

**PORT OF ALLYN**  
**Special Meeting/Public Hearing**  
**September 27, 2018**  
**MINUTES**

**The purpose of the Special Meeting and Public Hearing is for the purpose of a review and Public Hearing for the Draft 2019 Budget, and a presentation to the Commissioners by Gordon Thomas Honeywell, including a Question and Answer session on their proposal for lobbying services for the 2019 legislative session. Action is possible on the Gordon Thomas Honeywell proposal.**

The meeting was called to order at 6 p.m. with the Flag Salute by Commission Vice Chair Scott Cooper.

Present were Commissioners Scott Cooper and Commissioner Ted Jackson. Commission Chair Judy Scott was delayed and arrived at 6:23 p.m. Staff present were LeAnn Dennis, Operations Manager; Lary Coppola, Executive Director. Public present Dana Kampa, press.

**Presentation by Gordon Thomas Honeywell (GTH)**

Commissioner Cooper introduced Megan Van Schoorl from the lobbying firm of Gordon Thomas Honeywell (GTH) to give a presentation to the Board.

Commissioners Jackson and Cooper asked very specific questions about the firm's ability to secure funding for projects, and what kind of requirements would the Port have to meet i.e. shovel ready, etc., for that to happen. It was asked if they help find funding first and then help the Port put together project submissions, and exactly how the process works. It was also asked if lobbying for one funding request a year was better than multiple requests.

Brianna Murray stated it is best to focus on one specific project for Capital Budget funding, or otherwise, you are actually competing against yourself for what money is available.

Trevor Justin introduced himself, and detailed some projects he's been successful at, including securing National Heritage grants. He said those successes opened up additional opportunities for different grants from multiple sources for some of the projects he's worked on.

Commissioner Scott arrived at 6:23 p.m., and Commissioner Cooper filled her in as far as what GTH had discussed. Ms. Schoorl noted the fact there are specific Capital Budget forms for the House and Senate legislators, and that restoration projects belong in the Capital Budget program.

When asked about Return on Investment (ROI), Ms. Murray quickly stated that every entity has seen a return on their GTH investment within 2 years. Commissioner Cooper asked about multiple year funding for projects, and Commissioner Scott asked questions and discussed where the Sargent Oyster House fits in the overall scheme of things. She added that engineering is close to complete and they are getting more solid numbers. Ms. Schoorl discussed more details of her research of possible additional funding sources for the Oyster House. Commissioner Cooper asked Commissioner Scott if what was said in a previous Oyster House meeting about needing \$1,000,000 was still accurate. Commissioner Scott answered that it is more like \$500,000 to \$700,000.

There were more questions about the Oyster House project, and it was noted that there is a location already established and the museum aspects were also mentioned. Commissioner Scott discussed the amount of support the project enjoys.

Ms. Murray discussed convening a meeting to put together a plan to move forward. The Executive Director asked if GTH had any questions for the Board. Commissioner Jackson talked about his knowledge of GTH and their success, saying he supported hiring them. Commissioner Cooper stated his main reservations concerned the budget amount, and that he is in support of it but wants to make sure operating costs and regular Port business don't suffer.

The Executive Director stated he is working on new revenue streams.

A MOTION was made by Commissioner COOPER to approve the Executive Director's spending authority on a one-time basis to sign the contract with GTH. Commissioner JACKSON SECONDED. Commissioner Cooper read Resolution #395. The Motion was APPROVED Unanimously (with corrections).

### **2019 Budget Discussion**

The Executive Director read his narrative about the 2019 Budget. He discussed general budget numbers for 2018 and 2019, noting that we have been able to stick to the budget even with unexpected expenses. Mileage was underestimated in 2018 but we have better figures for 2019. Mileage was also the single largest percentage increase. He discussed the rock and grading of the parking lots, and said it's likely we'll only have to grade next year.

A moderate rate increase for the water system is budgeted to begin building reserves for unexpected maintenance and repairs. It was also noted that we only have one more payment for the IDD/Water loan.

Also implemented was a 3.5 percent increase to cover merchant fees for credit and debit cards, although that revenue wasn't budgeted.

Commissioner Jackson asked for a clarification of what the Port has spent on the Oyster House, and was told the only Port dollars spent were for the building permit and shoreline permit, not any supplies or materials, and the money for those was in the 2018 Capital Budget.

Commissioner Cooper discussed the proposed pay increase for Executive Director, and asked about the details for his total compensation. This has been an issue almost from the beginning of his employment, with insurance costs and how they were compensated, as well as retirement costs being initially underestimated, being at the heart of the matter. Commissioner Cooper would like to try to resolve the issue about the Director's pay, what it was supposed to be, what it has actually been, any money that the Port may owe him, and settle this matter once and for all. Also, the Commission would like to sign a new employment agreement with the Director that outlines specific compensation so there is no confusion going forward. The Director suggested a multi-year agreement that outlines compensation for the life of the agreement so a negotiation over compensation isn't a part of every annual budget process. This led to a discussion about approving the budget as presented, and if necessary, amending it after a personnel evaluation and new contract were agreed upon.

The Board moved on to the Allyn Marina Project and its projected revenue increase that would include new moorage revenue and a pay station for credit and debit cards. The Executive Director said he expected a bump in revenue from the pay station but not as large a one as we experienced at the North Shore.

From there, the Water budget again was mentioned, with the Director saying he added one hookup fee into the revenue column due to the amount of interest and calls we've had over this year. It was also noted that the Capital Budget for the Oyster House does not include the grant that the North Bay Historical Society got since that is not our money and is not subject to the same restrictions as our will be.

### **Public Hearing for the 2019 Budget:**

The Public Hearing was opened 7:23 p.m.

There were no comments or testimony from the public.

The Public Hearing was closed 7:24 p.m.

**Personnel Evaluation Meeting**

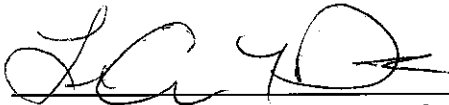
The Commissioners set a meeting time of Wednesday, October 10, at 6 p.m. to review the Executive Director's employment contract, evaluation and compensation.

**Excuse Request**

Commissioner Jackson stated he will not be here for the Monday, October 1, meeting, and asked to be excused.

Meeting Adjourned at 7:39 p.m.

Respectfully Submitted,

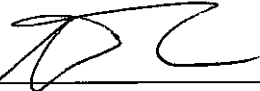


LeAnn Dennis, Operations Manager

COMMISSIONERS:



Judy Scott, Chair



Scott Cooper, Vice Chair

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Ted Jackson, Commissioner

