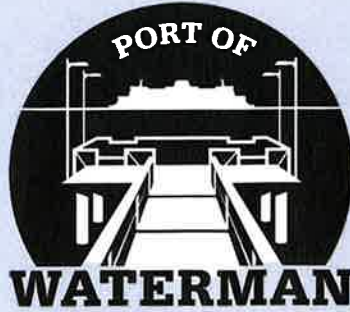


Port of Waterman  
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## December 17, 2024 Meeting Minutes

**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 December 2024 meeting agenda was approved.

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

### AUDITOR'S REPORT: Sheri McNeal

#### 11/30/24 Account Balances:

Cash on Hand	\$ 10,347.04	Investment Account	\$420,192.96
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#### December 2024 Expenses:

Voucher (Warrants):	Checks 7186-7194	\$ 1,767.63
Payroll Warrants:	Checks 7195-7198	\$ <u>812.00</u>
<b>Total December Expenses:</b>		<b>\$ 2,579.63</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 7186-7198 (breakdown of Voucher and Payroll Warrants listed above), in the amount of \$ 2,579.63, as submitted

**Financial Statement Review:** Commissioner Reynolds reviewed the November Income Statement. The November expense overage was due to the Small Ports Conference. YTD, the Port is up \$30,000 income over expenses.

## OLD BUSINESS

**Maintenance Company Replacement Update:** Commissioner Acoba reported that the hourly rate quoted by Stateline for maintenance work does not apply to travel time. Acoba checked references for Stateline and got very positive feedback (a copy of this information is attached). Once a company representative looks at the pier, Acoba will see what their maintenance expectations are. Commissioner Reynolds brought up the possibility having an interlocal agreement with either the Port of Bremerton or Kingston to take care of our maintenance needs. Acoba thought that it would be worth following up on this idea, so Jeff said that he would go forward.

**Pier Lights:** Kitsap Industrial Electric replaced 3 light fixtures at the pier the day after Thanksgiving. They reported that the ones at the end of the pier were actually broken. Commissioner Acoba will ask them to order comparable fixture replacements to have on hand, as the ones we have been using are no longer available.

M/S/C/U (Reynolds/Guthrie) Motion carried to approve the purchase of 5 replacement bulbs for the pier.

## NEW BUSINESS

### **Commissioner District Reports:**

- 1) Jeff Reynolds: Jeff said that our camera tech believes the under-pier camera is no longer viable, due to exposure. Commissioner Guthrie does not believe that this particular camera needs to be replaced, and the other Commissioners agreed.

M/S/C/U (Guthrie/Reynolds) Motion carried to not replace the under-pier security camera.

- 2) Jeff Acoba: Acoba had no new business.
- 3) Casey Guthrie: Casey went to the Manchester Advisory Committee Meeting as they were talking about speeding issues. Casey wanted to see how they were dealing with it and offered to be a conduit between them and the Port. He also had some issues to report with the camera feeds: ① The time stamp on the cameras is way off; ② The parking lot camera is having connectivity issues; and ③ He would like the camera tech to teach him how to be a back-up tech.

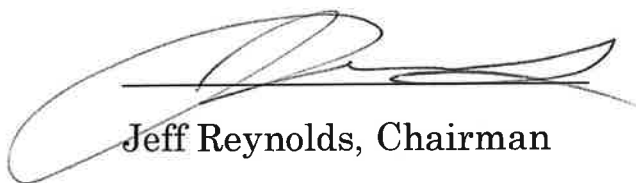
The next Port of Waterman meeting will be held on January 21, 2025 at 6:00 pm,  
at Elim Lutheran Church (or via Zoom).

The meeting was adjourned at 6:30 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sheri McNeal".

Sheri McNeal, Secretary

A handwritten signature in cursive script that reads "Jeff Reynolds".

Jeff Reynolds, Chairman

