

**PORT OF ALLYN
Special Meeting
September 18, 2017
MINUTES**

The Special Meeting was called to order at 6 p.m. with the Pledge of Allegiance. Present were Commissioners Scott Cooper, Chair; Judy Scott, and Delmer Griffey; Lary Coppola, Executive Director and LeAnn Dennis, Operations Manager.

The purpose of the special meeting is to review, discuss and approve a preliminary 2018 Budget.

The Executive Director discussed the financial projections, how the numbers were arrived at, and how the actual numbers compare to the 2017 Budget. Most notable were proposed increases in payroll, as well as increases for mileage and travel because of the education required for the new the Commissioner coming on board in January.

Commissioner Cooper asked if the one percent property tax increase was included in the final revenue figures and the Executive Director answered that the numbers reflect that.

Also notable is that revenue is down for the Gazebo. A discussion ensued on how to boost sales. There was also a general discussion about revenue. The Executive Director stated that the revenue numbers are pragmatic and realistic, being based on actual 2017 collections. The Board continued to go over the budget line by line.

The Board discussed payroll and proposed raises of \$1 an hour each for the Operations Manager and Maintenance Supervisor, and five percent for the Executive Director. The discussion centered on the issue of the CPI being three percent and justifying the increases being asked for.

The Executive Director stated that being able to utilize the Maintenance Supervisor to do work in-house rather than put it out to bid at prevailing wage has reduced costs significantly, and justifies a raise. He also feels the proposed budget numbers are pretty accurate as the Maintenance Supervisor has been steadily catching up on deferred maintenance for the last couple years, and things are in good shape at this point because of his efforts.

He also defended the proposed raise for the Operations Manager, saying she has grown substantially in the job, and voluntarily taken on added responsibilities, especially in the area of bookkeeping and financial management.

The Executive Director said he would be happy with whatever the Commissioners thought was fair.

The discussion moved to mileage and the Security Officer. It was decided to create three separate mileage line items for the Security Officer, Executive Director, and a combined one for the Commissioners and staff.

While on the topic of maintenance, it was noted that insurance will pay for any storm damage. Commissioner Griffey suggested looking into using the woman's work group from the prison for smaller tasks if the cost hasn't gone up for them.

Commissioner Cooper asked if there are any questions. Commissioner Griffey said he'd seen a lot of budgets over the years, and this looks very straightforward.

The Commissioners scheduled a September 25, workshop to discuss the staff raises. The Executive Director was directed to do evaluations of the Operations Manager and Maintenance Supervisor to justify their proposed raises, as well as a self-evaluation, and have them ready for that meeting. All felt it is a best practice to do annual evaluations - especially to justify pay increases.

Commissioner GRIFFEY made a MOTION to approve the preliminary budget with the noted changes. Commissioner SCOTT SECONDED. Motion PASSED.

Public Comment.

None


Meeting Adjourned at 7:20 p.m.

Respectfully Submitted,



LeAnn Dennis, Operations Manager

COMMISSIONERS:



Scott Cooper, Chair



Judy Scott, Vice Chair



Delmer Griffey, Commissioner