

Port of Allyn
Special Meeting
January 11, 2016
6:00 pm

The purpose of the special meeting to approve vouchers, discuss reimbursement policy, goals and objectives, winter moorage rates and small gazebo.

Meeting opened with flag salute at 6:00 p.m.

Present were Commission Chairman Scott Cooper, Commissioner Judy Scott, Commissioner Jean Farmer, Lary Coppola; Executive Director and LeAnn Dennis, Operations Manager.

Commissioner Farmer made a MOTION to approve Vouchers #16-037 to 16-040 for \$6,074.38. Commissioner Scott SECONDED. MOTION CARRIED.

Reimbursement Policy: The Commissioners agreed to address who will be attending what meetings and what functions are reimbursable. They reviewed previous lists and discussion followed. This was tabled for the Executive Director to come up a list of recommended reimbursable expenses.

Review Goals and Objectives and Work Toward Updating: Commissioner Cooper discussed reasons for wanting to focus on completing some projects. The Commissioners discussed how frustrating it is trying to complete projects, noting how after getting started, the process sometimes ends up taking years due to bureaucratic process. It was suggested that reviewing our goals and objectives, and narrowing down the scope of projects might help. Commissioner Cooper talked about financial demographics and would like to know what the second IDD figures would be if we applied it, broken down by districts, and at different amounts (like the full .45 cents would be and what it would be at other amounts). The Executive Director will put together a full matrix of the financial demographics and supply it to the Commissioners at a future meeting.

Kayak Park: The Executive Director reported that Shoreline permitting issues have interfered with building the new gazebo — in spite of it being smaller than what is required to get a permit for. He is working on finding an alternative solution.

MRSC : The Board discussed using the Municipal Research and Services Center's (MRSC) small works rosters, architect and engineering roster and vendor rosters. MRSC runs the legal ads and maintains the lists. Commissioner SCOTT made a MOTION to approve Resolution Number 359 authorizing the Port to join MRSC Rosters, upon further review of the wording by the port's legal counsel. Commissioner FARMER SECONDED. MOTION CARRIED.

Winter Moorage Rates: After trying to not having a winter moorage rate, it has proven to not be productive. The Executive Director suggested having a new winter rate, higher then previously, but less then the \$1 per foot per day. The Board also discussed lighting at N.S.

The Executive Director finished his ED report, saying we had been overpaying our L&I payroll rates. He also presented the corrected balance sheet and gave a Lakeland Sidewalk update, noting that WSDOT suggested a change order to cover the work to correct the water issues. He also made the Commissioners aware of a budget adjustment required to cover the election costs. The new road signs will be going up at district boundaries, and the Washington Business Alliance may do a presentation at an upcoming meeting. He also reported that we are re-configuring the office to have a reception counter and then possibly a conference table for small meetings. Finally, as asked, he researched the gifting of public funds issue and found that if the Port cannot donate to certain non-profit groups (501c3) after consulting with both the WPPA and State Auditor for advice.

Meeting adjourned 7:10 p.m.

Respectfully Submitted by

LeAnn Dennis, staff

COMMISSIONERS:

Scott Cooper, Chairman

Judy Scott, Commissioner

Jean Farmer, Commissioner