

**PORT OF ALLYN
REGULAR MEETING
November 2, 2015
MINUTES**

The Budget Hearing was called to order at 6:00 p.m. with the Pledge of Allegiance.

Present were Commissioners Scott Cooper and Judy Scott; Lary Coppola; Executive Director, LeAnn Dennis; staff, Mark Andrews of the *Mason County Journal*; Del Griffey, Bonnie Knight, Mike Ross, Linnie Griffen, Kaye Massie and Jeff Carey; public.

Commissioner Cooper chaired the meeting in the absence of Commission Chair Jean Farmer, who was not in attendance due to recent surgery.

The budget hearing was moved to later in the agenda so staff could make copies of the budget documents for the audience.

CONSENT ITEMS

- a. Minutes of Special Meeting October 2, 2015
- b. Minutes of Special Meeting October 16, 2015
- c. Financial Reports

Commissioner Cooper made a MOTION to accept consent items a, b and c. Commissioner Scott SECONDED. MOTION CARRIED.

ACTION

- a. General Fund Vouchers #15-343 to 15-379 for \$25,238.60
- b. Payroll Vouchers #15-380 to 15-390 for \$15,471.11
- c. Water Fund Vouchers #1534 to 1537 for \$199.83

Commissioner COOPER made a MOTION to approve action items a, b and c. Commissioner SCOTT SECONDED. MOTION CARRIED.

COMMISSIONER REPORTS

Scott Cooper

Reported about the numerous meetings he attended during the month

Judy Scott

Reported on the meetings she had attended as well.

Jean Farmer

No report. Not present

EXECUTIVE DIRECTOR REPORT

Executive Director reported on the status of numerous items, including the status of the 2016 Budget; the fact the newly updated website was now operational; accounting software; the fiscal results of the first month of operation of the North Shore Boat Launch pay station; the upcoming November 21 Strategic Planning meeting; potential acquisition of neighboring water systems; an ongoing computer issue; and that he is still working on updating the Policies and Procedures manual, and hoped to have it partially complete in time for the December 7 meeting.

OLD BUSINESS

The Board reviewed final documents from Gray & Osborne concerning the Lakeland Drive Sidewalk project. Commissioner COOPER made a MOTION to accept the final close out of the Lakeland Drive Sidewalk Project. Commissioner SCOTT SECONDED. MOTION CARRIED.

Mike Ross gave a report that the Sargent Oyster house is solid and safe to be inside of, so he has begun further assessments. He showed one of the hand-made wood pieces that are present throughout the building, and shared that he is working on plans for “drying it in”.

The regular meeting was recessed at 6:27 p.m. to go back into the public hearing for the draft 2016 budget.

The Public Hearing called to order at 6:27 p.m.

Jeff Carey asked about the item for gazebo expense and the Executive Director explained the upcoming maintenance issues surrounding the gazebo, as well as the plans to build a second gazebo for use as an additional venue for smaller events/weddings at the Kayak Park Also questioned was the item for audit expense and the increase in payroll, which were answered as well. Under equipment expense, it was revealed there are no plans for large equipment purchases in 2016 so not as much was budgeted under that line item as in the previous year. Kaye Massie asked about Sargent Oyster house being put in the Capital Projects Budget. It was explained that Commissioner Farmer was not intending to vote in favor of funding for the Sargent project, however she wanted to vote to approve the rest of the Port’s budget. Bonnie Knight commented that the draft budget didn’t reflect the state pool funds, and noted that to approve the 2016 budget those totals need to be included. The Executive Director stated he understood that, but this was a preliminary budget that basically only reflected 2016 anticipated revenues and expenses, and nothing more, but that the state pool funds would be included in the final budget documents.

Operations Manager Dennis made copies of the county financial statements so the audience could see them and see the totals. Ms. Knight discussed different ways to use the IDD funds and the public's expectation to use state pool dollars as well. She also stated that if the Port decides to establish a reserve fund that it can be added later. She also stated her concerns for the record about the Sargent Oyster House being separated out from the regular operating budget.

The public hearing was adjourned at 6:53 p.m.

The regular meeting was reconvened at 6:53 p.m.

Commissioner COOPER made a MOTION to accept the 2016 budget with the addition of the state pools being reflected in the budget totals. Commissioner SCOTT SECONDED. MOTION CARRIED.

Commissioner Cooper read Resolution Number 355 for the Levy Certification. Commissioner SCOTT made a MOTION to accept Resolution Number 355 with the correction of the date on the document. Commissioner SCOTT SECONDED. MOTION CARRIED.

NEW BUSINESS

Nominations for Board seats. Commissioner SCOTT nominated Commissioner COOPER for Chair for 2016. Commissioner COOPER nominated Commissioner SCOTT for vice chair. Commissioner FARMER was not present. Commissioner SCOTT and COOPER both accepted their nominations. They will discuss this further at an upcoming meeting when Commissioner FARMER is present.

PUBLIC COMMENT

Commissioner Cooper noted that the new website looks good. There is a link to the video about Sargent Oyster House, but no other updates which would allow the public to follow the progress. Ms. Knight discussed the North Bay Historical Society potentially leasing the building from the Port to allow them more leeway to work and move forward with grants and permits. The Executive Director will check with the attorney to get documents.

There was more discussion about the Sargent Oyster House. The Executive Director is submitting a permit application to get a power pole by the building so volunteers can begin work inside.

Kaye Massie asked if we have received a letter from the county about our levy amounts yet as the hospital district got theirs's late.

The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

LeAnn Dennis, Office Manger

COMMISSIONERS:

Scott Cooper, Acting Commission Chair

Judy Scott

Jean Farmer, Commission Chair (Not Present)