

**PORT OF ALLYN
Special Meeting
October 10, 2018
MINUTES**

The purpose of the Special Meeting is to discuss the personnel evaluation of the Port's Executive Director, discuss his employment agreement, and to discuss and possibly approve a new agreement and salary schedule for 2019.

The Special Meeting was called to order at 6 p.m. with the flag salute.

Present were Commissioners Judy Scott (Chair), and Scott Cooper. Commissioner Ted Jackson was excused absent due to work conflict; Lary Coppola and LeAnn Dennis, staff; Ken VanBuskirk, public

Commissioner Scott asked Executive Director Lary Coppola to discuss his accomplishments over the past year. He read a list of his accomplishments (4 pages) from the self-evaluation form he had been directed to use previously.

Some of the highlights included getting the Port's Water System Plan approved; creating enough revenue to cover the purchase of the new Port truck, and still have a substantial cash carry over. Technology improvements included implementing the new BIAS accounting software; developing an email contact list; updating Port forms (agenda, etc.); updating policies and procedures; exploring property purchase possibilities; securing State Capital Budget Funding to upgrade the Allyn Dock; adjusting facility fees to create additional revenue; leasing the small office as a new revenue stream; implementing live streaming of meetings; upgrading our social media presence; and participation in local organizations like the Chamber.

Education for himself and staff included training seminars, webinars, classes and WPPA events. There are training opportunities he's interested in pursuing, including looking for new future revenue sources, and learning about successful grant funding strategies.

He thanked the Board their support, and the Board thanked him for his hard work over the past year.

The Board moved on to discuss the Executive Director's employment agreement. Among the changes he's asked for are that in the event he passes away while employed by the Port, that his family become his beneficiary and paid his accrued salary, unused sick and vacation pay. Commissioner Cooper said there are limitations on how much vacation and sick pay can be paid out, and the Executive Director agreed that it would have to fall within the parameters spelled out in the agreement. Commissioner Cooper also said would like to be the Board's point person for the process of implementing any changes to the employment agreement.

Commissioner Cooper discussed Mr. Coppola's pay/salary and gave a history of the confusion of how and when errors occurred in the past. The Port's Accountant has audited his pay since he was hired and has provided a spreadsheet that shows the Port actually owes the Executive Director back pay. Commissioner Cooper will present that at the next Regular Meeting.

Commissioner Cooper went on to say the reasons that comparable salaries are hard to figure out is because the comparable Ports aren't really comparable, and our Director is in the lowest 10 percent of paid Executive Directors for the Ports that have comparable revenue. However, he also said he would be concerned about approving a 4.4 percent raise each year and would like to revisit that issue each year prior to budget time. The Board would like to find a way to compensate the Director that is fair for the Port and for him, but not have it increase habitually.

Commissioner Cooper would also like to see a specific, flat rate number spelled out in his employment agreement that will be simple to track, and an agreed upon amount that covers all Executive Director's' costs such as compensating him enough in his salary to cover his own

medical. Commissioner Cooper suggested a 2.5 percent increase. He will work with the Director on his contract wording and any decision about a pay increase will wait until the Regular meeting so the Board has time to think about numbers. This will also give Commissioner Jackson time to review the possible pay increase suggestions and contract changes. The Board will also seek the accountant's advice as to the best way to re-pay Mr. Coppola the back pay owed.

Commissioner Cooper stated that the Director has had a total of 12.5 percent in increases so far, and if 4.4 percent added that would be 16.9 percent increase since he started four years ago. Commissioner Scott asked what is the percentage of increased revenue the Director is responsible for? He said he will figure out the exact amounts and percentages of revenue increases, and provide those figures to the board. They will schedule another special meeting to work out details. The Executive Director will check when Commissioner Jackson is available.

Commissioner Cooper also asked Mr. Coppola to provide the latest contract that he has. He said he has one at home and will provide that.

The Board also thanked Ms. Dennis for her 17 years of service, and the Executive Director stated she has done an excellent job with the new BIAS software.

PUBLIC COMMENT

Ken Van Buskirk inquired if the Port has always done employee evaluations in the public meeting or executive session. The RCW states an employee can request an executive session but it doesn't have to be.

GOOD OF THE ORDER

November 17th fundraiser for Sargent Oyster House. And Chamber? 7:02pm

Meeting Adjourned at 6:59 p.m.

Respectfully Submitted,

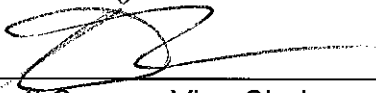


LeAnn Dennis, Operations Manager

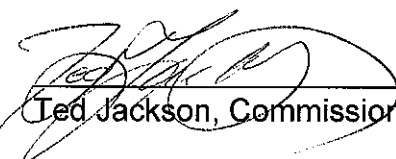
COMMISSIONERS:



Judy Scott, Chair



Scott Cooper, Vice Chair



Ted Jackson, Commissioner