

**PORT OF ALLYN  
AGENDA  
May 22, 2017  
Special Meeting  
6:00 pm**

**SPECIAL MEETING**

The purpose of this meeting is to discuss a payroll issue and updates to the Port's Policies and Procedures

1. Meeting called to Order/Flag Salute
2. Old Business
  - a. Payroll issue discussion – Postponed from May 1, Regular Meeting
2. New Business
  - a. Discuss exemption of nightly moorage rate for a customer-possible action
  - b. Discussion of updates to the Port's Policies and Procedures necessitated by a Schedule 22 Update Notice - Items 1 through 31 - sent by the State Auditor's Office.
  - c. Resolution 364 – Create a policy and procedure stating that the Board of Commissioners will review monthly financial treasurer reports, including petty cash if applicable. Possible Action
  - d. Resolution 365 – Create a policy and procedure stating that original bank statements for all accounts will be reviewed monthly by the Board of Commissioners and initialed by the Board Chair. Possible Action
  - e. Resolution 366 – Create a policy and procedure stating that the Board of Commissioners have adopted a written billing policy that clearly describes goods and services available for purchase, the associated costs and payment terms. This will also include late fees, hookup fees, shut off fees and any other applicable fees. Possible Action
  - f. Resolution 367 – Create a policy and procedure stating the Board of Commissioners have put in place a billing and payment receiving policy. This policy will include the process required to request an accounts receivable write-off that allows the Port to write off a receivable and not violate the state constitution's restriction of making a gift of public funds, and that these write-offs will be approved by Resolution in a public meeting. Possible Action
  - g. Resolution 368 – Create a policy and procedure stating that the Port receives cash and checks directly, including donations, charges for services, sale of Port-branded items, grants, etc., and the revenues from all these types of sources are receipted and accounted for in the same manner as all other revenues. Possible Action
  - h. Resolution 369 - Create a policy and procedure to check payroll, timesheets, leave slips, salaries, labor contracts, and employment records, in order to avoid fraud or misappropriation of payroll funds. Possible Action
  - i. Resolution 370 Create a policy and procedure stating the Board of Commissioners will review the check/warrant register at every regular meeting and that review will be noted in the board meeting minutes. Possible Action

4. Public Comment

5. Continuance or Adjournment