motion carried to approve the submitted 2025 Budget Proposal (copy attached).

M/S/C/U (Guthrie/Acoba) Motion carried to approve the proposed 2025 Levy Certificate (copy attached).

**Small Port Conference Take-Aways:** All of the Port staff felt that their wasn't as much useful information at this year's conference, but the Auditor's Office had some good policy and resource information.

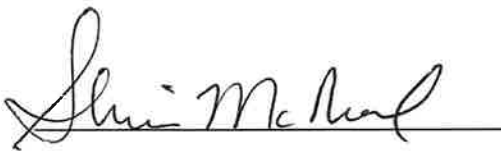
**Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff had no new business.
- 2) Jeff Acoba: Acoba reported that he was getting quite a bit of phishing emails concerning the domain and asking for payment information, He reminded everyone not to reply directly to any such emails.
- 3) Casey Guthrie: Casey had no new business.

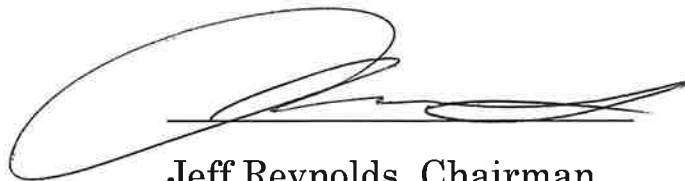
The next Port of Waterman meeting will be held on December 17, 2024 at 6:00 pm, at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,



Sheri McNeal, Secretary



Jeff Reynolds, Chairman