

**PORT OF ALLYN
REGULAR MEETING
February 1, 2016
MINUTES**

The Regular meeting was called to order at 6 pm with the Pledge of Allegiance. Present were Commissioners Scott Cooper, Chair; Jean Farmer; and Judy Scott; LeAnn Dennis, Operations Manager; and Lary Coppola, Executive Director. Also, Kaye Massie, Linnie Griffen, Del Griffey, Bonnie Knight and Ken VanBuskirk, public.

Consent Items

- a. Minutes of Regular Meeting January 4, 2016.
- b. Minutes of Special Meeting January 11, 2016.
- c. Financial Reports

Commissioner Judy Scott made a MOTION to accept the consent items. Commissioner Farmer SECONDED. MOTION CARRIED.

Action

- a. General Fund Vouchers #16-041 to 16-064 for \$12,785.93
- b. Payroll Vouchers #16-065 to 16-075 for \$9,552.61
- c. Water Fund Vouchers #1605 to 1607 for \$294.44

Commissioner Judy Scott made a MOTION to approve the action items. Commissioner Scott Cooper SECONDED. MOTION CARRIED.

Commissioners Report

Commissioner Judy Scott reported about the oyster house meetings and she announced upcoming meetings. She also attended the Washington Public Ports Association (WPPA) legislative day where she had the opportunity to speak with Colleen McAleer of the Washington Business Alliance as well as other state representatives.

Commissioner Jean Farmer reported about the Theler meeting, attended the Shelton chamber gala and the Port meetings.

Commission Chair Scott Cooper attended the Port meetings, and reported about Mason Transit's idea of exploring the idea of a partnership with the Port, He emphasized that these were very preliminary discussions. He is also scheduled to meet with Economic Development Council (EDC) Executive Director Lynn Longen shortly.

Executive Director's Report

Executive Director Lary Coppola reported that the accounting software is up and running for 2016, and that we are working on closing out 2015.

He is also working on adding the cost of his insurance to his pay so it's paid as payroll. Dave Meyer will be in to figure out the extra taxation and set up the payroll aspect of it in the bookkeeping program.

He stated that the Lakeland Drive change order was reportedly approved by WSDOT to repair and fix the runoff issue. He also noted that the budget adjustment for the line item Elections was more than originally quoted by the County.

The Kayak Park Gazebo project is on hold because of shoreline permitting issues. He has talked with an engineer and there are other options, such as utilizing a portable gazebo.

The Port Boundary road signs will be going up shortly, and the Executive Director has requested a public hearing to update winter moorage fees.

He also stated that he is working on a representative from the Washington Business Alliance to come and do a presentation to the Commissioners.

The office now has a customer service counter, which has also opened up the main area for meeting options.

Mr. Coppola also reported that he found a used refrigerator for the downstairs meeting room, and a new desk for upstairs that will replace the one that was damaged moving it..

Finally, the glare from windows in the office can be remedied by having the office windows tinted. The cost would be under \$1,000.

He also suggested the Port hold a Garage Sale for surplus items.

The Regular Meeting was recessed at 6:02 p.m. to go into Public Hearing.

Public Hearing

- a. Gazebo Fees - \$300 for long time gazebo users (5 years in a row or more).
- b. Winter moorage rates be tiered from Oct. 1, to Apr. 30 at \$125 for 18 ft. and up; \$150 for 18 to 26 ft., and \$175 for over 26 ft..

Jeff Carey commented that the gazebo used to have a cheaper rate for weekdays. And he is curious about if it is a conflict to have cheaper rates. Bonnie Knight stated that you have to have it written and approved by the board, with no discrimination, and must have the correct public process.

No additional public comment was expressed.

The Regular Meeting was called back to order 6:17 p.m.

Commissioner SCOTT made a MOTION to approve the new moorage rates. Commissioner FARMER SECONDED the motion. Motion was APPROVED.

Old Business

Financial demographics: The Executive Director has been talking with the county and working on the figures, which are needed to plan for future projects,

as well as to be able to show the public what it would look like if the port collected different amounts by districts.

New Business

Contract limit amount for Municipal Research Service Center (MRSC) and spending authority. The Commissioners decided to table this until the next meeting to give the board time to read through the resolution.

Peninsula Regional Transportation Public Organization (PRTPO) – Commissioner Scott was appointed to be the Port's official representative on the board. MOTION to Accept by Commissioner FARMER, SECONDED by Commissioner SCOTT. MOTION APPROVED.

Chamber After Hours and Chamber meeting sponsorship. We will do these in the summer. After Hours on a Wednesday. Mr. Coppola will get it set up.

Window Tinting: The board gave Mr. Coppola approval to get the windows tinted for the estimated cost.

Public Comment

Ms. Knight expressed to the Board and staff to make sure we document our rates correctly for the state audits.

Jeff Carey clarified a statement in the minutes and he said GIS and Treasurers has to add layers to their maps, and that the assessed values aren't in their system to add to mapping at public works. He also asked about lighting in Belfair and the North Shore properties. Commission Chair Cooper invited Mr. Carey to come out when they go to look during the dark and help with some input. Mr. Carey mentioned LED lighting and their output.

Ken VanBuskirk asked about the Belfair lighting project and supports it, Commission Chair Cooper said that will be a project as soon as the road widening is done so hopefully next year. He also discussed the trail project proposal and gave his input for that.

Linnie Griffen stated the Port Commission makes some good decisions. Commissioner Scott asked about Ms. Griffen and the cemetery. She stated that the Cemetery District does not have enough money to pay for election fees so they don't put in for an election since everyone runs unopposed, and the district is out the cost of the fees.

More public discussion, as Mr. Van Buskirk had previously suggested that the Port look into a trail from Allyn to Belfair to unify the communities.

MOTION to ADJOURN made by Commissioner SCOTT at 6:56 p.m. SECONDED by Commissioner FARMER.

Respectfully submitted,

LeAnn Dennis, Operations Manager

COMMISSIONERS:

Scott Cooper, Chair

Judy Scott, Vice Chair

Jean Farmer